

### **IMPORTANT NOTE**

**TENDER NO. : LCP 9901 L16 DATED 15.01.2015**

**BID CLOSING DATE & TIME : 22.01.2016 at 14:30 Hrs.(IST)**

**BID OPENING DATE & TIME : 22.01.2016 at 14:45 Hrs.(IST)**

**Limited Tender No. LCP 9901 L1 6 dated 15.01.2016 has been issued to the following 4(Four) parties**

- 1. M/s. Ganpati Creations.**
- 2. M/s. R.K.Consultant.**
- 3. M/s. Rajesh Maintenance Works.**
- 4. M/s. Modern Concept Construction.**

**In addition to the above 4 (Four) parties, other parties, who are interested to participate in this tender may apply with proper credentials in proof of meeting the Bid Rejection Criteria(BRC) mentioned in the tender. Application along with credentials must be received in the following office of Oil India Limited latest by 20.01.2016 :**

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

**NOTE : Tender document will be issued from the above office of Oil India Limited, to only those applicant who can submit all documentary evidences required in proof of meeting the Bid Rejection Criteria (BRC) of the tender.**



**Oil India Limited**  
**(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](mailto:oilindia@oilindia.in)  
Web Site: [www.oil-india](http://www.oil-india)

( F O R W A R D I N G   L E T T E R )

Tender No.	<b>LCP 9901 L16</b>
Date	<b>15.01.2016</b>
Bid Closing Date	<b>22.01.2016</b>
Bid Closing Time	<b>14 : 30 Hrs.(IST)</b>
Bid Opening Date	<b>22.01.2016</b>
Bid Opening Time	<b>14 : 45 Hrs. (IST)</b>
Bid Security	<b>Rs. 17000.00</b>
Performance Security	<b>2.5% of the total contract value.</b>
Retention Money	<b>7.5 % on the running bill(s)</b>

Sirs,

**1.0** Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed quotations for Civil & Electrical works including supply of all materials at House no.B-12, Asian Games Village, New Delhi.

**2.0** General Terms and Conditions of the tender are enclosed vide Annexure-I.

**3.0 Scope of Work :**

- a) Aluminium works for windows.
- b) Replacement of floor tiles in drawing room/master bed room/puja room/dressing room.
- c) Fixing of new wooden door.
- d) Wood work for repairing of doors/windows.
- e) Glass partition chamber in toilet.
- f) Replacement of bathroom fittings
- g)Wall paper
- h) Brick works & plastering
- i) Painting including plastic emulsion,texture, enamel & varnishing.
- j) Electrical works.
- k) Antitermite treatment.

**3.1** Detailed item description, required quantity & unit of measurement is provided in the Bidding Format enclosed as PART . I. Bidders are requested to quote their rates for all items in the bidding format.

**3.2** Specification of various materials to be used for the above work & their approved brands are provided in PART-II enclosed.

**4.0** Bidders are requested to submit their offer in a sealed envelope super scribing the following details on the right hand top corner :

OIL Tender No. \_\_\_\_\_  
Bid Closing date \_\_\_\_\_  
Brief description of the job \_\_\_\_\_  
Bidders Name \_\_\_\_\_

**5.0** Offers must be addressed to:

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

**5.1** The sealed envelope containing the offer must be delivered at the Office of Group General Manager(C&P) at above address latest by 2.30 PM (IST) on the Bid Closing Date.

**5.2** Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed 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.

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

**5.4** 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 .

**5.5** Your offer must include :

- i) Tender No. & Date
- ii) Full description of the works offered.
- iii) Rates as per the Bidding Format enclosed as Part-I.

**6.0** 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.

**7.0 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.

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

**9.0** 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.

### **10.0 Bid Rejection Criteria :**

**10.1** The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All documents related to BRC must be submitted along with the Bid document.

a) **Experience criteria:** The bidder should have experience of providing similar services to PSUs/ Central Govt./State Govt. Organizations or in any reputed private organizations during the last 7 (seven) years ending April 2015 of value either of the following:

- i. Three similar completed works each costing not less than the amount equal to Rs.3.38 lakhs.  
OR
- ii. Two similar completed works each costing not less than the amount equal to Rs.4.23 lakhs.  
OR
- iii. One similar completed work costing not less than the amount equal to Rs.6.77 lakhs.

**SIMILAR WORK :** Similar work means to carried out civil maintenance job.

b) **Annual Turnover :** Average Annual financial turnover as per Audited Annual Reports for the last three accounting years, should be at least Rs.2.54 lakhs.

### **IMPORTANT NOTES :**

1. Bids should be accompanied by adequate documentary evidence of the above mentioned experience and annual turnover criteria. Bidders must submit Completion Certificate showing Gross value of the job/service, description of job/service and duration of the contract along with the bid, otherwise their bid will be rejected. Contractors who are giving Contract copies along with extension letters, if any, issued from Oil India Limited(OIL), need not to submit Completion certificate separately. All documents in support of financial turnover must be duly certified by a practicing Chartered/Cost Accountant, otherwise the offer of the bidder will be rejected.

2. In case of tenders having the bid closing date up to 30th September of the relevant financial year and audited financial results of immediate 3 (three) preceding financial year being not available, the bidder has an option to submit the audited financial results of 3 (three) years immediately prior to last financial year. Wherever, the bid closing date is after 30th September of the relevant financial year, bidder has to compulsorily submit the audited financial results of immediate preceding 3 (three) financial years.

**10.2** Bids with inadequate validity will be rejected.

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

**10.4** Bids received from unsolicited bidder will be rejected.

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

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

### **11.0 Bid Evaluation Criteria :**

11.1 Evaluation will be on overall total lowest value, based on the quantities shown in the bidding format(Part-I).

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

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

**12.0 Mobilisation Time & Execution Time :**

Bidders must mobilize work within 3 days from the date of issue of work order and work must be completed within 4(four) weeks from the date of issue of work order.

**13.0 Payment Terms:**

a)The contract 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 representatives well in advance for recording the joint measurement. However, the mode of measurements will be as in technical/standard specifications. If not available in the technical/standard specifications, then the CPWD specification/IS codes/standard engineer practice for measurements of work shall be followed.

b)On account payment shall be made for the completed value of the work done after deducting retention money. 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.

**14.0 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  
Dy.CE (Civil)  
Oil India Limited  
Contact No. 8826086789.

**15.0 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 - 241900  
Fax: 0120 - 2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
Web Site: [www.oil-india.com](http://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 Chief 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
- OR
- (c) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.
- 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

To  
**Group General Manager(C & P)**  
**OIL INDIA LIMITED**  
**Plot No. 19, Sector 16A**  
**Noida - 201301**

Annexure-IV

Dear Sir,

Sub : Tender 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 :

Group General Manager(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 of the tender;
  - or
  - (b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;
- (3) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.

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: \_\_\_\_\_

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**PART- I**

**SCHEDULE OF RATES**

**DETAILED DESCRIPTION OF JOB , QUANTITY & UNIT OF MEASUREMENT ARE AS UNDER:**

Sl. No.	Description of Job	Quantity	Unit	Unit Rate (Rs.)	Total (Rs.)
1	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead: Of area beyond 3 sq. metres.	20.00	NO.		
2	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles 10 mm to 25 mm.	8.00	M2		
3	Treatment at points of contact of wood work by chemical emulsion Chlorpyriphos/ Lindane (in oil or kerosene based solution) @ 0.5litres per hole by drilling 6 mm dia holes at downward angle of 45degree at 150 mm centre to centre and sealing the same.	20.00	M		
4	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level in all shapes and sizes in : Cement mortar 1:4 (1 cement : 4 coarse sand).	0.50	M3		
5	Providing 15mm cement plaster on rough side of single or half brick wall of mix:1:4 (1 cement : 4 coarse sand).	15.00	M2		
6	Repairs to plaster of thickness 12 mm to 20 mm in patches of area 2.5 sq. meters and under, including cutting the patch in	36.48	M2		

	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).				
7	Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length (hold fast lugs or dash fastener shall be paid for separately):Kiln seasoned and chemically treated Hollock wood.	1.05	M3		
8	Fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) non-decorative type, core of block board construction with frame of 1 st class hard wood and well matched commercial 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.	2.10	M2		
9	Providing and fixing wooden moulded beading to door and window frames with iron screws, plugs and priming coat on unexposed surface etc complete : 50x20 mm.	20.00	M		
10	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 (1 cement : 4 coarse sand) including grouting the joints	81.51	M2		



	with white cement and matching pigments etc., complete. Size of Tile 600x600 mm.				
11	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 cement slurry @ 3.3kg per sqm including pointing in white cement mixed with pigment of matching shade complete.	8.00	M2		
12	Fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections / appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixed with rawl plugs and screws or with fixing clips.	150.00	KG		
13	Fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with PVC / neoprene gasket etc. complete as per the architectural drawings and the directions of Engineer-in-Charge. (Cost of aluminium snap beading shall be paid in basic item):With float glass panes of 5.50 mm thickness.	10.82	M2		
14	Filling the gap in between aluminium frame & adjacent RCC / Brick / Stone work by providing weather silicon sealant over backer rod of approved quality as per architectural drawings and direction of Engineer-in-	17.00	M		

	Charge complete. Upto 5mm depth and 5mm width.				
15	Providing & Fixing aluminium tower bolts ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868 ) transparent or dyed to required colour or shade with necessary screws etc. complete: 150x10mm.	16.00	NO.		
16	Providing & Fixing aluminium handles ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade with necessary screws etc. complete: 125mm.	24.00	NO.		
17	Providing and fixing fly proof stainless steel grade 304 wire gauge, to windows and clerestory windows using wire gauge with average width of aperture 1.4 mm in both directions with wire of dia. 0.50 mm all complete With 12 mm mild steel U beading.	15.00	M2		
18	Fixing 25mm thick shutters for cup board etc. :Panelled or panelled & glazed shutters: Superior class teak wood including nickel plated bright finished M.S. piano hinges with necessary screws.	3.00	M2		
19	Renewing glass panes, with wooden fillets wherever necessary: Float glass panes of thickness 5.5mm.	1.75	M2		
20	Providing and fixing aluminium extruded section body tubular type universal hydraulic door closer (having brand logo with ISI, IS : 3564, embossed on the body, door weight upto 36 kg to 80 kg and door width from 701 mm to 1000 mm), with double speed adjustment with necessary	2.00	NO.		

	accessories and screws etc. complete				
21	Providing & Fixing at all height false ceiling including providing and fixing of frame work made of special sections	2.00	M2		
22	Providing & Fixing 600x450mm beveled edge mirror of superior glass (of approved quality) complete with 6mm thick hard board ground fixed to wooden cleats with C.P. brass screws and washers complete.	3.00	EA		
23	Providing & Fixing toilet paper holder: C.P. brass.	3.00	EA		
24	"Removing dry or oil bound distemper, water proofing cement paint and the like by scrapping, sand papering and preparing the surface smooth including necessary repairs to scratches etc.complete.	640.00	M2		
25	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smoothcomplete.	640.00	M2		
26	Wall painting with premium acrylic emulsion paint of interior grade, having VOC (Volatile Organic Compound ) content less than 50 grams/litre of approved brand and manufacture, including applying additional coats wherever required to achieve even shade andcolour.	640.00	M2		
27	Providing & Painting with synthetic enamel paint of	80.00	M2		

	approved brand and manufacture to give an even shade:Two or more coats on new work.				
28	Providing French spirit polishing: Two or more coats on new works including a coat of woodfiller	180.00	M2		
29	Applying one coat of cement primer of approved brand and manufacture on wall surface: water thinable cement primer.	650.00	M2		
30	Providing &Finishing walls with Premium Acrylic Smooth exterior paint with Silicone additives of required shade:New work (Two or more coats applied @ 1.43 ltr/10 sqm over and including base coat of water proofing cement paint applied @ 2.20 kg/10 sqm).	80.00	M2		
31	Fixing curtain rods of 1.25mm thick chromium plated brass plate, with two chromium plated brass brackets fixed with C.P. brass screws and wooden plugs, etc., wherever necessary complete:25mm dia.	20.00	M		
32	Fixing 150mm bright finished floor brass door stopper with rubber cushion, screws etc. to suit shutter thickness complete.	5.00	NO.		
33	Providing & Finishing walls with textured exterior paint of the required shade: New work (Two or more coats applied @ 3.28 ltr/10 sqm).	11.75	M2		
34	Mirror polishing on marble work/Granite work/stone work where ever required to give high gloss finish complete.	80.00	M2		
35	Disposal of building rubbish / malba / similar unserviceable,	12.96	M3		

	dismantled or waste materials by mechanical means including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.				
36	Providing and fixing cabinet, 400 mm deep, height and length as per site requirement made of 19 mm thick commercial board (Duro/Century/Doner or equivalent), with open able shutter, all shelving shall be loose and adjustable. Back shall be 12 mm thick. All exposed sides, shutter, and bottom side of cabinet & inside the cabinet finished with 1.00 mm thick laminate of greenlam or equivalent approved class. (Payment shall be made as per front area of the cabinet)	6.10	M2		
37	Providing and fixing brass Godrej Mortice Lock - 6 lever with handle complete	12.00	NO.		
38	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.	3.80	M2		
39	Providing and fixing first quality plastic seat cover with lid & hinges (Ref Hindware Cat No. 20032) for Wall hung constellation W.C. All complete as per drawing, approval and instructions of the Engineer-in-charge.	3.00	NO.		
40	Providing fixing and making operational CP brass Angle Valve	15.00	NO.		

	Jaquar make cat no 059.				
41	Providing fixing and making operational CP brass bib Cock cat no 47 Jaquar make.	4.00	NO.		
42	Providing fixing and making operational CP brass twoway bib cock cat no 041 Jaquar make.	3.00	EA		
43	Providing fixing and making operational CP brass Concealed Stop Cock, Extra Heavy Body cat no 083 Jaquar make.	2.00	EA		
44	Providing fixing and making operational CP brass Central Hole Basin Mixer without Popup cat no 169 Jaquar make.	3.00	EA		
45	Providing fixing and making operational CP brass Wall Mixer with Telephone Shower Arrangement cat no 217 Jaquar make.	2.00	EA		
46	Providing fixing and making operational CP brass Sink Mixer with Raised 'J' Shaped Swinging Spout cat no 319 Jaquar make.	2.00	EA		
47	Providing and fixing CP fancy over head shower with ball joint of approved quality complete as directed.	3.00	EA		
48	Providing fixing Towel Rack 600mm Long with Lower Hangers cat no 1181Jaquar make.	3.00	EA		
49	Providing fixing Single Towel Rail 600mm Long cat no 1111 Jaquar make.	1.00	EA		
50	Providing fixing Handshower (Health Faucet) with 1meter Flexible Tube with Wall Hook cat no 573 Jaquar make.	3.00	EA		
51	Providing fixing telephonic Handshower Single Flow 95 mm dia with 1&1/2 meter Flexible Tube with 12 mm dia cat no 1737Jaquar make.	2.00	EA		
52	Providing and fixing acrylic shelf of approved quality, size and shade.	4.00	EA		
53	Providing and fixing Glass shelf of approved quality for wash	4.00	EA		

	basin of size 20"x5" Approx.				
54	Fixing Geyser on wall face with bolts of size 4"x3/8" and nuts in cc 1:2:4 (1 cement :2 coarse sand :4 graded stone agg. 20 mm nominal size) cost of bolts and nuts include in the rate.	4.00	EA		
55	Providing fixing Copper pipe in geyser of approved as directed including nuts & bolts.	8.00	EA		
56	Easing of door/windows / drawers etc. edges for proper closing/opening of shutter drawer etc complete.	40.00	EA		
57	Repairing and refixing of door/window shutters including removal of shutter from chowkats, cutting wherever necessary, removing and refixing butt hinges on other side of frame and shutter wherever required.	15.00	EA		
58	P/L sun control film of approved shade and colour	25.00	M2		
59	Providind and fixing Wall Paper of approved make with adhesive complete as directed by EIC.	16.00	M2		
60	Providing and fixing 19mm thick commercial ply Green, Duro, century, Sonear or equiavalent make with fully threaded parallel shank screws or headless nails. All as per drawing, approval and instructions of the Engineer-in-charge.	6.24	M2		
61	Providing and fixing 6mm thick commercial ply Green, Duro, century, Sonear or equiavalent make with fully threaded parallel shank screws or headless nails. All as per drawing, approval and instructions of the Engineer-in-charge.	2.88	M2		
62	Skilled Labour charges for providing plumbing, carpentry and other services related to	5.00	NO.		

	Civil maintenance of residential complex, Noida, Oil House and guest houses with all tools including sundries materials like nails, fevicol, chemicals, screws etc.				
63	Un Skilled Labour charges for Helping plumbing, carpentry and other services related to Civil maintenance of residential complex, Noida, Oil House and guest houses with all tools including sundries materials like nails, fevicol, chemicals, screws etc.	10.00	NO.		
64	Cleaning of under ground tanks / surface tanks of any size and removal of malba outside Oil India premises including disinfecting the tank with bleaching powder. Up to 20.000/-lt. Capacity.	1.00	EA		
65	Cleaning of G.I./M.S./Masonry/PVC over head tanks of 500 litres capacity / sizes (approximate) including removal of malba outside Oil India premises and disinfecting with bleaching power etc complete.	2.00	EA		
66	Cleaning of G.I./M.S./Masonry/PVC over head tanks of 1000 litres capacity / sizes (approximate) including removal of malba outside Oil India premises and disinfecting with bleaching power etc complete.	1.00	EA		
67	Wiring for light point/ fan point/ exhaust fan point/ call bell point with 2x1.5 sq.mm FR PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, with piano/modular type switch, phenolic laminated sheet, suitable size M.S. box and earthing the point with 1.5 sq.mm. FR PVC insulated copper conductor single core cable etc	5.00	PT		



	as required. Group- B.				
68	Supplying and fixing modular 5/6 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 5/6 Amp switch.	30.00	EA		
69	Supplying and fixing modular 5/6 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 5/6 Amp socket.	15.00	EA		
70	Supplying and fixing modular 15/16 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 15/16 Amp switch.	6.00	EA		
71	Supplying and fixing modular 15/16 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required. 15/16 Amp socket.	6.00	EA		
72	Supplying and fixing stepped type electronic fan regulator on the existing modular plate switch box including connections but excluding modular plate etc. as required.	10.00	EA		
73	Supplying and fixing call bell/ buzzer suitable for single phase, 230 volts, complete as required.	1.00	EA		
74	Supplying and fixing plastic gang box for two 5A switch and socket.	4.00	EA		
75	Supplying and fixing plastic gang box for single 15A switch and socket.	4.00	EA		
76	Supplying and fixing suitable "hylam Bakelite" sheet cover only. The rate to include necessary cutting for 5A/15A switch/socket/Fan regulator & screws, washes etc. complete.	10.00	M2		
77	Supplying and fixing of 11 W, Normal CFL lamps.	15.00	EA		

78	Supplying and fixing of 18 W, Normal CFL lamps.	15.00	EA		
79	Supplying and fixing 14/28 watts electronic ballast for T 5 tubelight fitting.	10.00	EA		
80	Supplying and fixing 14/28 watts Tube light for T 5 fitting.	10.00	EA		
81	Providing & fixing wall light with wall bracket of approved design and make.	15.00	EA		
82	Providing & fixing 400 mm dia. Exhaust fan, 230 volt AC of approved make.	7.00	EA		
<b>Total cost (Rs.)</b>					
<b>Sales Tax .if any</b>					
<b>Service Tax.if any</b>					
<b>Grand Total value (A) (Rs.)</b>					

**Notes :**

1. Grand Total value 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- I)

## PART- II

### SPECIFICATION OF MATERIALS TO BE USED AGAINST VARIOUS ITEMS AND THEIR APPROVED BRAND ARE AS UNDER :

<u>Sl. No.</u>	<u>Materials</u>	<u>Approved Brands</u>
1.	False Ceiling & Cornices	: Gypsum Board
2.	Wood Framework : All wood must be well seasoned, free from knots and other defects.	: First Class teak wood (Seasoned) with 2 coat of wood preservative.
3.	Wood skirting/mouldings,lapping/beading and door frame	: Teak wood
4.	BWR MarinPly wood	: Marino/Kit ply/Century/Green Ply/Donier
5.	Laminate	: Formica/Century/merino/Greenlam
6.	Adhesive	: Fevicol SH (Pidilite)/Araldite/SR-998/ Century- SH.
7.	Door Closer	: Godrej/Ozone
8.	Door Lock	: Godrej
9.	Sun Control Film	: Garware
10.	Paints (Enamel & Emulsion)	: Asian
11.	Texture paint	: Spectrum
12.	Ceramic Tiles	: Kajaria
13.	Vitrified tiles	: Kajaria
14.	Glass	: Modi Guard/ Saint gobain
15.	Handle	: Stainless steel finish Neki/Hassely
16.	Sanitary Fittings	: Hindware/Jaquar
17.	Wires-PVC insulated copper	: Finolex/Havells
18.	A.C Starter, Plug Socket	: Legrand
19.	Light&Power switch,socket	: Crabtree-Sapphire series/MK Modular Type.
20.	Light fitting	: PHILIPS, Wipro
21.	Fuse Switch	: L&T / Havell's
22.	Exhaust fan	: Crompton/Orient/Khaitan
23.	P.V.C tape	: Steel Greep
24.	Call bell	: Max
25.	Pipe PVC Rigid Conduit	: Kalinga /Super/AKG / Precision

(End of PART- II)