

IMPORTANT NOTE

TENDER NO. LCP5388L15 DATED 14.11.2014

BID CLOSING DATE : 05.12.2014 at 14:30 Hrs.(IST)

BID OPENING DATE : 05.12.2014 at 14:45 Hrs.(IST)

Tender No. LCP 5388L15

has been issued to the following 11(Eleven) parties :

- 1. M/s. Rajesh Maintenance Works.**
- 2. M/s. R.K.Consultants.**
- 3. M/s. Ganpati Creations.**
- 4. M/s. S.A.Maintenance Works.**
- 5.M/s. Modern Concept Constructions.**
- 6. M/s. Hindware Home Retail Pvt. Limited.**
- 7. M/s. Goel Construction & Engineers.**
- 8. M/s. Emkay Trading Co.**
- 9. M/s. Shalimar Interiors.**
- 10. M/s. S.P. Construction.**
- 11. M/s.Durga Construction Company.**

Other than the parties to whom the above tender has been issued, interested parties who wish to participate in the tender may apply with proper credentials and other relevant details so as to reach their application in the following office of Oil India Limited, within 10 days of publication of the tender on OIL's website:

**Group General Manager (Contract & Purchase)
Plot No. 19, Sector 16A,
Noida- 201 301.**

The applicant must fulfill the following Bid Rejection Criteria of the tender & must enclose documentary evidences along with their application :

- i) The Average Annual Financial Turnover as per Audited Annual Reports of the bidders for the last three accounting years should be at least Rs. 2.92 lakh.**
- ii) The bidder must have experience of having successfully completed similar works during the last 7 (seven) years ending 30.09.2014, of value either of the following :**
 - a. Three similar completed works each costing not less than Rs 3.90 lakhs.**
 - Or**
 - b. Two similar completed works each costing not less than Rs 4.87 lakhs.**
 - Or**
 - c. One similar completed work costing not less than Rs 7.80 lakhs.**

Note: 1) Similar works means civil construction jobs.

2) Documentary evidences in support of meeting above BRC requirement must be submitted along with the bids.

3) Application without complete supporting documents will not be considered.



Oil India Limited
(A Govt. of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.
Phone: 0120 - 2488333 to 2488347 (EPABX)
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

(F O R W A R D I N G L E T T E R)

Tender No.	LCP 5388 L15
Date	14.11.2014
Bid Closing Date	05.12.2014
Bid Closing Time	14 : 30 Hrs.(IST)
Bid Opening Date	05.12.2014
Bid Opening Time	14 : 45 Hrs. (IST)
Bid Security	Rs. 20,000.00
Performance Security	2.5% of the total contract value.
Retention Money	7.5 % on the running bill(s)

Sirs,

- 1.0** Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed quotations for “Renovation of toilet block, A-Wing of 3rd floor and one number of toilet at C-Wing of 4th floor at OIL House, Plot no. 19, Sector 16A, Noida.
- 2.0** General Terms and conditions of the tender will be as per Annexure-I enclosed.
- 3.0** Scope of Works covered under the tender are given in Part-I and Specification of materials to be used and their approved brands are enclosed as Part-II to the bid document.
- 4.0** Bidding Format for Rates is provided under Part-III where detailed description of various works, quantity, units of measurements etc. have also been provided. Bidders must quote their rates in the Bidding Format for Rates only.
- 5.0** You are requested to submit your most competitive offer in a sealed envelope super scribing the following details on the right hand top corner :

OIL's Tender No. _____
Bid Closing date _____
Brief description of the job _____
Bidder's Name _____

6.0 Offers must be addressed to:

Group General Manager (Contract &Purchase)
Oil India Limited
Plot No. 19, Sector-16A,
NOIDA-201 301

6.1 The sealed envelope containing the offer must be delivered at the Office of Chief Adviser (C&P) at above address latest by 2.30 PM (IST) on the Bid Closing Date.

6.2 Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of Senior Advisor (C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.

6.3 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date / Time will get extended up to the next working day.

6.4 Offers or modifications to offers received after the Bid Closing Time / Date will not be considered. No unsolicited correspondence after submission into cognizance of the offer will be taken .

6.5 Your offer must include :

- i) Tender No. & Date
- ii) Full description of the works offered.
- iii) Rates as per Bidding Format for Rates enclosed vide Annexure – II.
- iv) Validity of minimum 60 days from the bid closing date.

7.0 All entries in the offer must be made in English. The offered rate must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.

8.0 Validity:

Offers must be valid for acceptance for a period of 60 (sixty) days from the Bid Closing date. Bidder must indicate validity of the offer in the quotation failing which it will be construed that offer is valid for 60 (sixty) days from the bid closing date.

9.0 Offers must conform in all respects to the terms & conditions of the tender. Deviations, if any, must be clearly and specifically stated.

10.0 By submitting a bid, a bidder will be deemed to have understood and satisfied himself the nature of service to be rendered and they have taken into account all conditions and difficulties that may be encountered during supply of the items.

11.0 Bid Rejection Criteria : Bid Rejection Criteria of the tender are as under :

11.1

- i) The Average Annual Financial Turnover as per Audited Annual Reports of the bidders for the last three accounting years should be at least Rs. 2.92 lakh.
- ii) The bidder must have experience of having successfully completed similar works during the last 7 (seven) years ending 30.09.2014, of value either of the following :
 - a. Three similar completed works each costing not less than **Rs 3.90** lakhs.
 - Or
 - b. Two similar completed works each costing not less than **Rs 4.87** lakhs.
 - Or
 - c. One similar completed work costing not less than **Rs 7.80** lakhs.

Note: 1) Similar work means civil construction jobs.

2) Bidders must fulfill the above Bid Rejection Criteria (BRC) and must enclose documentary evidences along with the bids in support of meeting the BRC requirement .

11.2 Bids with inadequate validity will be rejected.

11.3 Bids received after Bid Closing date and time will be rejected.

11.4 Bids received from unsolicited bidder will be rejected.

11.5 Bids containing incorrect statement and / or incomplete information will be rejected.

11.6 Bidders must quote for all the items failing which the offer will be considered as unresponsive and will be rejected.

12.0 Bid Evaluation Criteria :

12.1 Evaluation will be on overall total lowest value, based on the quantities shown.

12.2 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.

12.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

13.0 Mobilisation Time & Execution Time :

The successful bidder must mobilize the work within 7 days from the date of issue of Work Order. The whole work covered under the contract must be completed within 10(Ten) weeks from the date of issue of Work Order.

14.0 Payment Terms:

14.1 The Contractor shall submit his bills along with joint measurements in respect of completed jobs only with items recorded serially in the standard measurement sheets. The contractor shall inform the Engineer In Charge or his representative well in advance for recording the joint measurement.

14.2 The mode of measurements will be as in the technical/standard specifications. If not available in the technical/standard specifications, then the CPWD specification/IS codes /standard engineer's practice for measurements of work shall be followed.

14.3 On account payment shall be made, not oftener than monthly of the value of work done. Final payment shall be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviation and any deduction and the measurement shall be checked and certified ,corrected by the Company's engineer before any such final payment is made.

15.0 By submitting a bid, a bidder will be deemed to have understood and satisfied himself the nature of service to be rendered and they have taken into account all conditions and difficulties that may be encountered during supply of the items.

16.0 OIL reserves the right to reject any or all tenders or to accept any tender either in full or in part without assigning any reason whatsoever.

17.0 Contact Personnel :

Bidders, in their own interest, are advised to visit the sites before submitting their quotation. In this regards and for any clarification please contact:

Mr. D. C. Nath
SE (Civil)
Oil India Limited
Contact No. – 0120 – 2488326

18.0 Termination :

OIL reserves the right to terminate the contract, any time with one week written notice without assigning any reasons whatsoever. The contractor will however be paid for the period of services rendered before termination.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

(Ms. A. Doley)
Chief Manager Materials
For Group General Manager (C & P)
For Chairman & Managing Director

ANNEXURE I

OIL INDIA LIMITED

(A Government of India Enterprise)
Plot No. 19, Sector 16A, Noida - 201301
Phone: 0120 - 2488333 to 2488347 (EPABX)
Fax: 0120 - 2488310
E-mail: oilindia@oilindia.in
Web Site: www.oil-india.com

GENERAL TERMS AND CONDITIONS

1.0 TRANSFERABILITY OF BID DOCUMENTS :

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

2.0 COST OF BIDDING :

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3.0 AMENDMENT TO BIDDING DOCUMENTS :

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

4.0 CONTENTS OF OFFERS :

- 4.1 Offer should be in English . The Price Schedule shall be furnished by the bidder as per proforma vide Annexure - II. The prescribed proforma duly filled in and signed should be returned intact whether quoting for any service or not. When any service is not being quoted by the Bidder, the corresponding space should be filled up by the words "Not Quoting". The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 Offered rates should be kept firm through completion of the Contract duration.
- 4.3 Taxes, duty etc, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

4.4 STATUTORY VARIATION:

Any statutory variation (increase/decrease) in the rate of any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence.

- 4.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- 4.6 **Bidders should offer firm prices.**

Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

4.7 **VALIDITY :**

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.8 **VAGUE AND INDEFINITE EXPRESSIONS:**

Any vague and indefinite expressions will not be considered.

5.0 **CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS**

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 **DOCUMENTS COMPRISING THE BID :**

6.1 The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Schedule of Rates (Refer Annexure-II)
- b) Bid must accompany necessary literature/catalogue of the product , wherever required.
- c) Exceptions/Deviations Statement, if any
- d) Authorisation letter for attending Tender Opening (Refer Annexure - IV)

7.0 **SUBMISSION OF OFFER :**

7.1 *In the event of receipt of only a single offer against the tender within the B.C. date OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date , shall not be permitted to revise their quotation.*

7.2 Bidders, in their own interest, are advised to drop their offers personally in "LOCAL TENDER BOX" at C & P department at NOIDA. Alternatively they may send the same through Registered Post/courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

7.3 Bids must be submitted in original. No offer should be sent by Telex / Cable / Fax / E-mail/telephone unless specifically asked for in writing. Bids not complying with above will be rejected.

8.0 **DEADLINE FOR SUBMISSION OF BIDS :**

8.1 Offers must be received at the office of the Sr. Adviser(C & P), Oil India Limited at NOIDA by the Bid Closing Date & time mentioned in the Notice Inviting Tender (NIT).

8.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

9.0 **MODIFICATIONS AND CLARIFICATIONS OF BIDS :**

9.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.

- 9.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.

10.0 EXTENSION OF BID SUBMISSION DATE :

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

11.0 RETURN OF LATE BIDS :

- 11.1 Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders immediately. In all other cases, the late bids will be destroyed by OIL.

12.0 OPENING OF TENDERS :

- 12.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure - IV enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 12.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.

13.0 COMPLIANCE WITH TENDER :

- 13.1 Bidder's offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. If the bidder does not superficially mention about any deviations from the tender terms and conditions, it will be construed that they have agreed to comply with all the terms and conditions of the tender.
- 13.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the terms and conditions stipulated in this tender without assigning any reason.

14.0 OIL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

- 14.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or 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 (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

- 15.0 **BANKING CHARGES :**
All banking charges will be to the bidder's account.

16.0 ASSIGNMENT :

The Bidder/ Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/ Contractor of any of his obligations which might have arisen before such permission was given.

17.0 BID SECURITY :

- 17.1 All the Bids must be accompanied by Bid Security for the amount as mentioned in the NIT and shall be in the prescribed format (Annexure - V) in one of the following forms:
- i) A Bank Guarantee from any scheduled Indian Bank. The Bank Guarantee shall be valid for 3(three) months from the bid closing date and shall be enforceable at NOIDA/Delhi.

ii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA.

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

17.2.2 The 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

17.2.3 In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.

17.3 Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 17.1 and 17.2.1 will be rejected outright without any further reference.

17.4 The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure - VI) against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 18.0 below as the case may be, is furnished.

17.5 The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

17.6 Bid Security will not accrue any interest during its period of validity or extended validity.

17.7 The Bid Security will be forfeited:

a) If a bidder withdraws his bid during the period of validity of bid or any extension thereof duly agreed by the bidder,

OR

b) If the successful Bidder do not accept the order or fails to furnish the Performance Security within 15 days of placement of order or before the expiry of Bid Security (unless extended), whichever is earlier

18.0 PERFORMANCE SECURITY :

18.1 The successful bidder shall furnish the Performance Security in the form enclosed (Annexure - V) herewith within 15 days of the receipt of the notification of award of Contract, failing which OIL reserves the right to cancel the award of Contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above. Performance Security should be for an amount as mentioned in the Forwarding Letter. The Bank Guarantee issued by any Scheduled Bank should be kept valid for six more month than the validity of the Contract and extensions thereto. Alternatively the successful bidder can submit the Performance Security in the form of Bank Draft for the amount mentioned above. Performance security in any form will be returned to the Contractor only after six months after the validity of the Contract and extensions if any.

18.2 In the event of Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be forfeited in part or full without any further reference to the Bidder.

18.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee or Bank Draft.

- 18.4 The Bank Guarantee will have to be given from the Scheduled Bank on non judicial stamp papers of requisite value, as per the Indian Stamp Act, and stamp papers should be in the name of the issuing bank.
- 18.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the 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
- 18.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOA/Contract issued/placed on the Contractor shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Contractor shall be invoked without any further reference.
- 18.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the Tender/Contract.
- 18.8 Performance Security amount will not accrue any interest.

19.0 RETENTION MONEY :

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months but within 7(seven) months from Completion of the Contract period. Retention Money will not accrue any interest.

20.0 LIQUIDATED DAMAGES :

The Contractor shall mobilize their personnel and equipment within the specified time for commencement / completion of services as mentioned in the notice of award of contract. In the event of the Contractor's default in timely commencement/ completion of services within the stipulated time, the Contractor shall be liable to pay Liquidated Damages at the rate of 0.5% (half percent) of the total evaluated value of the Contract per week or part thereof of delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the stipulated date of commencement / completion as defined in the notice of award of the contract. Company may without prejudice to any other right or remedy available to it to recover damages for breach of contract, recover the liquidated damages as above from the Contractor. This is an agreed genuine pre-estimate of damages duly agreed by the parties.

The Company also reserves the right to cancel the contract without any compensation whatsoever in case of failure to commence services within the stipulated date.

21.0 FORCE MAJEURE :

- 21.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.
- 21.2 The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 21.1 and which renders performance of the contract by the said party completely impossible.

22.0 The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India. The personnel employed by the contractor shall be the sole responsibility and liability of the contractor and also expenses in connection with their employment shall be borne by the contractor. Oil India Ltd shall not bear any responsibility or have liability whatsoever arising out of this contract, including the liability under the Workmen's Compensation Act or any other Act (s) applicable. The Contractor shall comply with provisions of various labour laws enacted by the Central / State Government, as amended from time to time. All statutory requirements / obligations there under, as may be applicable to the contract labour, will have to be adhered to by the contractor and any failure on his part on this account shall be responsibility of the contractor. The contractor will abide by rules, regulations, by-laws and statutes, imposed by the Government and other local authorities etc. The Contractor has to ensure that the payment of wages / salaries / allowances / overtime etc shall be subject to the minimum wage rates notified by the State Govt. from time to time. The payment of wages shall be made directly by the contractor to his staff and not through thekedars or any other party or person. No amount shall be deducted from the wages of the workmen by way of commission of any nature whatsoever, except for statutory deductions. Any financial liability on account of non-observance/no-compliance of any statutory requirement shall be responsibility of contractor. The contractor shall keep Oil India Ltd indemnified for any claims/ damages / disputes that may arise under any provision of law at any point of time during the currency of the contract or thereafter for the relevant period.

23.0 ARBITRATION :

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL

(End of Annexure-I)

To
Chief Adviser(C & P)
OIL INDIA LIMITED
Plot No. 19, Sector 16A
Noida - 201301

Annexure-IV

Dear Sir,

Sub : Your Enquiry No.....

For

Mr. /Mrs. has been authorised to be present at the time of opening of the
above Enquiry due on at NOIDA on my/our behalf.

Yours faithfully,

Name :
Designation:

FORM OF BID SECURITY (BANK GUARANTEE)

To :

Chief Adviser(C & P)

OIL INDIA LIMITED

Plot No. 19

Sector-16 A, NOIDA-201 301

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated _____ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Noida, 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 common seal of the said Bank this _____ day of _____ 20__.

THE CONDITIONS of this obligations are :

(1) If the Bidder withdraws/modifies their Bid during the period of Bid validity specified by the Bidder; or

(2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:

(a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or

(b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

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 one or both of the two 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.

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 minimum 90 days from the date of Bid Closing.

PERFORMANCE BANK GUARANTEE

Oil India Limited,
Plot No. 19, Sector 16A
NOIDA-201301
Attn: Senior Adviser (Contracts & Purchase)

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 _____

Date: _____

Place: _____

Part-I

SCOPE OF WORKS:

(A) Orientation of Ladies Toilet: Entrance door to be shifted towards main Lobby to give separate entrance for Ladies Toilets. Fire door also will be shifted by another 1.20 M approx to give wider space.

(B) Creating space for Gents Toilet: The partition walls will be dismantled to create a space for Gents Toilet. Again the entrance door of Gents Toilet will be provided in the main lobby to give more space.

(C) Refurbishing of toilet: The space available subsequent to jobs as stated in (A) & (B) above will be converted in to Gents Toilet Block and Ladies Toilet with the desired facilities as described below.

General Note:

- 1.0 For any clarification, the Engineer-in-Charge may be contacted.
- 2.0 The material should be of proper brand and quality.
- 3.0 The contractor should submit the papers pertaining to quality
- 4.0 For any change of specification, Engineer-In - Charge's decision is final.

(End of Part-I)

Part-II

SPECIFICATION OF MATERIALS TO BE USED AND THEIR APPROVED BRANDS ARE AS UNDER:

<u>Sl.</u>	<u>Materials</u>	<u>Approved Brands</u>
1.	False Ceiling & Cornices	: POP based
2.	Wood Framework:	
	All wood must be well seasoned,	: First Class teak wood
	Free from knots, other defects.	(Seasoned) with 2 coat of wood preservative
3.	Wood skirting / mouldings,	
	Lapping /beading and door frame	: Teak wood
4.	BWR MarinPly wood (IS:303)	: Marino /Kit ply/Century /Green Ply/ Donier or equivalent
5.	Laminate	: Formica/Century/merino/Greenlam or equivalent
6.	Veneer	: Mayur /Donier/ Century/ Greenply
7.	Wood Preservative	: STP- Pentaphene pale/Termination Tor (Pidilite)
8.	Adhesive	: Fevicol SH (Pidilite)/Araldite/SR-998/Century- SH.
9.	Door Closer	: Godrej /Ozone//Opel or Equivalent
10.	Floor Spring	: DORMA/OZONE
11.	Door Lock	: Godrej Cylindrical pin level / CIEF
12.	Hardware	: GKW
13.	Hinges	: CIEF/ Ebco
14.	Screws	: GKW/ Nettle fold
15.	Sun Control Film	: Garware
16.	Soft Board/Display Board	: Jolly board
17.	Paints (Enamel & Emulsion)	: Asian / Berger/ICI
18.	Texture paint	: Spectrum
19.	Ceramic Tiles	: Nitco/ Kajaria,
20.	Vitrified tiles	: Kajaria/NITCO/ Somany/ Bell
21.	Glass	: Modi Guard/ Saint gobain
22.	Handle	: Stainless steel finish Neki/Hassely
23.	Sanitary Fittings	: Hindware/Parryware/CERA
24.	Sensor	: Hind ware/CERA/Parry ware/AOS/ACE robotic or Equivalent
25.	PVC fittings	: Kalinga/SUPER/AKG/Precision
26.	Wires-PVC insulated copper:	Finolex/Havells/Anchor/Echo/Skytone
27.	Cables (armored)	: Gloster/Nicco/Havells/Evershine KDK
28.	Plug Socket	: Legrand/Crabtree/Northwest/MK
29.	Light&Power switch socket	: Crabtree-Sapphire series/MK Modular Type
30.	DB MCB	: Legrand/ Havell's/Standard
31.	MCB	: Legrand / Havell's / Standard
32.	Light fitting	: PHILIPS, Wipro
33.	Fuse Switch	: L&T / Havell's
34.	Exhaust fan	: Crompton/Orient/Khaitan
35.	P.V.C tape	: Steel Greep
36.	Cable Lug	: Dowell's
37.	Cable gland	: Brass heavy type good quality
38.	Distribution board	: MDS / Havell's
39.	MS conduit	: Heavy duty with ISI mark 16 SWG
40.	Starter & single phasing preventer	: SEIMENS
41.	SPN, TPN, Sheet metal	: Havell's / MDS
42.	Pipe Metal	: M.S Conduit 16 S.W.G
43.	Metal Pipe Fittings	: Cast iron with thread & inspection cover

- 44. Pipe PVC Rigid Conduit) : Kalinga /Super/AKG / Precision
- 45. PVC fitting for Rigid : Kalinga /Super/AKG / Precision
- 46. PVC Roll Pipe : Super Dalda or equivalent heavy guage
- 47. PVC Casing Casing Fittings : Good quality heavy guage(colour
white)
- 48. Lugs : Dowells
- 49. Terminals : Essen/Elmex
- 50. Burgularalarm : Godrej/Globe Detective
- 51. E-Cat 6 Patch Pannel : D-link/Avaya

(End of Part-II)

Part - III

SCHEDULE OF RATES

DETAILED DESCRIPTION OF JOB , QUANTITY OF ITEMS REQUIRED & UNIT ARE AS UNDER:

Sl. No.	Description of Job	Quantity	Unit	Unit Rate (Rs.)	Total (Rs.)
1	Demolishing cement concrete manually / by mechanical means including disposal of material within 50 metres lead as per direction of Engineer-in-charge.1:3:6 or richer mix	5.25	M3		
2	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead.For thickness of tiles 10mm to 25mm	170.00	M2		
3	Demolishing brick work manually / by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-Charge.In cement mortar	4.32	M3		
4	Dismantling of flushing cistern of all types (C.I./PVC/Vitrious China)including stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead.	6.00	EA		
5	Providing & Laying cement Concrte in retaining walls, return walls (any thickness) including attached pilasters, columns, piers, abutments, pillars, posts, struts, buttresses, string or lacing courses, parapets, coping bed blocks, anchor blocks, plain window sills, filletsSunken floor etc upto floor five level, excluding the cost of centring, shuttering and finishing: 1:2:4 (1 cement: 2 coarse sand : 4 graded stone aggregate 20 mm nominal size)	6.75	M3		

6	Brick work with machine moulded perforated bricks of class designation 12.5 conforming to IS: 2222 -1991 in superstructure above plinth level up to floor five level in cement mortar 1:6 (1 cement : 6 coarse sand) : With F.P.S. (non modular) bricks.	9.85	M2		
7	Repairs to plaster of thickness 12mm to 20mm in patches of area 2.5 sq. meters and under including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of the walls complete including disposal of rubbish to the dumping ground within 50 metres lead:With cement mortar 1:4 (1 cement : 4 fine sand) .	50.00	M2		
8	Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption's less than 0.08%and conforming to IS : 15622 of approved make in all colours and shades, laid on 20mm thick cement mortar 1:4(1cement : 4 Coarse sand) including grouting the joints with white cement and matching pigments etc., complete. Size of Tile 800x800 mm	40.51	M2		
9	Providing & fixing 1st quality ceramic glazed wall tiles conforming to IS : 15622 (thickness to be specified by the manufacturer) of approved make in all colours, shades except burgundy, bottle green, black of any size as approved by Engineer-in-Charge in skirting, risers of steps and dados over 12mm thick bed of cement Mortar 1:3 (1 cement : 3 coarse sand) and jointing with grey	130.50	M2		

	cement slurry @ 3.3kg per sqm including pointing in white cement mixed with pigment of matching shade complete.				
10	Providing & fixing 18mm thick gang saw cut (mirror polished premoulded and prepolished) machine cut for kitchen platforms, vanity counters, window sills , facias and similar locations of required size of approved shade, colour and texture laid over 20mm thick base cement mortar 1:4 (1 cement : 4 coarse sand) with joints treated with white cement, mixed with matching pigment, epoxy touch ups, including rubbing, curing, moulding and polishing to edge to give high gloss finish etc. complete at all levels.Granite of any colour and shadeArea of slab over 0.50 sqm	10.00	M2		
11	Providing edge moulding to 18mm thick marble stone counters, vanities etc. including machine polishing to edge to give high gloss finish etc. complete as per design approved by Engineer-inCharge.Granite work	16.00	M		
12	Providing 10 mm thick plaster of Paris (gypsum anhydrous) ceiling up to a height of 5 m above floor level over first class kail wood strips 25x6mm with 10 mm gap in between and reinforced with rabbit wire mesh fixed to wooden frame (frame work to be paid separately) - flat surfaces	20.75	M2		
13	Distempering with 1st quality acrylic distemper (ready mixed) of approved manufacturer, of required shade and colour complete, as per manufacturer's specification. Two or more coats on new workWall painting with plastic emulsion paint of approved brand and	55.00	M2		

	manufacture to give an even shade: Two or more coats on new work				
14	French spirit polishing: Two or more coats on new works including a coat of wood filler.	25.00	M2		
15	Providing and fixing glass cubical made of 10 mm thick toughened glass including SS wall brackets, for fixing glass door SS hinges heavy duty, rubber gasket, rod on top including fixing charges all complete as directed by the EIC.	27.00	M2		
16	Providing and fixing glass partition for urinal made of 12mm thick toughened glass with frosting as division plate between the two urinal including SS wall brackets complete as directed by the EIC.	1.00	EA		
17	Providing & fixing white vitreous china pedestal type water closet (European type) with seat and lid, 10 litre low level white vitreous china flushing cistern & C.P. flush bend with fittings & C.I.brackets, 40mm flush bend, overflow arrangement with specials of standard make and mosquito proof coupling of approved municipal design complete including painting of fittings and brackets, cutting and making good the walls and floors wherever required: W.C. pan with ISI marked white solid plastic seat and lid.	4.00	EA		
18	Providing & fixing wash basin with C.I. brackets, 15mm C.P. brass pillar taps, 32mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require: White Vitreous China Wash basin size 630x450mm	4.00	EA		

	with a pair 15mm C.P. brass pillar taps.				
19	Providing & fixing white vitreous china battery based infrared sensor operated urinal of approx. size 610 x 390 x 370 mm having pre & post flushing with water (250 ml & 500 ml consumption), having water inlet from back side, including fixing to wall with suitable brackets all as per manufacturers specification and direction of Engineer-in-charge.	3.00	M		
20	Providing & fixing chrome plated brass battery based infrared sensor operated pillar cock, having foam flow technology: 15 mm nominal bore.	4.00	EA		
21	Providing & fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings including fixing the pipe with clamps at 1.00m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints complete as per direction of Engineer-in-Charge.:50mm nominal outer dia. pipes.	12.00	M		
22	Providing & fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings i/c fixing the pipe with clamps at 1.00m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer-in-Charge.:15mm nominal outer dia. pipes.	36.00	M		

23	Providing & fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings i/c fixing the pipe with clamps at 1.00m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer-in-Charge.:25mm nominal outer dia. pipes.	18.00	M		
24	Providing and fixing CP brass Bottle Trap (with internal partition) 32mm Size	4.00	EA		
25	Providing fixing Waste Coupling 32mm Size Half Thread	4.00	EA		
26	Providing fixing and making operational CP brass Angle Valve with all accessories as directed by EIC.	16.00	EA		
27	Providing and fixing C.P brass 2 Way Bib Cock with Wall Flange including all accessories as required as per directed by EIC.	4.00	EA		
28	Supplying and fixing C P brass health fauset of approved make with 1 meter Flexible tube with wall flange as directed.	4.00	EA		
29	Providing and fixing toilet paper holder-C.P brass	5.00	EA		

30	Providing and fixing PTMT towel rail complete with brackets fixed to wooden cleats with CP brass screws with concealed fittings arrangement of approved quality and colour - 600 mm long towel rail with total length of 645 mm, width 78 mm and effective height of 88 mm, weighing not less than 190 gms.	5.00	EA		
31	Providing & fixing PTMT towel ring trapezoidal shape 215mm long, 200mm wide with a minimum distances of 37mm from wall face with concealed fittings arrangement of approved quality and colour, weighing not less than 88 gms.	5.00	EA		
32	Providing and fixing Hand Dryer of Technocrats make or equivalent as directed.	3.00	EA		
33	Providing and fixing Folded Paper Towel dispenser of Kimberly or equivalent make, all complete as per instructions of the Engineer-in-charge.	3.00	EA		
34	Providing and fixing bath hook of Jacquar's rendezvous accessories or parko or equivalent.	4.00	EA		
35	Providing and fixing automatic Shoe Shiner Machine of Technocrats make as directed.	1.00	EA		
36	Providing and fixing bathroom freshner with automatic spraying system (imported)	3.00	EA		
37	Providing & fixing PTMT Soap Dish Holder having length of 138mm, breadth 102mm, height of 75mm with concealed fitting arrangements, weighing not less than 106 gms.	5.00	EA		

38	Providing and fixing mirror 5mm thick copper back finish of Modi guard or equivalent with teak frame of size 25 X 50 mm fixed with rawl plug, brass flat screws with ply on covering , binding all round DUCO painted complete as directed.	3.00	EA		
39	Providing Wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position :Sal wood	1.95	M3		
40	Providing & fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) decorative type, core of block board construction with frame of 1 st class hard wood and well matched teak 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters.35mm thick including ISI marked Stainless Steel butt hinges with necessary screws.	6.67	M2		
41	Providing and fixing chromium plated brass 100 mm mortice latch and lock with 6 levers and a pair of lever handles with necessary screws etc. complete(best make of approved quality).	3.00	EA		
42	Providing and fixing bright finished brass hanging type floor door stopper with necessary screws, etc. complete.	3.00	EA		
43	Providing and fixing 2nd class teak wood wooden moulded beading 50x12 mm to door and window frames with iron screws, plugs and priming coat on unexposed surface etc. complete	30.00	M		
44	Providing & Fixing decorative high pressure laminated sheet of plain /wood grain in gloss / matt / suede finish with high density protective surface layer and reverse side of adhesive bonding quality conforming to IS : 2046 Type S, including cost	5.00	M2		

	of adhesive of approved quality. 1.0 mm thick.				
45	Providing and fixing Pre-laminated flat pressed 3 layer (medium density) particle board or graded wood particle board IS : 3087 marked, with one side decorative and other side balancing lamination Grade I, Type II exterior grade IS : 12823 marked, in shelves with screws and fittings wherever required, edges to be painted with polyurethane primer (fittings to be paid separately) - 18 mm thick	4.50	M2		
46	Providing and fixing Korean stone slab 20mm thick including preparation of base, supply of all materials complete.	10.00	M2		
47	Providing and fixing G.I. Pipes complete with G.I. fittings and clamps, i/c making good the walls etc. concealed pipe, including painting with anti corrosive bitumastic paint, cutting chases and making good the wall : 15 mm dia nominal bore	36.00	M		
48	Providing and fixing G.I. Pipes complete with G.I. fittings and clamps, i/c making good the walls etc. concealed pipe, including painting with anti corrosive bitumastic paint, cutting chases and making good the wall : 20 mm dia nominal bore	21.00	M		
49	Providing & fixing G.I. Union in G.I. pipe including cutting and threading the pipe and making long screws etc. complete (New work) 15mm nominal bore	8.00	EA		
50	Providing & fixing G.I. Union in G.I. pipe including cutting and	4.00	EA		

	threading the pipe and making long screws etc. complete (New work) 20mm nominal bore				
51	Providing & fixing soil, waste and vent pipes: 100mm dia.Sand cast iron S&S pipe as per IS: 1729.	4.00	M		
52	Providing & fixing soil, waste and vent pipes: 75mm diameter:Sand cast iron S&S pipe as per IS: 1729.	8.00	M		
53	Providing & fixing double equal plain invert branch of required degree: 100x100x100x100mm:Sand cast iron S&S as per IS - 1729	6.00	EA		
54	Providing & fixing double equal plain invert branch of required degree: 75x75x75x75mm :Sand cast iron S&S as per IS - 1729	4.00	EA		
55	Supplying and installation of exhaust fan 8" dia of crompton greaves or equivalent make including all accessories and connection as directed.	5.00	EA		
56	Supplying and installation of false ceiling lights of philips or equivalent make including connection , all accessories as directed.	20.00	EA		
57	Wiring for light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq.mm FR PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, with modular switch, modular plate, suitable GI box and earthing the point with 1.5 sq.mm. FR PVC insulated copper conductor single core cable etc as required.Group - B	30.00	P		
58	Providing stainless steel Dustbin	3.00	EA		

59	Providing & fixing name plate (HIS and HER)	3.00	EA		
60	Fire door shifting and repairing with necessary fastners etc. complete.	1.00	EA		
61	Providing & fixing glass border,length-2 ft.	400.00	EA		
62	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to municipal dumping ground beyond 50 m initial lead, for all leads including all lifts involved.	60.00	M3		
Total cost of items (Rs.)					
Sales Taxes ,if any.					
Service Tax					
Grand Total including all taxes (Rs.) (A)					

Notes :

1. Grand Total value (A) is inclusive of all taxes. No payment other than the above mentioned will be paid.
2. Above mentioned quantities are estimated quantities only. Actual requirement may vary from the above mentioned quantities. Payment will be made on actual basis. However, prior approval of OIL must be taken for any additional work required to be carried out during execution of the contract.

(End of Part-III)

