



**OIL INDIA LIMITED**  
(A Govt. of India Enterprise)  
P.O. DULIAJAN, DIST -  
DIBRUGARH  
ASSAM, INDIA, PIN-786602

**CONTRACTS DEPARTMENT**  
**TEL: (91) 0374-2800548**  
**E-mail: [contracts@oilindia.in](mailto:contracts@oilindia.in)**  
**Website: [www.oil-india.com](http://www.oil-india.com)**  
**FAX: (91) 374-2803549**

### **FORWARDING LETTER**

**Sub: IFB No. CDI3236L24 – “Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.”**

Dear Sir(s),

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

**2.0** In connection with its operations, OIL invites Local Competitive Bids (LCB) from competent and experienced / approved Contractors / Firms for the mentioned work / service under **LIMITED E-TENDER SINGLE-STAGE TWO-BID SYSTEM** through OIL's E-Procurement Portal: “<https://etender.srm.oilindia.in/iri/portal>” for ‘**Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.**’ One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL's E-Procurement Portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's E-Procurement Portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

(i)	IFB No./E-Tender No.	:	<b>CDI3236L24</b>
(ii)	Type of Bid	:	<b>Limited Indigenous E-Tender, Single-Stage Two-Bid System</b>
(iii)	Bid Closing Date & Time	:	As mentioned in the E-procurement portal.
(iv)	Technical Bid Opening Date & Time	:	As mentioned in the E-procurement portal.
(v)	Price Bid Opening Date & Time	:	Will be intimated to the eligible / qualified bidders nearer the time.
(vi)	Approximate/Tentative Project Cost	:	<b>₹ 63,55,18,196.23 (Exclusive of GST)</b>
(vii)	Bid Submission Mode	:	Bids must be uploaded online in OIL's E-Procurement Portal.
(viii)	Bid Opening Place	:	Office of CGM-Contracts (HoD) Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.

(ix)	Bid Validity	:	Minimum <b>120 (One Hundred Twenty) days</b> from Original Bid Closing Date.  Note: In exceptional circumstances, OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.
(x)	Mobilization Period	:	<b>Ten (10) days</b> from date of issue of LOA.  Refer <b>PART-III, SCC, Clause No. 25.0</b> for details of activities to be performed by the contractor during the mobilization period.
(xi)	Bid Security/EMD Amount	:	<b>Rs. 12,60,000.00 (Rupees Twelve Lakh Sixty Thousand)</b> only.  Refer <b>Clause No. 9.0</b> of Instruction to Bidder (ITB)
(xii)	Bid Security/EMD Validity	:	As mentioned in the E-procurement portal. (Minimum 150 days from the original bid closing date)
(xiii)	Original Bid Security to be submitted	:	Office of CGM-CONTRACTS, CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786602, INDIA
(xiv)	Amount of Performance Security	:	10% of Annualized Contract value.  <b>Refer Clause No. 24.0</b> of Instruction to Bidder (ITB)
(xv)	Validity of Performance Security	:	<b>03 (three) months</b> beyond the defect liability period.
(xvi)	Defect Liability Period	:	<b>12 (Twelve) months</b> after completion of work.
(xvii)	Location of job	:	Duliajan, Assam.
(xviii)	Duration of the Contract	:	<b>Twenty-Seven (27) months</b> from the date of LOA to EPMC till Completion of Project Close Out Activities.
(xix)	Quantum of Liquidated Damage for Default in Timely Mobilization / Completion	:	Refer <b>Clause No. 30.0</b> of General Conditions of Contract (GCC) and <b>Clause No. 31.0</b> of Special Conditions of Contract (SCC).

(xx)	Bids to be addressed to	:	CGM-CONTRACTS (HoD), CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN-786602, ASSAM, INDIA.
(xxi)	Pre-Bid conference	:	27.04.2023 Mode & Time will be intimated to the bidders nearer the time.
(xxii)	Last Date of receipt of Queries	:	24.04.2023 Queries to be sent on the email IDs: <a href="mailto:ritesh.kumar@oilindia.in">ritesh.kumar@oilindia.in</a> Or <a href="mailto:Contracts@oilindia.in">Contracts@oilindia.in</a>
(xxiii)	Whether tendered quantities are splittable	:	No

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

**3.1** Bids are to be submitted online through OIL's E-Procurement Portal with digital signature. To participate in OIL's E-Procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** and **Encryption Certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Digital Signature Certificates having "**Organization Name**" field other than **Bidder's Name** are not acceptable. However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable.

In case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.

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

The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature used for signing is not of "**Class 3 with Organizations Name** and **Encryption Certificate**", the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the Bidder / Bidding Company to bind the Bidder / Bidding Company to the contract.

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

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

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

**3.3** Parties, who do not have a User ID, can click on **Guest** login button in the E-portal to view and download the tender. **The detailed guidelines are available in OIL's E-Procurement site (Help Documentation).** For any clarification in this regard, bidders may contact E-Tender Support Cell at Duliajan at [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in), Ph.: 0374 - 2807178/4903.

**3.4** Details of process for submission of Bid Security (EMD) through the online payment gateway are available in Vendor User Manual under E-Procurement Portal. (Note: Important Points for on-line Payment can be viewed at Oil India's website at URL: <http://oil-india.com/pdf/ETenderNotification.pdf>).

**3.5** The link to OIL's E-Procurement Portal has been provided through OIL's web site ([www.oil-india.com](http://www.oil-india.com)).

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

**5.0** The rates shall be quoted per unit as specified in the **"PRICE BIDDING FORMAT"** attached under **"Notes and Attachments"** tab. Bidder should note that no pricing information is furnished in the **"Technical Attachment"** (Un-priced Techno-Commercial Bid) otherwise the bid will be rejected.

**6.0** (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to debarment from participation in future tenders, at the sole discretion of the company.

(b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

**7.0** Conditional bids are liable to be rejected at the discretion of the Company.

**8.0** The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased / issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un-priced Techno-Commercial Bid documents.

**8.1** In case of Sole Proprietorship Firm, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and GSTIN number.

**8.2** In case of HUF, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and GSTIN number.

**8.3** In case of Partnership Firm, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners (including the Managing Partner), registered partnership agreement / deed and GSTIN number.

**8.4** In case of Co-Operative Societies, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and GSTIN number.

**8.5** In case of Societies registered under the Societies Registration Act, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and GSTIN number.

**8.6** In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and GSTIN number.

**8.7** In case of Trusts registered under the Indian Trust Act, Copies of Telephone / Electricity / Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and GSTIN number.

## 9.0 SCREEN SHOTS

Go to this Tab **"Notes and Attachments"** for Uploading "Price Bid"

Go to this Tab **"Technical Attachment"** for Uploading "Technical Bid".

On **"EDIT"** Mode, bidders are advised to upload **"Technical Bid"** and **"Priced Bid"** in the respective places as indicated above:

### Note:

- \* The **"Technical Bid"** shall contain all techno-commercial details **except the prices**.
- \*\* The **"Priced bid"** must contain the price schedule and the bidder's commercial terms and conditions, if any. For uploading Priced Bid, first click on Add Attachment, a

browser window will open, select the file from the PC and name the file under Description, Assigned to General Data and click on OK to digitally sign and upload the File. Please click on Save Button of the Response to Save the uploaded files.

**10.0 MAINTENANCE OF TOTAL BID VALUE IN THE RESPONSE:** For convenience of the Bidders and to improve transparency, the rates/costs quoted by bidders against the E-tender shall be available for online viewing after price bid opening to those bidders whose price bids have been opened in the system. For tenders where **Detailed Price Information under RFx Information Tab is “No price”**, the Price Bid is invited through attachment form under “Notes & Attachment”. As per the existing process, Bidders must upload their pricing as per the “Price Bidding Format” under **“Notes & Attachment”**. Additionally the bidders must fill up the **on-line field “Total Bid Value”** under Tab Page **“RFx Information”** with the Total Cost (Including the GST component) as per the amount of the Price Bid in attachment form.

The screenshot shows the 'Create RFx Response' form. At the top, there are tabs: 'Submit', 'Read Only', 'Print Preview', 'Check', 'Technical RFx Response', and 'Close'. Below these, the form displays 'RFx Response Number 60038748', 'RFx Number 1396', 'RFx Owner BHARALI', and 'Total Value 0.00 INR'. The main section has tabs for 'RFx Information', 'Items', and 'Notes and Attachments'. Under 'RFx Information', there are sub-tabs: 'Basic Data', 'Questions', and 'Technical Attachments'. The 'Event Parameters' section includes a 'Currency' dropdown set to 'Indian Rupee', a 'Detailed Price Information' dropdown set to 'No Price', and a 'Terms of Payment' field. A 'Total Bid Value' field is highlighted with a red box. Three callout boxes provide instructions: 'Bidder to select the currency of the Response' points to the 'Currency' dropdown; '“Total Bid Value” is mandatory in “No Price” RFx' points to the 'Detailed Price Information' dropdown; and '“Total Bid Value” considering all the taxes & duties.' points to the 'Total Bid Value' field.

The “Total Bid Value” as entered by the Bidder in the on-line response shall be displayed in the e-tender portal amongst the Techno-Commercially qualified bidders and Company will not take any responsibility whatsoever towards incorrect information furnished by the bidders in the “Total Bid Value” field.

It is to be noted that Amount mentioned in the “Total Bid Value” field will not be considered for bid evaluation and evaluation will be purely based on the “Price bidding Format”.

**11.0** The selected bidder will be required to enter into a formal contract, which will be based on their bid and OIL's Standard Form of Contract.

**12.0** The successful bidder shall furnish a Performance Security Deposit for the amount as mentioned under **Clause 2.0 (xiv)** above and as indicated under **Para 24.0 of ITB/10.0 of GCC** before signing the formal contract. The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.



**13.0 BACKING OUT BY L1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bidder shall be suspended for a period of two (02) years. This suspension of 02 (two) years shall be automatic without conducting any enquiry.

**14.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnish by the bidder/contractor in respect of the subject tender/contract are accepted to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake/ fraudulent document or furnished false statement, the offer/contract shall be rejected/ cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company. The bidder has to submit an undertaking in this regard as per attached **PROFORMA-IX**.

**15.0 PROVISION FOR ACTION IN CASE OF ERRING/DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6<sup>th</sup> January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com) and its future amendments thereof.

**16.0** Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidated damages and / or penalty from the Contractor as per terms of the tender / contract.

**17.0** The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers' payment.

**18.0 RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA:** Subject to Order No. F. No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India, Bidders should take note of the following:

18.1 Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority [Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT)].

18.2 "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

18.3 "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or

- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

18.4 The beneficial owner for the purpose of para 18.3 above will be as under:

- 18.4.1 In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

Explanation:

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
  - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- 18.4.2 In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- 18.4.3 In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 18.4.4 Where no natural person is identified under (18.4.1) or (18.4.2) or (18.4.3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 18.4.5 In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

18.5 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

18.6 The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. A declaration as per **Exhibit-I** in this respect to be submitted by the bidder.

18.7 **Validity of registration:** In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

18.8 The bidders to provide an undertaking as per **Exhibit-II** along with their bid complying with Clause No. 18.1 above. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.



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

Thanking you.

Yours faithfully,  
**OIL INDIA LIMITED**

(RITESH KUMAR)  
**Sr. OFFICER-CONTRACTS (C)**  
For **DGM-CONTRACTS (C)**  
For **CGM-CONTRACTS (HoD)**  
For **RESIDENT CHIEF EXECUTIVE**

**Date: 17.04.2023**

**INSTRUCTIONS TO BIDDERS (ITB)****1.0 ELIGIBILITY OF THE BIDDER:**

- 1.1 The eligibility of the bidder are listed under BID EVALUATION CRITERIA – BID REJECTION CRITERIA (BEC-BRC) of the tender document.
- 1.2 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**2.0 BID DOCUMENTS:**

- 2.1 The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:
  - a) A Tender Forwarding Letter
  - b) Instructions to Bidders (ITB)
  - c) Bid Evaluation Criteria - Bid Rejection Criteria (BEC-BRC)
  - d) General Conditions of Contract (GCC): PART-I
  - e) Schedule of Work, Unit, Quantities (SOQ): PART-II
  - f) Special Conditions of Contract (SCC): PART-III
  - g) Schedule of Company's Plants, Materials and Equipment (SCPME): PART-IV **[Not applicable for this Tender]**
  - h) Safety Measures (SM): PART-V
  - i) Integrity Pact (IP): PART-VI
  - j) Bid Form: PROFORMA-I
  - k) Statement of Non-Compliance: PROFORMA-II
  - l) Authorisation for Attending Bid Opening: PROFORMA-III
  - m) PROFORMA of Letter of Authority: PROFORMA-IV
  - n) Bid Security (Bank Guarantee Format)-PROFORMA-V
  - o) PROFORMA for E-Remittance: PROFORMA-VI
  - p) Format of Performance Security: PROFORMA-VII
  - q) Agreement Form: PROFORMA-VIII
  - r) Format of undertaking by Bidders towards submission of authentic information / documents: PROFORMA-IX
  - s) Certificate of Compliance of Financial Criteria: PROFORMA-X
  - t) Certificate of Annual Turnover & Net Worth: PROFORMA-XI
  - u) Undertaking by vendor on submission of bank guarantee: PROFORMA-XII
  - v) Format for Hindrance Register: PROFORMA-XIII
  - w) Format For Undertaking from Third Party Inspection Agency: PROFORMA-XIV
  - x) EXHIBIT- I & II
  - y) Price Bidding Format (Attached under “**Notes and Attachments**” tab in the main bidding engine of OIL’s E-Tender portal)
  - z) Technical Evaluation Sheet for BEC-BRC & others
  - aa) Commercial check List
- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a bid not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.
- 2.3 Bidders shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-

political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

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

- 3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.
- 3.2 In case of e-Tender, Bidder must submit the bid using Organizational Class-3 Digital Signature issued by the Competent Authority in favour of the bidder. Bid submitted using Digital Signature other than the Digital Signature of the bidder shall be summarily rejected.
- 3.3 Unsolicited bids will not be considered and will be rejected straightway.

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

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

### **5.0 PREPARATION OF BIDS:**

- 5.1 Language of Bids: The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the OIL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of bidder's country, in which case, for purposes of interpretation of the bid, the translation shall prevail.
- 5.2 Bidder's / Agent's Name & Address: Bidders should indicate in their bids their detailed postal address including the Fax / Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorized Agents in India, if any.
- 5.3 Documents comprising the bid: Bids are invited under **Single-Stage Two-Bid System**. The bid to be uploaded by the Bidder in OIL's E-Tender portal shall comprise of the following components:
  - (A) Technical Bid (to be uploaded in "Technical Attachments" tab):
    - a) Complete technical details of the services offered.

- b) Documentary evidence established in accordance with Clause No. 8.0.
- c) Bid Security (scanned) in accordance with Clause No. 9.0 hereunder. Original Bid Security should be sent as per Clause No. 9.2 (c) below.
- d) Bid Form as per **PROFORMA-I**.
- e) Statement of Non-compliance as per **PROFORMA-II**.
- f) **PROFORMA-IV** attached with the bid document to be signed by the bidder's authorized representative.
- g) All other relevant **Undertakings and PROFORMAS** as applicable as part of Bid.

**Note: No price should be mentioned in the Technical Bid being uploaded in "Technical Attachments" tab. If any price is mentioned by the bidder in their Technical bid, then their bid will be straightway rejected.**

(B) The Price Bid as per the Price Bid Format shall be uploaded in "Notes and Attachments" tab.

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

**6.0 BID FORM:** The bidder shall complete the Bid Form and upload the same along with their Technical bid.

**7.0 BID PRICE:**

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

**8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** These are listed in BEC-BRC of the tender documents.

**9.0 BID SECURITY:**

- 9.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 9.8.

9.2 All the bids must be accompanied by Bid Security in Original as prescribed under, for the amount as mentioned in the “Forwarding Letter” of the tender documents:

a. The Bid Security may be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-V**) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. A duly filled undertaking towards details of the BG (as per **PROFORMA-XII**) must also be submitted along with the scanned copy of BG in the technical bid.

b. Alternately Bid Security can also be paid through Bank Draft / Cashier’s Cheque / Banker’s Cheque / Fixed Deposit Receipt (Account OIL INDIA LIMITED) / irrevocable Letter of Credit / NEFT / RTGS / Electronic Fund Transfer through Online Payment Gateway of OIL’s e-tender portal (subject to credit in OIL’s account within prescribed time) to designated account of OIL.

i. If the Bid Security is submitted in the form of Bank Draft, Banker’s Cheque, Cashier’s Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of “Oil India Limited” payable at Duliajan.

ii. Bid Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL’s bank account:

Bank Details of Beneficiary: OIL INDIA LIMITED		
<b>a</b>	Bank Name	STATE BANK OF INDIA
<b>b</b>	Branch Name	Duliajan
<b>c</b>	Branch Address	Duliajan, Dist.-Dibrugarh
<b>d</b>	Bank Account No.	<b>10494832599</b>
<b>e</b>	Type of Account	Current Account
<b>f</b>	IFSC Code	<b>SBIN0002053</b>
<b>g</b>	MICR Code	786002302
<b>h</b>	SWIFT Code	SBININBB479

iii. If the bid security is submitted through NEFT or RTGS mode, details such as **UTR No., Tender No., Bidder’s name & Deposited Amount etc.** must be uploaded with the Unpriced Techno-Commercial Bid documents.

c. In case of Bidders submitting Bid Security in the form of Bank Guarantee / Bank Draft / Cashier’s Cheque / Banker’s Cheque / Fixed Deposit Receipt / Letter of Credit, the original hard copy of Bid Security should reach the office of CGM-CONTRACTS on or before **12.45 p.m. (IST)** on the bid closing / opening date otherwise bid will be rejected.

d. A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.

e. This Bid Security Deposit shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per **Clause No. 9.8** below. Bids without Bid Security Deposit in the manner specified above will be summarily rejected.

f. No other mode of payment will be accepted by the Company. The Bid Security shall not earn any interest to the bidder from the Company.

**Note:**

i. Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in **Para No. 10.0** below along with technical bid.

ii. Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.

- 9.3 Any bid not secured in accordance with sub-clause 9.2 above shall be rejected by the Company as non-responsive.
- 9.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.
- 9.5 Unsuccessful Bidder's Bid Security will be discharged and / or returned within 30 days after finalization of the Tender.
- 9.6 Successful Bidder's Bid Security will be discharged and / or returned upon Bidder's furnishing the Performance Security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause No. 24.0 below is furnished.
- 9.7 Bid Security shall not accrue any interest during its period of validity or extended validity.
- 9.8 The Bid Security may be forfeited:
- a If the bidder withdraws the bid within its original / extended validity.
  - b If the bidder modifies / revises their bid suo-moto within its original / extended validity.
  - c If the bidder does not accept the contract.
  - d If the bidder does not furnish Performance Security Deposit within the stipulated time as per tender / contract.
  - e If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder.



- 9.9 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred as per the prevailing Banning Policy of the Company (OIL).
- 9.10 A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and / or if the Bid Security validity is shorter than the validity indicated in Tender and / or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 9.11 The Bank Guarantee issuing bank branch must ensure the following:

The Bank Guarantee issued by the bank must be routed through SFMS platform as per the following details:

- (i) MT 760 / MT 760 COV for issuance of bank guarantee.
- (ii) MT 760 / MT 767 COV for amendment of bank guarantee.

[Tender Number should reflect in the SFMS text under MT 760 / MT 760 COV]

[Tender No. should reflect in the SFMS text under MT 760/MT 760 COV]

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank Ltd., Duliajan Branch, IFS Code – ICIC0000213; SWIFT Code - ICICINBBXXX. Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

	Bank Details of Beneficiary	
<b>A</b>	Bank Name	ICICI Bank Ltd.
<b>B</b>	Branch Name	DULIAJAN
<b>C</b>	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602
<b>D</b>	IFSC Code	ICIC0000213
<b>E</b>	Unique identifier code (Field 7037)	OIL503988890
<b>F</b>	Company Name	Oil India Limited
<b>H</b>	SWIFT Code	ICICINBBXXX

- 10.0 EXEMPTION FROM SUBMISSION OF BID SECURITY:** In case any bidder is exempted from paying the Bid security, they should upload the supporting documents along with their technical bid. The detailed guidelines for exemption of the Bid security are given below.

**a) MSEs Units (manufacturers / Service Providers** only and not their dealers / distributors) are eligible for exemption of Bid Security.

**b) Central Government Departments and Central Public Sector Undertakings (CPSUs)** are also exempted from submitting bid security.

Note: Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant Document / Certificate towards exemption of EMD, issued by appropriate authority.

**c)** Documentation required to be submitted by MSEs:

**Refer Clause No. 32.0 below.**

## **11.0 PERIOD OF VALIDITY OF BIDS**

- 11.1 Bids shall remain valid as per the requirement mentioned in forwarding letter from the date of closing of bid prescribed by the Company. Bids of shorter validity will be rejected as being non-responsive. If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for **120 (One Hundred Twenty) days** from Original Bid Closing Date.
- 11.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing through Fax or e-mail. The Bid Security provided under **Para 9.0** above shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their Bid.

## **12.0 SIGNING & SUBMISSION OF BIDS:**

### **12.1 Signing of bids:**

- 12.1.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates with Organization's Name [e-commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India before bid is uploaded. Digital Signature Certificates having Bidder's Name in the "Organization Name" field are only acceptable. Digital Signature Certificate having "Organization Name" field other than Bidder's Name shall be rejected summarily.

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

If any modifications are made to a document after attaching digital signature, the digital signature shall again be attached to such documents before uploading the same.

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

- 12.1.2 The original and all copies of the bid shall be typed or written in indelible inks. Since bids are to be submitted ONLINE with digital signature, manual signature is NOT relevant. The Letter of Authority (as per **PROFORMA-IV**) shall be indicated by written Power of Attorney accompanying the Bid.

12.1.3 Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has / have digitally signed the Bid.

12.1.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process shall be rejected.

12.2 Submission of bids:

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

- a. Printed catalogue and literature if called for in the bid document.
- b. Any other document required to be submitted in original as per bid document.

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

12.2.1 All the conditions of the contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per **PROFORMA-II** of the bid document and the same should be uploaded along with the Technical Bid.

12.2.2 Timely delivery of the documents in physical form as stated in **Para 12.2** above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay / transit loss.

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

**13.0 DEADLINE FOR SUBMISSION OF BIDS:**

13.1 Bids should be submitted online as per the online tender submission deadline. Bidders will not be permitted by System to make any changes in

their bid/quote after the bid submission deadline is reached. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.

13.2 No bid can be submitted after the submission dead line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

13.3 The documents in physical form as stated in **Para 12.2** must be received by Company at the address specified in the "Forwarding Letter" on or before 12.45 Hrs (IST) on the Bid Closing Date mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

**14.0 LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded in system much before the closing date and time of the bid. The documents in physical form if received by the Company after the deadline for submission prescribed by the Company shall be rejected and shall be returned to the Bidders in unopened condition immediately.

**15.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

15.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time in the e-portal using Digital Signature by the person or persons who has / have digitally signed the Bid. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.

15.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.

15.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in the Bidder's forfeiture of its Bid Security and bidder shall also be debarred from participation in future tenders of OIL.

**16.0 EXTENSION OF BID SUBMISSION DATE:** Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and / or Time due to any reasons.

**17.0 BID OPENING AND EVALUATION:**

17.1 Company will open the Bids, including submission made pursuant to Clause 12.2, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (as per **PROFORMA-III**) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend.

17.2 In technical bid opening, only "Technical Attachment" will be opened. Bidders therefore should ensure that technical bid is uploaded in the "Technical Attachment" Tab Page only in the E-portal.

- 17.3 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.
- 17.4 Bids which have been withdrawn pursuant to **Clause 15.0** shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been digitally signed and whether the bids are generally in order.
- 17.5 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security and such other details as the Company may consider appropriate.
- 17.6 Normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 17.7 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the Bid Documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 17.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 17.9 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

**18.0 OPENING OF PRICED BIDS:**

- 18.1 In case of composite bid system, Price bids will be opened on the scheduled bid closing date itself.
- 18.2 In case of two-bid system, Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders. The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance.

- 18.3 In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.
- 18.4 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words, and figures, the amount in words will prevail. If any Bidder does not accept the correction of the errors, their Bid will be rejected.

**19.0 EVALUATION AND COMPARISON OF BIDS:** The Company will evaluate and compare the bids as per BEC-BRC of the Tender Documents.

**19.1 Discounts / rebates:**

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

**20.0 CONTACTING THE COMPANY:**

- 20.1 Except as otherwise provided in **Clause 17.0** above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide **sub-clause 17.6**.
- 20.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

**21.0 AWARD OF CONTRACT:**

- 21.1 **Award criteria:** The Company will award the Contract to the successful Bidder as per the evaluation criteria mentioned under BEC-BRC of the tender document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**22.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:** Company reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for Company's action.

**23.0 NOTIFICATION OF AWARD:**

- 23.1 Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail (to be confirmed in writing by registered / couriered letter) that its Bid has been accepted.



23.2 The notification of award will constitute the formation of the Contract.

**24.0 PERFORMANCE SECURITY:** Successful bidder has to submit Performance Security amount as mentioned in Forwarding Letter, within **15 (fifteen) days** from the date of issue of Letter of Award (LOA).

24.1 a. The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-VII**) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. A duly filled undertaking towards details of the BG (as per **PROFORMA-XII**) must also be submitted along with the original BG.

b. Alternately, the Performance Security can also be paid through Bank Draft / Cashier's Cheque / Banker's Cheque / Fixed Deposit Receipt (Account OIL INDIA LIMITED) / irrevocable Letter of Credit / NEFT / RTGS / Electronic Fund Transfer (subject to credit in OIL's account within prescribed time) to designated account of OIL.

i. If the Performance Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.

ii. Performance Security amount through NEFT or RTGS mode may be deposited in the following designated OIL's bank account:

Bank Details of Beneficiary: OIL INDIA LIMITED		
<b>a</b>	Bank Name	STATE BANK OF INDIA
<b>b</b>	Branch Name	Duliajan
<b>c</b>	Branch Address	Duliajan, Dist.-Dibrugarh
<b>d</b>	Bank Account No.	<b>10494832599</b>
<b>e</b>	Type of Account	Current Account
<b>f</b>	IFSC Code	<b>SBIN0002053</b>
<b>g</b>	MICR Code	786002302
<b>h</b>	SWIFT Code	SBININBB479

iii. If the Performance security is submitted through NEFT or RTGS mode, the bidder shall submit details such as **UTR No., Contract No., Bidder's name & Deposited Amount etc.**

c. In case of Bidders submitting Performance Security in the form of Bank Guarantee / Bank Draft / Cashier's Cheque / Banker's Cheque / Fixed Deposit Receipt / Letter of Credit, the original hard copy of Performance Security shall be submitted within the time frame as stipulated in the LOA.

d. No other mode of payment other than the mode covered under Point Nos. a. & b. will be accepted by the Company.

24.2 Performance Security shall not accrue any interest during its period of validity or extended validity.

24.3 The Bank Guarantee issuing bank branch must ensure the following:  
The Bank Guarantee issued by the bank must be routed through SFMS platform as per the following details:

- (i) MT 760/MT 760 COV for issuance of bank guarantee.
- (ii) MT 760/MT 767 COV for amendment of bank guarantee.

[Contract No. should reflect in the SFMS text under MT 760/MT 760 COV]

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank Ltd., Duliajan Branch, IFS Code – ICIC0000213; SWIFT Code - ICICINBBXXX. Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

	Bank Details of Beneficiary	
<b>A</b>	Bank Name	ICICI Bank Ltd.
<b>B</b>	Branch Name	DULIAJAN
<b>C</b>	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602
<b>D</b>	IFSC Code	ICIC0000213
<b>E</b>	Unique identifier code (Field 7037)	OIL503988890
<b>F</b>	Company Name	Oil India Limited
<b>H</b>	SWIFT Code	ICICINBBXXX

24.4 This Performance Security must be valid for **03 (three) months** after the date of expiry of the defect liability period. In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

24.5 The Performance Security Deposit will be refunded to the Contractor after **03 (three) months** of satisfactory completion of works / defect liability period under the contract (including extension, if any), but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

**25.0 SIGNING OF CONTRACT:**

- 25.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful Bidder for signing of the agreement or send the Contract Form provided in the Bid Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of Rates incorporating all agreements agreed between the two parties.
- 25.2 The successful Bidder shall sign and date the contract and return it to the Company after receipt of LOA. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.
- 25.3 In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. Action shall be taken as per OIL's Banning Policy.

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

**27.0 MOBILIZATION AND ADVANCE PAYMENT:**

- 27.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against mobilization charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI from the date of payment of the advance till recovery / refund.
- 27.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value should be equivalent to the amount of advance plus the amount of interest covering the period of advance. Bank guarantee shall be valid for 2 months beyond completion of mobilization and the same may be invoked in the event of Contractor's failure to mobilize as per agreement.
- 27.3 In the event of any extension to the mobilization period, Contractor shall have to enhance the value of the bank guarantee to cover the interest for the extended period and also to extend the validity of bank guarantee accordingly.

**28.0 GOODS AND SERVICES TAX:**

- 28.1 In view of **GST** Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST / VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in **GST**. Accordingly, reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of **GST** mentioned in the bidding document shall be ignored.

Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST** (CGST & SGST / UTGST or IGST) is applicable.

28.2 Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in the Price Bid Format.

28.3 **Where the OIL is entitled to avail the input tax credit of GST:**

OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

28.4 **Where the OIL is not entitled to avail / take the full input tax credit of GST:**

OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules / regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and / or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

The bids will be evaluated based on total price including **GST**.

28.5 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods / services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.

28.6 Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

28.7 GST liability, if any, on account of supply of free samples against any tender shall be to bidder's account.

28.8 In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST / UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

28.9 OIL will prefer to deal with registered supplier of goods / services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

- 28.10 Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.
- 28.11 The Supplier of Goods / Services may note the Anti-profiteering Clause (Clause No. 12.5) of Part-I GCC and quote their prices accordingly.
- 28.12 In case the GST rating of bidder on the GST portal / Govt. official website is negative / black listed, then the bid may be rejected by OIL.

## **29.0 INTEGRITY PACT:**

- 29.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide **PART-VI** of the Bid Document. The Integrity Pact has been duly signed digitally by OIL's competent signatory and uploaded in the OIL's e-portal. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact in the OIL's E-portal with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.
- 29.2 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact;
- 29.3 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of Independent External Monitors (IEMs) in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms and conditions of the contract.
- 29.4 OIL has appointed Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA, Shri Om Prakash Singh, IPS (Retd.) and Dr. Tejendra Mohan Bhasin, Former Vigilance Commissioner, CVC as Independent External Monitors (IEM) for a period of 03 (Three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitors for any matter relating to the Integrity Pact at the following addresses:
- a. Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA.  
E-mail ID: [rpawar61@hotmail.com](mailto:rpawar61@hotmail.com) & [ramphal.pawar@ips.gov.in](mailto:ramphal.pawar@ips.gov.in)
  - b. Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh.  
E-mail ID: [Ops2020@rediffmail.com](mailto:Ops2020@rediffmail.com)
  - c. Dr. Tejendra Mohan Bhasin, Former Vigilance Commissioner, CVC.  
E-mail ID: [tmbhasin@gmail.com](mailto:tmbhasin@gmail.com)

**30.0 LOCAL CONDITIONS:**

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

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

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

**32.0 DOCUMENTATION REQUIRED TO BE SUBMITTED BY MSEs:**

Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES.

Bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following documents along with the technical bid for availing the benefits applicable to MSEs:

- i. Udyam Registration Number with Udyam Registration Certificate.

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

\*\*\*\*\*



**BID EVALUATION CRITERIA(BEC)-BID REJECTION CRITERIA(BRC)****1.0 BID EVALUATION CRITERIA:**

The bid shall conform to the specifications and terms and conditions given in the Bidding 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 requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and will not be considered for evaluation. Bidders are advised not to take any exception/deviations to the bid document. All the documents related to BEC shall be submitted along with the Technical Bid.

**1.1 Technical Criteria:****1.1.1. EXPERIENCE:**

- i. The Bidder shall have executed/completed at least 1 (one) Engineering & Project Management Consultancy (EPMC) service job having a value of at least Rs. 3.36 Crore which is exclusive of PF, GST, Cess etc. for Construction of Pre Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and electrification work which includes site supervision, in previous 7 (seven) years reckoned from the original bid closing date.

In order to ascertain the same, the bidder shall have to submit necessary documentary evidence as under:

- (a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.
- (b) Completion Certificate issued by Project proponent (owner)

**OR**

- ii. If the prospective Bidder is executing similar works which is still running and the contract value executed prior to original bid closing date is equal to or more than Rs. 3.36 Cr will also be taken into consideration. The bidder has to submit the following to substantiate their claim in this regard:
  - (a) Recent Certificate of payment showing EPMC fee obtained prior to original bid closing date.
  - (b) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.

**AND**

- iii. The Bidder shall have the experience of providing EPMC service for at least 1 (one) successfully completed project related to Construction of Pre Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and electrification work which includes site supervision, in previous 7 (seven) years reckoned from the original bid closing date of project value not less than Rs. 35.94 Crore in previous 7 (seven) years reckoned from the original bid closing date.

In order to ascertain the same, the bidder needs to submit necessary supporting document(s) as under:

- (a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.
- (b) Completion Certificate issued by Project proponent (owner)
- iv. Job executed by a bidder for its own organization / subsidiary shall not be considered as experience for the purpose of meeting BEC.

**Note to Technical Criteria:**

- (a) EPMC service shall include Design, Engineering and Site supervision & monitoring. Only PMC service, which does not include Design and Engineering, shall not be considered.
- (b) Only those works shall be considered for evaluations which have been executed by the bidder as EPMC for Public limited companies / Government / Govt. organizations / PSUs. So, the bidders are advised to submit 'Past Experience' accordingly.
- (c) Composite construction job, where EPMC (Engineering and Project Management Consultancy) service is a part, shall not be considered.
- (d) Documents submitted in support of experience as per Clause No. 1.1.1 of the BEC shall be self- attested with legible stamp. It shall be the bidder's responsibility to ensure that the documents submitted in compliance of the experience criteria is clear and adequate.

**1.2 Financial Criteria:**

(i) Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least **₹ 1,49,52,000.00 (Rupees One Crore Forty-Nine Lakh Fifty-Two Thousand only).**

(ii) **Net worth** of bidder must be positive for preceding financial/ accounting year.

**Note:** The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

**Notes to BEC Clause No. 1.2:**

**A.** For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the bid:

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

**OR**

(ii) Audited Balance Sheet along with Profit & Loss account.

\*Note:

- Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued by Chartered Accountant in Practice w.e.f. February 1, 2019.
- In case the bidder is a Central Govt. organization / PSU / State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidences for the same.

**B.** Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months/ within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit / undertaking certifying that the balance sheet / Financial Statements for the financial year \_\_\_\_\_ have actually not been audited so far, as per format prescribed.

**C.** In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para **A.** and **B.** above.

### 1.3 Commercial Evaluation Criteria:

- a) Bids are to be submitted under Single-Stage Two- Bid System i.e., Un-priced Techno-Commercial Bid and Price Bid in their respective fields in e-tender portal. Only the price Bid should contain the quoted price. **There should not be any indication of price in the Un-priced Techno-Commercial bid; otherwise, the bid shall be rejected straightway.**
- b) The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.
- c) Bid Documents / User ID & Password for OIL's E-Tender portal are non-transferable.
- d) Any bid received in the form of Physical document/Telex/Cable/Fax/E-mail will not be accepted.
- e) Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.

- f) Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the authorized signatory. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.
- g) Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
- h) Bids are invited under **Single-Stage Two-Bid System** i.e. Un-priced Techno-Commercial Bid and Price Bid separately. Bidders must submit both “Technical” and “Price” Bids in electronic form through online OIL’s e-tender portal accordingly within the Bid Closing Date and time stipulated in the e-tender. The Technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender under **“Technical Attachment”** Tab and the Priced Bid as per the **PRICE BID FORMAT attached** under **“Notes and Attachments”**.
- i) Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:
- (i) Firm price
  - (ii) EMD / Bid Security/Bid Bond
  - (iii) Period of validity of Bid
  - (iv) Price Schedule
  - (v) Performance Bank Guarantee / Security deposit
  - (vi) Delivery / Completion Schedule
  - (vii) Scope of work
  - (viii) Guarantee of material / work
  - (ix) Liquidated Damages clause
  - (x) Tax liabilities
  - (xi) Arbitration / Resolution of Dispute Clause
  - (xii) Force Majeure
  - (xiii) Applicable Laws
  - (xiv) Specifications
- j) Bid received with validity of offer less than **120 (One Hundred Twenty) days** from the date of Technical Bid opening will be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in **PROFORMA-I**.
- k) Bid Security must be furnished (except those exempted) as a part of the Techno-Commercial Un-priced Bid. The amount of bid security should be as specified in the Forwarding Letter. Any bid not accompanied by a proper bid security will be rejected straightway.

**Note:**

(i) In case the Bidder submits Bid security in the form of Bank Guarantee (BG), the BG must be valid for **minimum 150 days** from the original bid closing date.

(ii) In case of extension of Bid closing/ Opening Date, Bid Security validity should be extended suitably by the bidder, as and when advised by OIL.

- 1) Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **PART-VI** of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-Priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.

## 2.0 Evaluation of Bids For QUALITY:

- i. Bids qualifying as per terms of Technical Criteria (Clause 1.1) and Financial Criteria (Clause 1.2) shall be eligible for this evaluation.

## 2.1 Bids shall be evaluated both in terms of Quality as well as Quoted Price i.e. Quality & Cost Based Selection (QCBS) methodology:

Weightage for Quality & Quoted price tabulated as under:

Sl. No.	Criteria	Weightage in %
1	Quality	60
2	Quoted Price	40
	<b>Total</b>	<b>100</b>
	<b>Minimum Qualifying Marks for Price Evaluation:</b>	<b>50 Marks</b>

## 2.2 The marks allocated against various subsections under Quality of bid shall be as under:

(a) Broad classification:

Sl. No.	Quality Criteria	100 Marks
<b>2.2.1</b>	<b>BASED ON EXPERIENCE</b>	<b>40 (Max)</b>
(i)	For successfully qualifying as per terms of Technical Criteria (Clause 1.1 above). In addition to the work experiences already considered under Clause. No. 1.1.1	20
(ii)	For every additional consultancy job of similar nature of Rs. 3.36 Crores or above, successfully completed during the last 7 (seven) years prior to the original Bid closing date	5 per work 10 (max)
(iii)	For every additional project job of similar nature of project value at least Rs. 35.94 Crores successfully completed during the last 7 (seven) years prior to the original bid closing date to which EPMC service is provided by the bidder	5 per work 10 (max)

2.2.2	BASED ON PRESENTATION	60 (Max)
(iv)	Overall presentation: A 3D walkthrough video, Master plan including architectural & other key features, overall aesthetic of the building including broad specification of major materials proposed to be used.	20
(v)	Originality of the concept, creativity and innovation in design, compliance with the main themes and functional requirement of the project.  (Write up in regard to the above is to be submitted during presentation)	5
(vi)	Adherence to time allotted for overall planning and designing the project, Adaptation of efficient design, facilities, safety aspect and speed and ease of construction. (Activity chart with a write up in regard to the above is to be submitted during presentation).	10
(vii)	Exclusive features and Facilities including introduction/use of any new material, technology in the project. (Write up in regard to the above is to be submitted during presentation)	10
(viii)	Estimated Cost of construction and maintenance of facilities. (Tentative cost summary is to be submitted during presentation)	5
(ix)	Optimized design to reduce conventional energy demand in terms of Electrical energy consumption using natural light and air. (Declaration in support of reduction of conventional energy usage in terms of electrical energy consumption)	5
(x)	Overall presentation including interaction on concept and response to queries of the Committee members, submission of sought documents as mentioned during presentation.	5

(b) Marking system:

- (i) For Sl. No. (i), Bids qualifying as per terms of Technical Criteria (Clause No. 1.1 above) for the evaluation shall be given the score of 20 marks.
- (ii) For Sl. No. (ii) & (iii) necessary documentary evidence self- attested with legible stamp must be submitted to ascertain the same:
  - (a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.
  - (b) Completion Certificate issued by Project proponent (owner)



- (iii) For marking against the points under Presentation i.e., from Sl. No (iv) to (x), an evaluation committee shall be formed, and they shall decide. Documents in support of quality criteria defined from Sl. No (iv) to (x) are to be submitted during presentation (minimum 6 hard copies and one soft copy of the design concept with sought documents as mentioned from Sl. No (iv) to (x))

**Note:**

- (a) It shall be the bidder's responsibility to ensure submission of unambiguous /clear and sufficient documentary evidence/drawings in support of the evaluation criteria. OIL reserves the right to verify any or all data/document/information provided by the bidder. False statement by Bidder will make it liable for appropriate action.
- (b) 'Works of similar nature' mentioned shall mean Construction of Pre Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and internal electrification work which includes site supervision.
- (c) The **Minimum Qualifying Marks**, a bid shall have to meet the Quality Criteria is **50 marks (out of 100 marks)**. Bids not meeting the minimum qualifying marks in Quality Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called "Qualified Bids" and shall be eligible for financial evaluation of the bid
- (d) Bidders who do not show up to present their ideas during the presentation shall be rejected.

**2.3 EVALUATED BID PRICE:**

Qualified Bids (meeting the minimum Qualifying Marks of 50 in Quality Criteria) and conforming to the terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:

- (i) If there is any discrepancy between the unit price and the total price, the unit price will prevail, and the total price shall be corrected accordingly. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- (ii) The bidders must quote their Prices in the manner as called for vide Schedule of Rates (SOR) under Section – III.
- (iii) Commercial Bids shall be evaluated taking into account the Price quoted against SOR including GST.
- (iv) Contract will be awarded for all the items covered under SOR.
- (v) OIL will not be responsible for delay, loss or non-receipt of applications (for bidding documents) and will not entertain any correspondence in this regard.
- (vi) Discount: Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken into account for evaluation purposes. However, in the event of such offer, if the offer without considering discount is found to be the lowest, OIL shall avail such discount at the time of award of contract.

- (vii) Lump sum cost must include all liabilities and taxes including statutory liabilities but excluding GST which shall be quoted separately in the Price Bid format and shall be considered for evaluation.
- (viii) The items mentioned in above clause are to be read in conjunction with Schedule of Rates in Section-III.
- (ix) The responsive bids will be subjected to loading for any deviation(s).

### 3.0 INTER-SE-RANKING OF THE QUALIFIED BIDS:

To ascertain the inter-se-ranking of the bids through **Quality and Cost Based Selection (QCBS) methodology** as mentioned below shall be adopted:

An **Evaluated Bid Score (B)** will be calculated for each bid (that meets the minimum Qualifying marks of 50 (out of 100) in Quality Evaluation Criteria) using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{\text{low}}/C) * 100 * X + (T/T_{\text{high}}) * 100 * (1-X)$$

Where,

C = Evaluated Bid Price of the bidder

C<sub>low</sub> = The lowest of the evaluated bid prices among responsive bids

T = The total marks obtained by the bidder against *Quality* criteria

T<sub>high</sub> = The total marks achieved by the best bid among all responsive bids against *Quality* criteria

X = 0.4 (The weightage for *Quality* is 60 and the weightage for the *Quoted price* is 40)

**Note:** The **Evaluated Bid Score (B)** shall be considered up to two decimal places.

**3.1** The bidder with the **highest Evaluated Bid Score (B)** will be **recommended for award of contract**.

**3.2** In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against **Quality criteria** will be recommended for award of contract. In case of identical marks against **Quality criteria**, the **bidder quoting lower price** will be recommended for award of contract. In case of identical marks against **Quality criteria** and **bidder's quoted price**, the selection will be made by **Draw of Lots** between those parties.

**4.0 PURCHASE PREFERENCE CLAUSE:** In the QCBS system, as the evaluation of the price is based on total score (S) i.e. Combined score of both Quality & Quoted Prices, **Purchase Preference Policy for MSE / Local Content shall not be applicable.**

**5.0 GENERAL:**

- 5.1 In case bidder takes exception to any clause of bidding document not covered under BEC-BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BEC-BRC.
- 5.2 Bidders should provide self-attested copies of GST Registration Certificate, PAN Card, ESIC registration (if applicable), P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her before signing of contract agreement and issue of Work Order by OIL.
- 5.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC-BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be evaluated based on the original submission. However, mere submission of such clarification shall not make the offer responsive, unless Company is satisfied with the substantial responsiveness of the offer.
- 5.4 If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC-BRC shall prevail.
- 5.5 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC-BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 5.6 The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.
- 5.7 Bidders have to submit a declaration as per the format prescribed regarding compliance of Safety Measures along with the technical bid.
- 5.8 Bidders have to submit a duly filled CHECKLISTS FOR BEC-BRC enclosed, along with the technical bid.

**6.0 VERIFICATION AND CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD PARTY INSPECTION AGENCIES:**

1. Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify various documents required against BEC/BRC of the tender:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. RINA India Pvt. Ltd.	a. <a href="mailto:ssd@rina.org">ssd@rina.org</a> b. <a href="mailto:Andrea.Vattuone@rina.org">Andrea.Vattuone@rina.org</a>
ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a>
iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV - Oil & Gas)	a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a>
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. <a href="mailto:Jaimin.Bhatt@tuv-sud.in">Jaimin.Bhatt@tuv-sud.in</a> b. <a href="mailto:sanjaykumar.singh@tuv-sud.in">sanjaykumar.singh@tuv-sud.in</a> c. <a href="mailto:Pankaj.Narkhede@tuv-sud.in">Pankaj.Narkhede@tuv-sud.in</a> d. <a href="mailto:Ajit.Yadav@tuv-sud.in">Ajit.Yadav@tuv-sud.in</a>
v.	M/s. IRCLASS Systems & Solutions Private Limited	a. <a href="mailto:abhishek.singh@irclass.org">abhishek.singh@irclass.org</a> b. <a href="mailto:pradeep.bansal@irclass.org">pradeep.bansal@irclass.org</a> c. <a href="mailto:Asim.Hajwani@irclass.org">Asim.Hajwani@irclass.org</a> d. <a href="mailto:Amit.Ketkar@irclass.org">Amit.Ketkar@irclass.org</a> e. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a>
vi.	M/s. Gulf Lloyds Industrial Services (India) Pvt. Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:bbhavsar@gulflloyds.com">bbhavsar@gulflloyds.com</a> c. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a> d. <a href="mailto:gulflloyds.india@gmail.com">gulflloyds.india@gmail.com</a>
vii.	M/s. TUV India Private Limited	a. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a> b. <a href="mailto:delhi@tuv_nord.com">delhi@tuv_nord.com</a>
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.Deotale@ind.tuv.com">Shailesh.Deotale@ind.tuv.com</a> b. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a> c. <a href="mailto:rupeshkumar.singh@ind.tuv.com">rupeshkumar.singh@ind.tuv.com</a> d. <a href="mailto:Neeraj.Chaturvedi@ind.tuv.com">Neeraj.Chaturvedi@ind.tuv.com</a>
ix.	M/s. Bureau Veritas (India) Private Limited	a. <a href="mailto:udit.chopra@bureauveritas.com">udit.chopra@bureauveritas.com</a> b. <a href="mailto:vishal.sapale@bureauveritas.com">vishal.sapale@bureauveritas.com</a> c. <a href="mailto:dinesh.sukhramani@bureauveritas.com">dinesh.sukhramani@bureauveritas.com</a> d. <a href="mailto:p.sridhar@bureauveritas.com">p.sridhar@bureauveritas.com</a> e. <a href="mailto:hariprasad.jhawar@bureauveritas.com">hariprasad.jhawar@bureauveritas.com</a> f. <a href="mailto:amit.shaw@bureauveritas.com">amit.shaw@bureauveritas.com</a> g. <a href="mailto:business.support@bureauveritas.com">business.support@bureauveritas.com</a> h. <a href="mailto:labhanshu.sharma@bureauveritas.com">labhanshu.sharma@bureauveritas.com</a> i. <a href="mailto:pramodkumar.yadav@bureauveritas.com">pramodkumar.yadav@bureauveritas.com</a> j. <a href="mailto:sonal.lad@bureauveritas.com">sonal.lad@bureauveritas.com</a> k. <a href="mailto:bvindia.corporate@in.bureauveritas.com">bvindia.corporate@in.bureauveritas.com</a>

2. The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by anyone of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate (**as per Proforma XIV**) issued by the Inspection Agencies along with the Technical Bid of the Tender. All Charges of the Third-party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies.

3. As mentioned above, Bidder(s) have to submit the verified documents and the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be considered. **However, in case a bidder submits its bid along with all relevant supporting documents against BEC/BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letter head to submit the duly verified copies/verification certificate within 07 (Seven) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within 07 (Seven) days of bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 07 (seven) days from date of Bid Closing date, but certified document reaches us within the cut-off date of above 07 (seven) days, then such bids shall be considered.**
4. The methodology of inspection/ verification of documents followed by the agencies is broadly as under but not limited to:
- (a) It is obligatory on the part of the interested Bidders, who choose to participate against the tender, to understand the tender requirements in entirety and the requisite documents sought for in support of the Bid Rejection & Bid Evaluation Criteria (BEC/BRC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empaneled third party certifying agencies for verification/certification. Neither OIL nor the third party certifying agency shall be held accountable in any manner regarding the choice of documents by the bidder for verification. Therefore, getting the appropriate documents inspected/verified by the agency in support of BEC/BRC clauses is the sole responsibility of the Bidder.
  - (b) The prospective bidder shall contact any of the empaneled inspection agencies. The agency shall go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. They shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required **at no extra cost to OIL. Verification of documents by OIL's empaneled third party agency shall not automatically make the bidder eligible for award of contract.**
  - (c) Verification of documents (but not limited to) are normally categorized as under:
    - i. **General Requirement:**
      - Bidder's PAN Card
      - Bidder's GST Certificate
      - ITR of company
      - Bidder's Certificate of Incorporation – Domestic Bidder.
    - ii. **Additional Documents: (If applicable against the tender)**
      - Joint Ventures Agreements – To cross-check with JV Partners
      - Consortium Agreements – To cross-check with Consortium Partners
      - Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern

**iii. Technical Criteria**

- To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.

**iv. Financial Criteria**

- Check and verify Audited Balance Sheet/CA certificate
- To check the Line of Credit, if incorporated in the tender.
- Exempted from verification of financial documents having Unique Document Identification Number (UDIN).

**Notes:**

- If any documents, LOI/LOA/Contracts etc. are submitted towards BEC/BRC experience criteria issued by Oil India Limited, such documents need not be verified by TPI agency.**
- Undertaking from TPI Agency as per format (Annexure-XVI) enclosed should be submitted along with the Bid.**

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

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**PART-I****GENERAL CONDITIONS OF CONTRACT (GCC)****1.0 APPLICABILITY, DEFINITION & INTERPRETATION:****1.1 Applicability**

All clauses in the General Conditions of Contract [GCC] shall apply to all transactions except as otherwise stated in the Special Conditions of Contract [SCC] and/or BEC-BRC. Furthermore, in the event if there is any conflict between the Principal text of the Agreement and the Appendixes, the Principal text will prevail.

**1.2 Definition & Interpretation**

In the contract (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

**1.2.1 COMPANY / OIL / Operator:**

Shall mean Oil India Limited [OIL] a public sector undertaking, incorporated under COMPANY's Act 1956 having its registered office at Duliajan-786602, Assam, India and includes its successor and permitted assigns.

**1.2.2 CONTRACTOR:**

Shall mean the person or persons, firm or COMPANY or corporation incorporated in India or abroad, who has been awarded with the contract and includes contractor's legal representatives, his successors and permitted assigns.

**1.2.3 Contract:**

Shall mean a written agreement between the COMPANY and the CONTRACTOR for execution of the services / works including all contract documents and subsequent amendments, if any.

**1.2.4 Site:**

Shall mean the place in which the operations / services are to be carried out or places approved by OIL for the purposes of the CONTRACT together with any other places designated in the CONTRACT as forming part of the site.

**1.2.5 COMPANY's Site Representative / Engineer:**

Shall mean the person or the persons appointed by the COMPANY from time to time to act on its behalf at the site for overall co-ordination, supervision and project management at site.

**1.2.6 Sub-Contract:**

Shall mean order / contract placed by the CONTRACTOR for any portion of the CONTRACT or work sublet with necessary written consent of COMPANY on third party. Such sub-letting shall not relieve the CONTRACTOR from any obligation, duty or responsibility under the CONTRACT.

**1.2.7 Sub-Contractor:**

Shall mean any person or firm or COMPANY (other than CONTRACTOR) to whom any part of the work has been entrusted by CONTRACTOR, with written consent of OIL or the persons appointed by OIL, successors and permitted assigns of such persons, firm or COMPANY).

**1.2.8 Contractor's Representative:**

Shall mean such person / or persons duly appointed representative at the site and base as the CONTRACTOR may designate in writing to the COMPANY as having authority to act for the CONTRACTOR in matters affecting the work and to provide the requisite services.

**1.2.9 Contract Price / Value:**

Shall mean the sum accepted or the sum calculated in accordance with the rates accepted in tender and / or the contract rates as payable to the CONTRACTOR for the entire execution and completion of the services / works, including amendments / modification / change order issued by the COMPANY.

**1.2.10 Firm price:**

The prices will remain unchanged, except for statutory changes, during currency of the CONTRACT unless specifically agreed to in writing by COMPANY.

**1.2.11 Service / Works / Operations:**

Shall mean and include all items and things to be supplied / done and all work / Service to be performed by the CONTRACTOR as specified in the Scope of Work under this CONTRACT and shall also include all extra, additional, altered or substituted works / services as required for the purpose of successful execution of the Contract.

**1.2.12 Equipment / Materials / Goods :**

Shall mean and include any equipment, machinery, instruments, stores, goods which CONTRACTOR is required to provide to the COMPANY for / under the CONTRACT and amendments thereto.

**1.2.13 Drawings:**

Shall mean and include all Engineering sketches, general arrangements / layout drawings, sectional plans, all elevations, photographs, etc. related to the CONTRACT together with modification and revision thereto.`

**1.2.14 Specifications:**

Means and includes all technical specifications, provision attached and referred to in the tender / contract document regarding method and manner of performing the services and qualities of the service / materials to be provided under the contract and also as modified by the COMPANY / its site representative during the execution of contract in the best interest of service.

**1.2.15 Engineer In-charge (EIC):**

Shall mean the person designated from time to time by the COMPANY and shall include those who are expressly authorized by the COMPANY to act for



and on its behalf for operation of the contract.

**1.2.16 Inspectors:**

Shall mean any person or outside Agency nominated by COMPANY to inspect equipment, materials and services, if any, in the CONTRACT (stage wise as well as final) as per the terms of the CONTRACT.

**1.2.17 Tests:**

Shall mean such process or processes to be carried out by the CONTRACTOR as are prescribed in the CONTRACT, considered necessary by the COMPANY or their representative to ascertain quality, workmanship, performance and efficiency of equipment or services thereof.

**1.2.18 Approval:**

Shall mean and include the written consent duly signed by COMPANY or their authorized official in respect of all documents, drawings or other particulars in relation to the CONTRACT

**1.2.19 Day:**

Shall mean a calendar day of twenty-four (24) consecutive hours beginning at 00:00 hours with reference to local time at the site.

**1.2.20 Month:**

Shall mean a calendar month as per Gregorian calendar.

**1.2.21 Year:**

Shall mean calendar year as per Gregorian calendar.

**1.2.22 Working day:**

Means any day which is not declared to be holiday by the COMPANY.

**1.2.23 Bid / offer:**

Shall mean the proposal / Offer along with supporting documents submitted by the bidder in response to the tender or enquiry in accordance with the terms of Tender or Enquiry, for consideration by COMPANY, prior to award of contract.

**1.2.24 Guarantee:**

Shall mean the period and other conditions governing the warranty / guarantee of the services as provided in the CONTRACT.

**1.2.25 Mobilization:**

Shall mean rendering the equipment fully manned and equipped as per CONTRACT and ready to begin work at site designated by the COMPANY and accepted by the COMPANY after inspection.

**1.2.26 De-mobilization:**

Shall mean the removal of all items forming part of the Mobilization from the site of the COMPANY and inspection and acceptance thereafter by the

COMPANY including compliance of requirement in relation to re-export of imported equipment/materials under concessional duty scheme in accordance with relevant notification from Customs Authorities.

#### **1.2.27 Willful Misconduct:**

Shall mean intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property of the Company or Third Party.

#### **1.2.28 Gross Negligence:**

Shall mean any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or unjustifiable indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.

#### **1.2.29 Criminal Negligence:**

Shall mean that the crime happened negligently, there was duty of care upon the Person but inadvertently due to his negligence, the duty was breached, which causes harm to the people in the form of death or serious injury.

#### **1.2.30 GST Legislations:**

‘GST legislations’ means ‘any or all of the following legislations as may be applicable to the CONTRACTOR and OIL:

- (A) The Central Goods & Services Tax Act, 2017;
- (B) The Integrated Goods & Services Act, 2017;
- (C) The Union Territory Goods & Services Tax Act, 2017;
- (D) The respective State Goods & Service Tax Acts’
- (E) The Goods and Services (Compensation to States) Act, 2017
- (F) The Customs Act and the Customs Tariff Act.
- (G) Any other applicable Act related to GST

### **2.0 CONTRACT DOCUMENT:**

**2.1 Governing language:** The governing language for the CONTRACT shall be English. All CONTRACT documents and all correspondence and communication to be given and all other documentation to be prepared and supplied under the CONTRACT shall be written in English and the CONTRACT shall be construed and interpreted in accordance with English language.

**2.2 Entire Agreement:** The CONTRACT constitutes the entire agreement between OIL and the CONTRACTOR with respect to the subject matter of the CONTRACT and supersedes all communication, negotiations and agreement (whether written or oral) of the parties with respect thereto made prior to the date of this agreement, unless such communication(s) expressly forms part of the contract or included by reference.

**2.3 Amendment in CONTRACT:** No Amendment of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. OIL shall not be

bound by any printed conditions, provisions in the CONTRACTOR's BID, forms of acknowledgement of CONTRACT, invoice and other documents which purport to impose any condition at variance with or supplement to CONTRACT.

### **3.0 WAIVERS AND AMENDMENTS:**

**3.1 Waivers:** It is fully understood and agreed that none of the terms and conditions of this contract shall be deemed waived by either party unless such waiver is executed in writing only by the duly authorized representatives of both the parties. The failure of either party to execute any right shall not act as a waiver of such right by such party.

**3.2 Change Program:** It is agreed that CONTRACTOR shall carry out work in accordance with the completion program (e.g. Drilling programme) to be furnished by the COMPANY, which may be changed from time to time by reasonable modifications in the program as COMPANY sees fit. COMPANY's instruction in this regard shall be final and binding.

### **4.0 CONTRACT TIMELINE:**

**4.1 Effective Date of Contract:** The contract shall become effective as on the date COMPANY notifies the CONTRACTOR in writing that it has been awarded the contract. This date of issuance of Letter of Award (LOA) by the COMPANY will be the Effective Date of Contract. All terms and conditions of the contract shall come into force with the date of issuance of LOA.

### **4.2 Date of Commencement of Operation:**

The date on which the mobilization is completed in all respects and CONTRACTOR is ready to commence operation as per the contract provision [Certified by the COMPANY's representative] will be treated as the date of Commencement of Operation.

### **4.3 Duration of the contract:**

The contract shall be valid for a period as defined in the LOA and Special Conditions of Contract [SCC].

### **5.0 SCOPE OF WORK / CONTRACT:**

Scope of the CONTRACT shall be as defined in the CONTRACT, specifications, drawings and Appendices.

### **6.0 GENERAL OBLIGATION OF CONTRACTOR:**

CONTRACTOR shall, in accordance with and subject to the terms and conditions of this Contract:

**6.1** Perform the work described in the Terms of Reference / Scope of Work. The CONTRACTOR shall execute the work with professional competence and in an efficient and workman like manner.

**6.2** Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, employ all labours / personnel as required to perform the work.

**6.3** Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.

- 6.4** Comply with all applicable statutory obligations specified in the contract.
- 6.5** CONTRACTOR shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- 6.6** CONTRACTOR shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.
- 6.7** CONTRACTOR shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as COMPANY may consider necessary for the proper fulfilling of CONTRACTOR's obligations under the contract.

**7.0 GENERAL OBLIGATION OF COMPANY:**

COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

- 7.1** Pay CONTRACTOR in accordance with terms and conditions of the contract.
- 7.2** Allow CONTRACTOR access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work as specified in the Scope of Works of the contract or work connected therewith.
- 7.3** Perform all other obligations required of COMPANY by the terms of this contract.

**8.0 DUTIES AND POWER / AUTHORITY:**

**8.1 OIL's site representative / engineer:**

The duties and authorities of OIL's site representative / engineer are to act on behalf of OIL for:

- i. Overall supervision, co-ordination and Project Management at site
- ii. Proper and optimum utilization of equipment and services.
- iii. Monitoring of performance and progress
- iv. Commenting / countersigning on reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.
- v. He shall have the authority, but not obligation at all times and any time to inspect / test / examine / verify any equipment machinery, instruments, tools, materials, personnel, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However this shall not construe to imply an acceptance by the inspector.

Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.

vi. Each and every document emerging from site in support of any claim by the CONTRACTOR has to have the countersignature / comments of the OIL's representative / engineer without which no claim shall be entertained by the OIL.

## **8.2 CONTRACTOR's representative:**

(a) The CONTRACTOR's representative shall have all the powers requisite for the performance of the Service/Works, subject to holding due authorization from the CONTRACTOR.

(b) Representative(s) shall liaise with OIL's representative / engineer for the proper co-ordination and timely completion of the works and on any matter pertaining to the works.

(c) Representative(s) shall extend full co-operation to OIL's representative / inspector / engineer in the manner required by them for supervision / inspection / observation of equipment, material, procedures, performance, reports and records pertaining to works.

(d) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

## **9.0 PERSONNEL TO BE DEPLOYED BY CONTRACTOR:**

CONTRACTOR warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.

**9.1** The CONTRACTOR should ensure that their personnel observe all statutory safety requirement including those prescribed by the COMPANY. Upon COMPANY's written request, CONTRACTOR, entirely at its own expense, shall remove immediately any personnel of the CONTRACTOR determined by the COMPANY to be unsuitable and shall promptly replace such personnel with personnel acceptable to the COMPANY. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the COMPANY.

**9.2** The CONTRACTOR shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from Duliajan / field site, enroute / local boarding, lodging, personal protective gear & medical attention etc. COMPANY shall have no responsibility or liability in this regard.

**9.3** However, COMPANY shall provide available medical assistance/facilities to CONTRACTOR's Personnel in case of emergency at its own establishment on chargeable basis.

**9.4** CONTRACTOR's key personnel shall be fluent in English language (both writing and speaking).

## **10.0 PERFORMANCE SECURITY:**

**10.1** On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within 15 (fifteen) days from the

date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma-Form and must be in the form of a Bank Draft / Cashier's Cheque / Banker's Cheque\* / NEFT / RTGS / Electronic fund transfer to designated account of OIL<sup>#</sup> or Fixed Deposit Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee or irrevocable Letter of Credit (LC) from:

a. Any schedule Indian Bank or any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic CONTRACTOR / service provider.

OR

b. Any scheduled bank in India or from International bank which has its branch in India registered with Reserve Bank of India, in case of foreign CONTRACTOR / service provider.

OR

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

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

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

Full address

Branch Code

Code Nos. of the authorized signatory with full name and designation.

Phone Nos.

Fax Nos.

E-mail address.

**10.3** The domestic CONTRACTOR / Service Provider(s) will have to submit the Bank Guarantee from any of the scheduled banks and on non-judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.

**10.4** The foreign CONTRACTOR / Service Provider(s) will submit the Bank Guarantee from Banks of Indian origin situated in their country. In case no such bank of Indian origin is situated in their country, the Bank Guarantee may be submitted from the bankers as specified above.

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

**10.6** The Performance Security specified above must be valid for the entire duration of the Contract and claim period should be valid for a minimum of **03 (three) months** beyond the contract period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.

**10.7** The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and / or non-performance / un-satisfactory performance of the Contractor. Company shall not be required to prove any loss or damage on account of Contractor's non-performance / un-satisfactory performance.

- 10.8** The Performance Security will not accrue any interest during its period of validity or extended validity.
- 10.9** Failure of the successful Bidder to comply with the requirements of clause 10.0 shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an eventuality, action will be initiated as per the Banning Policy of OIL in vogue.

# Subject to credit in OIL's account within prescribed time

\* The validity of Bank Draft / Cashier's / Banker's Cheque (as applicable) should not be less than **03 (three) months**.

In the event CONTRACTOR fails to honour any of the commitments entered into under this agreement, and / or in the event of termination of the contract under provisions of Integrity Pact and / or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.

**11.0 SIGNING OF CONTRACT:**

- 11.1** The successful bidder is required to sign a formal detailed contract with OIL within a maximum period of 60 days of date of LOA. Until the contract is signed, **the LOA as well as GCC & SCC as prescribed in the Tender, shall remain binding amongst the two parties.** In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].

**12.0 CLAIMS, TAXES & DUTIES:**

- 12.1 Claims:** CONTRACTOR agrees to pay all claims, taxes and fees for equipment, labour, materials, services and supplies to be furnished by it hereunder and agrees to allow no lien or charge resulting from such claims to be fixed upon any property of COMPANY. COMPANY may, at its option, pay and discharge any liens or overdue charges for CONTRACTOR's equipment, labour, materials, services and supplies under this CONTRACT and may thereupon deduct the amount or amounts so paid from any sum due, or thereafter become due, to CONTRACTOR hereunder.
- 12.2 Notice of claims:** CONTRACTOR or COMPANY, as the case may be, shall promptly give the other, notice in writing of any claim made or proceeding commenced for which that party is entitled to indemnification under the CONTRACT. Each party shall confer with the other concerning the defense of any such claims or proceeding, shall permit the other to be represented by counsel in defense thereof, and shall not affect settlement of or compromise any such claim or proceeding without the other's written consent.
- 12.3 Taxes:**
- 12.3.1** CONTRACTOR, unless specified otherwise in the CONTRACT, shall bear all tax liabilities, duties, Govt. levies etc. including GST and customs duty, Corporate and personnel taxes levied or imposed on the CONTRACTOR on account of payments received by it from the COMPNAY for the work done under this CONTRACT. It shall be the responsibility of CONTRACTOR to submit to the

concerned Indian authorities, the returns and all other concerned documents required for this purpose and to comply in all respects with the requirements of the laws in this regard, in time.

- 12.3.2** Tax levied on CONTRACTOR as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under the contract will be on CONTRACTOR's account.
- 12.3.3** CONTRACTOR shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by CONTRACTOR.
- 12.3.4** The CONTRACTOR shall furnish to the COMPANY, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. CONTRACTOR shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.
- 12.3.5** Prior to start of operations under the contract, the CONTRACTOR shall furnish the COMPANY with the necessary documents, as asked for by the COMPANY and/ or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the CONTRACTOR.
- 12.3.6** Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and COMPANY will issue TDS Certificate to the CONTRACTOR as per the provisions of Income Tax Act.
- 12.3.7** Corporate and personnel taxes on CONTRACTOR shall be the liability of the CONTRACTOR and the COMPANY shall not assume any responsibility on this account.
- 12.3.8** All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by CONTRACTOR shall be borne by the CONTRACTOR.
- 12.3.9** CONTRACTOR shall provide all the necessary compliances/ invoice/documents for enabling OIL to avail Input tax credit benefits in respect of the payments of GST which are payable against the CONTRACT. The CONTRACTOR should provide tax invoice issued under GST legislations for the goods and Services (indicating GST). Payment towards the components of GST shall be released by OIL only against appropriate documents i.e.: Tax Invoice/Bill of entry for availing input tax credit (as applicable).
- 12.3.10** The tax invoices as per above provisions should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:
- i. Name, Address and the GST Registration Number (under the relevant Tax Rules) of the Service Provider (CONTRACTOR)
  - ii. Name and Address and GST Registration Number of the Service Receiver (Address of OIL)
  - iii. Description, Classification and Value of taxable service/goods and the amount of applicable tax (CGST, SGST, IGST, UTGST and cess)
- 12.3.11** In case of imported goods, CONTRACTOR/supplier is required to provide



original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.

**12.3.12** The CONTRACTOR should mention the Place of supply in the invoice raised under GST Law.

**12.3.13** OIL would not accept any invoice without its GSTIN mentioned on the invoice

*Note: CONTRACTOR who is under composition levy of the GST legislation would raise Bill of supply instead of Tax invoice, which will have GSTIN of supplier as well as OIL.*

#### **12.4 Goods and Services Tax:**

**12.4.1** "GST" shall mean Goods and Services Tax charged on the supply of material(s) and services. The term "GST" shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as "IGST") or Central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and Services Tax (hereinafter referred to as "SGST") or Union Territory Goods and Services Tax (hereinafter referred to as "UTGST") depending upon the import/interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.

**12.4.2** Where the OIL is entitled to avail the input tax credit of GST:

OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules / regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

**12.4.3** Where the OIL is not entitled to avail/take the full input tax credit of GST:

OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

**12.4.4** The CONTRACTOR will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the CONTRACTOR shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the CONTRACTOR shall be to CONTRACTOR's account.

**12.4.5** In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

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

- 12.4.7** Beyond the contract period, in case OIL is entitled for input tax credit of GST, then statutory variation in applicable GST on supply and on incidental services, shall be to OIL's account.
- 12.4.8** Claim for payment of GST / Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.
- 12.4.9** The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
- 12.4.10** The CONTRACTOR will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self- attested copy of such registration certificate(s) and the CONTRACTOR will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

## **12.5 Anti-profiteering clause**

- 12.5.1** As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices.
- 12.5.2** In case rating of Contractor is negative/black listed after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such vendor / Contractor and shall also be entitled to deduct / recover such GST along with all penalties/interest, if any, incurred by OIL.

## **13.0 CUSTOMS DUTY, IF APPLICABLE:**

- 13.1.1** CONTRACTOR shall be responsible to import the equipment / tools / spares / consumables etc. required for execution of the contract. The CONTRACTOR shall undertake to complete all the formalities as required under the Customs Act/Foreign Trade Policy (FTP) and indemnify OIL from all the liabilities of Customs in this regard.
- 13.1.2** CONTRACTOR will be solely responsible for payment of all applicable Customs Duty and to comply all Rules and Regulations. Total Contract Price/Value is inclusive of all Customs Duty, if not mentioned otherwise elsewhere in the Contract.
- 13.1.3** Above clause is to be read with Customs Duty Clause in SCC, if any.

## **14.0 INSURANCE:**

- 14.1** CONTRACTOR shall at his own expense arrange secure and maintain insurance with reputed insurance companies to the satisfaction of the Company as follows:

Contractor at his cost shall arrange, secure and maintain insurance as may be necessary and to its full value for all such amounts to protect the works in progress from time to time and the interest of Company against all risks as detailed herein. The form and the limit of such insurance, as defined here in together with the under works thereof in each case should be as acceptable to the Company. However, irrespective of work acceptance the responsibility to maintain adequate insurance coverage at all times during the period of

Contract shall be that of Contractor alone. Contractor's failure in this regard shall not relieve him of any of his responsibilities & obligations under Contract. All costs on account of insurance liabilities covered under Contract will be to Contractor's account and will be included in Value of Contract. However, the Company may from time to time, during the currency of the Contract, ask the Contractor in writing to limit the insurance coverage risk and in such a case, the parties to the Contract will agree for a mutual settlement, for reduction in value of Contract to the extent of reduced premium amounts. Contractor shall cover insurance with Indian Insurance Companies.

**14.2** Any deductible set forth in any of the above insurance shall be borne by Contractor.

**14.3** CONTRACTOR shall require all of his sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-Contractors.

**14.4** All insurance taken out by Contractor or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Contractor under this Contract.

**14.5 Certificate of Insurance:**

Before commencing performance of the CONTRACT, CONTRACTOR shall furnish OIL with certificates of insurance indicating:

- a) Kinds and amounts of insurance as required herein
- b) Details of coverage
- c) Insurance corporation or companies carrying the aforesaid coverage
- d) Effective and expiry dates of policies
- e) That OIL shall be given thirty (30) days written advance notice of any material change in the policy
- f) Waiver of subrogation endorsement has been attached to all policies and
- g) The territorial limits of all policies.

**14.6** Contractor shall also inform the Company at least 60 days in advance regarding the expiry cancellation and / or changes in any of such documents & ensure revalidation / renewal, etc., as may be necessary well in time.

**14.7** If any of the above policy expire or/are cancelled during the term of this CONTRACT and CONTRACTOR fails for any reason to renew such policies, OIL in no case shall be liable for any loss/damage occurred during the term when the policy is not effective. Furthermore, a penal interest @ 1% of the Total contract value shall be charged towards not fulfilling of the contractual obligations. Notwithstanding above, should there be a lapse in any insurance required to be taken by the Contractor for any reason whatsoever, loss / damage claims resulting therefrom shall be to the sole account of Contractor.

**14.8** Contractor on demand from Company shall furnish the Insurance Policy having detail terms and conditions, with respect to any Certificate of Insurance submitted to the Company.

CONTRACTOR shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by the CONTRACTOR under this CONTRACT in respect of CONTRACTOR's equipment, tools and any other

belongings of the CONTRACTOR and its personnel as well deputed under this CONTRACT during the entire period of their engagement in connection with this CONTRACT including extensions if any. The CONTRACTOR shall also carry adequate insurance cover against damage/loss to third party person/property. OIL will have no liability on this account.

**14.9 Principal Assured:**

The following are to be included as Principal Assured(s) in the Insurance Policies (except in case of Workmen's Compensation / Employer's Liability insurance):

"Oil India Limited, and CONTRACTOR's name (as appearing in the Contract/LOA)"

**14.10 Waiver of subrogation:**

All insurance policies of the CONTRACTOR with respect to the operations conducted hereunder as set forth in clauses hereof, shall be endorsed by the underwriter in accordance with the following policy wording:

"The insurers hereby waive their rights of subrogation against Oil India Limited or any of their employees or their affiliates and assignees".

**14.11 Deductible:**

The CONTRACTOR shall take policy with minimum deductible as per IRDA prescribed for the policy(ies). That portion of any loss not covered by insurance provided for in this article solely by reason of deductible provision in such insurance policies shall be to the account of the CONTRACTOR.

**14.12 Compliance with Sec 25(1), of "The General Insurance Business (Nationalization) Act 1972"**

Section 25(1) of "The General Insurance Business (Nationalization) Act 1972" is reproduced below:

"No person shall take out or renew any policy of insurance in respect of any property in India or any ship or other vessel or aircraft registered in India with an insurer whose principal place of business is outside India save with the prior permission of the Central Government".

The above requirement of aforesaid Act needs to be complied with by the CONTRACTOR wherever the aforesaid provisions of Act apply, and compliance confirmations submitted.

**14.13 Loss Payee Clause:**

The Insurance Policies should mention the following in Loss Payee Clause:

"In respect of Insurance claims in which OIL's interest is involved, written consent of OIL will be required".

**14.14 On account payment to OIL in case of claim**

In case any loss or damage happen and where OIL's interest is involved, OIL reserves the right to recover the loss amount from the CONTRACTOR prior to final settlement of the claim.

**14.15** CONTRACTOR shall require all of its SUB-CONTRACTORS to provide such of the foregoing insurance cover as the CONTRACTOR is obligated to provide under this CONTRACT.

**14.16** CONTRACTOR shall at all time during the currency of the contract provide, pay for and maintain the following insurance amongst others:

- i) **Workman Compensation and / Employers' Liability Insurance:** Workmen's compensation and employer's liability insurance as required by the laws of the country of origin of the employee.
- ii) **Commercial General Liability Insurance:** Commercial General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of CONTRACTOR required to fulfil the provisions under this Contract.
- iii) **Comprehensive General Automotive Liability:** Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance Regulations.
- iv) **Carrier's Legal Liability Insurance:** Carrier's Legal Liability Insurance in respect of **all CONTRACTOR's items** to be transported by the CONTRACTOR to the site of work, for physical loss or destruction of or damage to goods or merchandise, while in transit.
- v) **Public Liability Act Policy:** Public Liability Act Policy covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed there under.
- vi) **Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY):** CONTRACTOR shall, ensure that all his/ its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of OIL.
- vii) CONTRACTOR's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards).

**viii) Any other insurance policy set forth in the SCC**

**Note: An undertaking by the service provider has to be mandatorily provided during the Mobilization time that they have taken all the Insurance provisions as per the contract and as the Law and Insurance Regulation.**

## **15.0 LIABILITY:**

**15.1** Except as otherwise expressly provided herein, neither COMPANY nor its servants, agents, nominees, CONTRACTORS, or sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the CONTRACTOR and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of COMPANY and/or its servants, agent, nominees, assignees,

## CONTRACTORS and sub-CONTRACTORS.

- 15.2** The CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such loss or damage and any suit, claim or expense resulting there from. Neither COMPANY nor its servants, agents, nominees, assignees, CONTRACTORS, sub-CONTRACTORS shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the CONTRACTOR and/or of its CONTRACTORS or sub-CONTRACTOR irrespective of how such injury, illness or death is caused and even if caused by the negligence of COMPANY and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from.
- 15.3** The CONTRACTOR hereby agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub- CONTRACTORS for loss or damage to the equipment of the CONTRACTOR and/or its sub-CONTRACTORS and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.4** The CONTRACTOR hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for injury to, illness or death of any employee of the CONTRACTOR and of its CONTRACTORS, sub-CONTRACTORS and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.5** Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, CONTRACTORS or sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the COMPANY and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub- CONTRACTORS. The COMPANY shall protect, defend, indemnify and hold harmless CONTRACTOR from and against such loss or damage and any suit, claim or expense resulting there from.
- 15.6** Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, assignees, CONTRACTORS, sub- CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the COMPANY and/or of its CONTRACTORS or sub-CONTRACTORS irrespective of how such injury, illness or death is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. COMPANY shall protect, defend indemnify and hold harmless CONTRACTOR from and against such liabilities and any suit, claim or expense resulting there from.
- 15.7** The COMPANY agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against CONTRACTOR and/or its underwriters, servants, agents, nominees, assignees,

CONTRACTORS and sub-CONTRACTORS for loss or damage to the equipment of COMPANY and/or its CONTRACTORS or sub-CONTRACTORS when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

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

**16.0 LIMITATION OF LIABILITY:**

- a) Notwithstanding any other provisions herein to the contrary, except only in cases of Wilful misconduct and/or criminal acts and/or criminal negligence, neither the CONTRACTOR nor the COMPANY (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY's right to forfeit the Performance Bank Guarantee(s) in terms of the contract.
- b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the CONTRACTOR in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price (if not specified otherwise in SCC), provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the CONTRACTOR, or to any obligation of the CONTRACTOR to indemnify the COMPANY with respect to Intellectual Property Rights.
- c) COMPANY shall indemnify and keep indemnified CONTRACTOR harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

**17.0 LIABILITY OF UNION GOVERNMENT OF INDIA:**

It is expressly understood and agreed upon by and between CONTRACTOR and OIL INDIA LIMITED, and that OIL INDIA LIMITED is entering into this agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that Union of India is not a party to this agreement and has no liabilities, obligations or rights, whatsoever hereunder. It is expressly understood and agreed that OIL

INDIA LIMITED is an independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable laws of India and general principles of the Contract law. The bidder/ CONTRACTOR expressly agrees, acknowledges and understands that OIL INDIA LIMITED is not an agent, representative or delegate of the Union of India. It is further understood and agreed that Union of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, bidder/ CONTRACTOR hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Union of India arising out of this contract and covenants not to sue the Union of India as to any manner, claim, cause of action or thing whatsoever arising of or under this agreement.

**18.0 CONSEQUENTIAL DAMAGE:**

Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub- CONTRACTORS.

**19.0 RISK PURCHASE:**

In the event, CONTRACTOR's failure to provide the services as per the Contractual scope, terms and conditions, COMPANY (OIL) reserves the right to hire the services from any other source at the CONTRACTOR's risk & cost and the difference in cost shall be borne by the CONTRACTOR. Further, OIL shall retain the right of forfeiture of Performance Bank Guarantee and any other action as deemed fit. In certain operational situations OIL reserves the right to take over the site including the service equipment at the risk and cost of the CONTRACTOR.

**20.0 INDEMNITY AGREEMENT:**

**20.1** Except as provided hereof CONTRACTOR agrees to protect, defend, indemnify and hold COMPANY harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of CONTRACTOR's employees, agents, CONTRACTORS and sub-CONTRACTORS or their employees or in favour of any third party(is) on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**20.2** Except as provided hereof COMPANY agrees to protect, defend, indemnify and hold CONTRACTOR harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of COMPANY's employees, agents, CONTRACTORS and sub-CONTRACTORS or their employees or in favour of any third party(is) on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**21.0 INDEMNITY APPLICATION:**

The indemnities given herein above, whether given by COMPANY or CONTRACTOR shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

**22.0 ROYALTY PATENTS:**

Each party shall hold harmless and indemnify the other from and against all claim and proceedings for or on account of any patent rights, design, trade mark or other protected rights arising from any use of materials, equipment, processes, inventions and methods, which have not been imposed on the attending party by the terms of the contract or the specifications forming part thereof.



**23.0 WARRANTY AND REMEDY OF DEFECTS:**

- 23.1** CONTRACTOR warrants that they shall perform the work in a first class, workmanlike, and professional manner and in accordance with their highest degree of quality, efficiency and current state of the art technology/industry practices and in conformity with all specifications, standards and drawings set forth or referred to in the Terms of Reference and with instructions and guidance, which COMPANY may, from time to time, furnish to the CONTRACTOR.
- 23.2** Should COMPANY discover at any time during the tenure of the Contract or till the Unit / equipment / tools are demobilised from site or base camp (if applicable) that the work does not conform to the foregoing warranty, CONTRACTOR shall after receipt of notice from COMPANY, promptly perform any and all corrective work required to make the services conform to the Warranty. Such corrective Work shall be performed entirely at CONTRACTOR's own expenses. If such corrective Work is not performed within a reasonable time, the COMPANY, at its option may have such remedial Work performed by others and charge the cost thereof to CONTRACTOR subject to a maximum of the contract value payable for the defective work which needs corrective action which the CONTRACTOR must pay promptly. In case CONTRACTOR fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

**24.0 SUBCONTRACTING / ASSIGNMENT:**

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

**25.0 RECORDS, REPORTS AND INSPECTION:**

The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and

any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

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

**26.1** CONTRACTOR shall not, without COMPANY's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of COMPANY in connection therewith, to any person other than a person employed by CONTRACTOR in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only, as may be necessary for purposes of such performance with prior permission from COMPANY. However, nothing hereinabove contained shall deprive the CONTRACTOR of the right to use or disclose any information which is:

- a) possessed by the CONTRACTOR, as evidenced by the CONTRACTOR's written records, before receipt thereof from the COMPANY which however the CONTRACTOR shall immediately inform to COMPANY ; or
- b) required to be disclosed by the CONTRACTOR pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the CONTRACTOR uses its best efforts to provide timely notice to COMPANY of such order to permit COMPANY an opportunity to contest such order subject to prior permission from COMPANY.

**26.2** CONTRACTOR shall not, without COMPANY's prior written consent, make use of any document or information except for purposes of performing the contract.

**26.3** Any document supplied to the CONTRACTOR in relation to the contract other than the Contract itself remain the property of COMPANY and shall be returned (in all copies) to COMPANY on completion of CONTRACTOR's performance under the Contract if so required by COMPANY.

**26.4** During the currency of the Contract, COMPANY and its employees, agents, other CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees etc. may be exposed to certain confidential information and data of the CONTRACTOR. Such information and data held by the COMPANY, its employees, agents, other CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees in the strictest Confidence and shall not be disclosed to any other party except on a need to know basis.

However, the above obligation shall not extend to information which:

- i) is, at the time of disclosure, known to the public which CONTRACTOR shall immediately inform COMPANY ;
- ii) is lawfully becomes at a later date known to the public through no fault of CONTRACTOR subject to CONTRACTOR's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by CONTRACTOR before receipt thereof from COMPANY which should be immediately informed to COMPANY;
- iv) is developed by CONTRACTOR independently of the information disclosed

by COMPANY which should be shared with the COMPANY;

v) CONTRACTOR is required to produce before competent authorities or by court order subject to prior permission from COMPANY;

**27.0 REMUNERATION AND TERMS OF PAYMENT:**

- 27.1** COMPANY shall pay to the CONTRACTOR during the term of the Contract the amount due from time to time calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in the Contract. All payments will be made in accordance with the terms hereinafter described.
- 27.2** Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances.
- 27.3** MANNER OF PAYMENT: All payments due by COMPANY to CONTRACTOR hereunder shall be made at CONTRACTOR's designated bank. Bank charges, if any will be on account of the CONTRACTOR.
- 27.4** Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to CONTRACTOR written notice of objection to any item or items the validity of which COMPANY questions.
- 27.5** INVOICES: Mobilization charges will be invoiced only upon completion of mobilization as certified by COMPANY representative and CONTRACTOR is ready at site for starting the services / operation. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by COMPANY.
- 27.6** CONTRACTOR shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONTRACTOR.
- 27.7** CONTRACTOR will submit 02 (two) sets of all invoices duly super scribed 'Original' and 'copy' as applicable to the COMPANY for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the CONTRACTOR for foreign currency and Indian currency.
- 27.8** Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by COMPANY.
- 27.9** COMPANY shall within 30 days of receipt of the invoice notify the CONTRACTOR of any item under dispute, specifying the reasons thereof, in which event, and payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion on or before the due date. This will not prejudice the COMPANY's right to question the validity of the payment at a later date as envisaged in clause no. **27.4** above.
- 27.10** The acceptance by CONTRACTOR of part payment on any billing not paid on or before the due date shall not be deemed a waiver of CONTRACTOR's rights in any other billing, the payment of which may then or thereafter be due.
- 27.11** Payment of Final demobilization charges shall be made if applicable within 45

days on receipt of invoice by COMPANY accompanied by the following documents from the CONTRACTOR:

- a) Audited account up to completion of the Contract.
- b) Tax audit report for the above period as required under the Indian Tax Laws.
- c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONTRACTOR or by its sub-CONTRACTOR.
- d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
- e) Any other documents as required by applicable Indian Laws.

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

**27.12** CONTRACTOR shall maintain complete and correct records of all information on which CONTRACTOR's invoice are based up to 02 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query/objection.

**28.0 PAYMENT OF COMMISSION / FEE / REMUNERATION OF INDIAN AGENT / CONSULTANT / REPRESENTATIVE / RETAINER / ASSOCIATE OF FOREIGN PRINCIPAL (APPLICABLE IN ICB TENDERS ONLY):**

The Commission/Fee/remuneration of the Indian agent/consultant/associate/representative/retainer, if any, will be paid within 30 days of the payment of invoice made to the CONTRACTOR, The amount of commission/fee/remuneration as a percentage of invoice value as per contract provisions will be deducted by COMPANY/OIL from the monthly invoices of the CONTRACTOR and paid to the Indian agent/consultant/representative/retainer/associate.

**29.0 DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI, ETC:**

Wherever applicable, the CONTRACTOR (including those engaging 'International Workers') shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees' State Insurance Act, 1948 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers.

The CONTRACTOR shall be required to submit the following documents/details to the Corporation:

- (i) Copy of PF-ECR duly stamped by the designated Bank, along with a print of the digitally signed PDF data sheet of the ECR, as proof of payment, each month, details of this PDF data sheet shall be verified by the appropriate authority (i.e. Payment Making Authority) in the COMPANY from the official website of EPFO (<http://www.epfindia.gov.in>).

- (ii) (a) Copy of the online challan endorsed/stamped by the designated bank as proof of receipt of payment towards monthly contribution of ESI contribution.
- (b) Copy of Return of contribution in respect of ESI for each contribution period of the six months i.e. for the contribution period ended 30th Sept and the contribution period ended 31st March.
- (iii) As an Annexure to each EPF-ECR and ESI Challan(s), CONTRACTOR shall also furnish the following Certificates:
  - 1) The furnished information is correct to the best of his knowledge.
  - 2) In case any discrepancies or irregularities is / are noticed in this undertaking, then OIL is free to inform the PF / ESIC Authorities.
  - 3) Before the completion of contract, CONTRACTOR shall serve one-month notice to all his contractual workers, informing that their services will be terminated.
  - 4) Within one month on completion / expiry of the contract, CONTRACTOR shall pay all the dues / terminal dues such as leave with wages, bonus (if applicable), Gratuity (if applicable), to all his contractual workmen, failing which CONTRACTOR's Bank Guarantee / Security Deposit may be withheld by OIL.

COMPANY may verify the deposit of statutory contribution made by the CONTRACTORS with the EPFO / ESI authorities, where deemed necessary. However, before making payment of the last bill / invoice of the CONTRACTOR, the COMPANY may verify the details / status of the payment towards EPF / ESI made by the CONTRACTOR from the authorities / official website of EPF / ESI (i.e. <http://www.epfindia.gov.in> and <http://www.esic.in>). In case the information furnished by the CONTRACTOR is found to be incorrect the COMPANY shall take appropriate action against the CONTRACTOR in accordance with law.

The CONTRACTOR agrees and undertakes to indemnify OIL for any liabilities arising out of declarations made by him in future on violation or provisions of the EPF Act 1952 and ESI Act 1948.

### **30.0 TIMELY MOBILIZATION AND LIQUIDATED DAMAGES:**

- a) Time is the essence of this Contract. If the CONTRACTOR fails to mobilize and deploy the required manpower / equipment and / or fails to commence the operation within the period specified as specified under mobilization clause under SCC, OIL shall have, without prejudice to any other right or remedy in law or contract including sub clause (b) below, the right to terminate the contract.
- b) If the contractor is unable to mobilize / deploy and commence the operation within the period specified in sub clause (a) above, it may request OIL for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, OIL may at its discretion, extend the period of mobilization and shall recover from the CONTRACTOR, as an ascertained and agreed Liquidated Damages, a sum equivalent to @ 0.5% of contract value including mobilization cost, per week or part thereof of delay subject to maximum of 7.5% of the Contract Price.
- c) The parties agree that the sum specified above is not a penalty but a

genuine pre-estimate of the loss / damage which will be suffered by OIL on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.

d) LD will be calculated on the basis of Total Contract value [(if not specified otherwise in SCC) excluding duties and taxes, where such duties / taxes have been shown separately in the contract. However, the applicable GST on the LD shall have to be borne by the CONTRACTOR. Accordingly, the liquidated damages shall be recovered from the CONTRACTOR along with applicable GST.

### **31.0 FORCE MAJEURE:**

In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared / undeclared); riot, revolts, rebellion, terrorism, sabotage by persons other than the CONTRACTOR's Personnel; fires, explosions, ionising radiation or contamination by radio-activity or noxious gas, if not caused by CONTRACTOR's fault; declared epidemic or disaster; acts and regulations of respective Govt. of the two parties, namely the COMPANY and the CONTRACTOR and civil commotions, lockout not attributable to the CONTRACTOR.

Upon occurrence of such cause, the party claiming that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 (Seventy Two) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

Should 'force majeure' condition as stated above occurs and should the same be notified within 72 (Seventy two) hours after its occurrence the 'force majeure' rate (if specified in the SCC of the Contract) shall apply for the first 15 (fifteen) days for each such occasion.

Either party shall have the right to terminate the Contract if such 'force majeure' conditions continue beyond successive 60 (Sixty) days [or exclusively mentioned in the SCC of the Contract] with prior written notice of 15 days, provided termination of the Contract does not result into safety hazard to the life and property on account of withdrawal of operations or the operation is at critical stage. COMPANY shall have the absolute right to decide whether any safety hazard exists or operation is at critical position and decision of the COMPANY shall binding upon the CONTRACTOR.

Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period. [or exclusively mentioned in the SCC of the Contract]

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

If however, relative obligation of the party affected by such 'Force Majeure' is limited to part of the obligation(s), the contract shall not be terminated and the parties shall continue to perform their respective obligations, which are not affected by the 'force majeure' condition, provided the obligations affected by the 'force majeure' do not preclude the parties in performing the obligations not

affected by such conditions.

**32.0 SET-OFF:**

Any sum of money due and payable to the CONTRACTOR (including Performance Security refundable to them) under this or any other Contract, whether in progress or in future, may be appropriated by OIL and set-off against any claim of OIL (or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the CONTRACTOR with OIL (or such other person or persons contracting through OIL).

**33.0 WITHHOLDING:**

COMPANY may withhold or nullify the whole or any part of the amount due to CONTRACTOR, after informing the CONTRACTOR of the reasons in writing, on account of subsequently discovered evidence in order to protect COMPANY from loss on account of :

- 33.1** For non-completion of jobs assigned as per Scope of Work/Terms of Reference.
- 33.2** Defective work not remedied by CONTRACTOR.
- 33.3** Claims by COMPANY's recognized sub-CONTRACTOR of CONTRACTOR or others filed or on the basis of reasonable evidence indicating probable filing of such claims against CONTRACTOR.
- 33.4** Failure of CONTRACTOR to pay or provide for the payment of salaries/ wages, contributions, taxes or enforced savings with-held from wages etc with respect to personnel engaged by the CONTRACTOR.
- 33.5** Failure of CONTRACTOR to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- 33.6** Any failure by CONTRACTOR to fully reimburse COMPANY under any of the indemnification provisions of this Contract. If, during the progress of the work CONTRACTOR shall allow any indebtedness to accrue for which CONTRACTOR, under any circumstances in the opinion of COMPANY, may be primarily or contingently liable or ultimately responsible and CONTRACTOR shall, within five days after demand is made by COMPANY, fail to pay and discharge such indebtedness, then COMPANY may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to CONTRACTOR, a sum equal to the amount of such unpaid indebtedness.
- 33.7** Withholding will also be effected on account of the following:
  - i) Order issued by a Court of Law or statutory authority in India.
  - ii) Income-tax deductible at source according to law prevalent from time to time in the country.
  - iii) Any obligation of CONTRACTOR which by any law prevalent from time to time to be discharged by COMPANY in the event of CONTRACTOR's failure to adhere to such laws.
  - iv) Any payment due from CONTRACTOR in respect of unauthorised imports.

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

**33.8** COMPANY reserves the right to disburse or deposit the amount so withheld to the concerned person(s) or agency or government authority, as the case may be, besides nullifying such amount on account of loss suffered by the COMPANY against **33.2, 33.3, 33.6 & 33.7** above.

**34.0 APPLICABLE LAWS:**

The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the sole and exclusive jurisdiction of Courts situated in Dibrugarh (or the Place where the contract is executed) and Principal Bench of Gauhati High Court (or the High Court under whose territorial jurisdiction, the place of execution of contract falls).

This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of Courts, mentioned hereinabove. Foreign companies, operating in India or entering into Joint ventures in India, shall also be governed by the laws of India and shall be subject to sole and exclusive jurisdiction of above Courts.

The CONTRACTOR shall ensure full compliance of various Indian Laws and Statutory Regulations, as stated below, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/ licenses etc. from appropriate authorities for conducting operations under the Contract:

- a) The Mines Act 1952
- b) The Oil Mines Regulations, 1984
- c) The Employees' Compensation Act, 1923
- d) The Code of Wages, 2019
- e) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
- f) The Employees' Pension Scheme, 1995
- g) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
- h) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- i) Goods and Service Tax Act
- j) Customs & Excise Act & Rules
- k) Factories Act, 1948
- l) Industrial Disputes Act, 1947
- m) Payment of Gratuity Act, 1972
- n) Environmental Protection Act, 1986 & other pollution control Acts.

Note: The above Acts are only indicative and not exhaustive. The Acts shall include the rules and regulations framed thereunder.

**35.0 LABOUR LAWS:**

- i) CONTRACTOR shall comply with the provisions of various labour related laws, including but not limited to the Code of Wages, 2019, Employee Provident Fund and Miscellaneous Provisions Act 1952, COMPANY's Liability Act 1938, Employees' Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour (Regulation and Abolition) Act 1970, Employment of Children Act 1938, Employees' State Insurance Act, 1948 or any modifications / amendment thereof or any other law relating thereto and rules made there under from time to time.



- ii) No Labour below the age of eighteen [18] years shall be employed on the work.
- iii) CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the work.
- iv) CONTRACTOR shall at his expense comply with all labour laws and keep the COMPANY indemnified in respect thereof.
- v) CONTRACTOR shall pay equal wages for men and women in accordance with applicable Labour laws.
- vi) If the CONTRACTOR is covered under the Contract Labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority [i.e. office of the Labour Commissioner] by payment of necessary prescribed fee and the deposit, if any, before starting the work under the Contract. Such fee / deposit shall be borne by the CONTRACTOR.
- vii) CONTRACTOR must obtain the PF Code from the concerned PF Authority under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Similarly, CONTRACTOR must obtain ESI Code under Employees State Insurance Act.
- viii) CONTRACTOR being the employer of the labours / personnel to be engaged under the contract shall be liable to pay gratuity to the labours / personnel as per the provision of the Payment of Gratuity Act, 1972 and accordingly, shall keep the COMPANY indemnified in respect thereof. If however, COMPANY requires to pay gratuity to such labour(s) as per the direction of the competent authority under the Act, COMPANY shall recover such amount from the outstanding dues payable to the CONTRACTOR under the contract or any other contract(s).
- ix) CONTRACTOR shall furnish to Engineer in Charge the distribution return of the number & description, by trades of the work people employed on the works. CONTRACTOR shall also submit on the 4<sup>th</sup> & 19<sup>th</sup> of every month to Engineer in Charge a true statement showing in respect of the 2<sup>nd</sup> half of the preceding month & the 1<sup>st</sup> half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 on Rules made there under and the amount paid to them.
- x) Engineer in Charge shall on a report having been made by an inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- xi) The CONTRACTOR shall indemnify the COMPANY against any payments to be made under and for the observance of the provisions of the aforesaid acts without prejudice to his right to obtain indemnity from his sub-CONTRACTOR.

### **36.0 STATUTORY REQUIREMENTS:**

During the tenure of this CONTRACT nothing shall be done by the

CONTRACTOR in contravention of any law, act and/or rules/regulations, thereunder or any amendment

### **37.0 GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) GUIDELINES:**

- 37.1** It will be solely the CONTRACTOR's responsibility to fulfil all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-CONTRACTORS hired by CONTRACTOR comply with the same requirement as the CONTRACTOR himself and shall be liable for ensuring compliance all HSE laws.
- 37.2** It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.
- 37.3** Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.
- 37.4** Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.
- 37.5** When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company shall have the right to direct the contractor to cease work until the non-compliance is corrected.

### **38.0 POLLUTION AND CONTAMINATION:**

The CONTRACTOR shall be liable for all surface and sub-surface pollution to the extent caused by CONTRACTOR and resulting from CONTRACTOR's operation/service or spillage or dumping of solvents/additive substances or pollutants, which the CONTRACTOR brings to the Site for use in connection with Work to be performed under this Contract.

Notwithstanding anything to the contrary contained herein, it is agreed that except on the ground of willful misconduct or criminal misconduct, COMPANY shall release, indemnify and hold CONTRACTOR and its sub-CONTRACTORS harmless from any and all claims, judgments, losses, expenses and any costs related thereto (including but not limited to Court costs and "Attorney's fees") for:

- a) Damage to or loss of any reservoir or producing formation; and/ or
- b) Damage to or loss of any well; and/ or
- c) Any other subsurface damage or loss; and/ or
- d) Any property damage or loss or personal injury or death arising out of or in connection with a blowout, fire explosion and loss of well control regardless of cause.

### **39.0 STATUTORY VARIATION / NEWLY ENACTED LAW:**

- 39.1** All duties, taxes except otherwise specified in the Contract as applicable on the closing date of bid submission as per relevant acts and rules shall be in CONTRACTOR's account. Variation in case of custom duty on CIF value declared by the bidder shall be to COMPANY account.
- 39.2** In the event of introduction of any new legislation or any amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body, which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this CONTRACT and which results in increased / decreased cost of the works under the CONTRACT through increased / decreased liability of taxes and / or duties, required to be paid by the CONTRACTOR, (other than personnel and Corporate taxes), the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the COMPANY / CONTRACTOR as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by COMPANY) & the courts wherever levy of such taxes / duties are disputed by COMPANY / CONTRACTOR.
- 39.3** Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the CONTRACTOR's account, where delay in completion /mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date will be to COMPANY's account.
- 39.4** The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, COMPANY will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, COMPANY will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.
- 39.5** Notwithstanding the provision contained in Clause-39.1 to 39.4 above, the COMPANY shall not bear any liability in respect of:
- i. Personal taxes on the personnel deployed by CONTRACTOR, his sub-CONTRACTOR/sub-sub-CONTRACTORS and Agents etc.
  - ii. Corporate taxes and Fringe benefit tax in respect of CONTRACTOR and all of their sub-CONTRACTORS, agents etc.
  - iii. Other taxes & duties including Customs Duty and GST in addition to new taxes etc. in respect of sub-CONTRACTORS, vendors, agents etc. of the CONTRACTOR.
  - iv. Any liability on the CONTRACTOR, which was accrued under the old law or contract, which the CONTRACTOR is obligated to pay either to the COMPANY or to the Government Authority.
- 39.6** In order to ascertain the net impact of the amendment/ revisions/enactment of various provisions of taxes/duties, the CONTRACTOR is liable to provide

following disclosure to COMPANY:

- i. Details of each of the input services used in relation to providing service to COMPANY including estimated monthly value of input service and GST tax amount.
- ii. Details of Inputs (material/consumable) used/required for providing service to COMPANY including estimated monthly value of input and GST paid/payable on purchase of inputs.

**39.7** The above provisions would be applicable only in case of variation in rate of taxes and duties on supply of services to OIL and not applicable on taxes and duties on input (goods and services) towards such services.

**39.8** Any claim or reduction on account of change in law shall be accompanied with undertaking that the provisions of anti- profiteering clause under GST Act have been complied with.

**40.0 SEVERABILITY:**

Should any provision of this agreement be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provisions hereto and they shall remain binding on the parties hereto.

**41.0 COMMISSION OF MISCONDUCT / SUBMISSION OF FRAUDULENT DOCUMENT BY THE BIDDER/CONTRACTOR AND BANNING THEREOF:**

The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the notice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

**42.0 SETTLEMENT OF DISPUTES:**

**42.1 Arbitration (Applicable for Suppliers/CONTRACTORs other than PSU and MSME):**

1) Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

2) A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days notice to the other party. The notice

invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

3) It is agreed and undertaken by the Parties that irrespective of country of origin of the CONTRACTOR, the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.

4) The number of arbitrators and the appointing authority will be as under:

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Up to Rs. 25.00 Lakh	Not applicable	Not applicable
Above Rs. 25.00 Lakh Up to Rs. 25 Crore	Sole Arbitrator	OIL
Above Rs. 25 Crore	3 Arbitrators	One Arbitrator by each party and the 3 <sup>rd</sup> Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

5) The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.

6) If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

7) Parties agree and undertake that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

8) The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, 1996(as amended)

9) If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties. Where the proceedings are put in abeyance or terminated on account of mutual settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:

- (i) 20% of the fees if the claimant has not submitted statement of claim.
- (ii) 40% of the fees if the pleadings are complete
- (iii) 60% of the fees if the hearing has commenced.
- (iv) 80% of the fees if the hearing is concluded but the award is yet to be passed.

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

In case of sole arbitrator, both parties shall equally share all expenditures that may be required to be incurred.

11) The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in Schedule of the Act and such expenses shall be equally borne by the parties.

12) The Place/Seat of Arbitration shall be Guwahati or the place where the contract is executed. The venue of the arbitration shall be decided by the Arbitrator(s) in discussion with the parties. The cost of arbitration sittings shall be equally borne by the parties.

13) The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.

14) Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

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

- a) In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract (s) between Central Public Sector Enterprises (CPSEs) and also between CPSEs and Government Departments/Organizations (excluding disputes -concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in OPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.
- b) A party wishing to commence arbitration proceeding shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter
- c) Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

#### **42.3 Arbitration (Applicable to Micro, Small and Medium Enterprise)**

In the event of any dispute or difference relating to, arising from or connected with the Contract, efforts shall be made to resolve the dispute(s) amicably by mutual consultation and in case such dispute(s) cannot be resolved through mutual consultation, then same shall be resolved through the procedure as prescribed in Section-18 of the Micro, Small and Medium Enterprises Development Act, 2006

#### **42.4 Resolution of disputes through conciliation by OEC**

(Not Applicable in cases where value of dispute is less than Rs. 25 Lakhs and more than 2 Crore)

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, Company at its discretion, on its own or on the request of the CONTRACTOR, may refer the dispute to Outside Expert Committee ("OEC") to be constituted by Corporate Business Committee (CBC), OIL as provided hereunder:

- a) The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.
- b) OIL shall nominate three outside experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).
- c) Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.
- d) The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof. Notwithstanding above, the proceedings shall be summary in nature and Parties agree to rely only upon documentary evidence in support of their claims and not to bring any oral evidence in the OEC proceedings.
- e) OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.
- f) Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties and authenticated by all the OEC members either in person or through circulation. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.

- g) OIL will share all other guidelines regarding reconciliation through OEC with the CONTRACTOR when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.
- h) All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.
- i) The OEC proceedings must be completed within a period of 03 (three) months from the date of constitution of the OEC with a provision of extension of one months, subject to mutual agreement. The Place of OEC shall be either at New Delhi or Guwahati.
- j) If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract.
- k) The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any capacity directly or indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.
- l) Solicitation or any attempt to bring influence of any kind on either OEC Members or OIL is completely prohibited in conciliation proceedings and OIL reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the Contractor or its representatives.

#### **42.5 Exclusions**

Parties agree that following matters shall not be referred to conciliation or arbitration:

- i) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning, or decision to suspend or to ban or to debar business dealings with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.
- ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.
- iii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.
- iv) Any claim which is less than Rs. 25 Lakh.

#### **43.0 COMPLETION OF CONTRACT:**

Unless otherwise terminated under the provisions of any other relevant Clause or extended through written communication, this Contract shall be deemed to have been completed at the expiry of the Period specified in the contract or period of defect liability, as provided for under the Contract, whichever is later.



**44.0 TERMINATION:**

**44.1 Termination on expiry of the contract:** This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

**44.2 Termination of contract for death:** If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.

**44.3 Termination on account of Force Majeure:** Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-31.0 [above](#).

**44.4 Termination on account of insolvency:** In the event that the CONTRACTOR or its collaborator or its guarantor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt or under the process of insolvency or liquidation, then the COMPANY shall, by a notice in writing have the right to terminate the Contract and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or Insolvency Professional Manager, as appointed by the Competent Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

**44.5 Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of dissatisfaction. The COMPANY shall have the option to terminate the Contract by giving 15 days notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].

**44.6 Termination due to change of ownership and Assignment:** In case the CONTRACTOR's rights and /or obligations under this Contract and/or the CONTRACTOR's rights, title and interest to the equipment/ material, are

transferred or assigned without the COMPANY's written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.

**44.7** If at any time during the term of this Contract, breakdown of CONTRACTOR's equipment results in CONTRACTORS being unable to perform their obligations hereunder for a period of 15 successive days, COMPANY at its option, may terminate this Contract in its entirety or partially to the extent of non-performance, without any further right or obligation on the part of the COMPANY, except for the payment of money then due. No notice shall be served by the COMPANY under the condition stated above.

**44.8 Termination for delay in mobilization:** CONTRACTOR is required to mobilize complete equipment along with crew for commencement of services at the specified site within the maximum allowed number of days from the date of LOA/Notice for Mobilization as specified in the special conditions of contract. If the CONTRACTOR (successful bidder) fails to complete the mobilization as above, OIL shall have, without prejudice to any other clause of the CONTRACT, the right to terminate the contract.

**44.9** Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the COMPANY on giving 30 (thirty) days written notice to the CONTRACTOR due to any other reason not covered under the above Article from **44.1 to 44.8** and in the event of such termination the COMPANY shall not be liable to pay any cost or damage to the CONTRACTOR except for payment of services as per the Contract upto the date of termination.

**44.10 Consequence of Termination:** In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

Upon termination of this Contract, CONTRACTOR shall return to COMPANY all of COMPANY's properties, which are at the time in CONTRACTOR's possession.

In the event of termination of contract, COMPANY will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the CONTRACTOR shall demobilize their personnel & materials.

Demobilization charges shall not be payable by COMPANY in case of Article from **44.4 to 44.7**

**45.0 TO DETERMINE THE CONTRACT:**

In such an event (i.e. termination under Article No. 44.4 to 44.9 above), the contract shall stand terminated and shall cease to be in force from the date of such notification by the COMPANY. Thereafter the CONTRACTOR shall stop forthwith any of the work then in progress, except those work which the COMPANY may, in writing, require to be done to safeguard any property or work, or installations from damages, and the COMPANY may take over the remaining unfinished work of the CONTRACTOR and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR, and any of its sureties if any, shall be liable to the COMPANY for any excess cost occasioned by such work having to be so taken over and

completed by the COMPANY over and above the cost at the rate / cost specified in the schedule of quantities and rates / prices.

#### **46.0 WITHOUT DETERMINING THE CONTRACT:**

In such an event (i.e. termination under Article No. 44.4 to 44.9 above), the COMPANY may take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of its sureties are liable to the COMPANY for any excess cost over and above the cost at the rates specified in the schedule of quantities and rates/prices, occasioned by such work having been taken over and completed by the COMPANY.

#### **47.0 ERRING/DEFAULTING AGENCIES:**

Erring and defaulting agencies like bidder, CONTRACTOR, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com). Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.

#### **48.0 MISCELLANEOUS PROVISIONS:**

CONTRACTOR shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.

CONTRACTOR shall conform in all respects with the provisions of any Statute, Ordinance of Law as aforesaid and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation, public bodies and Companies as aforesaid and shall keep COMPANY indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or bye-law.

During the tenure of the Contract, CONTRACTOR shall keep the site where the services are being performed reasonably free from all unnecessary obstruction and shall store or dispose of any equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required. On the completion of the services, CONTRACTOR shall clear away and remove from the site any surplus materials; rubbish or temporary works of every kind and leave the whole of the site clean and in workmanlike condition to the satisfaction of the COMPANY.

Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel or any other justified situation in which case the replaced person should have equal experience and qualification, which will be again subject to prior approval, by the COMPANY.

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**SCHEDULE OF WORK, UNIT AND QUANTITY (SOQ)**

**DESCRIPTION OF WORK/SERVICE:** Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.

Item No.	Description of Services	UOM	Estimated Quantity
10	Hiring of EPMC Consultancy Services	AU	1.00
<b>1.</b> The rates shall be quoted per unit as specified in the “ <b>PRICE BIDDING FORMAT</b> ” attached under “ <b>Notes and Attachments</b> ” tab.			
<b>2.</b> Tenure of Agreement: <b>Twenty-Seven (27) months</b> from the date of LOA to EPMC till Completion of Project Close Out Activities.			
<b>3.</b> Mobilisation Period: <b>Ten (10) days</b> from date of issue of LOA. For more details please refer Clause No. <b>25.0</b> of SCC.			
<b>4.</b> The quantity mentioned is purely for evaluation purpose only. However, payment shall be made as per the payment milestones mentioned in Clause <b>24.0</b> “ <b>SCHEDULE OF PAYMENTS</b> ” of Part III SCC of the tender.			

**PART-III****SPECIAL CONDITIONS OF CONTRACT (SCC)**

**The Clause of Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.**

**I. Job Description:**

Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.

**1.0 Introduction:**

OIL INDIA LIMITED (OIL) a Government of India Enterprise, is a premier Oil & Gas Company engaged in Exploration, Production and Transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. The Company has operating interests across the country as well as in several foreign countries. The major Oil & Gas producing assets of the Company are located in Upper Assam Basin of Northeast India. The Operational area is spread over a radius of 60 KM from headquarters at Duliajan. Duliajan is well connected by Rail and Air with nearest Airport being at Mohanbari (Dibrugarh), 50 KM away.

**2.0 Definitions:**

- 2.1 Owner/ client: Owner/ client mean Oil India Limited.
- 2.2 EPMC: EPMC means Engineering and Project management Consultant (the organization)/ Consultancy (the service). Definition will vary as per the formation of the sentence.
- 2.3 Consultant: Consultant means EPMC (the organization).
- 2.4 Construction contractor: Construction contractor means the contractor, who will actually execute the work at site.

**3.0 Objective:**

Oil India Limited (OIL) intends to engage an **Engineering and Project Management Consultant (EPMC)** for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan, Assam.

The New facilities for Drilling Equipment & Fishing (E&F) and Drilling Technical Service shall be constructed inside New Industrial Area, Oil India Limited, Duliajan. (Existing site layout attached for reference in **Sketch – 1**).

The broad objectives of engaging an EPMC is to ensure:

- (a) High standards of planning, designing, execution and commissioning of the Project as per the relevant codes and standards.
- (b) High standards of quality assurance /quality control in the execution of the works.
- (c) The completion of the works within the stipulated timeframe.
- (d) The comprehensive supervision of Project implementation activities including designing, construction and handing over the project to OIL and its maintenance till end of defect liability period carried out by different contractors.
- (e) The efficient construction, supervision and management of works by personnel who are experienced in modern methods of construction and contract management.
- (f) The application of reasonable and consistent design and contractual resolutions of the Contract with the contractor executing the works.
- (g) All such other actions required to be taken for satisfactory completion of the project to the entire satisfaction of OIL.

**4.0 General:**

- 4.1 Special Conditions of Contract (SCC) shall be read in conjunction with the General Conditions of Contract (GCC), Scope of work & Terms of reference, drawings and other documents forming part of this tender wherever the context so requires.
- 4.2 Notwithstanding the sub-division of the documents into these separate parts and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the contract in so far as it may be practicable to do so.
- 4.3 Where any provision of the General Conditions of Contract is repugnant to or at variance with any provision of the SCC, then the provision of the SCC shall be deemed to override the provisions of the General Conditions of Contract and shall prevail to the extent of such repugnance or variations.
- 4.4 No oral representation of any officer, agent, or employee of either the Contractor or Owner shall affect, modify, nullify, or alter any right or obligation of the Contractor or Owner in terms of the contract unless made in writing and signed by the authorized representative of Owner and Contractor as an Agreed Variation.
- 4.5 Wherever, it is mentioned in the scope of work that the Contractor shall perform certain works or provide certain services, it is understood that the Contractor shall do so at his own cost, being deemed to be part of the relevant item in the Schedule of Rates (SOR) whether expressly stated or not.
- 4.6 The planning, design, engineering and workmanship shall satisfy the relevant Indian & International Standards, specifications and codes.

**5.0 Duties and Obligations of the Consultant:**

- 5.1 Consultant shall provide the services agreed-upon in this contract and carry out its obligations with all due-diligence, efficiency and economy, in accordance with industry-accepted professional practices and standards. The Consultant shall observe sound management practices. The Consultant shall always act as a trustworthy adviser to the Owner, and shall, at all times, support and safeguard the Owner's legitimate interests in any dealings with subcontractors, local officials, community organizations or other Third Parties. The consultant shall maintain confidentiality of information at all times and refrain from divulging sensitive information to third parties.
- 5.2 The remuneration the Consultant receives from the Owner shall constitute its only remuneration in connection with the contract. The Consultant shall not accept, for its own benefit or for that of its subcontractors, any trade commission, discount or similar direct or indirect payment or other consideration in connection with the goods and services provided under this contract or the discharge of its obligations thereof. The Consultant shall ensure that its personnel and that of its subcontractors or agents similarly not receive such additional remuneration.
- 5.3 The Consultant shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission from the use of patented or protected articles or processes used on or for the purposes of the contract unless it is mutually agreed in writing with the Owner that such a benefit is authorized.
- 5.4 The Consultant shall provide all goods and expert technical advice, skills and services, which are required for the work under this tender for which it is engaged.
- 5.5 The Consultant shall, for each part of the services, define the support and/or participation that are required from the Owner or its project Office.
- 5.6 At completion of the services, the Consultant shall submit to the Owner all original documents, working drawings, calculations and computer data that have been produced during contract implementation. This information and data shall be properly organized, filed and bound. The copyright of all documentation prepared by the Consultant in connection with this contract will remain the property of the Owner. The Consultant may make copies of such documents but shall not use the documents or the contents thereof for any purpose unrelated to the present contract without the prior written approval of the Owner.
- 5.7 The Consultant shall rent, furnish, staff and equip with communication facilities, office space (the Consultant's Office) in order to facilitate communication and other liaison activities between the Consultant, the Owner and other agencies associated with matters related to the project. All costs associated with the Consultant's Office shall be borne by the Consultant. OIL may provide electrical power to EPMC site office for lighting, AC & other communication tools etc., subjected to availability and on chargeable basis.
- 5.8 In order to collect the information/data over and above provided by the owner under the Contract, the Consultant may contact other agencies and government



bodies associated with matters related to the project. All costs associated to such activities shall be borne by the Consultant including the cost of any information/data sourced for performing the scope of work.

5.9 OIL envisages Environment friendly, sustainable design of a new Drilling Equipment & Fishing (E&F) and Drilling TS Facility at New Industrial Area (NIA), Oil India Limited, Duliajan.

5.10 Accommodation / Residential facilities shall be in the scope of EPMC.

## **6.0 Project Management organization:**

6.1 CONSULTANT to plan, initiate, guide, coordinate, supervise and control the entire Project implementation activities through a dedicated task force consisting of specialists and experts.

6.2 The CONSULTANT will act as an extension of Owner, always keeping in view Owner's interests and advising/guiding Owner on all important matters.

6.3 All coordination and communications for the Project will be carried out under the overall guidance and control of CONSULTANT's Project manager. Coordination and communication procedures will be developed by CONSULTANT soon after its appointment, in consultation with Owner.

6.4 The CONSULTANT shall not be allowed to bid for any Contracts related to the project. The CONSULTANT shall not undertake any activity, which is to be performed directly/indirectly by the Contractors/Suppliers and is the direct/indirect responsibility of the Contractors/ Suppliers.

## **7.0 Obligations of the Owner:**

7.1 The Owner shall furnish, without charge and within a reasonable time, all pertinent data and information available to it and shall give such assistance as possible to the Consultant for carrying out of the Consultant's duties under this contract. The Owner shall give its decision on all designs, sketches, drawings, reports, recommendations and other matters properly referred to it for review and judgment by the Consultant so as not to delay or disrupt the provision by the Consultant of the goods and services required under this contract.

7.2 The information provided by the Owner including the Owner's representative(s) in connection with this work is being provided in good faith. Consultant shall exercise its knowledge and competence in scrutinizing and evaluating such information and shall proceed with the use of such information only after satisfying itself of its sufficiency for use.

7.3 The Owner shall facilitate the timely granting to the Consultant or any of their personnel and where agreed, their dependents of:

(a) Necessary licenses, permits and customs clearances (if any) for entry and exit.



- (b) Access to all sites and locations involved in carrying out the services.
- (c) Other rights and privileges allowed under the contract.

7.4 The Owner's Office at Duliajan, Assam shall:

- (a) Interact with the Consultant through various modes of communication viz. email, telecom etc. in relation to execution of the project.
- (b) Monitor and supervise the activities of the Consultant.
- (c) Process the invoices and release of payment as per contract.
- (d) Serve as liaison between the Owner, the Consultant and various other agencies that may be associated with the project. The Consultant shall, however, be fully responsible for collecting data and other relevant information from the owner and other agencies. Owner's office shall accept the requisition by the Consultant for furnishing data and other relevant information from the Owner.

**8.0 Time of Completion:**

- 8.1 Scope of the work has been considered in totality as detailed in document "SCOPE OF WORK & TERMS OF REFERENCE" of this tender. Time of completion for total scope of work shall be 27 (Twenty-Seven) months from the date of LOA to EPMC. EPMC contract will be valid till completion of 27 months from the date of LOA to EPMC which is inclusive of project close out activities. **In case the Construction of the Project is delayed, the Contract shall be extended beyond the stipulated time period of 27 (Twenty-Seven) months at no extra cost to OIL.**

**9.0 Other Special Conditions and Notes to Bidder:**

- 9.1 If for reason solely attributable to Owner, the contract for construction of new Equipment & Fishing (E&F) and Drilling TS Facility at New Industrial Area (NIA), Oil India Limited, Duliajan is cancelled, the Consultant shall be paid proportionately for the cancelled Contract based on the activity/activities which have been completed till the date of cancellation.
- 9.2 The contract price set forth herein shall be inclusive of:
- (a) All cost, risk and expense, taxes including income tax on Rupee components and foreign currency components, overhead, profit and/or total fee to the satisfactory performance and completion of the work till completion of defect liability period.
  - (b) All costs related to management, supervision, design, engineering, attendance at all meetings with Owner (whether at Owner's premises; Owner's nominated location or Consultant's premises and any other location applicable prior to and/or during execution phase of the project), inspection, testing and quality assurance/ quality control of the work, as more particularly described in the Scope of Work, or elsewhere in the Contract.
  - (c) The cost of all Consultant's personnel, supervision, management (including but not limited to wages, benefits, payroll, taxes, travel and accommodation expenses and other costs thereto as are paid to employees), all office equipment's, rental of third-party office equipment, communication charges, all administrative costs of

Consultant's operation (including home office, site office and any other office), all reproduction and graphic costs of whatever kind, postage and courier expenses.

- (d) The price shall also include the charges with respect to the services to be rendered by Consultant in the completion of the Project as set out in the various Clauses of the "Scope of Work & Terms of Reference".

**10.0 Review and Approvals by OIL:** EPMC shall submit the following documents/data for OIL's review / approval-

Sl. no.	Document	Approval/ Review
1	Design concept	Review
2	Master plan	Approval
3	Cost Estimate	-do-
4	Copy of Structural grid with design calculation	Review
5	GFC drawings	Review
6	Project Schedule	-do-
9	Bio data of personnel	Approval
10	Organogram ( <i>both for design team and site team</i> )	-do-

**11.0 Description of Work:**

The details provided herein are tentative and for tendering purpose only. EPMC with its competence and expertise shall adopt the best engineering practices/methods for designing the required facilities. The dimensions mentioned for various facilities are approximate only and are subject to change as per final design to be done by EPMC. The project consists of (02) facilities viz. **Drilling E&F** and **Drilling TS**. The site locations are adjacent to each other. The electrical substation shall be common for both the facilities.

**I. Drilling Equipment & Fishing (E&F) Facility:**

- (a) Total plot area = 70 m x 200 m
- (b) G+1 Office Building (Pre-Engineered Building-PEB with PUF roof and wall panelling) – For accommodating minimum five (05) executive officers, 2 office rooms for clerical staffs comprising of six (06) persons, One (01) electrical panel room, One (01) godown, Conference Room with 15 persons seating capacity, kitchen etc. with telephone, LAN facilities.
- (c) VRF AC system for the office building.
- (d) A toilet block comprising of total 5 toilets. 2 Gents, 1 ladies, 1 for differently abled persons and 1 for vehicle drivers.
- (e) Open Storage cum Maintenance shed (PEB, approximately 160 m x 25 m x 9 m at eave with PUF roofing panels): Repairing Bay- 4 nos. (20 m x 10 m) with office and store (5 m x 5 m each), Torque Master Shed – 1 no. (20 m x 10 m) with splicing room 10 m x 5 m, NDT House- 1 no (20 m x 20 m) with provision of store

and washroom. Heavy duty flooring shall be provided for the entire shed. Proper ventilation system shall be adopted.

- (f) Canteen facility (PEB) which shall cater to at least 50 persons.
- (g) Parking shed for accommodating minimum 20 persons.
- (h) RCC mattress for the entire plot area.
- (i) Pipe Rack for stacking pipes – 2 nos. (80 m x 10 m)
- (j) Boundary wall with grill– 530 m with entry and exit gates.
- (k) Rainwater harvesting facility.
- (l) Internal drainage network with connection to nearest leader drain.
- (m) EOT Crane – 2 nos. (25 Ton Main Hoist, 5 Ton Auxiliary Hoist), 1 for Bay/Maintenance Area & another for Storage area with common girder rail.
- (n) Area lighting (high mast) as per OISD guideline for illumination
- (o) Lighting inside offices, storage, shed etc. as per OISD guideline for illumination.
- (p) Peripheral security lighting.
- (q) CCTV system with 24 hr recording facility with monitor.
- (r) Fire Fighting System as per NBC/OISD guideline
- (s) Electrical LT Switch room with an LT panel of sufficient electrical load bearing capacity for the setup.

## II. Drilling TS Facility:

- (a) Total plot area = 74 m x 65 m
- (b) G+1 Office Building (Pre-Engineered Building-PEB with PUF roof and wall panelling) comprising of 8 nos. Godown (7m x 5m), 2 nos. office rooms for executive officers, 1 no. office room for employees, 2 nos. waiting cum rest rooms for accommodating minimum 15 nos. personnel per room, 1 conference room for accommodating 40 persons, 1 electrical panel room, kitchen facility etc. with Telephone, LAN connections.
- (c) Out of the 8 godowns, 2 godowns will be for storage of rubber items and hence will require sufficient air conditioning round the clock.
- (d) Battery Godown/Room, Lube Oil Godown shall be designed as per safety standards and best industry practice.
- (e) Toilet block for accommodating 25 persons with provision of bathing facilities.
- (f) 1 no. executive toilet block.
- (g) VRF AC systems in all office rooms and conference room.
- (h) Parking shed for accommodating minimum 20 persons.
- (i) Canteen facility (PEB) which shall cater to at least 20 persons. However, combined canteen facility for both Drilling E&F & Drilling TS Facilities may be explored.
- (j) Closed storage cum workshop shed (PEB, approximately 62 m x 21m x 9 m at eave with PUF roofing and wall panels) - Heavy duty flooring shall be provided for the entire shed. Proper ventilation system shall be adopted. Provision of entry and exit gate shall be provided as required.
- (k) Compressed air circuit inside the shed.
- (l) Safety relief valve testing bench.
- (m) Water tank of 12 KL capacity for Centrifugal Pump testing facility.
- (n) Rainwater harvesting facility.
- (o) Internal drainage network with connection to nearest leader drain.
- (p) RCC mattress for the entire plot area
- (q) 2 nos. covered rack (9 m x 2 m) for storing hoses.

- (r) 3 nos. rack (9 m x 2 m) for storing line pipes.
- (s) Boundary wall with Grill– 278 m (with entry and exit gate).
- (t) Dismantling of RCC Hard standing area for foundation work
- (u) Drainage network (surface drainage)
- (v) Lighting inside offices, storage, shed etc. as per OISD guideline for illumination.
- (w) Area and Peripheral security lighting.
- (x) CCTV system with 24 hr recording facility with monitor.
- (y) Firefighting system as per NBC/OISD guidelines.
- (z) Electrical LT Switch room with an LT panel of sufficient electrical load bearing capacity for the setup.

### III. 11KV/415V Electrical Substation:

- (a) Complete design of an electrical substation.
- (b) The substation shall include, HT Panel, LT panel and transformers with sufficient electrical load bearing capacity.
- (c) Finalization of the cable route for the following:
  - (i) OIL's existing source to the HT incomers of the Substation
  - (ii) All outgoing feeders from LT panel of the Substation to the LT switch room of the New Setups.
- (d) Complete design and layout of RCC cable trench for laying of both HT and LT power cables.

### **12.0 Owner's aspiration:**

- (a) Optimized design to reduce conventional energy demand in terms of Electrical energy consumption using natural light and air.
- (b) Adaptation of efficient design and technology to reduce time of construction.
- (c) Design of the facilities considering workflow process, safety, ergonomics, statutory & environmental norms etc. Special emphasis to be given in designing the storage facility for various drilling equipment. Utilization of vertical space for storing items is highly desirable for effective space utilization and a part of the storage space may be designed accordingly.

### **13.0 EPMC's Scope of Work:**

As the EPMC for the job, the consultant shall act as an extended hand of OIL, always keeping in view OIL's interests and advising/guiding OIL on all important matters and ensure that the project is completed within stipulated time and cost with quality deliverables.

The scope of work of the EPMC is broadly defined under the following heads however the list is not exhaustive.

### **14.0 Brief Scope of Work:**

The scope of work of the EPMC is broadly defined, but not limited to as given herein:

- (a) To carry out soil investigation work to find out all the soil parameters.

- (b) Conceptual design of the whole project including layout plan, structural design etc.
- (c) Design of the storage facility for Drilling E&F. Special emphasis to be given in designing the storage facility for various drilling equipment. Utilization of vertical space for storing items is highly desirable for effective space utilization and a part of the storage space may be designed accordingly
- (d) Preparation of a project plan
- (e) Planning and design of storage and distribution system of water. Source water will be provided by OIL.
- (f) Planning and design of power distribution system including all electrical components, outdoor light etc. Source of power will be provided by OIL.
- (g) Planning and design of plumbing/ drainage system including storm water drains and its connection (if required) to nearby Leader drain.
- (h) Planning and design of fire-fighting system as per NBC.
- (i) Planning and design of network for telephone, internet, television etc.
- (j) Preparation of tender documents with detailed Bill of Quantities (BOQ), detailed specifications etc.
- (k) Providing construction supervision and Management service inclusive of QA/QC during the implementation of works (construction phase).
- (l) Preparation of Field Quality Assurance Plan for site works.
- (m) Preparation of QAP/ITP for major supply items.
- (n) Ensure that high quality construction is achieved, and all works are executed in full compliance with the engineering design, technical specifications and other stipulations of the contract documents and within the specified time.
- (o) Preparation of preliminary and detailed cost estimate of the Project.
- (p) Preparation of tender documents for construction contractor and submission to OIL for approval. Carry out Technical Evaluation, Cost comparison & recommendation for awarding of Work to a Construction Contractor.
- (q) Attending inspection at vendors place for major supply items as required as per QAP/ITP.
- (r) Expediting of delivery of equipment/Material being manufactured/ supplied by concerned vendor and inspection of the items delivered.
- (s) Health, Safety & Environment (HSE) Management.
- (t) Providing necessary assistance to Client in obtaining statutory clearances from concerned authority (if any).
- (u) Certification and forwarding the contractor's bills to OIL within the stipulated time.
- (v) Project closeout including closing of Purchase orders and contracts. All aspects of the Project will be in strict conformity with Guidelines and Specifications laid out in CPWD publication and the scale of amenities shall conform to the Technical Standards stipulated by National Building Code (NBC-latest available), CPCB/SPCB and Energy Conservation Building Code (ECBC-latest available).

The EPMC shall discharge the following obligations:

- (a) The role of the EPMC shall be to perform all functions to implement the Project as a whole and act as the Engineer of OIL. In this process, the EPMC shall ensure compliance to CVC guidelines, GFR and/or any other instructions/ guidelines issued by the Central/State Government relating to execution of works.



- (b) EPMC shall work with the aim to complete the Project on or before the schedule, within the stipulated cost and shall follow all relevant & applicable international/national codes and standards.

## **15.0 Detail Scope of Work**

Detailed planning and design of the facilities envisaged and construction supervision and monitoring during project execution phase.

The Detail scope of work of EPMC is outlined below. However, the list is not exclusive/exhaustive and limited. EPMC shall also be required to do the works as a consultancy service provider not envisaged herein and specifically mentioned below, but otherwise required for overall completion of the project, within the quoted price/awarded value of work to EPMC.

The Contract shall be in two distinct phases:

**Phase I:** Design Phase

**Phase II:** Site Supervision & monitoring during Construction phase

### **Phase- I(Design)**

#### **A. Site Survey and Soil Investigation:**

- (a) Topographical survey using Electronic Total Station Machine showing demarcated boundary, existing structures, trees, road, etc., collection of required data from the site and from OIL, concerned state/central government authorities etc.
- (b) Development of Contour map and all other relevant drawings and maps and submission of final report in hard copy and in soft copy in CAD format.
- (c) The work covered under soil investigation includes setting out, field investigations, laboratory tests and submission of soil investigation reports incorporating the observations made during the field investigation and the results of laboratory tests, analysis of field and laboratory test results, foundation recommendations and other related information along with all charts, curves, drawings, tables etc.
- (d) The field investigation shall consist of sinking boreholes by boring, chiseling and drilling, conducting standard penetration tests, collection of disturbed and undisturbed soil sample, collection of blocks sample of soil/disintegrated rock and core samples of rock, collection of water samples etc.
- (e) The soil, rock and water samples collected at field shall be properly preserved and transported by the consultant to recognized and approved soil testing laboratory for conducting necessary laboratory tests.
- (f) All field information and test result shall be collected, collated and presented in the form of soil investigation report with necessary drawings, curves, charts, tables, calculations etc.
- (g) The Consultant shall be equipped with all materials, surveying instruments, plant, instruments, equipment and labour required for carrying out the soil investigation work complete in all respects.
- (h) Setting out and taking levels at site of all soil investigation locations i.e. Bore holes etc. are included within the scope of work.

**B. Architectural Conceptual Drawings:**

- (a) Preparation of Master Plan Layout for the new Drilling E&F and Drilling TS Facilities showing provision of Drainage, Sewage disposal, Approach and Internal Road network including traffic circulation, Parking, Electrical Substation etc.
- (b) Preparation of Layout Plans for all floors of the office buildings.
- (c) Preparation of Elevations and Sections.
- (d) Architectural Planning of related ancillary structures.
- (e) External 3D concept views
- (f) Preparation of adequate nos. of coordination drawings including construction / Working drawings for smooth execution of the project.
- (g) Landscape Design: Detail Landscape design including soft and hard surface design for open spaces, green areas etc. with all required details.
- (h) The Master plan along with all necessary details shall be submitted to OIL for approval.
- (i) Preparation of 3D walk through model of the project.

**C. Working Drawings:**

- (a) Site Setting-out plan
- (b) GFC drawing for foundation layout, tie beam layout etc.
- (c) GFC drawing for sections/ spot sections/ skin sections/ façade details/ staircase details with material specifications
- (d) GFC drawing for Elevations with material specifications
- (e) GFC drawings of Pre-Engineered Building Structure (PEB)
- (f) Door/ Window Schedule and details
- (g) Flooring layout and details
- (h) Toilet and other common utility design Details
- (i) GFC drawing for plumbing and sanitation
- (j) GFC drawing for False ceiling layout and details
- (k) Finishing Schedule
- (l) Any other drawings not specifically mentioned but required for execution of the project.

**D. Civil & Structural Designs:**

- (a) Comprehensive structural design of all the building components and infrastructure planned under the project. EPMC shall be required to carry out comprehensive soil investigation including topographical and geotechnical survey for efficient design for buildings at no extra costs to OIL.
- (b) The Consultant shall perform all the Civil & Structural design work necessary by utilizing the most economical, effective and widely accepted engineering concepts as per the latest BIS Codes of Practices for Earthquake resistant structures and shall at all times show a high degree of professionalism in their work. The Consultant shall be fully responsible for the design of the project. The payment for approval/ vetting of engineering documents/ drawings from third party (if any) shall be made by EPMC directly and the same has to be loaded by the EPMC in their quoted price.

- (c) The structural design shall have to be done on STAAD-PRO software (latest licensed version) or any other standard software.
- (d) A copy of structural grid along with design calculations both in soft & hard copies shall be submitted to OIL for record.
- (e) Structural stability calculations/simulation study to be submitted

**E. Plumbing, Sanitary and Public Health:**

- (a) Comprehensive planning, determination of water demand & designing of Plumbing systems, water supply storage & distribution, sanitary, sewerage, wastewater circulation & disposal and storm water drainage system.
- (b) Design of Rainwater Harvesting system.

**F. Electrical & Communication Engineering Services:**

- (a) After layout & preliminary building plans are finalized, the EPMC shall calculate total Electrical Power requirement of the proposed facilities and accordingly design a suitable electrical power distribution system.
- (b) Detailed design of electrical substation which has incorporate HT panel, LT panel, transformers as well as cabling from OIL's existing 11 KV power source.
- (c) Detailed design of Electrical LT Switch rooms which shall include LT Panels, cabling to all LT Panels from the Substation, Feeder Panels as per standard specifications and data of present system already available at site for power supply arrangement of the new facilities.
- (d) Detailed design and layout of RCC cable trench for laying of both HT and LT power cables.
- (e) Detail design of Internal & External light, Fittings, Exhaust fan, Ceiling fan, Switch board, Electrical Panels, Rising main, Energy meters, Lightening arrester etc.
- (f) Design of a grid connected rooftop Solar PV Power Plant. Capacity to be decided during designing phase. Also framing of O&M Contract.
- (g) All necessary planning and design for LAN / fibre-optics communication/Wi-Fi system, other advanced communication technology, Telephone & Television network, Display, Security and surveillance system including CCTV etc.
- (h) Detail design of lightning protection and earthing system.
- (i) Detail design of Air- conditioning system.

**G. Fire Fighting Services:**

- (a) Comprehensive planning & designing of all Fire Fighting systems.
- (b) Design and prepare working drawings for internal and external fire protection, detection and suppression system as per Part: IV of NBC, 2016.



**H. Cost Engineering and Estimate:**

- (a) Preparation of Area statement floor wise.
- (b) Preparation of detailed cost estimate based on latest CPWD-schedule of rates as applicable and as per market rates (based on the template of DAR, if the template not available Good Engineering Practice to be adopted) for non-scheduled items.
- (c) Assumptions & basis for cost estimate, which shall include the preparation of documentation to support the cost estimate. This shall also include all factors of major cost-significance. Estimate without basis and supporting documents will not be accepted.
- (d) Item-wise Bills of quantities along with detailed Quantity Calculation sheet with respect to approved drawings duly priced. All estimates shall be prepared on the basis of up to date CPWD- schedule of rates moderated with applicable cost index, and on the basis of market rate analysis for non- scheduled items. These estimates should be comprehensive and should include for all items along with Quantity take off sheets w.r.t. related drawings. In case of Market Rate items detailed analysis along with minimum 3 (three) quotations from manufacturers/authorized dealers are to be submitted.
- (e) Provide assistance in settling all commercial issues with the contractors till the final closeout of the project.

**I. Contracting:**

The EPMC will be responsible for preparing the Tender documents for selection of Construction Contractor. The tender documents shall incorporate the standardized "General Conditions of Contract" and "Instruction to Bidders". The tendering shall be done in line with OIL's "Contracts and Procurement Procedure" and Notifications/ guidelines being issued by Ministry, Government of India, and Central Vigilance Commission etc. from time to time.

The envisaged activities include:

- (a) Preparation of complete tender document including item-wise BOQ, item-wise detailed technical specifications and commercial parts for inviting bids for Construction contractor based on Basic & Detail Engineering in consultation with OIL.
- (b) Submission of the tender document to OIL for checking/approval, fulfilling all aspects of jobs required for construction of the "New Drilling E&F and Drilling TS Facilities" in both hard copies (duly printed in colour and hard bound) and soft copies; publication of NIT and facilitating OIL to upload the tender in the e-portal of OIL and Govt. portal.
- (c) Intimation to prospective bidders drawing their attention to the tender; organizing pre-bid conference at Duliajan / Guwahati / Kolkata in consultation with OIL and in presence of OIL's representative for expeditious replies to bidder's techno- commercial queries (TQ/ CQs) during the pre- bid meeting. Preparation of draft reply to the bidder's queries by EPMC for issuance of the same by OIL to the bidders.
- (d) Bids (techno-commercial & priced) from Construction Contractors to be evaluated as per tender procedure. Initially only techno-commercial bids shall

be opened which shall be evaluated and tabulated by EPMC on Quotation comparison sheet for technical compliance including bidders' response received against reply of TQ/CQs and forward the recommendation on the technically acceptable offer together with copies of all related correspondences to OIL.

- (e) On receipt of EPMC's recommendations on technical evaluation of the bids received against the tender, OIL shall arrange for obtaining necessary approval from OIL's competent authority for opening the priced bids of the technically qualified bidders.
- (f) After receipt of approval for opening of priced bids of technically qualified bidders, OIL shall intimate the technically qualified bidders for attending the priced bid opening. Priced bids shall be opened at OIL's office at Duliajan in presence of technically qualified bidders within one week of intimating the bidders. Bids of the technically disqualified bidders shall not be opened.
- (g) On receipt of EPMC's recommendations on final commercial evaluation of the bids received against the tender, OIL shall arrange for obtaining necessary approval from OIL's competent authority for awarding the Contract to Construction Contractor. On receipt of necessary approval, OIL shall issue the Letter of Award (LOA) to the contractor awarding the contract to Construction Contractor and enter into an agreement with the Construction Contractor. EPMC will formulate the Contract agreement for Construction Contractor as per OIL's guideline.

## **Phase II (Construction Management & Supervision)**

### **A. Planning and Scheduling:**

The EPMC shall be responsible for preparing project plans and schedule in line with the Overall Project Schedule provided by the client. This shall include the preparation and submission of:

- (a) Work Breakdown Structure (WBS)
- (b) Project Network Diagrams, Gantt Chart etc.
- (c) Project Activity List, Milestones incorporating the Early Start, Finish, Late, Late Start & Late Finish Dates, etc.
- (d) Overall Project Schedule (up to L4 level): Monthly Breakups and Cumulative Breakups
- (e) Project Financial Commitment Schedule in accordance with the envisaged / actual dates for order placement
- (f) Inspection Schedule and Plan, wherever applicable.
- (g) Manpower Deployment Schedule

### **B. Management and Monitoring:**

The EPMC shall be completely responsible for the entire Project Management wherein they shall be required to work in close coordination with OIL. For efficient and timely completion of the project the EPMC shall be required to:

- (a) Establish Communication matrix in Concurrence with OIL and notify nodal personnel of EPMC and contractor to OIL.
- (b) Establish Procedures for various activities to be performed for various WBS elements viz. Tendering, Ordering, Manufacturing, Inspection, and Delivery etc.
- (c) Conducting weekly and Monthly Project review Meeting with all the stakeholders involved and take corrective actions as may be required for timely completion of the project. Hard copies of record of meeting to be submitted.
- (d) Based on requirement, the EPMC shall attend meetings with OIL within the shortest possible time wherein appropriate level of person shall be deployed.
- (e) Ensure that the Contractor carries out the works following the relevant standards, specifications, guidelines issued by the different authorities and codes of practice designs/ drawings forming part of Contract between Client and the Contractor or as suggested by Client, during construction phase. EPMC shall ensure that all defects and deficiencies in workmanship found during the course of work by the Construction contractor is rectified by the contractor.
- (f) Identification of all activities/steps required for execution of the project within approved cost and stipulated time.
- (g) Identification of all activities falling on the critical path of the project,
- (h) Identification of all activities requiring close coordination/synchronization.
- (i) Preparation of a look-ahead model/ catch-up plan for the project from time to time and ensure mobilization of adequate resources.
- (j) Highlight pitfalls, if any, caused by the Vendors/ Contractors/ any agency hindering execution of the project and resolve.
- (k) Review and approve all technical submittals like Data Sheets, GA drawings, Shop drawings etc., if any prepared and submitted by the Contractor.
- (l) Surveillance and expediting of Contractor's construction and procurement activities to ensure that works are executed by the contractor in line with the Contract Agreement between the Client and the Contractor. Identifying the root causes of the problems/ shortcomings encountered in material delivery and construction activities.
- (m) Timely measurements of WORKS & certification of bills of the Contractor and recommending the same to Client for payment as per billing frequency agreed upon. Maintaining necessary measurement books/records of the contractor's work.
- (n) Providing technical clarification/ suggestion to the contractor.
- (o) EPMC shall ensure that all the items including raw construction materials received at site are strictly in accordance with the requirement of the relevant standard and specification. EPMC to ensure that all the necessary lab tests/ field tests are performed by contractor to verify suitability of materials.
- (p) Maintain material rejection and return log.
- (q) EPMC shall ensure the proper installation, commissioning & Testing of equipment as per the OEM specification.
- (r) Strictly ensure for compliance of proper safety measures by Construction contractor's personnel.
- (s) Review and approval of Health, Safety and Environmental (HSE) manual submitted by the Contractor in line with Contract conditions, statutory guidelines. EPMC to ensure deployment of adequate and qualified safety engineers & supervisors by the contractor, safe working methods at site, prevention of incidents / LTA, extensive use of PPEs, compilation and reporting of safety records / data, conducting awareness programs & toolbox meetings by

- the Contractor etc. for effective implementation of HSE parameters by the Contractor.
- (t) Provide advice pertaining to onsite sanitary facilities, waste management, and environmental protection.
  - (u) Conducting HSE Audits as per the In-house procedure of the Consultant.
  - (v) Ensure compliance to all statutory rules and regulations by the Contractor and submission of records/return to relevant statutory authorities regularly by them.
  - (w) Costs for undertaking site visits to attend PRMs as and when required (and to collect necessary information/ data during Design phase) shall have to be borne by the consultant and shall be covered within the quoted/negotiated fees and nothing extra shall be payable on this account.
  - (x) Costs for undertaking visits to Construction Contractor's vendors place for material inspections (if any) as per ITP/QAP shall have to be borne by the consultant and shall be covered within the quoted/negotiated fees and nothing extra shall be payable on this account.
  - (y) Ensure that adequate resources are deployed by the Contractor to achieve the scheduled progress of work and ensuring corrective actions are taken by the contractor at appropriate times for avoiding slippage/delay.
  - (z) Record and Review of hindrances / delay/ mobilization/ constraints, if any in the light of the contract between Client and the Contractor.
  - (aa) EPMC to assist Client and Construction contractor as the case may be so that all statutory approvals required during the Pre-construction, Construction & Post Construction phase can be timely applied for and obtained. Review/Maintenance of all site records, including Measurements/Abstract and other documentary requirements meeting the requirements of CTE/CVC guidelines for such works.
  - (bb) Provide assistance to the Client for submitting replies to the observations made by the CTE/CVC/CAG or any other Government audit bodies.
  - (cc) EPMC will ensure proper handing over of the completed project to OIL including the mandatory spares, test and Inspection Certificates of all the major items and final drawings and documents.
  - (dd) EPMC shall ensure that labour clearance of the contractor is obtained and periodic return to labour authorities are filed.

**C. Quality Control:**

- (a) Review Contractor's procurement plan of material including long lead items.
- (b) Review & approval of Quality Assurance Plans (QAP), Job Procedures (JP's), Inspection & Test Plans (ITP's) and recording formats prepared by the Contractor.
- (c) Review of QAP for Factory Acceptance Test (FAT) of major equipment, if any.
- (d) Preparation of Inspection Categorization Plan (ICP) as per project requirement and in-house guidelines of the Consultant.
- (e) Witnessing Factory Acceptance Tests (FAT) of major equipment, if any as per approved QAP & ICP.
- (f) Approval of Material Sources, Concrete Mix Design etc. submitted by the Contractor.
- (g) Ensure establishment of full-fledged and well calibrated testing laboratory facilities at site by the Contractor for ensuring field testing of construction materials. The Project Management consultant shall maintain necessary site records and obtain data in support of the same. They shall carry out field and

laboratory tests on materials of construction as well as partially or completely erected structures etc. and maintain adequate records thereof.

- (h) Witnessing field testing in line with the established QAP and ITP.
- (i) Review material test reports, inspection reports, external lab reports, and Manufacturer's Test Certificates (MTC) etc. as per QAP, relevant standards and codes of practice, including rejection of Sub-standard/ Non-conforming works/ materials and remedies thereof at the cost of Contractor.
- (j) Conducting Quality Audit as per in-house procedure of the Consultant/ OIL.

**D. Cost Control of the project:**

- (a) EPMC shall avoid cropping up of Extra items/ substituted items and deviations should strictly be avoided. However, in unavoidable circumstances extra items/substituted items, deviation the necessary statement duly supported by justification and analysis of rates shall be submitted as per formats or any other formats approved by Client along with consultant's recommendations for extra/substituted items. The EPMC should ensure that the case is put up for Client approval early enough so that in no case construction work suffers on this account. As regards grant of time extension cases, prior approval of Client should be obtained by Project Management Consultants.
- (b) Regularly monitor the execution of works and generate cost control reports during the execution phase of the Project. The Report shall be generated on a monthly/ quarterly basis (as required), highlighting the trend in cost variations, if any with respect to the approved cost and the reasons for the same
- (c) Review Extra items/claims, Change Orders, Waiver / Deviation Permits / Design Change Notes (DCN's), if any submitted by the Contractor and forwarding to Client for approval. EPMC shall also recommend on time and cost implication on account of the same.

**E. Statutory clearances:**

- (a) List out the statutory approvals/Clearances which are required for the Project. Review approvals/Clearances already obtained by OIL from various external Authorities and recommend others which are to be obtained.
- (b) All Pre-construction NOC's / approvals from different external authorities shall be obtained by the OIL. However, all necessary assistance through preparation of reports/ drawings to be submitted to concerned authorities along with the applications shall be prepared by EPMC and shall give clarifications if sought by the authorities.
- (c) The construction contractor shall be responsible for obtaining statutory clearances / permission from statutory and other Government authorities including SPCB (State Pollution Control Board), Municipal/ Area Development corporations etc. during the construction and post construction phase including obtaining the Occupancy Certificate. EPMC shall provide necessary guidance for such clearances/ permissions.
- (d) Statutory fee remitted by the Construction Contractor towards obtaining the statutory approvals shall be reimbursed in actual by the Owner upon submission of documentary evidence and certification by the EPMC.



**16.0 Office Set Up:**

- (a) Client Appointed Consultant shall arrange office space near the project site with electricity and water supply.
- (b) The Consultant, at its own cost procure install, operate, maintain office equipment such as computers (Desktops/Laptops), and other peripherals and all consumables as required for efficient discharge of duties.
- (c) The consultant shall procure, operate and maintain at its own cost necessary vehicles for the use of its members during the project period.
- (d) EPMC will preferably deploy suitable WEB based project monitoring tools/ software for planning, scheduling and monitoring of the project & facilitate remote log-in for the project monitoring team. The log-in is to be password protected.
- (e) The Consultant shall procure and keep it activated, internet connection, telephone connections and mobile cell phones for the team members during the project period.
- (f) The consultant shall procure, operate and maintain at its own cost necessary vehicles for the use of its members during the project period.

**17.0 Post Construction Stage/ Project Close-out:**

- (a) The defect liability period of this project shall be 12 months after completion of work. EPMC shall be responsible for satisfactory rectification of defects by the Construction Contractor, without any extra cost to Client and submit report to client on performance/rectification works.
- (b) Review from time to time the performance of the construction and operation of the different systems/equipment/furniture installed by the Contractor during the Defects Liability Period (DLP) period and get rectifications, if any done by the Contractor, as required at no extra cost to the Client/Consultant.
- (c) Assistance to the Client in finalizing the Agreement for Comprehensive Annual Maintenance (CAM) of the facilities with the Contractor for the period as agreed upon.
- (d) Consequent upon the successful completion and commissioning of the project the EPMC shall be responsible for the following:

**I. Submission of final documents in required soft (editable) and hardcopy format shall be under the following heads:**

- (a) As built drawings
- (b) Updated Data Sheet
- (c) Updated BOM
- (d) Service/ Operation/ Maintenance Manual of equipment
- (e) Test Reports
- (f) Construction documents (civil/mechanical/electrical/instrumentation/Fire/ control)
- (g) Lesson learnt: Problems faced during the project execution and mitigation measures taken for future reference.

**II. Project Closeout Report incorporating following minimum:**

- (a) Project brief
- (b) Chronology of Approvals/Change Orders etc.
- (c) Head Office & Site Office Organogram of EPMC.
- (d) Names of Personnel working for the project along with all contact details
- (e) Names of Standards referred and used in design and Engineering for various items, Construction, Inspection
- (f) "S" Curve for Overall physical progress w.r.t. base line schedule.
- (g) List of key milestones and date of actual achievement.
- (h) Experience gained during Project Execution and improvements for future projects.
- (i) Construction Photographs and videos.
- (j) Any other details required for maintenance of the facility.

**III. Carryout comprehensive verification of all the works upon completion.****IV. Ensure that the constructed works and sites are cleaned/ cleared and ready for occupancy and use.****V. Recommend to the Client to issue Final completion certificate after the contractor has satisfactorily completed all work under the terms of contract agreement and for final payment to the Contractor.****VI. Assist the Client in taking over of the constructed facilities including preparing the defect/snag lists, if any in consultation with Client and ensuring the rectification of the same by Contractor.****VII. Establish a "Check List" and review all contractual points before taking over from Construction Contractor.****VIII. Assist the Client to reply to the Audit/ CTE's observations and arbitration cases etc., if any.****IX. Provide all documents / reports / statements of facts / counter statements of facts during Arbitration cases, if any and for closing out of Audit / CTE's observations.****18.0 Documentation & Submission of Reports:**

EPMC shall prepare and submit reports as follows. The format of the reports shall be discussed and mutually agreed between OIL & EPMC. EPMC will provide all necessary assistance to OIL for reporting to higher authorities of OIL e.g., MoP&NG or any other concerned authorities.

- (a) Daily Progress Report (DPR): DPR should include day-to-day progress report of site work.
- (b) Monthly Progress Report (MPR): As a minimum, the following information shall be available in the monthly report:

- (i) Monthly progress reports shall include the Project status report; a brief description of actual versus planned progress.
  - (ii) Graphs or charts showing physical progress of works
  - (iii) Progress on Procurement
  - (iv) Progress on Construction work
  - (v) Details of Costing
  - (vi) Status of Quality reporting
  - (vii) Status of statutory approvals (if any)
  - (viii) HSE report
  - (ix) Specific delays, impact of accumulated delays, reason for such delays, action plans proposed to bring back to original schedule, major bottlenecks and hold-ups
  - (x) Problems encountered and resolutions
  - (xi) Photographs showing completed Work and construction activities undertaken during the relevant reporting period.
  - (xii) Load test certificate of EOT crane from OEM
- (c) Accident Reports: A report of the circumstances of any significant accidents/near misses occurring during execution of the project shall be forwarded to OIL. In case of any accident report, the FIRST PERSON RESPONSIBLE for the accident shall be clearly indicated.
- (d) Other Documentation: EPMC shall keep record as mentioned below, but not limited to the followings:
- (i) Maintain a set of drawings ("as-built" drawings) recording all details of the work as actually executed.
  - (ii) Maintain at the project site orderly files for correspondence, reports of site meetings, site instructions, information and drawings issued as well as Consultant's clarifications and interpretations of the contract documents, progress reports and other related documents.
  - (iii) Keep a diary or logbook, recording daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures.
  - (iv) Records of the Meetings (MOMs).

## **19.0 Time Schedule of EPMC:**

- (a) The EPMC shall ensure that the project shall be completed within the stipulated period. The EPMC would prepare detailed activity schedule for the project in consultation with OIL. All efforts should be made to meet all the intermediate schedule and milestones.
- (b) Time is the essence of contract. EPMC shall ensure make up plan in place for achieving the scheduled completion.
- (c) EPMC is required to work simultaneously on various activities and accordingly, make all out efforts to complete the project on or before the time schedule.
- (d) The time frame for the major activities shall be as under:
  - (i) (Six) months from issue of LOA to EPMC till award of Construction work (Design phase)
  - (ii) 18 (Eighteen) months for Construction of work at site
  - (iii) 3 months for project close out activities.



(iv) Total 27 months from issue of LOA to EPMC

**Note:** Issue of "Good for Construction" (GFC) drawings for disciplines like Civil, Structural, Architectural, Electrical works etc. shall be issued to the construction contractor on the date of award of work to Construction Contractor or 6 months after LOA to EPMC, whichever is earlier. Also, EPMC shall ensure that construction work at site is not affected for want of GFC drawings or clarifications at any point of time.

**TIME SCHEDULE IN DETAIL IS AS UNDER**

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Period from Date of issue of LOA to EPMC</b>	<b>Cumulative period from Date of Issue of LOA to EPMC</b>
1	To carry out the survey and preparation of preliminary architectural concept report/schemes/ drawings of project/different buildings etc. as per the requirement including the Master Plan of Entire Project.	Within 30 days after issue of LOA	30 days
2	Getting approval of the Master Plan, preliminary concept report from OIL and other concerned authorities/ local Bodies as applicable.	Within 20 days after submission of preliminary Estimates.	50 days
3	Preparation of detailed Design Calculations of each component including submission of detailed item wise internal estimate including rate analysis for non-scheduled items, Detailed project report (DPR) etc. for call of tender.	Within 30 days after approval of Master Plan and preliminary concept report from OIL.	80 days
4	Finalization of Tender Document, including tender drawings, BEC and submission to OIL for review/approval of Competent Authority and invitation of bids.	Within 15 days after approval of detailed IE	95 days
5	Pre-bid Meeting, Opening of Technical Bids for Selection of Construction Contractor.	Within 45 days from date of floating of tender.	140 days
6	Scrutiny of Technical Bids & Recommendation, Approval from OIL's Competent Authority, Price Bid opening, Recommendation, Approval from OIL's Competent Authority, Award of LOA to Construction Contractor.	40 days after Opening of Technical Bids	180 days (6 Months)

7	Issue of “Good for Construction” (GFC) drawings for disciplines like Civil, Structural, Architectural, Electrical works etc. shall be issued to the construction contractor on the date of award of work to Construction Contractor or 6 months after LOA to EPMC, whichever is earlier. Also, EPMC shall ensure that construction work at site is not affected for want of GFC drawings or clarifications at any point of time	–	180 days (6 Months)
8	Construction Supervision and Project Management Services during construction stage & till complete handing over of the project	18 Months from the date of issue of LOA to Construction Contractor.	730 days (24 months)
9	Project close-out activities.	3 months from handing over of the project	821 days (27 months)

## **20.0 Addition, Reduction in Scope and Re-Tendering:**

- (a) Change in drawings / documents due to site conditions are to be carried out by the EPMC without any extra cost to OIL.
- (b) Re-working / re-tendering / re-designing, if any, shall be done without any extra cost to OIL.
- (c) Re-tendering for non-responsiveness, less competition, higher price, etc., the same is to be carried out by EPMC within the quoted cost. However, the additional time spent in this regard on account of re-tendering shall be considered for extension of completion period for EPMC without levy of LD.

## **21.0 Other Conditions:**

- (a) EPMC shall perform the work under this CONTRACT with diligence and conforming to the best practices available.
- (b) EPMC shall perform their obligations conforming to rules, regulations and procedures prescribed by law/Statutes.
- (c) EPMC shall be responsible for the design, engineering, etc. but the ownership and patent right shall be with OIL. EPMC shall suggest measures to cut-down cost and time over run without compromising the quality of work required in implementing the project.
- (d) EPMC should intimate in advance for any OIL's obligations for timely completion of activities (e.g.) requirements of statutory norms, regulatory authorities etc.
- (e) EPMC shall provide all necessary documents in time to the contractor for commencing and proceeding with the work as per agreed schedule.

**22.0 EPMC'S Manpower:**

EPMC shall deploy & engage professionally qualified & experienced team of professionals for efficient planning, designing and supervise the execution of construction, erection and installation of the complete system as detailed above, to ensure quality and soundness of construction, erection and installation, Day to day field activities including comprehensive suggestions and supervisory consultancy and monitoring the implementation of project. EPMC's engineer/supervisor must be present at site on round the clock basis wherever job continues during extended hours. EPMC shall deploy experienced technical personnel. EPMC shall submit CURRICULUM VITAE duly signed by the individual and counter signed by the designated official submitting the Bid or Authorized Signatory of EPMC.

EPMC shall ensure that the complete manpower whose names have been proposed to be deployed for the project execution will not change during project execution. In case of any change in deployment, the EPMC shall submit bio data of the substitute manpower proposed and take OIL's approval.

The following members from the EPMC are to be associated with the Project and the personnel mentioned in points (A) & (B) shall have to visit the site as per requirement of the project. Manpower requirement against Project Manager (A) and Resident Construction Manager (RCM) shall be Permanent Employee of the consultant.

- (A) **Project Manager:** The Project Manager shall be a professionally qualified with Engineering Degree in Civil Engineering to lead the Project team. The Project Manager must have at least 15 years of experience in executing Civil Engineering projects. Project Manager shall be responsible for overall coordination of the Project. The Project Manager should have knowledge of Project Management, Contracts Management, and Codes and Standards pertaining to Civil Engineering projects, Government Guidelines etc.

**(B) Design Team:**

- (i) **Lead Architect** shall have minimum professional qualification B.Arch having minimum 10 years of experience in Planning & Designing of 2 (two) similar projects and having valid registration with Council of Architecture of India. The Lead Architect shall be either Employee of the EPMC or may be an associate appointed by the EPMC. EPMC shall be responsible / accountable for all planning & designing services provided by the Lead Architect. Lead Architect shall visit site as and when required to ensure that the work being executed as per the drawing & Design.
- (ii) **Structural Engineer** shall have minimum Qualification of M. Tech/ M.E. –Civil (Structure) having minimum 10 years of experience in Planning & Designing of 2 (two) similar projects.
- (iii) **Electrical Engineer** shall have minimum Qualification of BE/B. Tech. in Electrical Engineering having minimum 7 years of experience in Planning & Designing of 1 (one) similar project.

- (iv) **Mechanical Engineer** shall have minimum Qualification of BE/B. Tech. in Mechanical Engineering having minimum 7 years of experience in Planning & Designing of 1 (one) similar project.
- (v) **Electronics & Telecommunication/ Instrumentation Engineer** shall have minimum Qualification of BE/ B. Tech. in Electronics & Telecommunication/Instrumentation Engineering having minimum 7 years of experience in Planning & Designing of 1 (one) similar project.

**(C) Execution Team:**

The minimum requirements for deployment of technical personnel (**key personnel**) of EPMC are to be **stationed at site** during the Construction Phase, are as under:

- (i) **One (01) no. of Resident Construction Manager** who shall be a Civil Engineering Graduate and having at least 10 years of experience in executing minimum 2 (two) similar Civil Engineering Projects and shall be responsible for overall coordination and supervision/monitoring of the site activities during construction phase.
- (ii) **Two (02) nos. of Civil Engineer** who shall be Civil Engineering Graduates having at least 7 years of working experience or Civil Engineering diploma holder having at least 10 years of working experience in having executed min. 1 (one) similar project and shall be responsible for daily supervision/monitoring.
- (iii) **One (01) no. of Electrical Engineer** who shall be Electrical Engineering Graduate having at least 5 years working experience in case of Engineering graduate (or having 8 years of working experience for diploma holder) who shall be Project Engineer responsible for supervision/monitoring of the Electrical works of the project. He / She shall be deployed at site as & when required/advised by OIL.
- (iv) **One (01) no. of Mechanical Engineer** who shall be Mechanical Engineering Graduate having at least 5 years working experience in case of Engineering graduate (or having 8 years of working experience for diploma holder) who shall be Project Engineer responsible for supervision/monitoring of the mechanical works of the project. He / She shall be deployed at site as & when required at site/advised by OIL.
- (v) **One (01) no. of Engineer (E&T/ Instrumentation Engineering Discipline)** having at least 5 years working experience in case of Engineering graduate (or having 8 years of working experience for diploma holder) who shall be Project Engineer responsible for supervision/monitoring of the networking, CCTV, exchange, equipment installation etc. of the project. They shall be deputed to the site as & when required at site/advised by OIL.
- (vi) **One (01) no. of HSE Engineer** who shall be a Degree / Diploma holder in Engineering and Diploma in Industrial Safety with minimum 3 years of relevant experience in Construction Safety.

The key personnel (Execution team) may be reduced or withdrawn only with prior permission of OIL. **List of all the manpower with name and testimonials shall**

**be submitted to OIL immediately after issue of LOA.** Failure to deploy above mentioned key personnel without approval for relaxation from OIL will invite penalty as mentioned below.

**23.0 Recovery Rate for Non-Deployment of Key Personnel:**

Sl. No.	Designation	Minimum Nos. of persons To be deployed	Deployment schedule	Minimum Qualification / Experience	Rate at which recovery shall be made from the Contractor in the event of non-deployment
1	Resident Construction Manager	1	Immediately after issue of LOA to Construction Contractor till the completion of work.	BE/B. Tech (Civil)/ 10 years	Rs. 1,800/- per day
2	Civil Engineer	2	Within one week of issuance of LOA to Construction Contractor	BE/B. Tech (Civil)/ 7 years Or, Diploma in Civil/ 10 years	Rs. 1,500/- per day
3	Electrical Engineer	1	As & when required at site/advised by OIL	B.E/ B. Tech (Electrical/ 5 years Or Diploma (Electrical/ 8 years	Rs. 1,200/- per day per person
4	Mechanical Engineer	1	As & when required at site/advised by OIL	B.E/ B. Tech (Mechanical) / 5 years Or, Diploma (Mechanical) / 8 years	Rs. 1,200/- per day per person

5	E&T/ Instrumentation Engineer	1	As & when required at site/advised by OIL	B.E/ B. Tech (E&T/ Instrumentation) / 5 years Or, Diploma (E&T/ Instrumentation) / 8 years	Rs. 1,200/- per day per person
6	HSE Engineer	1	From the commencement of construction works till the completion of work.	Degree / Diploma holder in Engineering and Diploma in Industrial Safety with minimum 3 years of relevant experience in Construction Safety.	Rs. 1,200/- per day

**Note:**

The recovery as stated above shall be applicable after completion of 10 (ten) consecutive days of non- deployment of requisite key personnel.

**24.0 SCHEDULE OF PAYMENTS:**

The total consultancy fee shall be divided in three parts- Design Phase, Construction Phase and Final Payment. The proportion of payment for the three phases shall be in 20:75:05 ratio (Design: Construction: Final Payment = 20: 75:05)

Sl. No.	Milestones	Payment limited to % of Total Quoted Price
	<b>DESIGN PHASE</b>	
1	Submission of initial Project Report including Soil survey Report, Design concept, Master plan, Preliminary drawings & Preliminary Estimate.	5% of the Total Quoted Price
2	Submission of Final Project Report, Working Drawings and Documents item wise detailed Estimate.	3% of the Total Quoted Price
3	Preparation of tender documents and submission to OIL for approval & publish	3% of the Total Quoted Price

4	Pre-Bid meeting and query reply	1% of the Total Quoted Price
5	Submission of Recommendation of technically qualified bidders	2% of the Total Quoted Price
6	Opening of price bid and final ranking	2% of the Total Quoted Price
7	LOA by OIL and signing of Contract documents	4% of the Total Quoted Price
	<b>CONSTRUCTION PHASE</b>	
8	Payment shall be made as per the physical progress of Construction activity	75% of Total Quoted Price (As per progress)
	<b>FINAL PAYMENT</b>	
9	On successful completion of the project after expiry of defect liability period and submission of all the data and documents as referred to Clause No. 17.0 and Clause No. 18.0 of Special Conditions of Conditions (SCC).	5% price of Total Quoted Price will be released

\*The payment during Construction phase shall be made on monthly basis as per % progress of work. The Monthly Progress Report (MPR) shall be referred for % progress of work for a particular month (30 days period of time).

**25.0 MOBILIZATION PERIOD: Ten (10) days** from date of issue of LOA. The Kick Off meeting is to be arranged during the mobilization period. The Consultant shall be called for the kick off meeting at Owner's Office at Duliajan, Assam, India, to discuss on various aspects of the scope of work. In case, the Kick Off meeting is not possible to be arranged at the Owner's Office in Duliajan, the kick off meeting shall be arranged through electronic medium. Mobilization would be considered as completed only after the completion of the following mobilization activities.

**25.1** Mobilization Activities involve:

- (a) The Consultant will require to furnish detailed time schedule for completion of work which shall be finalized mutually between the Consultant and Owner during the Kick Off meeting.
- (b) The Consultant will also require to furnish the details of the entire team (manpower) who will be involved in the design and execution in the project with name and testimonials in the Kick Off Meeting.
- (c) The mobilization shall be deemed to be completed as soon as the Kick Off meeting takes place along with submission of the sought documents.



- 26.0 DURATION OF CONTRACT: 27 (Twenty- Seven) months from date of LOA to** EPMC till Completion of Project Close Out Activities.
- 27.0 AREA OF OPERATION:** New Industrial Area, Duliajan.
- 28.0 DEFECTS LIABILITY PERIOD:** The defect liability period of this project shall be 12 months after completion of work.
- 29.0 PERFORMANCE SECURITY: 10% of Annualized Contract value.** Validity of the performance security / contract performance guarantee shall be valid for 03 (three) months beyond the defect liability period.
- 30.0 FORCE MAJEURE:** In the event of Force Majeure, no 'force majeure' rate shall apply.
- 31.0 LIQUIDATED DAMAGES FOR DELAY IN COMPLETION OF WORKS AND SERVICES:** In the event of the Contractor's default in timely completion within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of contract value, per week or part thereof of delay subject to maximum ceiling of 7.5% of contract value.
- 32.0 SUB-CONTRACTING:** Sub-contracting of Petty Support Services against this contract is not applicable.
- 33.0 PAYMENTS TERMS:** The total estimated Contract Price as indicated in Schedule of work, quantities & rates – SOQ/BOQ of this Contract is inclusive of all statutory liabilities viz. Corporate Income Tax, Personal Tax, etc. and GST. The Company shall pay the Contractor only for actual work done at the all-inclusive rates set down in SOQ/BOQ of this Contract.

Payment will be made, not often than monthly, up to **100%** of the value of work done as per **Clause No. 24.0 SCHEDULE OF PAYMENTS of SCC**. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's authorised representative before any such final payment is made.

**Note:** All Invoices are to be sent to the following address:

*GM- CIVIL (i/c) (HoD)*  
Oil India Limited,  
P.O. Duliajan-786602  
Dist. Dibrugarh, Assam



**34.0 HEALTH SAFETY & ENVIRONMENT POLICY (HSE):** Contractor shall abide by the following HSE (Health, Safety & Environmental) POINTs as mentioned below:

1. The contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfil all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and Statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.
2. Contractor's arrangement for health and safety management shall be consistent with those of the company (OIL).
3. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by employee's act or omissions at work.
4. The Contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment, they will handle and must take full responsibility for their safety.
5. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet, Full Body harness and Fall Prevention Devices shall conform to relevant IS Codes. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. In case of exigency OIL will provide the safety items if available. However in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. Contractor employees should be trained in proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/penalty due to non-adherence to PPE shall be binding to the Contractor.

6. The Contractor may frame a mutually agreed bridging document if required between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.
7. The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.
8. Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe method to deal with it/them. The SOP should clearly mention the risk arising to men, machineries & material from the operations to be done by the Contractor and how it is to be managed. However, in case of any doubts, the Contractor shall reconfirm the same from the Engineer In Charge (OIL).
9. Contractor has to ensure that all work is carried out in accordance with the Statute and the SOP for the job. For the purpose, he may deploy adequate qualified and competent personnel for carrying out the job in a safe manner. The work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.
10. In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.
11. Necessary cold and hot work permits, wherever applicable, including excavation clearance and permission for working at height, Confined Space Entry are to be obtained by the competent person of the Contractor from user department/authorized representative of OIL before start of the job(s). Work permit should be in line as per the guidelines issued by HSE Department.
12. If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc.) the contractor will not have any objection to any such training.
13. The Contractor shall not engage minor labourer below eighteen (18) years of age under any circumstances.
14. The contractor should prevent the frequent change of his deployed employees as far as practicable. However, if OIL Engineer In Charge found any person not appropriate with respect to the job, the Contractor has to remove the person and replace a suitable person within the timeline as per the terms of the Contract.

15. OIL will communicate all information to the Contractor or his authorized representatives only. Contractor shall submit details of authorized representative wherever applicable.
16. The Contractor shall have to report all incidents including near miss to the representatives of OIL.
17. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or health will be paid by the Contractor only.
18. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/facilities in case of accidents should be provided by the same Contractor. The Contractor's personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor.
19. Necessary sign board/warning signals like caution, "hot work" in progress, emergency telephone numbers, no entry without permission etc. should be used wherever applicable. The said signals/sign boards shall have to be arranged by the Contractor and shall be in line with the circular of signboards issued by HSE Department, Oil India Limited.
20. Barricading of area to be done with reflecting tapes as applicable during work.
21. The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site throughout the working hours.
22. Smoking is provided in all Company restricted areas except in authorized smoking areas/shelter. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas/hazardous areas unless they have been classified as 'intrinsically safe' for use in that atmosphere. Consumption of alcohol and possession of non-prescribed drug in Company work site is strictly prohibited.
23. In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, appropriate action will be initiated against the Contractor.
24. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the contractor to cease work until the non-compliance is corrected.

25. Considering the ongoing Covid-19 pandemic, those who are engaged in the above operations should follow the Covid-19 Protocol as per the prevailing Government Guidelines.
26. Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.
27. The Contractor or his representative shall arrange daily toolbox meetings and maintain records.
28. All safety gears as per requirement of job are to be provided to the working personnel before commencement of the work.
29. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

### **35.0 GOODS AND SERVICES TAX:**

**1.** In view of **GST** Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST/VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in **GST**. Accordingly, reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of **GST** mentioned in the bidding document shall be ignored.

Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST** (CGST & SGST/UTGST or IGST) is applicable.

**2.** “GST” shall mean Goods and Services Tax charged on the supply of material(s) and services. The term “GST” shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as “IGST”) or Central Goods and Services Tax (hereinafter referred to as “CGST”) or State Goods and Services Tax (hereinafter referred to as “SGST”) or Union Territory Goods and Services Tax (hereinafter referred to as “UTGST”) depending upon the import / interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.

**3.** Quoted price/rate(s) should be inclusive of all taxes and duties, except GST (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service. However, GST rate (including cess) to be provided in the respective places in the Price Bid .Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods/Services (Service Provider) only .Supplier of Goods/Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/regulation of GST. Further, returns and details required to be filled under

GST laws & rules should be timely filed by Supplier of Goods/Services (Service Provider) with requisite details.

**4.** Bidder should also mention the Harmonised System of Nomenclature (HSN) and Service Accounting Codes (SAC) at the designated place in SOR.

**5. Where the OIL is entitled to avail the input tax credit of GST:**

OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST to enable OIL to claim input tax credit of GST paid. In case of any variation in the executed quantities, the amount on which the GST is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

The input tax credit of GST quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

**6. Where the OIL is not entitled to avail/take the full input tax credit of GST:**

OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

The bids will be evaluated based on total price including GST.

**7.** Payments to Service Provider for claiming GST amount will be made provided the above formalities are fulfilled. Further, OIL may seek copies of challan and certificate from Chartered Accountant for deposit of GST collected from OIL.

**8.** Contractor/Contractor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL. In the event that the contractor / Contractor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OIL shall not be liable to make any payment on account of GST against such invoice.

**9.** GST shall be paid against receipt of tax invoice and proof of payment of GST to government. In case of non-receipt of tax invoice or non-payment of GST by the contractor/Contractor, OIL shall withhold the payment of GST.

**10.** GST payable under reverse charge mechanism for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/Contractor but will be directly deposited to the government by OIL.

**11.** Where OIL has the obligation to discharge GST liability under reverse charge mechanism and OIL has paid or is /liable to pay GST to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by OIL to Contractor / Supplier.

**12.** Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Contractor is denied by the tax authorities to OIL for reasons attributable to Contractor / Contractor, OIL shall be entitled to recover such amount from the Contractor / Contractor by way of adjustment from the next invoice. In addition to the amount of GST, OIL shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL.

**13.** TDS under GST, if applicable, shall be deducted from contractor's/Contractor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/Contractor.

**14.** The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the contractor shall be to contractor's account.

**15.** It is the responsibility of the bidder to quote the correct GST rate. The classification of goods/services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.

**16.** In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference and in case the rate of duty/taxes finally assessed is on the lower side.

**17.** Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of Taxes & Duties shall be limited to the

volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in taxes & duties.

**18.** Further, it is the responsibility of the bidders to make all possible efforts to make their accounting/IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

**19.** GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

**20.** In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

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

**22.** Beyond the contract period, in case OIL is entitled for input tax credit of GST, then statutory variation in applicable GST on supply and on incidental services, shall be to OIL's account.

**23.** Claim for payment of GST/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.

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

**25.** The contractor will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self-attested copy of such registration certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

**26.** In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

**27.** OIL will prefer to deal with registered supplier of goods/services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

**28.** Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.

**29.** Documentation requirement for GST:

The Contractor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to OIL, and pass on the benefits, if any, after availing input tax credit.

Any invoice issued shall contain the following particulars:

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;

Note: OIL GSTIN numbers are as follows:

Assam: 18AAACO2352C1ZW

Arunachal Pradesh: 12AAACO2352C1Z8

- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or Accounting Code of services[SAC];
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST,CGST, SGST/ UTGST, cess);
- l) Amount of tax charged in respect of taxable goods or services (IGST,CGST, SGST/UTGST, cess);



- m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorised representative.  
GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:
  - p) The original copy being marked as ORIGINAL FOR RECIPIENT;
  - q) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
  - r) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

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

### **30. ANTI-PROFITEERING CLAUSE:**

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

**31.** In case the GST rating of Contractor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by OIL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then OIL shall not be obligated or liable to pay or reimburse GST to such Contractor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by OIL.

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

<b><u>COMPANY</u></b>	
a) <b><u>For CONTRACTUAL MATTERS</u></b>  CGM-CONTRACTS OIL INDIA LIMITED PO DULIAJAN - 786602 ASSAM, INDIA Phone No. 91-374-2808650 Email: <a href="mailto:contracts@oilindia.in">contracts@oilindia.in</a>	b) <b><u>For TECHNICAL MATTERS</u></b>  GM – CIVIL (i/c) HoD CIVIL ENGINEERING DEPARTMENT OIL INDIA LIMITED, P.O. Duliajan-786602 Dist. Dibrugarh, Assam. Phone No. 91-374- 280 8859 Email: <a href="mailto:ddharani_saikia@oilindia.in">ddharani_saikia@oilindia.in</a>
<b><u>CONTRACTOR</u></b>     Phone No.:	

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

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**PART-V****SAFETY MEASURES (SM)**

**To,  
CGM-CONTRACTS (HoD)  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**1.0 Description of Work/Service: Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.**

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

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

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

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

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

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

g) We shall abide by the HSE (Health, Safety & Environmental) POINTS mentioned in the Special Conditions of Contract (SCC).

(Seal)

Yours Faithfully,

Date\_\_\_\_\_

M/s.\_\_\_\_\_  
FOR & ON BEHALF OF CONTRACTOR

**PART-VI**  
**INTEGRITY PACT (IP)**

Between

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

And

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

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan**. The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organization "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section: 1 -Commitments of the Principal**

**(1)** The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
3. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a Page 2 of 6 substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

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

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

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which h e/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

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

(3) The Bidder/Contractor signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

### **Section 3 -Disqualification from tender process and exclusion from future Contracts**

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 2 years.
2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.
5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties till the final completion of the contract **or as mentioned in Section 9- Pact Duration whichever is later.** Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. Any issue relating to execution of contract, if specifically raised before the IEMs shall be looked into by IEMs.

#### **Section 4 -Compensation for Damages**

1. If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.
3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.



**Section 5 -Previous transgression**

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

**Section: 6 -Equal treatment of all Bidders/Contractor/Subcontractors**

1. The Principal will enter into Pacts on identical terms with all bidders and contractors.
2. The Bidder / Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

**Section: 7 -Criminal charges against violating Bidders/Contractors/Subcontractors**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

**Section: 8 -External Independent Monitor/Monitors**

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.

6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8. The word 'Monitor' would include both singular and plural.

#### **Section:9 -Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

#### **Section:10 -Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

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

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

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

.....  
**For the Principal**

.....  
**For the Bidder/Contractor**

Witness 1: .....

Witness 2: .....

Place.  
Date .

OIL INDIA LIMITED (A Government of India Enterprise) Duliajan, Assam					
<b>DESCRIPTION OF WORK/SERVICE:</b> Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.					
PRICE BIDDING FORMAT: E-TENDER No. CDI3236L24					
NAME OF BIDDER (Vendor Code)					
Bidder's GSTIN No.					
SAC/HSN Code					
Item No.	Description of Services	UOM	Estimated Quantity	Rate (₹) to be quoted excluding GST	Amount (Rs.) Excluding GST
			A	B	C = A * B
10	Hiring of EPMC Consultancy Services	AU	1.00		-
Sub Total					-
Total Contract Cost (Excluding GST)					-
Applicable GST Rate (%)		Applicable GST#		Total (Rs.) (inclusive of GST)*	-
#Please select from Drop Down list.					
1. The price/rate(s) quoted by the Bidders will be inclusive of all taxes except GST (i.e. IGST or CGST and SGST/UTGST as applicable in case of interstate supply or intra state supply respectively and Cess on GST, if applicable) on the final services. However, GST rate (including cess) to be provided in the respective places in the Price Bid.					
2. The inter-se-ranking of the techno-commercially qualified bidders will be determined through Quality and Cost Based Selection (QCBS) methodology as mentioned in BEC-BRC Clause No. 3.0.					
3. OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.					
4. Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.					
5. Input Tax Credit on GST (Goods & Service Tax) for this service is <b>NOT</b> available to OIL & the bids will be evaluated based on total price including GST.					
6. Refer to GCC & SCC for detail of GST.					
7. Refer to SCC for Item detail Description.					
8. Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.					

This cost is to be maintained under the **"TOTAL BID VALUE"** in the e-tender portal. Refer **Clause 10.0** of Forwarding Letter for details.

**BID FORM**

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

**Sub: IFB No. CDI3236L24 - Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.**

*Gentlemen,*

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

We undertake, if our Bid is accepted, to commence the work as per the terms & conditions set out in the subject tender.

If our Bid is accepted, we will submit the Performance Security Deposit as specified in the tender document for the due performance of the Contract.

We agree to abide by this Bid for a period of **120 (One Hundred Twenty) days** from the original date of Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

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

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

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

**Seal of the Bidder:**

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

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

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

**Signature of Bidder:** \_\_\_\_\_

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

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

**PROFORMA LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

**TO**  
**CGM- CONTRACTS (HoD)**  
**OIL INDIA LIMITED**  
**P.O. DULIAJAN-786602**  
**Assam, India**

Sir,

**SUB: OIL's IFB No. CDI3236L24**

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB No. **CDI3236L24** for **Hiring of EPMC Consultancy Services for Construction of New Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan.**

Yours Faithfully,

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

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

**Signature of Bidder:** \_\_\_\_\_

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

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

**PROFORMA FOR LETTER OF AUTHORITY**

**TO**  
**CGM-CONTRACTS (HoD)**  
**Contracts Department**  
**P.O. DULIAJAN PIN-786602**  
**Dist. Dibrugarh, Assam, India**

Dear Sir,

**SUB: OIL's IFB No. CDI3236L24**

We, \_\_\_\_\_ of \_\_\_\_\_  
confirm that Mr. \_\_\_\_\_  
\_\_\_\_\_ (Name and Address) is authorised to represent us to Bid,  
negotiate and conclude the agreement on our behalf with you against IFB No.  
**CDI3236L24** for **Hiring of EPMC Consultancy Services for Construction of New  
Drilling E&F and Drilling TS Facility at New Industrial Area, OIL, Duliajan** for  
any commercial / Legal purpose etc.

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

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

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

Yours faithfully,

Signature: \_\_\_\_\_

Name & Designation \_\_\_\_\_

For & on behalf of \_\_\_\_\_

**NOTE:** This letter of authority shall be on printed letter head of the bidder, and  
shall be signed by a person competent and having the power of attorney (Power of  
attorney shall be annexed) to bind such Bidder.



**FORM OF BID SECURITY (BANK GUARANTEE FORMAT)****To:****M/s OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN – 786602**

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

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

THE CONDITIONS of these obligations are:

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

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

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

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

A. Issuing Bank:

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

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

**Contd.....P/2**

## Page No.2

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall be restricted up to Rs.....
- b) This guarantee shall be valid till .....
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... (Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after ..... (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by Bank.

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

- a) SIGNATURE AND SEAL OF THE GUARANTORS\_\_\_\_\_
- b) Designation\_\_\_\_\_
- c) Name of the Bank\_\_\_\_\_
- d) Address\_\_\_\_\_

Note:

- \* The Bidder should insert the amount of the guarantee in words and figures.
- \*\* Date of expiry of Bank Guarantee should be minimum 30 days after the end of the validity period of the Bid/as specified in the Tender.
- \*\*\* The Bank Guarantee issuing bank branch shall ensure the following:
  - a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:
    - (i) MT 760/ MT 760 COV for issuance of Bank Guarantee
    - (ii) MT 760/ MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to ICICI BANK, Duliajan Branch; IFSC Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: ICICI Bank Ltd., Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam -786602.

- b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.
- c. Further correspondence against BG towards Bid Security must contain the Tender Number.

**[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD FOR  
E-REMITTANCE]**

Name:

FULL Address:

Phone Number:

Mobile Number:

E-mail address:

Fax Number:

Bank Account Number (in which the Bidder wants remittance against invoices):

Bank Name:

Branch:

Address of the Bank:

Bank Code:

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank:

PAN Number:

GST Registration Number:

---

Signature of Bidder with Official Seal

**FORMAT OF PERFORMANCE BANK GUARANTEE**

**(TO BE FURNISHED BY THE CONTRACTOR IN CASE OF SUBMITTING PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE AFTER ISSUE OF LOA)**

To,  
M/s. OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT  
DULIAJAN, ASSAM, INDIA, PIN - 786602.

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 \_\_\_\_\_ day of \_\_\_\_\_

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

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

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

**Contd.....P/2**

**Page No.2**

Notwithstanding anything contained herein:

- a) Our liability under this Bank Guarantee shall be restricted up to Rs.....
- b) This guarantee shall be valid till .....
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... (Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after ..... (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by Bank.

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

- a) SIGNATURE AND SEAL OF THE GUARANTORS\_\_\_\_\_
- b) Designation\_\_\_\_\_
- c) Name of the Bank\_\_\_\_\_
- d) Address\_\_\_\_\_

Note:

- \* The Bidder should insert the amount of the guarantee in words and figures.
- \*\* Date of expiry of Bank Guarantee should be minimum 30 days after the end of the validity period of the Bid/as specified in the Tender.
- \*\*\* The Bank Guarantee issuing bank branch shall ensure the following:
  - a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:
    - (iii) MT 760/ MT 760 COV for issuance of Bank Guarantee
    - (iv) MT 760/ MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to ICICI BANK, Duliajan Branch; IFSC Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: ICICI Bank Ltd., Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam -786602.

- b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.
- c. Further correspondence against BG towards Bid Security must contain the Tender Number.

**AGREEMENT FORM**

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

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

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

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

WHEREAS, the Contractor has furnished to Company the performance security in the form of \_\_\_\_\_ for Rs. \_\_\_\_\_ (being 3.0 % of the total Contract value).

All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

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

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In addition to documents herein above, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:

**Contd.....P/2**

- |              |  |
|--------------|--|
| (a) PART-I   | indicating the General Conditions of this Contract;        |
| (b) PART-II  | indicating the Schedule of work, unit, quantities & rates; |
| (c) PART-III | indicating the Special Conditions of Contract;             |
| (d) PART-V   | indicating the Safety Measures.                            |
| (e) PART-VI  | indicating Integrity Pact (IP)                             |

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

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

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

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

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

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

Date \_\_\_\_\_

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

**Ref: Your Tender No. CDI3236L24**

**To,  
The CGM-Contracts (HoD)  
Contracts Department,  
OIL, Duliajan**

**Sir,**

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)



**(TO BE EXECUTED BY THE AUTHORIZED SIGNATORY OF THE BIDDER ON THE  
OFFICIAL LETTER HEAD OF THE BIDDER)**

**CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA**

**Ref.: Note 'B.' under Clause 1.2 Financial Criteria of BEC-BRC of  
Tender No. CDI3236L24**

I \_\_\_\_\_ the authorized signatory(s) of  
\_\_\_\_\_ (Company or Firm name with address) do  
hereby solemnly affirm and declare/ undertake as under:

**The balance sheet / Financial Statements for the financial year \_\_\_\_\_  
have actually not been audited as on the Original Bid Closing Date.**

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the Original Bid Closing Date.

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) for the last three (3) completed accounting years up to ..... **(as the case may be)** are correct.

<b>YEAR</b>	<b>TURN OVER</b> In INR (Rs.) Crores	<b>NET WORTH</b> In INR (Rs.) Crores

Place:

Date:

UDIN:

Seal:

Membership Code &amp; Registration No.:

Signature

**UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE**

To,  
**Oil India Limited**  
**Contracts Department**  
**Duliajan, Assam - 786602**

We, M/s..... are submitting the Bid Security/ Performance Security (strike out whichever not applicable) in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing Reference No. ....for an amount of INR..... valid up to ..... as per terms and conditions of Tender / Contract No. ....

**BG issuing bank details:**

Bank:	
Branch:	
IFS Code:	
<b>Contact Details</b>	
E-mail Addresses:	Mobile No.:
	Telephone No.:
	Fax No.:
<b>Correspondence Address</b>	
H No/Street/City:	State:
	Country:
	Pin Code:

**Declaration:**

We have arranged to send the confirmation of issuance of the bank guarantee via SFMS portal through our bank using the details mentioned in the tender and hereby confirming the correctness of the details mentioned.

Authorized Signature: \_\_\_\_\_

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

Vendor Code: \_\_\_\_\_

Email ID: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Enclosure: Original bank guarantee

**FORMAT FOR HINDRANCE REGISTER**

Description of Project:.....

Contract No. &amp; Date:.....

Contractor's Name:.....

Scheduled Completion Date:.....

<b>S1 No.</b>	<b>Nature of Hindrance</b>	<b>Items of work that could not be executed because of this hindrance</b>	<b>Date of start of Hindrance</b>	<b>Date of Removal of Hindrance</b>	<b>Period of Hindrance</b>	<b>Overlapping period, if any</b>	<b>Net Hindrance days</b>	<b>Remarks</b>
<b>Signature of Contractor's Representative</b>			<b>Signature of Engineer-in-charge</b>			<b>Signature of HoD</b>		

**PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY**  
**(To be submitted on official letter head)**

**To,**  
**M/s OIL INDIA LIMITED**  
**P.O. DULIAJAN-786602**  
**ASSAM, INDIA**

Sir,

**SUB: OIL's IFB No. CDI3236L24**

M/s \_\_\_\_\_ having registered office at \_\_\_\_\_  
intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulates that the bidder shall submit documents pertaining to Bid Evaluation Criteria (BEC), duly verified and certified by designated independent Third Party Inspection Agency.

In this regard, we hereby certify that copies of documents pertaining to Bid Evaluation Criteria (BEC) submitted to us by the bidder, M/s \_\_\_\_\_ have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having \_\_\_\_ nos. of pages.

**Note:** In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

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

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

**EXHIBIT-I**

**UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING**

(REF. CLAUSE NO. 18.6 OF THE FORWARDING LETTER)

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a country which shares a land border with India and on sub-contracting to contractors from such-countries, we certify that we are not from such a country/or if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and are eligible to be considered.

Yours faithfully,  
For (type name of the firm here)

Signature of Authorized Signatory

Name:  
Designation:  
Phone No.  
Place:  
Date:

(Affix Seal of the Organization here, if applicable)

**EXHIBIT-II**

**UNDERTAKING TOWARDS COMPLIANCE OF CLAUSE NO. 18.1 OF THE  
FORWARDING LETTER**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a country which shares a land border with India, we certify that we are not from such a country/or if from such a country, has been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

Yours faithfully,  
For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/ compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
1	<b>BEC-BRC Clause No. 1.1.1 (Technical Criteria)</b>	<p>i. The Bidder shall have executed/completed at least 1 (one) Engineering &amp; Project Management Consultancy (EPMC) service job having a value of at least Rs. 3.36 Crore which is exclusive of PF, GST, Cess etc. for Construction of Pre-Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and electrification work which includes site supervision, in previous 7 (seven) years reckoned from the original bid closing date.</p> <p>In order to ascertain the same, the bidder shall have to submit necessary documentary evidence as under:</p> <p>(a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.</p> <p>(b) Completion Certificate issued by Project proponent (owner)</p> <p align="center"><b>OR</b></p> <p>ii. If the prospective Bidder is executing similar works which is still running and the contract value executed prior to original bid closing date is equal to or more than Rs. 3.36 Cr will also be taken into consideration. The bidder has to submit the following to substantiate</p>			



## **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>their claim in this regard:</p> <p>(a) Recent Certificate of payment showing EPMC fee obtained prior to original bid closing date.</p> <p>(b) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.</p> <p style="text-align: center;"><b>AND</b></p> <p>iii.The Bidder shall have the experience of providing EPMC service for at least 1 (one) successfully completed project related to Construction of Pre-Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and electrification work which includes site supervision, in previous 7 (seven) years reckoned from the original bid closing date of project value not less than Rs. 35.94 Crore in previous 7 (seven) years reckoned from the original bid closing date.</p> <p>In order to ascertain the same, the bidder needs to submit necessary supporting document(s) as under:</p> <p>(a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.</p> <p>(b) Completion Certificate issued by Project proponent (owner)</p> <p>iv.Job executed by a bidder for its own organization / subsidiary shall not be considered as experience for the purpose of meeting BEC.</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

<b>2</b>	<b>Note to Technical Criteria:</b>	<p>(a) EPMC service shall include Design, Engineering and Site supervision &amp; monitoring. Only PMC service, which does not include Design and Engineering, shall not be considered.</p> <p>(b) Only those works shall be considered for evaluations which have been executed by the bidder as EPMC for Public limited companies / Government / Govt. organizations / PSUs. So, the bidders are advised to submit 'Past Experience' accordingly.</p> <p>(c) Composite construction job, where EPMC (Engineering and Project Management Consultancy) service is a part, shall not be considered.</p> <p>(d) Documents submitted in support of experience as per Clause No. <b>1.1.1</b> of the BEC shall be self- attested with legible stamp. It shall be the bidder's responsibility to ensure that the documents submitted in compliance of the experience criteria is clear and adequate.</p>			
<b>3</b>	<b>BEC-BRC Clause No. 1.2 (Financial Criteria)</b>	<p><b>(i)</b> Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid closing date should be at least ₹ <b>1,49,52,000.00 (Rupees One Crore Forty-Nine Lakh Fifty-Two Thousand only).</b></p>			

### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p><b>(ii) Net worth</b> of bidder must be positive for preceding financial/ accounting year.</p> <p><b>Note:</b> The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.</p>			
<b>4</b>	<b>Note to BEC-BRC Clause No. 1.2</b>	<p><b>A.</b> For proof of Annual Turnover &amp; Net worth any one of the following document must be submitted along with the bid:</p> <p><b>(i)</b> A certificate* issued by a practicing Chartered / Cost Accountant* (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>(ii)</b> Audited Balance Sheet along with Profit &amp; Loss account.</p> <p>*Note:</p> <ul style="list-style-type: none"> <li>• Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued by Chartered Accountant in Practice w.e.f. February 1, 2019.</li> <li>• In case the bidder is a Central Govt. organization / PSU /State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not</li> </ul>			

### TECHNICAL EVALUATION SHEET FOR BEC-BRC

		<p>available. However, bidder to provide documentary evidences for the same.</p> <p><b>B.</b> Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial /accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that the balance sheet/Financial Statements for the financial year _____ have actually not been audited so far, as per format prescribed.</p> <p><b>C.</b> In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para <b>A.</b> and <b>B.</b> above.</p>			
<b>5</b>	<b>BEC-BRC Clause No. 1.3</b>	<p>a) Bids are to be submitted under Single-Stage Two- Bid System i.e., Un-priced Techno-Commercial Bid and Price Bid in their respective fields in e-tender portal. Only the price Bid should contain the quoted price. <b>There should not be any indication of price in the Un-priced Techno-Commercial bid; otherwise, the bid shall be rejected straightway.</b></p>			

## TECHNICAL EVALUATION SHEET FOR BEC-BRC

		<p>b) The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.</p> <p>c) Bid Documents / User ID &amp; Password for OIL's E-Tender portal are non-transferable.</p> <p>d) Any bid received in the form of Physical document/Telex/Cable/Fax/E-mail will not be accepted.</p> <p>e) Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.</p> <p>f) Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the authorized signatory. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.</p> <p>g) Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.</p> <p>h) Bids are invited under <b>Single-Stage Two-Bid System</b> i.e. Un-priced Techno-Commercial Bid and Price Bid separately. Bidders must submit both "Technical" and "Price" Bids in</p>			
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## TECHNICAL EVALUATION SHEET FOR BEC-BRC

		<p>electronic form through online OIL's e-tender portal accordingly within the Bid Closing Date and time stipulated in the e-tender. The Technical Bid is to be submitted as per Scope of Work &amp; Technical Specifications of the tender under <b>"Technical Attachment"</b> Tab and the Priced Bid as per the <b>PRICE BID FORMAT attached</b> under <b>"Notes and Attachments"</b>.</p> <p>i) Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:</p> <ul style="list-style-type: none"> <li>(i) Firm price</li> <li>(ii) EMD / Bid Security/Bid Bond</li> <li>(iii) Period of validity of Bid</li> <li>(iv) Price Schedule</li> <li>(v) Performance Bank Guarantee / Security deposit</li> <li>(vi) Delivery / Completion Schedule</li> <li>(vii) Scope of work</li> <li>(viii) Guarantee of material / work</li> <li>(ix) Liquidated Damages clause</li> <li>(x) Tax liabilities</li> <li>(xi) Arbitration / Resolution of Dispute Clause</li> <li>(xii) Force Majeure</li> <li>(xiii) Applicable Laws</li> <li>(xiv) Specifications</li> </ul> <p>j) Bid received with validity of offer less than <b>120 (One Hundred Twenty) days</b> from the date of Technical Bid opening will be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in</p>			
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## **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p><b>PROFORMA-I.</b></p> <p>k) Bid Security must be furnished (except those exempted) as a part of the Techno-Commercial Un-priced Bid. The amount of bid security should be as specified in the Forwarding Letter. Any bid not accompanied by a proper bid security will be rejected straightway.</p> <p><b><u>Note:</u></b></p> <p>(i) In case the Bidder submits Bid security in the form of Bank Guarantee (BG), the BG must be valid for <b>minimum 150 days</b> from the original bid closing date.</p> <p>(ii) In case of extension of Bid closing/ Opening Date, Bid Security validity should be extended suitably by the bidder, as and when advised by OIL.</p> <p>l) Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide <b>PART-VI</b> of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-Priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.</p>			
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### TECHNICAL EVALUATION SHEET FOR BEC-BRC

6	BEC-BRC Clause No. 2.0	i. Bids qualifying as per terms of Technical Criteria (Clause 1.1) and Financial Criteria (Clause 1.2) shall be eligible for this evaluation.																		
7	BEC-BRC Clause No. 2.1	<p><b>Bids shall be evaluated both in terms of Quality as well as Quoted Price i.e. Quality &amp; Cost Based Selection (QCBS) methodology:</b></p> <p>Weightage for Quality &amp; Quoted price tabulated as under:</p> <table><tr><th>Sl. No.</th><th>Criteria</th><th>Weightage in %</th></tr><tr><td>1</td><td>Quality</td><td>60</td></tr><tr><td>2</td><td>Quoted Price</td><td>40</td></tr><tr><td></td><td>Total</td><td>100</td></tr><tr><td></td><td colspan="2">Minimum Qualifying Marks for Price Evaluation: 50 Marks</td></tr></table>	Sl. No.	Criteria	Weightage in %	1	Quality	60	2	Quoted Price	40		Total	100		Minimum Qualifying Marks for Price Evaluation: 50 Marks				
Sl. No.	Criteria	Weightage in %																		
1	Quality	60																		
2	Quoted Price	40																		
	Total	100																		
	Minimum Qualifying Marks for Price Evaluation: 50 Marks																			
8	BEC-BRC Clause No. 2.2	<p>The marks allocated against various subsections under Quality of bid shall be as under:</p> <p>(a) Broad classification:</p> <table><tr><th>Sl. No.</th><th>Quality Criteria</th><th>100 Marks</th></tr><tr><td>2.2.1</td><td>BASED ON EXPERIENCE</td><td>40 (Max)</td></tr><tr><td>i)</td><td>For successfully qualifying as per terms of Technical Criteria (Clause 1.1 above). In addition to the work experiences already considered</td><td>20</td></tr></table>	Sl. No.	Quality Criteria	100 Marks	2.2.1	BASED ON EXPERIENCE	40 (Max)	i)	For successfully qualifying as per terms of Technical Criteria (Clause 1.1 above). In addition to the work experiences already considered	20									
Sl. No.	Quality Criteria	100 Marks																		
2.2.1	BASED ON EXPERIENCE	40 (Max)																		
i)	For successfully qualifying as per terms of Technical Criteria (Clause 1.1 above). In addition to the work experiences already considered	20																		



**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

			under Clause. No. 1.1.1					
		ii)	For every additional consultancy job of similar nature of Rs. 3.36 Crores or above, successfully completed during the last 7 (seven) years prior to the original Bid closing date	5 per work 10 (max)				
		iii)	For every additional project job of similar nature of project value at least Rs. 35.94 Crores successfully completed during the last 7 (seven) years prior to the original bid closing date to which EPMC service is provided by the bidder	5 per work 10 (max)				
		<b>2.2.2</b>	<b>BASED ON PRESENTATION</b>	<b>60 (Max)</b>				
		iv)	Overall presentation: A 3D walkthrough video, Master plan including architectural & other key features, overall aesthetic of the building including broad specification	20				

### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

			of major materials proposed to be used.						
		v)	Originality of the concept, creativity and innovation in design, compliance with the main themes and functional requirement of the project.  (Write up in regard to the above is to be submitted during presentation)	5					
		vi)	Adherence to time allotted for overall planning and designing the project, Adaptation of efficient design, facilities, safety aspect and speed and ease of construction. (Activity chart with a write up in regard to the above is to be submitted during presentation).	10					
		vii)	Exclusive features and Facilities including introduction/use of any new material, technology in the	10					

# **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

			project. (Write up in regard to the above is to be submitted during presentation)					
		viii)	Estimated Cost of construction and maintenance of facilities. (Tentative cost summary is to be submitted during presentation)	5				
		ix)	Optimized design to reduce conventional energy demand in terms of Electrical energy consumption using natural light and air. (Declaration in support of reduction of conventional energy usage in terms of electrical energy consumption)	5				
		x)	Overall presentation including interaction on concept and response to queries of the Committee members, submission of sought documents as mentioned during presentation.	5				

### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>(b) Marking system:</p> <p>(i) For Sl. No. (i), Bids qualifying as per terms of Technical Criteria (Clause No. 1.1 above) for the evaluation shall be given the score of 20 marks.</p> <p>(ii) For Sl. No. (ii) &amp; (iii) necessary documentary evidence self- attested with legible stamp must be submitted to ascertain the same:</p> <p style="padding-left: 40px;">(a) Work Order copy and/or Contract document showing Detail scope of work and Time schedule.</p> <p style="padding-left: 40px;">(b) Completion Certificate issued by Project proponent (owner)</p> <p>(iii) For marking against the points under Presentation i.e., from Sl. No (iv) to (x), an evaluation committee shall be formed, and they shall decide. Documents in support of quality criteria defined from Sl. No (iv) to (x) are to be submitted during presentation (minimum 6 hard copies and one soft copy of the design concept with sought documents as mentioned from Sl. No (iv) to (x))</p> <p><b>Note:</b></p> <p>(a) It shall be the bidder's responsibility to ensure submission of unambiguous /clear and sufficient documentary evidence/drawings in support of the evaluation criteria. OIL reserves the right to verify any or all data/document/information provided by the bidder. False statement by</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>Bidder will make it liable for appropriate action.</p> <p>(b) 'Works of similar nature' mentioned shall mean Construction of Pre-Engineered Building (PEB) with EOT Crane facility complete with all the ancillary civil and internal electrification work which includes site supervision.</p> <p>(c) The <b>Minimum Qualifying Marks</b>, a bid shall have to meet the Quality Criteria is <b>50 marks (out of 100 marks)</b>. Bids not meeting the minimum qualifying marks in Quality Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called "Qualified Bids" and shall be eligible for financial evaluation of the bid</p> <p>(d) Bidders who do not show up to present their ideas during the presentation shall be rejected.</p>			
<b>9</b>	<b>BEC-BRC Clause No. 2.3</b>	<p><b>EVALUATED BID PRICE:</b></p> <p>Qualified Bids (meeting the minimum Qualifying Marks of 50 in Quality Criteria) and conforming to the terms &amp; conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:</p> <p>(i) If there is any discrepancy between the unit price and the total price, the unit price will prevail, and the total price shall be corrected accordingly. Similarly, if there is any</p>			

**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.</p> <p>(ii) The bidders must quote their Prices in the manner as called for vide Schedule of Rates (SOR) under Section – III.</p> <p>(iii) Commercial Bids shall be evaluated taking into account the Price quoted against SOR including GST.</p> <p>(iv) Contract will be awarded for all the items covered under SOR.</p> <p>(v) OIL will not be responsible for delay, loss or non-receipt of applications (for bidding documents) and will not entertain any correspondence in this regard.</p> <p>(vi) Discount: Bidders are advised not to indicate any separate discount. Discount if any, should be merged with the quoted price. Discount of any type indicated separately will not be taken into account for evaluation purposes. However, in the event of such offer, if the offer without considering discount is found to be the lowest, OIL shall avail such discount at the time of award of contract.</p> <p>(vii) Lump sum cost must include all liabilities and taxes including statutory liabilities but excluding GST which shall be quoted separately in the Price Bid format and shall be considered for evaluation.</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>(viii) The items mentioned in above clause are to be read in conjunction with Schedule of Rates in Section-III.</p> <p>(ix) The responsive bids will be subjected to loading for any deviation(s).</p>			
10	<b>BEC-BRC Clause No. 3.0</b>	<p><b>INTER-SE-RANKING OF THE QUALIFIED BIDS:</b></p> <p>To ascertain the inter-se-ranking of the bids through <b>Quality and Cost Based Selection (QCBS) methodology</b> as mentioned below shall be adopted:</p> <p>An <b>Evaluated Bid Score (B)</b> will be calculated for each bid (that meets the minimum Qualifying marks of 50 (out of 100) in Quality Evaluation Criteria) using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:</p> <p><b><math>B = (C_{low}/C) * 100 * X + (T/T_{high}) * 100 * (1 - X)</math></b></p> <p>Where,</p> <p>C = Evaluated Bid Price of the bidder</p> <p>C<sub>low</sub> = The lowest of the evaluated bid prices among responsive bids</p> <p>T = The total marks obtained by the bidder against <i>Quality</i> criteria</p> <p>T<sub>high</sub> = The total marks achieved by the best bid among all responsive bids against <i>Quality</i> criteria</p> <p>X = 0.4 (The weightage for <i>Quality</i> is 60</p>			

### TECHNICAL EVALUATION SHEET FOR BEC-BRC

		and the weightage for the <i>Quoted price</i> is 40)  <b>Note:</b> The <b>Evaluated Bid Score (B)</b> shall be considered up to two decimal places.			
11	<b>BEC-BRC Clause No. 3.1</b>	The bidder with the <b>highest Evaluated Bid Score (B)</b> will be <b>recommended for award of contract.</b>			
12	<b>BEC-BRC Clause No. 3.2</b>	In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against <b><u>Quality criteria</u></b> will be recommended for award of contract. In case of identical marks against <b><u>Quality criteria</u></b> , the <b><u>bidder quoting lower price</u></b> will be recommended for award of contract. In case of identical marks against <b><u>Quality criteria</u></b> and <b><u>bidder's quoted price</u></b> , the selection will be made by <b><u>Draw of Lots</u></b> between those parties.			
13	<b>BEC-BRC Clause No. 4.0</b>	<b>PURCHASE PREFERENCE CLAUSE:</b> In the QCBS system, as the evaluation of the price is based on total score (S) i.e. Combined score of both Quality & Quoted Prices, <b>Purchase Preference Policy for MSE / Local Content shall not be applicable.</b>			
14	<b>BEC-BRC Clause No. 5.0</b>	<b><u>GENERAL:</u></b>  5.1 In case bidder takes exception to any clause of bidding document not covered under BEC-BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be			



### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>accepted in the clauses covered under BEC-BRC.</p> <p>5.2 Bidders should provide self-attested copies of GST Registration Certificate, PAN Card, ESIC registration (if applicable), P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her before signing of contract agreement and issue of Work Order by OIL.</p> <p>5.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC-BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be evaluated based on the original submission. However, mere submission of such clarification shall not make the offer responsive, unless Company is satisfied with the substantial responsiveness of the offer.</p> <p>5.4 If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC-BRC shall prevail.</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<p>5.5 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC-BRC &amp; Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.</p> <p>5.6 The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.</p> <p>5.7 Bidders have to submit a declaration as per the format prescribed regarding compliance of Safety Measures along with the technical bid.</p> <p>5.8 Bidders have to submit a duly filled CHECKLISTS FOR BEC-BRC enclosed, along with the technical bid.</p>			
15	<b>BEC-BRC Clause No. 6.0</b>	<p><b><u>VERIFICATION AND CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD PARTY INSPECTION AGENCIES:</u></b></p> <p>1. Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify various documents required against BEC/BRC of the tender:</p>			

### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID				
i.	M/s. RINA India Pvt. Ltd.	a. <a href="mailto:ssd@rina.org">ssd@rina.org</a> b. <a href="mailto:Andrea.Vattuone@rina.org">Andrea.Vattuone@rina.org</a>				
ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a>				
iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV - Oil & Gas)	a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a>				
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. <a href="mailto:Jaimin.Bhatt@tuv-sud.in">Jaimin.Bhatt@tuv-sud.in</a> b. <a href="mailto:sanjaykumar.singh@tuv-sud.in">sanjaykumar.singh@tuv-sud.in</a> c. <a href="mailto:Pankaj.Narkhede@tuv-sud.in">Pankaj.Narkhede@tuv-sud.in</a> d. <a href="mailto:Ajit.Yadav@tuv-sud.in">Ajit.Yadav@tuv-sud.in</a>				
v.	M/s. IRCLASS Systems & Solutions Private Limited	a. <a href="mailto:abhishek.singh@irclass.org">abhishek.singh@irclass.org</a> b. <a href="mailto:pradeep.bansal@irclass.org">pradeep.bansal@irclass.org</a> c. <a href="mailto:Asim.Hajwani@irclass.org">Asim.Hajwani@irclass.org</a> d. <a href="mailto:Amit.Ketkar@irclass.org">Amit.Ketkar@irclass.org</a> e. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a>				

### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		vi.	M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:bbhavsar@gulfllyods.com">bbhavsar@gulfllyods.com</a> c. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a> d. <a href="mailto:gulflloyds.india@gmail.com">gulflloyds.india@gmail.com</a>			
		vii.	M/s. TUV India Private Limited	a. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a> b. <a href="mailto:delhi@tuv_nord.com">delhi@tuv_nord.com</a>			
		viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.Deotale@ind.tuv.com">Shailesh.Deotale@ind.tuv.com</a> b. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a> c. <a href="mailto:rupeshkumar.singh@ind.tuv.com">rupeshkumar.singh@ind.tuv.com</a> d. <a href="mailto:Neeraj.Chaturvedi@ind.tuv.com">Neeraj.Chaturvedi@ind.tuv.com</a>			
		ix.	M/s. Bureau Veritas (India) Private Limited	a. <a href="mailto:udit.chopra@bureauveritas.com">udit.chopra@bureauveritas.com</a> b. <a href="mailto:vishal.sapale@bureauveritas.com">vishal.sapale@bureauveritas.com</a> c. <a href="mailto:dinesh.sukhramani@bureauveritas.com">dinesh.sukhramani@bureauveritas.com</a> d. <a href="mailto:p.sridhar@bureauveritas.com">p.sridhar@bureauveritas.com</a> e. <a href="mailto:hariprasad.jhavar@bureauveritas.com">hariprasad.jhavar@bureauveritas.com</a> f. <a href="mailto:amit.shaw@bureauveritas.com">amit.shaw@bureauveritas.com</a> g. <a href="mailto:business.support@bureauveritas.com">business.support@bureauveritas.com</a> h. <a href="mailto:labhanshu.sharma@bureauveritas.com">labhanshu.sharma@bureauveritas.com</a> i. <a href="mailto:pramodkumar.yadav">pramodkumar.yadav</a>			

## TECHNICAL EVALUATION SHEET FOR BEC-BRC

			<p>j. <a href="mailto:sonal.lad@bureauveritas.com">@bureauveritas.com</a>  <a href="mailto:sonal.lad@bureauveritas.com">sonal.lad@bureauveritas.com</a></p> <p>k. <a href="mailto:bvindia.corporate@in.bureauveritas.com">bvindia.corporate@in.bureauveritas.com</a></p>			
			<p>2. The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by anyone of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate <b>(as per Proforma XIV)</b> issued by the Inspection Agencies along with the Technical Bid of the Tender. All Charges of the Third-party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies.</p> <p>3. As mentioned above, Bidder(s) have to submit the verified documents and the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be considered. <b>However, in case a bidder submits its bid along with all relevant supporting documents against BEC/BRC without getting all/some of them verified by the designated Independent Inspection</b></p>			

## TECHNICAL EVALUATION SHEET FOR BEC-BRC

		<p><b>agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letter head to submit the duly verified copies/verification certificate within 07 (Seven) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within 07 (Seven) days of bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 07 (seven) days from date of Bid Closing date, but certified document reaches us within the cut-off date of above 07 (seven) days, then such bids shall be considered.</b></p> <p>4. The methodology of inspection/ verification of documents followed by the agencies is broadly as under but not limited to:</p> <p>(a) It is obligatory on the part of the interested Bidders, who choose to participate against the tender, to understand the tender requirements in entirety and the requisite documents sought for in support of the Bid Rejection &amp; Bid Evaluation Criteria (BEC/BRC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empaneled third party certifying agencies for verification/certification. Neither OIL nor the third party certifying agency shall be held accountable in any manner</p>			
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## TECHNICAL EVALUATION SHEET FOR BEC-BRC

		<p>regarding the choice of documents by the bidder for verification. Therefore, getting the appropriate documents inspected/verified by the agency in support of BEC/BRC clauses is the sole responsibility of the Bidder.</p> <p>(b) The prospective bidder shall contact any of the empaneled inspection agencies. The agency shall go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. They shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required <b>at no extra cost to OIL. Verification of documents by OIL's empaneled third party agency shall not automatically make the bidder eligible for award of contract.</b></p> <p>(c) Verification of documents (but not limited to) are normally categorized as under:</p> <p><b>i. General Requirement:</b></p> <ul style="list-style-type: none"> <li>• Bidder's PAN Card</li> <li>• Bidder's GST Certificate</li> <li>• ITR of company</li> <li>• Bidder's Certificate of Incorporation – Domestic Bidder.</li> </ul> <p><b>ii. Additional Documents: (If applicable against the tender)</b></p>			
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### **TECHNICAL EVALUATION SHEET FOR BEC-BRC**

		<ul style="list-style-type: none"> <li>• Joint Ventures Agreements – To cross-check with JV Partners</li> <li>• Consortium Agreements – To cross-check with Consortium Partners</li> <li>• Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern</li> </ul> <p><b>iii. Technical Criteria</b></p> <ul style="list-style-type: none"> <li>• To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.</li> </ul> <p><b>iv. Financial Criteria</b></p> <ul style="list-style-type: none"> <li>• Check and verify Audited Balance Sheet/CA certificate.</li> <li>• To check the Line of Credit, if incorporated in the tender.</li> <li>• Exempted from verification of financial documents having Unique Document Identification Number (UDIN).</li> </ul> <p><b><u>Notes:</u></b></p> <p>(i) <b>If any documents LOI/LOA/Contracts etc. are submitted towards BEC/BRC experience criteria issued by Oil India Limited, such documents need not be verified by TPI agency.</b></p> <p>(ii) <b>Undertaking from TPI Agency as per format (Annexure-VIII) enclosed should be submitted along with the Bid.</b></p>			
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**TECHNICAL EVALUATION SHEET FOR BEC-BRC**

<b>16</b>	<b>BEC-BRC Clause No. 7.0</b>	<b><u>COMPLIANCE OF THE COMPETITION ACT, 2002:</u></b> The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation the provisions of the Act shall attract penal action under the Act.			
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**COMMERCIAL CHECK LIST****Bidder's Name:** \_\_\_\_\_**TENDER NO. CDI3236L24**

This Questionnaire duly filled in should be returned along with each copy of Un-priced Bid. Clauses confirmed hereunder should not be repeated in the Bid.

<b>Sl. No.</b>	<b>Description</b>	<b>Bidder's Confirmation</b>
1.	Bidding structure	
2	Bidder's name and address:	
3.	It is noted that deviations to Terms & Conditions shall lead to rejection of offer, as specified in the Tender.	
4.	Ensure and confirm that prices quoted in 'Schedule of Rates', are for complete scope of work as defined in the tender	
5.	Indicate SAC Code Indicate rate of GST applicable.	SAC Code: GST .....%
6.	EMD Details: EMD No., Issuing bank, amount with currency and Validity	
7.	Confirm to Submit Performance Security as per Tender requirement	
8.	Confirm that the offer shall remain valid for acceptance up to <b>120 (One Hundred Twenty) days</b> from original Bid Due Date / Date of opening of bids.	
9.	Whether Mobilization and Completion period of contract is complied?	
10.	Whether Integrity Pact Submitted (if applicable)?	
11.	Confirm that quoted prices shall remain firm and fixed until	

	completion of the contract, except as otherwise mentioned in the bid document.	
12.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures	
13.	Confirm acceptance to all terms & conditions of the Tender.	
14.	Confirm that all correspondence must be in English Language only.	
15.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
16.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
17.	Please indicate the following: (i) PAN No. (ii) GST Regn. No.	

Bidder confirms that in case of conflicting version of various terms & conditions at different places, the confirmation furnished as above shall be considered over-riding and final and any other deviation indicated elsewhere shall be treated as redundant.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_