

## **Tender No. / IFB No. CEG9174L16**

**Tender No. /IFB No. CEG9174L16 for Hiring of MUD ENGINEERING AND & DRILLING WASTE MANAGEMENT SERVICES for Drilling Three (3) Exploratory Well in KG Basin Project, Andhra Pradesh, India has been addressed to the following parties:**

- i) M/s. ASAP Fluids**
- ii) M/s. Baker Hughes Singapore Pte.**
- iii) M/s. Halliburton Offshore Services Inc.**
- iv) M/s. KMC Oiltools**
- v) M/s. Q'Max Solutions Inc.**
- vi) M/s. Schlumberger Asia Services Ltd.**
- vii) M/s. Newpark Drilling**

**The interested parties, other than the above who meet the 'Qualifying criteria' as indicated in the Tender may also apply for issue of Tender documents. Such application must reach Project office at Kakinada on or before 16.11.2015. The application must be complete in all respects and the same should accompany all the requisite documents as indicated in Bid Evaluation Criteria (BEC)/Bid Rejection Criteria (BRC) and the following, failing which the application will be considered as rejected:**

- (a) To submit 'Quality Assurance System certified ISO 9001 or equivalent'**
- (b) To submit 'Safety records detailed for accidents, injuries, damage and summarized for near misses, LTI over the past 5 years ,reckoned from Techno-commercial Bid Closing Date.**

**Late application and any delay by post/courier will not be entertained.**

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**FORWARDING LETTER**

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

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**TENDER NO.CEG9174L16**

**Description: Hiring of MUD ENGINEERING AND & DRILLING WASTE MANAGEMENT SERVICES for Drilling Three (3) Exploratory Well in KG Basin Project, Andhra Pradesh, India.**

Dear Sirs,

1.0 OIL INDIA LIMITED (OIL), 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. A Consortium of OIL INDIA LIMITED (OIL) and GeoGlobal Resources (Barbados) Inc where OIL is the operator, plan to drill 3 (three) exploratory wells in the on-land exploration areas/blocks, KG-ONN 2004/1.

**2.0 In connection with its operations, OIL invites International Competitive Bids (ICB) from shortlisted Contractors through OIL's e-procurement site for providing above services. One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL's e-procurement portal and Govt. 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.	Tender No.	<b><u>CEG9174L16</u></b>
ii.	Type of Tender	Single Stage-2 (two) bid System
iii.	Last Date for receipt of Pre-Bid Queries	As per online Tender
iv.	Techno-commercial Bid Closing Date & Time	As per online Tender

v.	Techno-commercial Bid Opening Date & Time	As per online Tender
vi.	Priced Bid Opening Date	Will be intimated to the eligible bidder(s) nearer the time
vii.	Bid Opening Place	OFFICE OF THE EXECUTIVE DIRECTOR (KGB & BEP), OIL INDIA LIMITED D.NO.11-4-7;3RD FLOOR NOKALAMMA TEMPLE STREET RAMARAOPET, KAKINADA-533004 ANDHRA PRADESH, INDIA
viii.	Bid Validity	180 days from date of closing of bid
ix.	Mobilization Time	Mobilization of tools, equipment, accessories, consumables & associated Services : Within 90 days  Mobilization of Contractor's Personnel : Within 7 days  Mobilization of tools, equipment, accessories, consumables & associated Services on Call-Out : Within 30 days  Interim remobilization of tools, equipment, accessories, consumables & associated Services : Within 30 days
x.	Bid Security Amount	<b>INR 25.34 LAKHS / USD 39 THOUSAND</b>
xi.	Bid Security Validity	210 days from date of closing of bid
xii.	Amount of Performance Guarantee	7.1/2 % of estimated contract value
xiii.	Validity of Performance Security	6 (six) months beyond the date of completion of Contract
xiv.	Duration of the Contract	One year and extendable by another One Year at the same rate, terms & conditions.
xv.	Quantum of Liquidated Damage for Default in Timely Mobilisation	@1/2 % of estimated total Contract value for delay per week or part thereof subject to maximum of 7.5%

xvi.	Bids to be addressed to	Executive Director (KGB & BEP), Oil India Limited D.NO.11-4-7;3RD FLOOR NOKALAMMA TEMPLE STREET RAMARAOPET, KAKINADA-533004 Andhra Pradesh, India
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### 3.0 **Integrity Pact :**

The Integrity Pact must be uploaded in OIL's E-procurement portal along with the Techno-commercial Bid, digitally signed by the same signatory who signed the Bid; i.e. who is duly authorized to sign the Bid. Any Bid not accompanied by the Integrity Pact digitally signed by the bidder shall be rejected straightway.

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

To participate in OIL's E-procurement tender, bidders should have a legally valid Digital Signature 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>). The digital signature should be of Class 3 digital certificate for the designated individual with organization name. Bidders must have a valid User Id to access OIL e-Procurement site. Bidders, who do not have a user id, can click on **Guest** login button to view the available open tenders. The detailed guidelines are available in OIL's e-procurement site. **The detailed guidelines are available in OIL's e-procurement site (Help Documentation).** For any clarification in this regard, bidders may contact Mr. A. J. Sarmah, Sr. Manager (ERP-MM) at [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in), Ph.: + 91 374 2807171.

### 5.0 **IMPORTANT NOTES:**

Bidders shall take note of the following important points while participating in OIL's e-procurement tender:

- i) The bid along with all supporting documents must be submitted through OIL's E-procurement site only except the following documents which shall be submitted manually by the bidder in sealed envelope superscribed with OIL's IFB No. and Bid Closing date to Executive Director, KG Basin Project, Oil India Limited, D.No.11-4-7; 3rd Floor, Nokalamma Temple Street, Ramaraopet, Kakinada-533004:
  - a) Original Bid Security

- b) Any other document required to be submitted in original as per tender requirement.
- c) Printed catalogue and Literature, if called for in the tender.
- d) Power of Attorney for signing the bid.

The above documents including the Original bid security must be received at OIL's office of the Executive Director on or before the bid opening date and time. A scanned copy of the Bid Security shall also be uploaded by the bidder along with their Techno-commercial Bid in OIL's E-procurement site.

- ii) 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 3.00 PM (IST) at the office of the Executive Director (KGB & BEP) in presence of the authorized representatives of the bidders.
- iii) The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The bidders shall have to submit both the "TECHNO-COMMERCIAL" and "PRICED" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Techno-commercial Bid should be as per Scope of Work & Technical Specifications along with all technical related documents related to the tender and the same is to be uploaded in the **Technical RFx Response** Page. Please note that no price details should be uploaded in the Technical RFx Response Page. Details of prices as per Bid format/priced bid can be uploaded as Attachment in the attachment link under '**Notes and Attachment**'.

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

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

**(R. Kumar)**  
**Head-Materials**  
**For Executive Director (KGB & BEP)**

## **PART-I**

### **INSTRUCTIONS TO BIDDERS**

**1.0** Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited (OIL), 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.

#### **A. BID DOCUMENTS**

**2.0** The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:

- (a) An “Invitation for Bids” highlighting the following points:
  - (i) Company’s Tender No.
  - (ii) Bid closing date and time
  - (iii) Bid opening date, time and place
  - (iv) Bid submission place
  - (v) Bid opening place
  - (vi) The amount of Bid Security
  - (vii) The amount of Performance Guarantee
  - (viii) Quantum of liquidated damages for default in timely mobilizations
- (b) Instructions to Bidders, (Part-1)
- (c) Bid Evaluation Criteria/Bid Rejection Criteria, (Part-2)
- (d) General Conditions of Contract, (PART 3, Section-I)
- (e) Terms of Reference & Technical Scope of Work, (Section-II)
- (f) Special Conditions of Contract, (Section-III)
- (g) Schedule of Rates, (Section-IV)
- (h) Integrity Pact Proforma, (Annexure-I)
- (i) Bio data and Experience of personnel (Annexure II)
- (j) Proforma undertaking from contractor’s personnel (Annexure III)
- (k) Estimated CIF value of items at the time of import, (Proforma-A)
- (l) Price Schedule Format, (Proforma-B)
- (m) Bid Form, (Proforma-C)
- (n) Certificate of Compliance with respect to BRC, (Proforma-D)
- (o) Statement of Non-Compliance (except BRC), (Proforma-E)
- (p) Bid Security Form, (Proforma-F)
- (q) Performance Security Form, (Proforma-G)
- (r) Contract Form, (Proforma-H)
- (s) Proforma of Letter of Authority, (Proforma-I)
- (t) Authorization for Attending Bid Opening, (Proforma-J)
- (u) Format of agreement between bidder and their parent company (Attachment-I)
- (v) Parent company/ subsidiary company guarantee (Attachment-II)
- (w) Format of agreement between bidder their sister subsidiary/co-subsidiary company and the ultimate parent/holding company of

both the bidder and the sister subsidiary/co-subsidiary  
(Attachment-III)

- 2.1 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.

### **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. However, bids in the name of 100% owned subsidiary or parent company owning 100% of Bidder Company in whose name the Bid Document has been issued shall be acceptable. Bids will be accepted only if they are in the form issued to the party.

- 3.2 Unsolicited offers 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.
- 4.2 The Addendum will be uploaded in OIL's E-Portal in the Technical RFx Page under the tab "Amendments to Tender Documents". Bidders shall also be intimated about the amendments through post/courier or by Fax or e-mail to all prospective Bidders to whom Company has issued the Bid Documents. The Company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-portal in the main page as well as the Technical RFx page time to time for any amendments to the bid documents before submission of their bids.

## **B. PREPARATION OF BIDS**

- 5.0 LANGUAGE OF BIDS:** The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an official and notarized English translated version, which shall govern for the purpose of bid interpretation.

**5.1 BIDDER'S/AGENT'S NAME & ADDRESS:** Bidders shall indicate in their bids their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address. Similar information shall also be provided in respect of their authorized Agents in India, if any.

**6.0 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:

**(i) TECHNO-COMMERCIAL BID shall** comprise of following:

I	Complete technical details of the services and equipment specifications with catalogue, etc.
ii	Documentary evidence established in accordance with clause 10.0
iii	Statement of compliance with respect to BRC as per Proforma-D
iv	Statement of Non-compliance (except BRC) as per Proforma-E showing the list of deviations taken by the bidder except for the conditions under BRC
v	Bid Security (scanned) in accordance with clause 11.0 hereunder, Hard copy shall reach us on or before Techno-Commercial Bid Closing Date and time.
vi	Proforma-A: List of items to be imported without the CIF values
vii	Copy of Priced bid without indicating prices (Proforma-B)
viii	Integrity Pact digitally signed by OIL's competent personnel as Annexure-I attached to the bid document to be digitally signed by the Bidder.

**(ii) PRICED BID shall comprise of the following:**  
**Bidder shall quote their prices in the following Proforma and shall upload the same in the OIL's E-Portal:**

i	Price Schedule Format, (Proforma-B)
ii	Bid Form as per Proforma-C
iii	Proforma-A showing the items to be imported with the CIF values. The Priced Bid shall contain the prices along with the currency quoted and any other commercial information pertaining to the service offered.

**7.0 BID FORM:** The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in their Bid.

## **8.0 BID PRICE:**

8.1 Unit prices must be quoted by the bidders on-line in figures only.

8.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.



8.3 All duties (except customs duty which will be borne by the Company) and taxes (excluding service tax) including Corporate Income Tax, Personal 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 accordingly. 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.

## **9.0 CURRENCIES OF BID AND PAYMENT:**

9.1 A bidder expecting to incur its expenditures in the performance of the Contract in more than one currency, and wishing to be paid accordingly, shall so indicate in the bid. In such a case, the bid shall be expressed in different currencies and the respective amounts in each currency shall together make up the total price.

9.2 Indian bidders too can submit their bids in any currency (including Indian Rupees) and receive payment in such currencies on par with foreign bidders. However, currency once quoted will not be allowed to be changed.

## **10.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** These are listed in **Bid Evaluation Criteria/Bid Rejection Criteria (Part – 2)**.

## **11.0 BID SECURITY:**

11.1 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 11.8.

11.2 All the bids must be accompanied by Bid Security for the amount as mentioned in the Forwarding Letter or an equivalent amount in other freely convertible currency. The Bid Security in original shall be submitted in a separate envelope as prescribed in Clause 15.3 below and shall be in any one of the following forms:

(a) A Bank Guarantee or irrevocable Letter of Credit in the prescribed format, vide **Proforma-F** or in another form acceptable to the Company: Bank Guarantee/LC issued from any of the following Banks only will be accepted:

- i) Any Nationalised / scheduled Bank in India or
- ii) Any Indian branch of a Foreign Bank or
- iii) Any reputed foreign Bank having correspondent Bank in India.

The Bank Guarantee / LC shall be valid for 30 days beyond the validity of the bids asked for in the Bid Document.

Bank Guarantees issued by Banks in India shall be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

(b) A Cashier's cheque or Demand Draft drawn on 'Oil India Limited' valid for 60 days from the date of bid opening and payable at Kakinada, Andhra Pradesh, India.

- 11.3 Any bid not secured in accordance with sub-clause 11.2 above shall be rejected by the Company as non-responsive.
- 11.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by Company, at the bidder's cost.
- 11.5 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of TENDER.
- 11.6 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 29.0 below is furnished.
- 11.7 Bid Security shall not accrue any interest during its period of validity or extended validity.
- 11.8 The Bid Security may be forfeited:
- i) If any bidder withdraws their Bid during the period of bid validity; and/ or
  - ii) If any bidder alters their Bid during the period of bid validity or if the bidder increases the price during the period of bid validity; and/ or
  - iii) If the bidders does not accept the LOA issued by Company within the validity of the bid; and/ or
  - iv) If the bid is accepted by Company, and work is awarded but the successful bidder does not furnish the Performance Security; and/ or
  - v) If the successful bidder fails to sign the Contract within reasonable time & within the period of bid validity.

- 11.9 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred for a period of 2(two) years.
- 11.10 The scanned copy of the Original Bid Security in the form of Bank Guarantee/ LC/Cashier Cheque/Bank Draft must be uploaded by bidder along with the Techno-Commercial Bid in the C-folder of OIL's E-portal. The Original Bid Security shall be submitted by the bidder to the office of Executive Director, KG Basin Project, Oil India Limited, D.No.11-4-7; 3rd Floor, Nookalamma Temple Street, Ramaraopeta, Kakinada-533004, Andhra Pradesh, India in a sealed envelope which must reach the above address before the Techno-commercial Bid Opening date and Time failing which the bid shall be rejected.
- 11.11 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the BG issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the BG can be obtained.

## **12.0 EXEMPTION FROM SUBMISSION OF BID SECURITY:**

- 12.1 Central Govt. offices and Central Public Sector undertakings are exempted from submitting Bid Security.

## **13.0 PERIOD OF VALIDITY OF BIDS:**

- 13.1 Bids shall remain **valid for 180** days after the date of bid opening prescribed by the Company. Bids of shorter validity will be rejected as being nonresponsive. If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for 180 days from Bid Opening Date.
- 13.2 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 11.0 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.

## **14.0 FORMAT AND SIGNING OF BID:**

- 14.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents shall be digitally signed by the bidder using "Class 3" digital certificates [e-commerce application (Certificate with personal verification and Organization 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.

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. The Power of Attorney in original shall be submitted by bidder as mentioned in Para 15.1 below.

The authenticity of above digital signature shall be verified through authorized CA after bid opening and 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.

- 14.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company may sustain on account thereof. In addition to the above, Bid Security/ Performance Security (as the case may be) will be forfeited and the party shall be debarred for a period of 2(two) years.
- 14.3 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process will be rejected.

## **15.0 SUBMISSION OF BIDS**

- 15.1 The tender is processed under single stage – Two bid system. Bidder shall submit the Techno-commercial 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. The Technical Bid is to be submitted as per Terms of Reference / Technical Specifications of the bid documents and Priced Bid as per the Price Schedule. The Techno-commercial Bid shall be uploaded in the **Technical RFx Response** Page only. Prices to be quoted as per Proforma-B shall be uploaded as attachment in the attachment link under "**Notes and Attachments**" Tab. No price shall be given in the

Technical RFx Response page, otherwise bid shall be rejected. The price bid shall not be submitted in physical form which shall not be considered. However, the following documents shall necessarily be submitted in physical form in sealed envelope superscribing the "IFB No., Brief Description of services and Bid Closing / Opening date & Time along with the bidder's name and shall be addressed to Executive Director, KG Basin Project, Oil India Limited, D.No.11-4-7; 3rd Floor, Nookalamma Temple Street, Ramaraopeta, Kakinada-533004, Andhra Pradesh, India as indicated in the IFB:

- (i) The Original Bid Security along with 2(two) copies.
- (ii) Power of Attorney for signing of the bid digitally
- (iii) Any other document required to be submitted in original as per bid document requirement.
- (iv) Printed catalogue and literature if called for in the bid document.

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

15.2 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 –E of the bid document and the same shall be uploaded along with the Techno-commercial Bid.

15.3 Timely delivery of the documents in physical form as stated in Para 15.1 above is the responsibility of the bidder. Bidders shall 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, failing which bid shall be rejected. Company shall not be responsible for any postal delay / transit loss.

15.4 E-mail/Fax/Telex/Telegraphic / Telephonic offers will not be accepted.

**16.0 INDIAN AGENTS:** Foreign Bidders are requested to clearly indicate in their bid whether they have any agent in India. If so, the bidders shall furnish the name and address of their agents and state clearly whether these agents are authorized to receive any commission. The rate of the commission included in the rates quoted by bidder shall be indicated which would be payable to Agent in non-convertible Indian currency according to Import Trade Regulation of India. Unless otherwise specified, it will be assumed that an agency commission is not involved in the particular Bid. Further, Bidders are requested to submit their bid directly and not through their agents in India. Offers made by Indian agents on behalf of their foreign principals will be rejected. Moreover, one Indian Agent cannot represent more than one foreign bidder against the IFB. In case an Indian agent represents

more than one foreign bidder against the IFB, then Bids of such Foreign bidders shall be rejected against the IFB.

**17.0 DEADLINE FOR SUBMISSION OF BIDS:**

- 17.1 Bids shall be submitted on-line 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 has been submitted by the bidder. Bidder may however request the Tender Dealing Officer for returning their bids / quote before the original bid closing date and time for resubmission. But no such request would be entertained once the submission deadline has reached or bids are opened.
- 17.2 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.
- 17.3 The documents in physical form as stated in Para 15.1 must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Opening date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

**18.0 LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded and submitted in system 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.

**19.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 19.1 The Bidder after submission of Bid may modify or withdraw its Bid by written notice prior to Bid Closing Date & Time.
- 19.2 The Bidder's modification or withdrawal notice shall be sent by fax / E-mail but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Bids.
- 19.3 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 19.4 Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondences will be entertained in this regard.
- 19.5 No Bid may 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.

**20.0 EXTENSION OF BID SUBMISSION DATE:**

Normally no request for extension of Bid Closing Date & Time will be entertained. However, Company at its discretion, may extend the Bid Closing Date and/or Time due to any reasons. In case of receipt of only one Bid on the Bid Closing Date and Time, Company may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted.

**[C] BID OPENING AND EVALUATION:**

**21.0 OPENING OF TECHNO-COMMERCIAL BIDS:**

- 21.1 Company will open the Bids, including submission made pursuant to clause 19.0, in the 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-J**) 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. In Techno-commercial bid opening, only Technical RFx Response page will be opened. Bidders therefore shall ensure that Techno-commercial bid is uploaded in the Technical RFx Response Page only.
- 21.2 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.
- 21.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 19.0 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 properly signed and whether the bids are generally in order.
- 21.4 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.

- 21.5 Company shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 21.4.
- 21.6 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.
- 21.7 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 way 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.
- 21.8 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.
- 21.9 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.
- 21.10 The Company shall perform Technical evaluation of the responsive bid(s) on the basis of **Section II 'Terms of Reference and Technical Specifications'** and **Part-2 'Bid Rejection Criteria/Bid Evaluation Criteria'**. Pursuant to Clause 21.0, the Company shall determine the successful Techno-commercial bid(s) for Price Bid opening.

## **22.0 OPENING OF PRICED BIDS:**



- 22.1 The Company will open the Priced Bids of the technically qualified Bidders on a specific date in presence of representatives of the interested qualified bidders. Technically qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance. In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.
- 22.2 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.

**23.0 CONVERSION TO SINGLE CURRENCY:** While evaluating the bids, the closing rate of exchange (CC rate) declared by State Bank of India on the day prior to price bid opening will be taken into account for conversion of foreign currency into Indian Rupees. Where the time lag between the opening of the price bids and final decision exceeds three months, the rate of exchange declared by State Bank of India on the date prior to the date of final decision will be adopted for conversion.

**24.0 EVALUATION AND COMPARISON OF BIDS:** The Company will evaluate and compare the bids as per **BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC), Part-2** of the Bid Documents.

- 24.1 **DISCOUNTS / REBATES:** Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.
- 24.2 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.
- 24.3 **LOADING OF FOREIGN EXCHANGE:** There would be no loading of foreign exchange for deciding the inter-se-ranking of domestic bidders.
- 24.4 **EXCHANGE RATE RISK:** Since Indian bidders are now permitted to quote in any currency and also receive payments in that currency, Company will not be compensating for any exchange rate fluctuations in respect of the services.
- 24.5 **REPATRIATION OF RUPEE COST:** In respect of foreign parties rupee payments made on the basis of the accepted rupee component of their bid, would not be repatriable by them. A condition to this effect would be incorporated by the Company in the contract.

**25.0 CONTACTING THE COMPANY:**

- 25.1 Except as otherwise provided in Clause 21.0 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 21.6.
- 25.2 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.

#### **D. AWARD OF CONTRACT**

**26.0 AWARD CRITERIA:** The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**27.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:** Company reserve 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.

#### **28.0 NOTIFICATION OF AWARD:**

- 28.1 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 Email (to be confirmed in writing by registered / couriered letter) that its Bid has been accepted.
- 28.2 The notification of award will constitute the formation of the Contract.
- 28.3 Upon the successful Bidder's furnishing of Performance Security pursuant to Clause 29.0 below, the Company will promptly notify each un-successful Bidder and will discharge their Bid Security, pursuant to Clause 11.0 hereinabove.

#### **29.0 PERFORMANCE SECURITY:**

- 29.1 Within 15 (fifteen) days of receipt of notification of award from the Company, the successful Bidder shall furnish to Company the Performance Security for an amount specified in the Forwarding Letter and Letter of Award (LOA) issued by Company to Contractor awarding the contract) as per **Proforma-G** or in any other format acceptable to the Company and must be in the form of Bank Guarantee (BG) or an irrevocable Letter of Credit (L/C) from any of the following Banks:

- i) Any Nationalized / Scheduled Bank in India OR

ii) Any Indian branch of a Foreign Bank OR

iii) Any reputed foreign Bank having correspondent Bank in India

The Performance Security shall be denominated in the currency of the Contract or in equivalent US Dollars converted at the B.C. Selling rate of State Bank of India on the date of issue of LOA (Letter of Award). Bank Guarantees issued by Banks in India shall be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

29.2 The Performance Security specified above must be valid for 6 (six) months beyond the Contract duration. The Performance Security will be discharged by Company not later than 30 days following its expiry. In the event of any extension of the Contract period, Bank Guarantee shall be extended by Contractor by the period equivalent to the extended period.

29.3 The Performance Security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill its obligations under the Contract.

29.4 The Performance Security will not accrue any interest during its period of validity or extended validity.

29.5 Failure of the successful Bidder to comply with the requirements of Clause 29.0 and/or 30.0 shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security or Performance Security. In such an eventuality, the party shall be debarred for a period of 2 (two) years from the date of default.

29.6 If Bank Guarantee is submitted towards 'Performance Bank Guarantee', then bidders have to ensure that the BG issuing bank indicate the name and detailed address(including e-mail) of their higher office from where confirmation towards genuineness of the BG can be obtained.

### **30.0 SIGNING OF CONTRACT:**

30.1 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.

30.2 Within 30 days of issue of LOA, the successful Bidder shall sign and date the Contract and return it to the Company. Till the Contract is

signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

- 30.3 In the event of failure on the part of the successful Bidder to sign the Contract within the period specified above or any other time period specified by Company, the Company 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. The party shall also be debarred for a period of 2 (two) years from the date of default.

**31.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**

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

- 32.0 CREDIT FACILITY:** Bidders shall 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.

**33.0 MOBILISATION ADVANCE PAYMENT:**

- 33.1 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. However, any mobilization advance shall be given in two phases – 50% of mobilization charges before shipment of materials, equipment & tools etc. and rest 50% after the shipment is completed.
- 33.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value shall 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.
- 33.3 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.

**34.0 INTEGRITY PACT:**

34.1 Company shall be entering into an Integrity Pact with the Bidders as per format enclosed vide Annexure--I of the Bid Document, which has been digitally signed by competent authority of OIL. The Integrity Pact must be submitted with the Techno-commercial Bid duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Any Bid not accompanied by the Integrity Pact duly signed by the bidder shall be rejected straightway. 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 has signed the bid.

34.2 OIL has appointed Shri Rajiv Mathur, IPS (Retd), Former Director, IB, Govt. of India as Independent Monitors (IEMs) for a period of 3 (three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent Monitor for any matter relating to the IFB at the following addresses:

a) SHRI RAJIV MATHUR, IPS (Retd.), e-Mail ID:  
[rajivmathur23@gmail.com](mailto:rajivmathur23@gmail.com)

Bidders may contact the Independent Monitors for any matter related to the Tender.

**35.0 SITE VISIT:** The Bidder, at the Bidder's own cost, responsibility and risk is encouraged to visit and examine the site of work and its surroundings, understand the logistics and obtain all information that may be necessary for preparing the Bid and entering into a Contract for the required services/work.

The Contractor shall be deemed prior to Pre-bid Conference & submitting their Bid to have:

- a) Inspected and examined the Site and its surroundings and carried out such surveys as it considers necessary;
- b) Satisfied itself as to the nature of the work and materials necessary for the execution of the Works;
- c) Satisfied itself as to the circumstances at the Site, including, without limitation, the ground and sub-soil, the form and nature of the Site and the climate and hydrological conditions of the Site;
- d) Satisfied itself as to the means of communication with and access to & through the Site, the accommodation it may require and the precautions and the times and methods of working;

- e) Obtained for itself all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the Contract price and its obligations under the Contract;
- f) Satisfied itself with all the Indian as well as local conditions, factors and legislation which may have any effect on the execution of the work covered under the Bid Document;
- g) Ascertained the general labour position at the Site and have understood the cost associated with engagement of the labours.

### **36.0 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.

**37.0 LOCAL CONDITIONS:** It is imperative for each Bidder to fully inform 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 Bid Document. The bidders shall be deemed prior to submitting their bids to have satisfied themselves of the all aspects covering the nature of the work as stipulated in the Tender 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.

***END OF PART-I***

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**PART – 2**

**BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)**

**A) BID REJECTION CRITERIA:** The bid shall conform generally 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 rejected.

1.0 **TECHNICAL:** Bidders must meet the following criteria :

1.1 **Experience of Bidder:**

- (i) The bidder should be in business of providing Mud Engineering services in-house to E&P operators for past five (5) years reckoned from techno-commercial bid closing date. Drilling Waste Management Services, however, can be outsourced by the bidder through tie-up/consortium; but the outsourced party should have rendered similar services for past three (3) years reckoned from techno-commercial bid closing date. The bidder should furnish documentary evidence including all information of one Contract/job carried out by them during the above period.
- (ii) Bidder should have provided Mud Engineering and Drilling Waste Management services for minimum five (5) numbers of exploratory wells in the past five (5) years reckoned from techno-commercial bid closing date. The bidder is required to submit documentary evidence of such five wells including but not limited to depth, mud system used in different stages, mud related downhole problems faced, if any, their solution etc.
- (iii) The bidder must have experience of providing mud engineering service using environment friendly mud system like Potassium Acetate Mud System/Potassium Formate/Glycol Amine etc. for at least two exploratory wells in past five (5) years.

1.2 **Experience of Bidder's Personnel:**

- (i) Deployment of competent personnel, as required for the service, should have minimum five (5) years of experience for lead mud engineer out of which at least three (3) years in handling mud system independently in exploratory wells and three (3) years for second mud engineer. Bidder should submit bio-data of at least three mud engineers at the time of bid submission.

- (ii) Deployment of one (1) qualified waste management supervisor, as required for the service should have minimum three (03) years of experience in DWM system. The DWM operators must have minimum three years of experience in similar systems. The bidder must submit the bio-data of one DWM supervisor and three DWM operators at the time of bid submission.
- 1.3 In case, the bidder is a **consortium of companies**, the following requirement should be satisfied by the bidder:
- (a) The leader of consortium should satisfy the experience criteria of Clause 1.1 above. However, any one of the consortium members individually shall have to meet the financial turnover criteria as mentioned in Clause 2.1 below.
  - (b) The Leader of consortium should confirm unconditional acceptance of full responsibility of executing the 'Scope of Work' of this bid document. This confirmation should be submitted along with the un-priced bid.
  - (c) All the members of consortium must undertake in their MOU that each party shall be jointly and severally liable to the Company for any and all obligations and responsibilities arising out of this contract. Notwithstanding anything to the contrary stated herein, the responsibility of completion of job under this Contract will be that of the consortium leader.
  - (d) MOU/ Agreement concluded by the bidder with consortium partners, should also be addressed to the Company, clearly stating that the MOU / Agreement is applicable to this Tender and shall be binding on them for the Contract period. In the MoU, the leader of the consortium shall confirm unconditional acceptance of full responsibility of executing the 'Scope of Work'.
  - (e) Only the Leader of the consortium shall submit bid and sign the contract agreement (in the event of award of contract) on behalf of the consortium.
  - (f) The Bid Security shall be in the name of the Leader of the consortium on behalf of consortium with specific reference to consortium bid and name & address of consortium members. Similarly the Performance Security shall be in the name of the Leader on behalf of the consortium
- 1.4 **Eligibility criteria in case bid is submitted on the basis of technical experience of the parent/ subsidiary company:**



Offers of those Bidders who themselves do not meet the technical experience criteria as stipulated in the BEC can also be considered provided the Bidder is a subsidiary company of the parent company in which the parent company has 100% stake or parent company can also be considered on the strength of its 100% subsidiary. However, the parent/ subsidiary company of the Bidder shall on its own meet the technical experience as stipulated in the BEC and shall not rely for meeting the technical experience criteria on its sister subsidiary/ co-subsidiary company or through any other arrangement like Technical Collaboration agreement. In that case as the subsidiary company is dependent upon the technical experience of the parent company or vice-versa with a view to ensure commitment and involvement of the parent/ subsidiary company for successful execution of the contract, the participating bidder shall enclose an Agreement (as per format enclosed at Attachment – I) between the parent and the subsidiary company or vice-versa and Parent/ Subsidiary Guarantee (as per format enclosed at Attachment – II) from the parent/ subsidiary company to OIL for fulfilling the obligation under the Agreement, along with the techno-commercial bid.

**1.5 Eligibility criteria in case bid is submitted on the basis of technical experience of sister subsidiary/ co-subsidiary company:**

Offers of those bidders who themselves do not meet the technical experience criteria stipulated in the BEC can also be considered based on the experience criteria of their sister subsidiary/ co-subsidiary company within the ultimate parent/ holding company subject to meeting of the following conditions:-

- i. Provided that the sister subsidiary/ co-subsidiary company and the bidding company are both 100% subsidiaries of an ultimate parent/ holding company either directly or through intermediate 100% subsidiaries of the ultimate parent/ holding company or through any other 100% subsidiary company within the ultimate/ holding parent company. Documentary evidence to this effect to be submitted by the ultimate parent/ holding company along with the techno-commercial bid.
- ii. Provided that the sister subsidiary/ co-subsidiary company on its own meets and not through any other arrangement like Technical Collaboration agreement meets the technical experience criteria stipulated in the BEC.  
Provided that with a view to ensure commitment and involvement of the ultimate parent/ holding company for successful execution of the contract, the participating bidder shall enclose an agreement (as per format enclosed at Attachment – III) between them, their ultimate parent/ holding company and the sister subsidiary/ co-subsidiary company.

1.6 In case the bidder is a legal entity/affiliates of the Party (or, their parent company) to whom tender has been issued, the participating bidder should submit necessary documents to substantiate the same in addition to fulfilling all the criteria.

**1.4 Other Requirements:**

- (i) The bidder should submit MSDS and specification of chemicals at the time of bid submission **without which the bid will not be considered for bid evaluation.**
- (ii) The bidder must submit the necessary certificates from competent authorities indicating the suitability of the use of their proposed equipment in oil well drilling sites/ hazardous area.
- (iii) The competent personnel deployed for Mud Engineering and Drilling Waste Management services should be fluent in English language, both written and spoken.
- (iv) All the documents, certificates, information in support of meeting above criteria must be submitted along with the techno-commercial bid.

1.5 **MOBILIZATION SCHEDULE:** The bidder must be in a position to mobilize the services as under:-

<b>Particulars</b>	<b>Mobilization Time</b>
Mobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work	Within 90 days of Mobilization notice issued by Company
Mobilization of Contractor's Personnel	Within 7 days of Mobilization notice issued by Company
Mobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work on <b>Call-Out</b>	Within 30 days of Mobilization notice issued by Company
Interim remobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work	Within 30 days of Mobilization notice issued by Company

## **2.0 COMMERCIAL - BID SUBMISSION**

- 2.1 **FINANCIAL STRENGTH OF BIDDER:** Average annual financial turnover during the last 3 accounting years shall be minimum **INR 4.57 Crores or USD 0.70 million** for bidders offering the service.
- 2.2 The bids are to be submitted in a single stage two bid system, i.e. Techno-commercial Bid (Un-priced) and Commercial Bid (Priced) separately as per Part-1 Clause 15.0 of the Tender. Bids shall be rejected outright if the Techno-commercial Bid contains the prices.

- 2.3 Bidder shall offer **firm prices**. Price quoted by the successful bidder must remain firm during the execution of the Contract and not subject to variation on any account.
- 2.4 **Bid Security** shall be uploaded as a part of the Techno-commercial bid in the Technical RFx Response page of OIL's E-portal. The original Bid Security shall be submitted by bidder to the office of Executive Director (KGB & BEP), KAKINADA, India in a sealed envelope and must reach office of the Executive Director, Kakinada before the Techno-commercial Bid Opening date and Time. The amount of Bid Security shall be as specified in the Bid Document.
- 2.5 Any bid received in the form of Telex/Cable/Fax/Email will not be accepted.
- 2.6 Bidders shall bear, within the quoted rates, the personal tax as applicable in respect of their personnel and Sub-Contractor's personnel, arising out of execution of the Contract.
- 2.7 Bidders shall bear, within the quoted rate, the corporate tax as applicable on the income from the Contract.
- 2.8 Any bid containing false statement may be liable for rejection.
- 2.9 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price-Bid Format of bidding document; otherwise the bid will be summarily rejected.
- 2.10 Bidder must accept and comply with the following clauses as given in the Tender Document in toto failing which offer shall be rejected:
- (i) Performance Guarantee Bond Clause
  - (ii) Force Majeure Clause
  - (iii) Tax Liabilities Clause
  - (iv) Arbitration Clause
  - (v) Acceptance of Jurisdiction and Applicable Law
  - (vi) Liquidated damage cum penalty clause
  - (vii) Safety and Labour Law
  - (viii) Termination Clause
  - (ix) Integrity Pact
  - (x) Bid Security clause
- 2.11 The Integrity Pact, duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid, shall be furnished as a part of the techno-commercial bid. Bids without the Integrity Pact digitally signed by the bidder shall be rejected straightway.
- 2.12 The bid documents are not transferable. Bids made by bidders who have not been issued the Bid documents from the Company will be rejected

2.13 Bidders shall quote directly and not through their agents in India. Offers made by Indian agents on behalf of their foreign principals will be rejected. One Indian agent cannot represent more than one foreign principal.

### **3.0 GENERAL**

#### **3.1 Proforma - D - The compliance statement should be duly filled up.**

In case bidder takes exception to any clause of the tender 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.

3.2 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 in “**ONE GO**” on or before the deadline given by the Company, failing which the offer will be summarily rejected.

3.3 If any of the clauses in the BRC contradict with other clauses of tender document elsewhere, then the clauses in the BRC shall prevail.

### **4.0 DOCUMENTS**

Bidders must furnish documentary evidences with the specific chapters, separated by dividers, in the same order as set out here below (a) to (f) in support of fulfilling all the requirements.

- (a) **Experience of bidder** – Statement to be furnished by bidder in tabular form alongwith copies of contracts / work orders /completion certificates / proof of release of Performance Security/ final payment certificates issued by the clients/ any other documentary evidence that can substantiate the satisfactory execution of the contracts.
- (b) MOU/ Agreement concluded with consortium partners along with the techno-commercial bid.
- (c) Financial turnover of bidder– Audited balance sheets / profit and loss accounts etc. for the past three (3) years.
- (d) Contractor's general structure and organisation, including the branch / sub-division dedicated to such activities.
- (e) Details of bidder's Health, Safety and Environmental Policy and Programme together with HSE Management System. HSE considerations on site and throughout the requirement are part of contractor's responsibility and Contractor must have proven methods for managing risks associated with its own scope of services and all interfaces with others. These methods must be clearly indicated.

- (f) Resume of key personnel to be involved in the services with experience in their respective position.
- (g) Reference (including emails and telephone numbers) of three major customers that can be contacted for information / reference

Bid without the listed documents or information shall be rejected.

**B. BID EVALUATION CRITERIA:**

The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.

- 5.1 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Commercial Bids shall be evaluated taking into account the rates quoted in the **PRICE BID FORMAT as per Proforma – B.**
- 5.2 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. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 5.3 For conversion of foreign currency into Indian currency for evaluation of Bids, B.C. selling (Market) rate declared by State Bank of India, one day prior to the date of priced bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceeds 3(three) months, then B.C. Selling(Market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 5.4 The bidders must quote their charges/ rates in the manner as called for vide “Schedule of Rates” under **Section - IV** and the summarized price schedule format vide enclosed **Proforma -B.**
- 5.5 The quantities shown against each item in the “**Price Bid Format (i.e. in Proforma-B)**” shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the number of days/parameters for various operations are only for the purpose of evaluation of the bid and the bidder will be paid on the basis of the actual number of days/parameter, as the case may be.
- 6.0 **CUSTOMS DUTY** : The Tools and the services under this Contract shall be carried out in ML/PEL areas of the Company which have been issued or renewed to Company after 01/04/99 and therefore, Customs Duty on the imports under this Contract presently shall be Nil. Bidders should take note of the same while quoting. No customs duty is therefore considered for evaluation.

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**PART – 3**

**SECTION – I**

**GENERAL CONDITIONS OF CONTRACT**

**1.0 DEFINITIONS:**

1.1 In the contract, the following terms shall be interpreted as indicated:

- a) **“Affiliate”** means any Person which Controls, or is Controlled by, or under common Control with a Party; “Control” in this context means ownership of more than fifty percent (50%) of the shares of a Person and/or the right to appoint majority directors on Board by contract or otherwise;
- b) **“Approval”** as it relates to Company, means written approval;
- c) **"Company"** or “OIL” means Oil India Limited;
- d) **“Company’s items”** means the equipment, materials and services, which are to be provided by Company at the expense of Company and listed in the Contract;
- e) **"Company's Personnel"** means the personnel to be provided by OIL or OIL's contractor (other than the Contractor executing this Contract). The Company representatives of OIL and Consultant deployed by OIL for supervision of operations are also included in the Company's personnel;
- f) **"Contract"** means agreement entered into between Company and Contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- g) **"The Contract Price"** means the price payable to Contractor under the contract for the full and proper performance of its contractual obligations;
- h) **"Contractor"** means the individual or firm or Body incorporated performing the work under this Contract;
- i) **“Contractor’s items”** means the equipment, materials and services, which are to be provided by Contractor or to be provided by Company at the expense of the Contractor, which are listed in section II under Terms of Reference and Technical Specifications;
- j) **"Contractor's Personnel"** means the personnel to be provided by the Contractor from time to time to provide services as per the contract;

- k) **“Critical Sour well”** mean as documented in industry recommended practice Volume 1 (IRP 1).
- l) **“Day”** means a calendar day of twenty-four (24) consecutive hours beginning at 06:00 hrs. and ending at 06:00 hrs.;
- m) **“Gross Negligence”** means 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 wanton indifference to, avoidable and harmful consequences such person or entity knew, or shall 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.
- n) **Deleted**
- o) **“Willful Misconduct”** means 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.
- p) **“Party”** shall mean either the Company or Contractor as the context so permits and, as expressed in the plural, shall mean the Company and Contractor collectively;
- q) **“Site”** means the land and other places, on/under/ in or through which the works are to be executed by the Contractor and any other land and places provided by the Company for working space or any other purpose as designated hereinafter as forming part of the Site;
- r) **“Work”** means each and every activity required for the successful performance of the services described in Section II, the Terms of Reference.
- s) **“Co-venturers”** shall mean any co-venturers with the Company from time to time  
having an interest in either the PSC and/or a Joint and/or associated agreements for the purposes of exploration and production in the Operating Area and on whose behalf the Company would be deemed to have entered into this Contract.

**2.0 EFFECTIVE DATE, MOBILISATION TIME, DATE OF COMMENCEMENT OF CONTRACT AND DURATION OF CONTRACT:**

- 2.1 EFFECTIVE DATE:** The Contract shall become effective as of the Date Company notifies Contractor in writing (through Letter of Award) that it

has been awarded the Contract. Such date of notification of award of Contract will be the Effective Date of Contract.

**2.2 MOBILISATION TIME OF CONTRACT:** The mobilization of Contractor's items and personnel, as specified in the Contract, shall be completed by the Contractor within the time period as specified in Mobilisation Schedule of Section II 'Terms of Reference and Technical Specifications'. Mobilization shall be deemed complete:

- a. Once Contractor's items and personnel reaches the Company's or Contractor's base near to the Site, Contractor shall issue a notice of inspection (stating its readiness to commence Work as envisaged under the Contract) to the Company; and
- b. Company shall inspect the Contractor's items within 7 (seven) days on receipt of the Contractor's notice of inspection and certify completion of mobilization. Should Company representative report any damage/ deficiency during the inspection, the mobilization shall be completed only after the remedy/ fulfillment of such damage/ deficiency.

Note: The Company, at its discretion, may allow mobilization on staggered basis & mobilization charges shall be paid accordingly.

**2.3 COMMENCEMENT DATE OF THE CONTRACT:** The date on which the mobilization is completed in all respects is treated as date of commencement of Contract. The Commencement Date of the Contract will be reckoned from one day after the mobilization is certified by the Company to be completed as defined under Clause No. 2.2 above.

**2.4 DURATION OF CONTRACT:** The Contract shall be initially valid for a period of 1 (one) year from the Commencement Date of the Contract, with an option to extend the same for a further period of 1 (one) year at the discretion of Company at the same rates, terms and conditions. The terms and conditions of the Contract shall continue until the completion/abandonment of the well being drilled at the time of the end of initial term of the Contract or any extension thereof

**3.0 GENERAL OBLIGATIONS OF CONTRACTOR:** Contractor shall, in accordance with and subject to the terms and conditions of this Contract:

3.1 Perform the work described in the Scope of Work (Section-II) in most economic and cost effective way.

3.2 Except as otherwise provided in the Terms of Reference and the Special Conditions of Contract, provide all manpower as required to perform the Work.



- 3.3 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.
- 3.4 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 in so far as otherwise provided, cover all its obligations under the Contract.
- 3.5 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.
- 3.6 Take all measures necessary to protect the personnel, Work and facilities; and shall observe all safety regulations in accordance with acceptable oilfield practice and applicable Indian Laws such as Mines safety rules etc. Contractor shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care & caution in preventing fire, explosion and blow out.

**4.0 GENERAL OBLIGATIONS OF THE COMPANY:** Company shall, in accordance with and subject to the terms and conditions of this contract:

- 4.1 Pay Contractor in accordance with terms and conditions of the contract. The period of time for which each rate shall be applicable shall be computed from and to the nearest quarter of an hour. The rates contained in the Contract shall be based on Contractor's operation being conducted on a seven (7) days week and a twenty-four (24) hours work day. Under the Contract, Contractor shall be entitled to the applicable rate defined in Section-IV (Schedule of Rates). These rates are payable when the required condition has existed for a full 24 hours period. If the required condition existed for less than 24 hours then payments shall be made on pro-rata basis.
- 4.2 Allow Contractor access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.
- 4.3 Perform all other obligations required of Company by the terms of this contract.

**5.0 PERSONNEL TO BE DEPLOYED BY THE CONTRACTOR:**

- 5.1 Contractor warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.
- 5.2 The Contractor shall ensure that their personnel observe applicable Company and statutory safety requirement. Upon Company's written request, Contractor, entirely at its own expense, shall remove any personnel of the Contractor determined by the Company to be unsuitable, not later than 7 (seven) days without effecting the operation and shall promptly replace such personnel with personnel acceptable to the Company.
- 5.3 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 Kakinada/ field site, en-route/ local boarding, lodging & medical attention etc. Company shall have no responsibility or liability in this regard.
- 5.4 Contractor's key personnel shall be fluent in the English language (both written and spoken).
- 5.5 Contractor's Personnel shall have access to the medical assistance as may be available to Company's employees at the drilling site, provided that Company shall bear no responsibility and that Contractor shall bear all costs in relation therewith. In the event of emergency at a drilling site requiring hospital treatment of Contractor's personnel, Company shall secure transportation of said personnel to the nearest hospital, provided that Company shall bear no responsibility.

## **6.0 WARRANTY AND REMEDY OF DEFECTS:**

- 6.1 Contractor warrants that it shall perform the work in a professional manner and in accordance with their highest degree of quality, efficiency, and with the state of the art technology/inspection services and in conformity with all specifications, standards and drawings set forth or referred to in the Technical Specifications. They should comply with the instructions and guidance, which Company may give to the Contractor from time to time.
- 6.2 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.

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

7.1 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 so far, 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 :

(a) which is 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) which is 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.

7.2 Contractor shall not, without Company's prior written consent, make use of any document or information except for purposes of performing the Contract.

7.3 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. 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;

## **8.0 TAXES:**

- 8.1 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.
- 8.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by Contractor.
- 8.3 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. Other than the information provided by the Contractor, the Contractor shall not be responsible for any inaccurate information provided by the Company to the Tax authorities and the Company shall indemnify the Contractor for all claims, expenses, costs or losses of any nature arising from such inaccuracy. Contractor shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.
- 8.4 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.
- 8.5 Deleted
- 8.6 Corporate income tax shall 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 .

- 8.7 Corporate and personal taxes on Contractor shall be the liability of the Contractor and the Company shall not assume any responsibility on this account.
- 8.8 All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by Contractor (except customs duty) shall be borne by the Contractor.
- 8.9 **Service tax:** The price excludes Services Tax and the service tax as applicable shall be to the Company account. The Service tax amount on the taxable part of the services provided by the Contractor shall be paid by the Company as per provisions of the Service Tax Act.

**9.0 INSURANCE:**

- 9.1 The Contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment (except when tools / equipment are below Rotary Table or in the well bore) belonging to the Contractor or its subcontractor (if applicable) during the currency of the contract including the third party items/ consumables. For materials / equipment belong to the Contractor or its sub-contractor, Contractor may self-insure the same.
- 9.2 Contractor shall at all time during the currency of the contract provide, pay for and maintain the following insurances amongst others except when tools / equipment are below Rotary Table or in the well bore : :
- a) Workmen compensation insurance as required by the laws of the country of origin of the employee.
  - b) Employer's Liability Insurance as required by law in the country of origin of employee.
  - c) General Public Liability Insurance or Comprehensive General 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 fulfill the provisions under this contract.
  - d) Contractor's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards) except when tools / equipment are below Rotary Table or in the well bore or Contractor may self-insure its tools/ equipment.
  - e) 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.

- f) Public Liability Insurance as required under Public Liability Insurance Act 1991, "if applicable".

9.3 Deleted

- 9.4 Any deductible set forth in any of the above insurance shall be borne by Contractor.
- 9.5 Contractor shall furnish to Company prior to commencement date, certificates of all its insurance policies covering the risks mentioned above.
- 9.6 If any of the above policies expire or are cancelled during the term of this Contract and Contractor fails for any reason to renew such policies, then the Company will renew/replace same and charge the cost thereof to Contractor. Should there be a lapse in any insurance required to be carried by Contractor for any reason whatsoever, loss/damage claims resulting there from shall be to the sole account of Contractor.
- 9.7 Contractor shall require all of their 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.
- 9.8 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.

**10.0 CHANGES:**

- 10.1 During the performance of the work, Company may make minor change to take care of any supplementary work within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. Contractor shall perform the work as changed. Changes of this nature will be affected by written order by the Company.
- 10.2 If any change result in an increase in compensation due to Contractor or in a credit due to Company, Contractor shall submit to Company an estimate of the amount of such compensation or credit in a form prescribed by Company. Such estimates shall be based on the rates shown in the Schedule of Rates (Section-IV). Upon review of Contractor's estimate, Company shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the

change. If Contractor disagrees with compensation or credit set forth in the Change Order, Contractor shall nevertheless perform the work as changed, and the parties shall resolve the dispute in accordance with Clause 13 hereunder. Contractor's performance of the work as changed will not prejudice Contractor's request for additional compensation for work performed under the Change Order.

#### **11.0 FORCE MAJEURE:**

- 11.1 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 for the period during which such cause lasts. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, Cyclone, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor), acts of government of the two parties, which makes performance impossible or impracticable and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.
- 11.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within Seventy Two (72) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.
- 11.3 Should 'force majeure' condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence the 'force majeure' rate shall apply for the first fifteen days. Parties will have the right to terminate the Contract if such 'force majeure' conditions continue beyond fifteen (15) days with prior written notice. 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 unless otherwise agreed to.

#### **12.0 TERMINATION:**

- 12.1 **TERMINATION ON EXPIRY OF THE TERMS (DURATION):** The contract shall be deemed to have been automatically terminated on the expiry of duration of the Contract or the extension period, if exercised by Company under the provision of the Contract.
- 12.2 **TERMINATION ON ACCOUNT OF FORCE MAJEURE:** Either party shall have the right to terminate the Contract on account of Force Majeure as set forth in Clause 11.0 above.

- 12.3 **TERMINATION ON ACCOUNT OF INSOLVENCY:** In the event that the Contractor or its collaborator 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, 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.
- 12.4 **TERMINATION FOR UNSATISFACTORY PERFORMANCE:** If the Company considers that, the performance of the Contractor is unsatisfactory, or not up to the expected standard, the Company shall notify the Contractor in writing and specify in details the cause of the 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 proceed diligently to remedy to Company's satisfaction the matter(s) complained of, within a period of 7 (seven) days after such written notice is received by Contractor.
- 12.5 **TERMINATION DUE TO CHANGE OF OWNERSHIP & ASSIGNMENT:** In case the Contractor's rights and / or obligations under the Contract and/or the Contractor's rights, title and interest to the equipment/material, are transferred or assigned without the Company's consent, the Company may at its absolute discretion, terminate the Contract.
- 12.6 If at any time during the term of the Contract, breakdown of Contractor's equipment results in Contractor being unable to perform their obligations hereunder for a period of 15 (fifteen) successive days, Company at its option may terminate this Contract in its entirety 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.
- 12.7 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 clause from 12.1 to 12.6 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 for services as per the Contract up to the date of termination including the De-mob cost, if any.
- 12.8 **CONSEQUENCES OF TERMINATION:** In all cases of termination herein set forth, the obligation of the Company to pay for Services as per the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of the Contract that reasonably require some action or forbearance after such termination.



In the event of termination of Contract pursuant to the Clause 12.3, 12.4, 12.5 & 12.6, no Demobilization Charges shall be payable to Contractor.

12.9 Upon termination of the Contract, Contractor shall return to Company all of Company's items, which are at the time in Contractor's possession.

12.10 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 equipment, personnel & materials.

12. 11 **Deleted.**

### **13.0 SETTLEMENT OF DISPUTES AND ARBITRATION:**

**13.1** Arbitration (Applicable for suppliers / contractors other than PSU) :

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 :

1. 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.
2. 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
Upto Rs. 5 Crore	Sole Arbitrator	OIL
Above Rs. 5 Crore	3 Arbitrators	One Arbitrator by

		each party and the 3rd Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators
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3. 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.
4. Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.
5. 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.
6. Parties agree that neither shall be entitled for any pre-reference or pendentite-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
7. The arbitral tribunal shall make and publish the award within time stipulated as under :

Amount of Claims and counter claims(excluding interest)	Period for making and publishing of the award (counted from the date of first meeting of the Arbitrators)
Upto Rs. 5 Crore	Within 8 months
Above Rs. 5 Crore	Within 12 months

The above time limit can be extended by Arbitrator, for reasons to be recorded in writing, with the consent of the other parties.

8. 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.

9. 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, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.

10. The Arbitration shall be held at the place from where the contract has been awarded. However, parties to the contract can agree for a different place for the convenience of all concerned.
11. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
12. 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.

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

In the event of any dispute or difference relating to, arising from or connected with the CONTRACT, such dispute or difference shall be referred by either party to the arbitration of one of the Arbitrators in the Department of Public Enterprises, to be nominated by the Secretary to the Government of India, In-Charge of the Bureau of Public Enterprises. The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, 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.

The venue of all arbitrations under both 13.1 & 13.2 will be Kakinada, Andhra Pradesh. The award made in pursuance thereof shall be binding on the parties.

**14.0 NOTICES:**

- 14.1 Any notice given by one party to other, pursuant to this Contract shall be sent in writing or Fax and confirmed in writing to the applicable address specified below:

**Company**

EXECUTIVE DIRECTOR (KGB & BEP)  
Door No: 11-4-7(3<sup>rd</sup> Floor)  
Nookalamma Temple Street  
Ramaraopeta  
Kakinada-533004  
Andhra Pradesh  
India  
Fax No. 0884-2352383

**Contractor**

_____
_____
_____
_____
_____
_____

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

**15.0 SUBCONTRACTING/ASSIGNMENT:** Contractor shall not subcontract, transfer or assign the contract, or any part under this Contract, to any third party(ies) except with Company's prior written consent. Except for the main operations with manpower services under this Contract, Contractor may sub-contract the petty support services subject to Company's prior approval. However, Contractor shall be fully responsible for complete execution and performance of the services under the Contract.

**16.0 MISCELLANEOUS PROVISIONS:**

- 16.1 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.
- 16.2 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.
- 16.3 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.

- 16.4 Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel in which case the replaced person shall have equal experience and qualification, which will be again subject to approval, by the Company.

**17.0 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY MOBILISATION:**

- 17.1 Time is the essence of this Contract. In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 1/2% of 1<sup>st</sup> year estimated Contract value (including mobilization cost), per week or part thereof for delay subject to maximum of 7.5% of contract value (including mobilization cost). Liquidated Damages will be reckoned from the date after expiry of the scheduled mobilization period till the date of commencement of Contract as defined in Clause No. 2.3 of Section - I.

- 17.2 If the Contractor fails to mobilise within 15 weeks after the stipulated date or, any extended date as agreed by the Company, then the Company reserves the right to cancel the Contract without any compensation whatsoever.

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/breach on the part of the Contractor and the said amount will be payable without proof of actual loss or damage caused by such delay/breach and without any demur and shall not be open for any dispute whatsoever.

- 18.0 PERFORMANCE SECURITY:** The Contractor shall furnish to Company a Bank Guarantee/LC for 7.5% of 1<sup>st</sup> year Contract value valid till 6 (six) months beyond the Contract Expiry date towards Performance Security. The performance security shall be forfeited by Company, if Contractor fails to fulfill its obligations under the Contract or in respect of any amount due from the Contractor to the Company. In the event of any extension of the Contract period, Performance Security shall be extended by the period equivalent to the extended period of the Contract. The Performance Security will be discharged by Company not later than 30 (thirty) days following its expiry.

- 19.0 ASSOCIATION OF COMPANY'S PERSONNEL:** Company's engineers/ Company's hired engineers/ consultants will be associated with the work throughout the operations and shall at all times have

complete access to the Site for the purpose of observing inspection or supervising the work performed by Contractor.

**20.0 LABOUR:** The recruitment of the labour shall be met from the areas of operation and wages will be according to the rates prevalent at the time which can be obtained from the District Authorities of the area. The facilities to be given to the labourers shall conform to the provisions of labour laws as per contract Labour (Regulation and Abolition) Act, 1970. However, the Contractor shall not make the Company liable to reimburse the Contractor to the statutory increase in the wage rates of the contract labour appointed by the Contractor. Such statutory or any other increase in the wage rates of the contract labour shall be borne by the Contractor.

**21.0 LIABILITY:**

21.1 Except as otherwise expressly provided, neither Company nor its co-leases, its servants, agents, nominees, contractors, or sub-contractors or its Affiliates or Co-venturers 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. 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.

21.2 Neither Company nor its co-leases, its servants, agents, nominees, assignees, contractors, sub-contractors or its Affiliates or Co-venturers 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 subcontractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.

21.3 The Contractor hereby agrees to waive its right to recourse and further agrees to cause their underwriters to waive their right of subrogation against Company and/or its co-leases, its underwrites, servants, agents, nominees, assignees, contractors and sub-contractors or its Affiliates or Co-venturers for loss or damage to the equipment of the Contractor and/or its sub-contractors 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..

- 21.4 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 co-leases, its underwriters, servants, agents, nominees, assignees, contractors and sub-contractors or its Affiliates or Co-venturers 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..
- 21.5 Except as otherwise expressly provided, 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 therefrom.
- 21.6 Neither Contractor nor its servants, agents, nominees, assignees, contractors, sub-contractors shall have any liability or responsibility whatsoever to whomsoever or 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.
- 21.7 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.
- 21.8 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.

**22.0 Deleted**

**23.0 (A) INDEMNITY AGREEMENT:**

23.1- 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 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.

23.2 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 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.

**23.0 (B) 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.

**24.0 PAYMENTS, MANNER OF PAYMENT, RATES OF PAYMENT, SET-OFF:**

24.1 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.

24.2 **Manner of Payment:** All payments due by Company to Contractor hereunder shall be made at Contractor's designated bank account



with Reserve Bank of India (RBI)'s approval, if applicable. Bank charges, if any will be on account of the Contractor.

- 24.3 Payment of any invoices shall not prejudice the right of Company to question the validity of any charges therein, provided Company within 2 (two) 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.
- 24.4 **Invoices:** Mobilization charges will be invoiced only upon completion of mobilization when the entire equipment, chemicals and personnel are ready at site for starting the job as certified by Company representative. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by Company.
- 24.5 Contractor shall send monthly invoice to Company on the day following the end of each month for all daily or monthly charges due to the Contractor.
- 24.6 Contractor will submit three 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. Contractor shall provide break-up of cost of goods/ material and cost of services in the invoice.
- 24.7 Payment of monthly invoices, if undisputed shall be made within 30 days following the date of receipt of invoice by Company excepting for the first two (2) monthly invoices where some delay (upto two month) may occur.
- 24.8 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, 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 24.3 above.
- 24.9 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.
- 24.10 Payment of demobilization charges shall be made when applicable within 45 days following 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 (excepting which are 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.

24.11 Contractor shall maintain complete and correct records of all information on which contractor's invoice are based up to 2 (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.

24.13 **SET-OFF:** Any sum of money due and payable to the Contractor (including Performance Security refundable to them) under this or any other Contract 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).

## **25.0 WITH-HOLDING:**

25.1 Company may withhold or nullify the whole or any part of the amount due to Contractor on account of subsequently discovered evidence in order to protect Company from loss on account of: -

- a) For non-completion of jobs assigned as per Section - II.
- b) Contractor's indebtedness arising out of execution of this Contract.
- c) Defective work not remedied by Contractor.
- d) Claims by sub-contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.

- e) Failure of Contractor to pay or provide for the payment of salaries/ wages, contributions, unemployment compensation, and taxes or enforced savings withheld from wages etc.
- f) Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- g) Damage to another Contractor of Company
- h) All claims against Contractor for damages and injuries, and/or for non-payment of bills etc.
- i) 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 Company, 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, withhold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

**Withholding will also be effected on account of the following: -**

- i) Order issued by a Court of Law 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 unauthorized imports.

When all the above grounds for withholding payments shall be removed, payment shall thereafter be made for amounts so withhold. Notwithstanding the foregoing, the right of Company to withhold shall be limited to damages, claims and failure on the part of Contractor, which is directly/ indirectly related to some negligent act or omission on the part of Contractor.

**26.0 APPLICABLE LAW:**

26.1 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 exclusive jurisdiction of Courts situated in Kakinada/ New Delhi.

26.2 The Contractor shall ensure full compliance of various Indian Laws and Statutory Regulations, 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 - as applicable to safety and employment conditions.
- b) The Minimum Wages Act, 1948.
- c) The Oil Mines Regulations, 1984 or latest version.
- d) The Workmen's Compensation Act, 1923.
- e) The Payment of Wages Act, 1963.
- f) The Payment of Bonus Act, 1965.
- g) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed thereunder.
- h) The Employees' Pension Scheme, 1995.
- i) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
- j) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- k) Service Tax Act.
- l) Customs & Excise Act & Rules
- m) Andhra Pradesh Entry Tax Act, 2001
- n) OISD guidelines & procedures
- o) DGMS Guidelines/Notifications.
- p) Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010
- q) The Environmental Protection Act, 1986
- r) The water (Prevention and control of pollution) act, 1974,
- s) The Air (prevention and control of pollution) Act, 1981
- t) All notifications released by MoEF time to time)
- u) Hazardous waste management and handling Rules

**27.0 ENTIRE CONTRACT:** This Contract contains the entire agreement between the Parties and supersedes any previous understandings, commitments, agreements or representations whatsoever, oral or written, pertaining to the subject matter hereof, provided that nothing in this Clause 27.0 (Entire Contract) shall have effect to exclude or restrict the liability of either Party for fraud or fraudulent misrepresentation.

**28.0 RECORDS, REPORTS AND INSPECTION:** The Contractor shall, at all times, 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 well with major items consumed and received on rig, which shall be open at all reasonable times for inspection by the Company designated representatives and its authorized employees and representatives. The Contractor shall provide the Company 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 well 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 well, or give out to any third person information in connection therewith.

## **29.0 Deleted**

## **30.0 LIMITATION OF LIABILITY**

Notwithstanding any other provisions herein to the contrary, except only in cases of willful misconduct and / or criminal acts,

(a) 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.

(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 50% of the Annualized Contract Price, 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.

**31.0 SUBSEQUENTLY ENACTED LAWS:** Subsequent to the date of issue of letter of award if there is a change in or enactment of any law or change in application or enforcement or interpretation of existing law by any governmental authority or public body, which results in addition/reduction in cost to Contractor on account of the operation contemplated under the Contract, the Company/ Contractor shall reimburse the Contractor/pay Company for such additional / reduced costs actually incurred/ saved by Contractor, subject to the submission of documentary evidence by Contractor/ Company.

**32.0 ROYALTY AND 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 or drawings forming part thereof.

**33.0 WAIVER:** Any delay in exercising and any omission to exercise any right, power or remedy exercisable by the Company under this contract shall not impair such right, power or remedy nor shall any waiver by the Company of any breach by the Contractor of any provision of this contract prevent the subsequent enforcement of that provision by the Company or be deemed a waiver by the Company of any subsequent breach by the Contractor.

**34.0 CUSTOMS DUTY**

34.1 Company shall use the Equipment with the Services under the Contract in the PEL/ML areas renewed / issued to Company after 1.4.1999 and therefore, in terms of Notification No. 21 dated 01.03.2002, goods specified in List-12 imported in connection with petroleum operations under this Contract would attract zero customs duty. Company will issue Recommendatory Letter to Directorate General of Hydrocarbons (DGH), Ministry of Petroleum & Natural Gas, as per Government guidelines for issuance of Essentiality Certificate (EC) from Directorate General of Hydrocarbons, to enable the Contractor to import goods at concessional (Nil) customs duty so as to provide the services under this Contract provided these goods are specified in the List-12 of the aforesaid Notification.

34.2 Contractor should provide the list of items to be imported by them under the Contract in the format specified in Proforma-A along with their bid for issuance of Recommendatory Letter to DGH. Contractor shall make written request to Company immediately after shipment of the goods indicated by them in Proforma-A, along with the Invoices and all shipping documents (with clear 15 working days notice) requesting Company for issuance of the Recommendatory Letter. OIL shall issue the Recommendatory Letter provided all the documents submitted by the Contractor are found in order as per contract. It shall be however, Contractor's responsibility to obtain EC from DGH and clear the goods through customs. OIL shall not be liable in whatsoever manner for the rejection of their claims for zero customs duty by any of the authorities including DGH arising solely as a result of any default on the part of the Contractor.

34.3 All imports and import clearances under the contract shall be done by the contractor and OIL shall not provide any assistance in this regard.

34.4 However, in the event customs duty becomes leviable during the course of contract arising out of a change in the policy of the Government, Company shall be liable for payment of the customs duties leviable in India on Contractor's items as provided in Proforma-A or the actuals whichever is less (for the first time import) and at actuals (for subsequent imports), provided Contractor furnishes all necessary documents indicating the estimated customs duty at least 10 days in advance. Such payment of Customs Duty shall be arranged by Company and made available to the representatives of Contractor within 3 working days after Contractor submits the undisputed and clear necessary documents/duty assessment papers at Company's office at Kakinada. Contractor would be responsible for passing such payment to customs authorities at the port of entry. Company's obligation for Customs Duty payment shall be limited/restricted to the tariff rates as assessed by the Customs on the day of clearance, or as on the last day of the stipulated mobilisation period. In case of clearance thereafter, on the CIF value of items in Proforma-A will be frozen and any increase in Customs Duty on account of increase in value on these will be to the Contractor's account. Furthermore, in case the above CIF value is not acceptable to assessing Customs Officer and as a result if any excess Customs Duty becomes payable, it shall be to Contractor's account. Before filing Bill of lading, Bill of entry, the Contractor must consult the Company to avoid payment of excess Customs Duty.

34.4.1 Contractor shall, however, arrange clearance of such items from Customs and port authorities in India and shall pay all requisite demurrages, if any, clearance fees/charges, port fees, clearing and forwarding agent fees/charges, inland transport charges etc. Company shall provide all assistance by issuance of necessary letter of authority or other relevant documents and necessary help.

34.5 Contractor must ensure that the spares and consumables imported by them for providing the services under Contract are properly used in executing their job under the Contract in the PEL/ML areas of Company for which EC has been obtained. Contractor shall furnish to Company a certificate as and when the spares and consumables are used/consumed certifying that the spares and the consumables imported by them have been consumed in those ML and PEL areas under the contract for which ECs were obtained by them. In order to avoid any misuse of the spares and consumables imported by the Contractor for providing the services under the Contract, Contractor shall furnish an Undertaking similar to that being furnished by Company to Customs of suitable amount before issue of the Recommendatory Letter.

34.6 **DEMOBILISATION & RE-EXPORT:** The Contractor shall arrange for and execute demobilization of the entire package

i.e.Tools/Equipment/Spare/Accessories/Manpower etc. upon receipt of notice for demobilization from Company. Demobilisation shall mean completion / termination of the contract and shall include dismantling of the package, its accessories/equipment, including the manpower and re-export of the complete package (if re-exportable), its accessories/equipment, unutilized spares and consumables at the cost of the contractor. Demobilization shall be completed by Contractor within 60 days of issue of demobilization notice by Company. Immediately after re-exporting the package, its accessories, equipment and the unused spares and consumables, Contractor shall submit the detail re-export documents to Company as documentary proof of re-exporting the complete package, its accessories, equipment and the unused spares and consumables. In case of failure to re-export any of the items as above within the allotted time period of 60 days except under circumstances relating to Force Majeure, Company reserves the right to withhold the estimated amount equivalent to the Customs Duty and/or penalty leviable by Customs on such default in re-export from Contractor's final settlement of bills and Performance Security.

- 34.6.1 In the event all/part of the equipment etc. are transferred by Contractor within the country to an area where nil Customs Duty is not applicable and/or sold to a third party after obtaining permission from Company and other appropriate government clearances in India including permission from DGH and Customs authorities, then Contractor shall be fully liable for payment of the Customs Duty.
- 34.6.2 Contractor must furnish an undertaking that "the equipment imported and also spares & accessories which remained unutilized after the expiry of the contract, would be re-exported at their own cost after completion of contractual obligation after observing all the formalities/rules as per Customs Act or any other relevant Act of Govt. of India applicable on the subject". In case of non-observance of formalities of any provisions of the Customs Act or any other Act of Govt. of India, the Contractor shall be held responsible for all the liabilities including the payment of Customs Duty and penalties to the Govt. on each issue. Non-compliance of these provisions will be treated as breach of contract and their Performance Bank Guarantee will be forfeited.
- 34.6.3 In the event all/part of the equipment etc. are transferred by Contractor after expiry/termination of the contract within the country to another operator for providing services, and/or sold to a third party, Contractor shall obtain all necessary Govt. of India clearances including permission from DGH and Customs authorities for transferring to another operator and/or sale of the Rig package, its accessories, equipment and the unused spares and consumables to a third party. Company will not be responsible for any non-compliance of these formalities by Contractor. Payment of Customs Duty and penalties (if any) imposed by Govt. of India or Customs authorities for



transferring the items in part or in full to an area where Nil Customs Duty is not applicable or sale of the items shall be borne by the Contractor and Contractor indemnifies Company from all such liabilities.

**35.0 'HSE' GUIDELINES:**

- 35.1 The contractor shall strictly comply with the applicable and prevailing provisions of the Mines Act 1952, OISD Guidelines, and 10th Conference Recommendations of Safety in Mines. A copy of provisions of 10th Conference Recommendations in the form of 'General HSE Points' is available in the office which may be issued to successful bidders at the time of need.
- 35.2 It will be solely the Contractor's responsibility to fulfill 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 or sub-sub-contractors.
- 35.3 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 and Full Body harness has to be DGMS approved. 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. OIL will provide the safety items, if available. But 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. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
- 35.4 The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed.

- 35.5 The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.
- 35.6 Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.
- 35.7 Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.
- 35.8 All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME & PME.
- 35.9 The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons
- 35.10 The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.
- 35.11 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.
- 35.12 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.
- 35.13 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

- 35.14 The contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of OIL.
- 35.15 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.
- 35.16 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.
- 35.17 The health checkup of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.
- 35.18 To arrange daily tool box meeting and regular site safety meetings including pit level meeting and maintain records.
- 35.19 Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.
- 35.20 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 the employee's act or omissions at work.
- 35.21 A Contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
- 35.22 Contractor's arrangements for health and safety arrangement shall be consistent with those for the mine owner.
- 35.23 In case Contractor is found non-compliant of HSE laws as required Company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts / Rules / Regulations.
- 35.24 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.

- 35.25 The contractor should prevent the frequent change of his contractual employees as far as practicable.
- 35.26 The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.
- 35.27 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.
- 35.28 Most of the above provisions are from the 10th conference Recommendation of safety in Mines.
- 35.29 Contractor should maintain T-Cards of all the persons at site for prompt counting of heads in case of emergency and other safety related issues.

**36.0 MoEF [MINISTRY OF ENVIRONMENT & FOREST] GUIDELINES:**

- i) Pre Hire inspection, safety meeting, tool box meetings, job safety analysis & audit shall be carried out to identify hidden/ potential hazards.
- ii) The Contractor shall take necessary measures to reduce noise levels at drill site providing mitigation measures, such as proper acoustic enclosures to the DG sets and meet norms notified by the MoEF.
- iii) The emissions of RSPM, SPM, SOX, NOX and HC & VOC from engines shall conform to the standard prescribed by SPCB. Regular monitoring of the ambient air for HC & VOC shall be carried out as per CPCB guidelines.
- iv) The Contractor shall strictly comply with rules and regulations with regard of handling and disposal of hazardous waste (Management & Handling) rules 1989/2003 wherever applicable. Authorization from SPCB must be obtained for collection/ treatment/ storage/ disposal of hazardous waste.
- v) The overall noise level in and around the plinth areas shall be kept within the standards by providing noise control measures including acoustic hoods, silencers, enclosures on all sources of noise generation. The ambient noise level shall conform to standards prescribed under EPA rules, 1989 that is 75 dBA (daytime) and 70 dBA (nighttime)

- vi) A separate environment management cell shall be set up to carry out environment management and monitoring functions.

***END OF SECTION – I***

**PART-2****SECTION - II****TERMS OF REFERENCE AND TECHNICAL SCOPE OF WORK****A. PREAMBLE:****1.0 DRILLING PROGRAM:**

The program includes drilling and testing of 3(three) wells. All wells are designated as exploratory wells, vertical and / or deviated with @ 1000 m horizontal displacement. The maximum TVD is 3500 m.

**2.0 BLOCK AREA**

The Work is to be performed Eastern India herein after referred to as the Contract Area in accordance with the drilling program.

The Block KG-ONN-2004/1 of 549 SqKm area has been awarded by the Ministry of Petroleum & Natural Gas (MOP&NG), Govt. of India, under its New Exploration Licensing Policy (NELP) round VI, to the consortium of Oil India Limited (OIL), A Govt. of India Enterprise (with 90% stake as the Operator) & GeoGlobal Resources (GGR: Barbados) with 10% stake as the partner for the Block, for carrying out extensive & expeditious exploration for Petroleum & Natural Gas in the region. This 549 SqKm comprises of 511 Sq Km on land area in the district of East Godavari, Andhra Pradesh (AP) and that of 38 Sq.Kms. in the district of Yanam, Puducherry (UT).

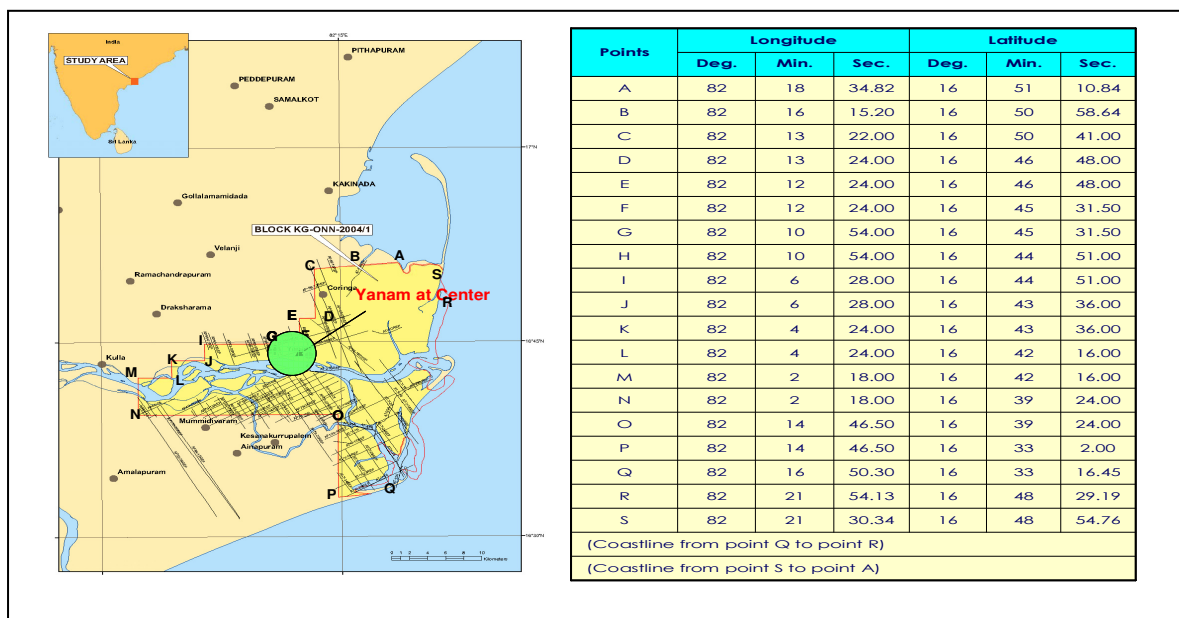


Figure-1a: The location of the Block KG-ONN-2004/1 in KG basin

**3.0 COMMUNICATION TO THE BLOCK:**

The communication to the Block KG-ONN-2004/1 is available through air, water, rail & road as given below:

## 1. Nearest Airport :

Vizag : 180 Km

Rajahmundry : 70 Km

## 2. Nearest Sea Port

Kakinada : 15 Km

## 3. Nearest Railway Junction

Samalkot : 20 Km

Kakinada : 05 Km

## 4. National Highway: : NH-5

**4.0 Proposed Casing Program (subject to change):**

Casing			Hole Size (inches)	Shoe Depth(meters) Tentative		
Size (Inch)	Grade	Wt (ppf)		Well-1	Well-2	Well-3 (Deviated)
20	J-55	94	26	200	200	200
13 3/8	N-80	68	17 1/2	900	1000	1300
9 5/8	N-80	47	12 1/4	1500	1900	2450
5 1/2	N-80 / P-110	20/29	8 1/2	2700	2850	3650

**5.0 Mud System:**

Mud design is proposed to be water based as per below table:

Hole size (Inch) Drill	Estimate mud density section TD (PPG)	Tentative Mud System
26	ALAP	Water based Spud Mud
17 1/2	8.5 – 9.5	Lightly treated WBM

12 1/4	9 – 10	CH3COOK – KOH – PHPA WBM
8 1/2	9.5 – 11	CH3COOK – KOH – Polymer WBM

## 6.0 **Brief on Geology:**

The Krishna-Godavari basin is a pericratonic basin with areal extent of approximately 45,000 km<sup>2</sup> (both onshore & offshore), located in the central part of the eastern passive continental margin of India. However, the basin extends into deeper water and covers a much larger area. Krishna and Godavari are the two major river systems, which drain the area and discharge in the Bay of Bengal and covers the deltaic and inter-deltaic areas of Krishna and Godavari rivers and extends into the offshore. This stretch of sedimentary tract contains a vast range of geologic settings, such as costal basin, delta, shelf-slope apron, deep-sea channel, and deep water fan complex.

Exploratory drilling of more than 350 wells in more than 160 structures has resulted in the discovery of 42 oil and gas bearing structures. Good source rocks are known from sequences ranging in age from Permian-Carboniferous to early Miocene. Because the reservoir sand bodies have limited lateral variation, understanding the stratigraphy and depositional sub environments in different sequences is essential to decipher the favourable locales for reservoir sands. Tilted fault blocks, growth faults, and related rollover anticlines provide the structural traps. Commercial accumulation of hydrocarbons occurs in sediments from the Permian to as young as the Pliocene. Estimated resources in the basin are around 2000 million tons of oil and oil-equivalent gas. The reservoirs are in sediments of all ages, Permian to Pliocene.

## **Generalized Stratigraphy/Lithology:**

Block lies in the Gouthami- Godavari Delta and falling between Chintalapudi and Pithapuram cross trends. Tectonically majority of the area is within the NE-SW trending basin margin fault area. Expected stratigraphy for the block is shown in the table below:

## **Lithology Prognosis:**

### **Well-1:**

<b>Formation top (mTVD)</b>	<b>Age</b>	<b>Formation</b>	<b>Lithological Description</b>
Surface	Miocene to Recent	Rajahamundry Sand stone + Narsapur Clay & Younger.	Sand and Clay



630	Oligocene to Miocene	Matyapuri Sand stone	Sand stone with Clay inter beds
920	Mid. Miocene	Bhimanapalli Lime stone	Mainly Lime stone with claystone
1530	Lower Eocene to Late paleocene	Pasarlapudi & Palakollu	Sand/ S.St at Top and Clay/Clay stone below
2350	Upper Cretaceous	Tirupati S.St / Chintalapalli shale	Sandstone & Shale
<b>T.D: 2700</b>			

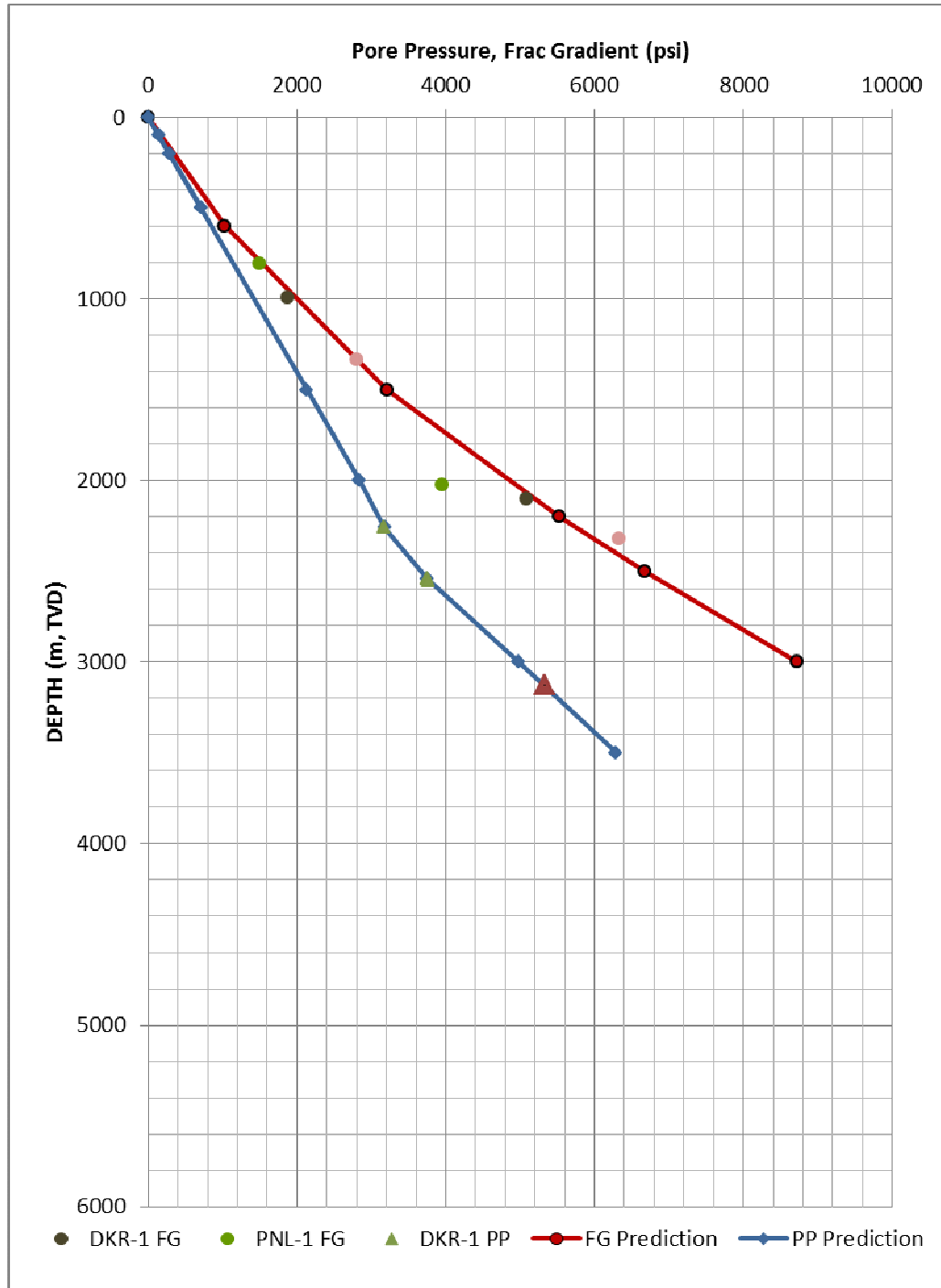
**Well-2:**

<b>Formation top m TVD</b>	<b>Age</b>	<b>Formation</b>	<b>Lithological Description</b>
Surface	Miocene to Recent	Rajahmundry sandstone + Narsapur clay stone & Younger rocks	Brick colored ferruginous sandstone, claystone
500	Oligocene - Miocene	Matsyapuri sandstone	Sandstone with clay inter beds
720	Mid. Miocene	Bhimanapalli limestone	Mainly limestone with claystone.
820	Lr. Eocene to Lt. Paleocene	Pasarlapudi formation/ Pallakollu shale	Sand/ S.St at Top and Clay/Clay stone below
1020	Palaeocene	Razole formation	Basalt with intertrappeans
1240	Upper Cretaceous	Tirupati sand Stone	Mainly Sand stone with thin Clay stone
1950	Lower Cretaceous	Raghavapuram Shale	Mainly Shale with thin sand stones
2300	Permo-Triassic	Kommugudem-Draksharama	Mainly Coal-shale with Sand stone
2800	Archeans	Metamorphic rock	Quartzitic Basement rocks.
<b>TD: 2850</b>			

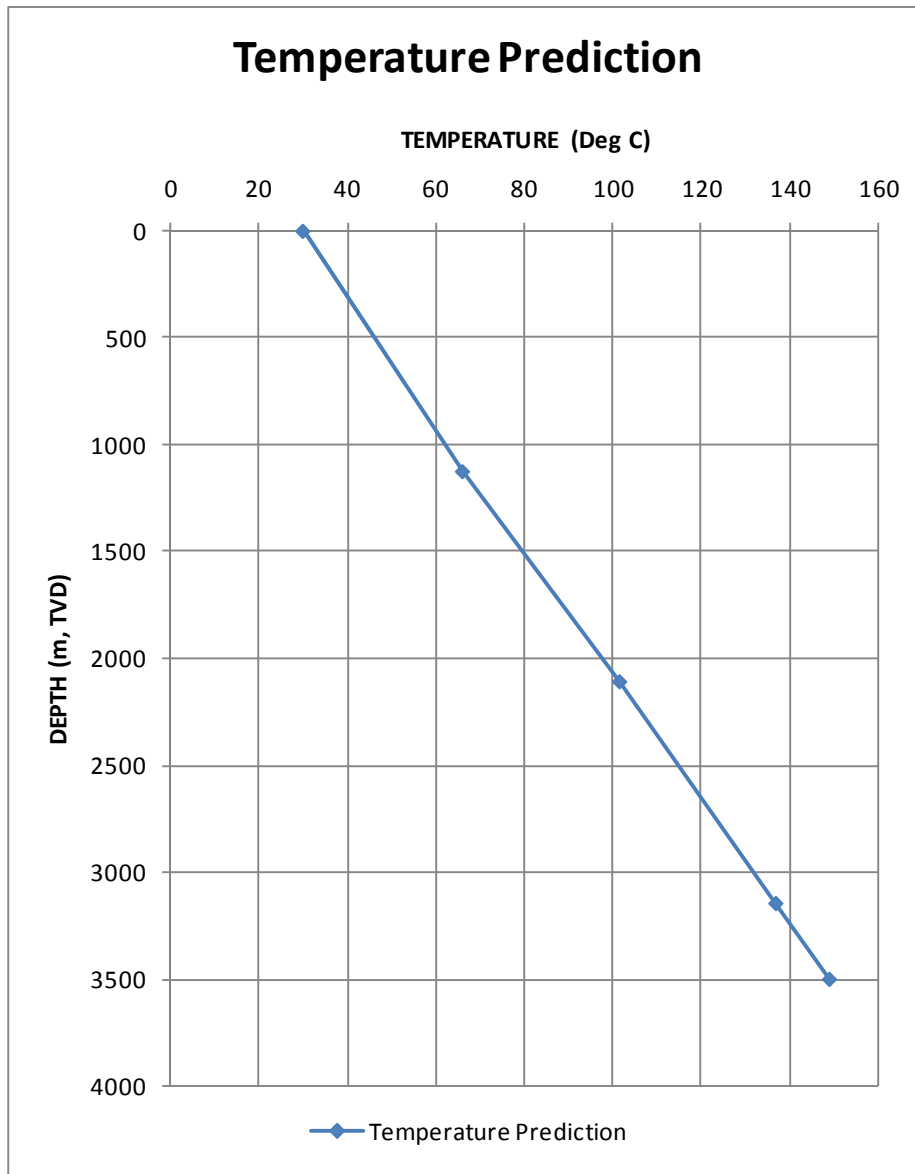
**Well -3:**

<b>Formation top m TVD (mMD)</b>	<b>Age</b>	<b>Formation</b>	<b>Lithological Description</b>
Surface	Miocene to Recent	Rajahmundry sandstone + Narsapur clay stone & Younger rocks	Mainly sand and clay
525	Oligocene-Miocene	Matsyapuri sandstone	Sandstone with shale/clay interbeds
780	Mid. Eocene	Bhimanapalli limestone	Mainly limestone
880	Lr. Eocene to Lt. Paleocene	Pasarlapudi formation	Sandstone with claystone
		Pallakollu shale	Mostly shale
1165	Paleocene	Razole formation	Basaltic flow with intertrappean
1380 (1390m)	Upper Cretaceous	Tirupati sand Stone	Sand Stone at top with shale at bottom
2620 (2770m)	Lower Cretaceous	Raghavapuram	Mainly shale with thin sand stone
2710 (2860m)	Permo-Triassic	Kommugudem Formation	Coal-Shale-Sandstone
3300 (3450m)	Pemian (?)	Draksharama Fm (?)	Basal sand-shale
<b>TD: 3500mTVD (3650mMD)</b>			

## 7.0 Anticipated Pressure Profile



## 8.0 Anticipated Temperature Profile



## 9.0 Anticipated Well Hazards:

**Loss circulation** is common in Bhimanapalli limestone formation, partial to sometime total loss is reported in nearby wells.

12-13% of CO<sub>2</sub> has been reported during testing of Kommugudem formation in nearby wells. H<sub>2</sub>S is not expected in the wells. Anticipated maximum temperature at 3500 TVD is 150 deg. C

**DIRECTINAL REQUIREMENTS**

**The tentative** directional drilling plan is as under:

<b>WE LL</b>	<b>TV D (m)</b>	<b>Casi ng Polic y</b>	<b>KOP (m)</b>	<b>Max Inclina tion</b>	<b>Deviat ed Hole Sectio ns</b>	<b>Horizonta l Displacem ent required (m)</b>	<b>Profi le (J/S)</b>	<b>'Tentative , Additional Requirem ents</b>
Well - 3	350 0	As per 4.0 abov e	100 0- 120 0	35 deg	12 ¼", 8 ½"	800- 1000m	S	Vertical profile in reservoir section

**The above plan may change depending on the well design approved during execution**

**B. SCOPE OF WORK**

**1.0 MUD ENGINEERING**

**1.1 DESIGNING OF MUD PROGRAMME:**

- 1.1.1 Based on the Geological Data and Depth Data & Drilling Policy of the wells, the Contractor shall design a phase wise mud program including detail mud formulation, mud weight and other important mud parameters, requirement of mud chemicals and anticipated volume usage for each phase of the well. The contractor is required to submit the same to company at least one week prior to spudding of the well.
- 1.1.2. Suggested mud policy is provided in **Annexure – 1**, SECTION- II
- 1.1.3 The bidder shall indicate his laboratory formulation for CH<sub>3</sub>COOK-Polymer-Asphasol semi-dispersed mud in **Table-1B**, and mud parameters in **Table-1C**.
- 1.1.4 The Contractor shall keep provision for addressing down hole complications including but not limited to cement contamination, mud loss, stuck pipe, cavings, high pressure kick etc. and have back-up chemicals readily available.
- 1.1.5 The bidder is required to submit their internal standard operating procedures for operational situations including stuck pipe, loss circulation, high pressure etc. along with the bid.

**1.2 MUD ENGINEERING SERVICE:**

- 1.2.1 Contractor shall provide two (2) on-site Mud Engineers (Lead Engineer & Second Engineer) on 12 hrs shift duty basis.
- 1.2.2 The Lead Mud Engineer should have minimum five (5) years of experience out of which at least three (3) years in handling mud system independently in deep exploratory wells. The Second Mud Engineer must have at least three (3) years of experience in exploratory wells. The Mud Engineers should have adequate / appropriate knowledge in working with contractor's materials, equipment and procedures for the services provided by the contractor. The Mud Engineers should be competent enough / should have sufficient experience in solving down hole complications such as in clause **1.1.4**, Section-II. The Lead Mud Engineers shall work in close coordination with OIL Chemist/ Company's Representative and

discusses/communicate all work plan related to operation and also guide the Second Engineer accordingly.

- 1.2.3 The on-site Mud Engineers are required to test mud samples for all parameters at least twice a day or as per operational requirement and submit daily operational report in standard format as per international practice including but not limited to hydraulics, mud parameters, material consumption, downhole complication etc. to OIL Chemist/Company representative. The daily report should also include volume of mud prepared and consumed, consumption of chemicals and other additives, status of solid control equipment etc.
- 1.2.4 The on-site Mud Engineers shall collect all relevant operational data from driller or any other data gathering system (MLU) and record it for taking operational decisions as well as for final well completion report (Mud Recap). The contractor shall submit the well completion report within fifteen days of completion of each well in standard format as per international practice.
- 1.2.5 The contractor shall submit bio-data / resume of 2-3 Mud Engineers in each category (Lead & Second engineer) for OIL's approval. The resume should specifically include but not limited to the following:
- Length of experience in exploratory wells
  - Area / Field where and for whom worked
  - Type of mud system(s) worked with
  - Experience in solving down hole problems.

1.3 **SUPPLY OF MUD AND COMPLETION CHEMICALS AND ADDITIVES:**

- 1.3.1 The contractor shall supply complete line of mud chemicals and additives conforming to relevant API / BIS specifications, required for preparation and maintenance of mud and completion fluid. The contractor shall maintain adequate stock of all chemicals including insurance chemicals / back-up chemicals and ensure timely supply as per operational requirement of the well. However, the payment will be made on actual consumption basis duly certified by OIL Chemist/ Company's Representative. OIL will provide adequate storage space at site to store chemicals for about a week's use only at a time. OIL shall provide adequate space for barite in well site **BHP** (Bulk Handling Plant of 100 MT approx. capacity). **The contractor is required to maintain his warehouse for chemicals at a suitable place nearby and bring in chemicals to site on routine basis as per requirement.**

- 1.3.2 The contractor shall provide product data for each chemical including but not limited to brand name, unit of packing, country of origin, specification and Material Safety Data Sheet (MSDS). The contractor shall provide information on complete list of chemicals as per Table-2, Section-II.
- 1.3.3 All the chemicals should be in their original packing. The chemicals should conform to API/BIS-specifications whichever is applicable to the particular chemical. Contractor shall provide the test report from a recognized third party laboratory for quality of chemicals, on request. However, OIL reserves the right to inspect and draw samples of drilling fluid and completion fluid chemicals for testing. If any chemical is found to be not conforming to the specifications, contractor shall replace the defective material within reasonable time with products of approved quality at his own cost without affecting operations.
- 1.3.4 OIL reserves the right to terminate the contract if the services, chemicals and additives are found to be of substandard quality and the contractor is unable to rectify / replace the same in reasonable time without affecting operations.
- 1.3.5 OIL shall not buy any leftover chemicals brought in by the Contractor after completion of the project/expiry of the contract under any circumstances.**

**NOTE:** Barite of API/ BIS specifications (min 4.10 sp.gr) shall be supplied by the contractor. It is mandatory that the mercury and cadmium contents of barites should be less than 1mg/kg and 3mg/kg respectively. Barite failing to meet this standard will not be accepted.

**1.4. WELL SITE LABORATORY AND MUD TESTING KIT:**

- 1.4.1 The contractor shall provide a suitable well site laboratory complete with all regular mud checking equipment including but not limited to mud balance, MF Viscometer, API Filter press, HP-HT filter press, 6-speed viscometer equivalent to Fann model 35 SA, retort kit, blender, magnetic stirrer, hot plate, pH meter etc ( Annexure-2)
- 1.4.2 The contractor shall provide all consumables, glass wares, reagents etc. required for mud checking.
- 1.4.3. The Contractor shall submit the detail list of lab equipment and consumables reagents etc. for testing of mud as per API Specifications along with offer.

**1.5 SAFETY, HEALTH AND ENVIRONMENT :-**



1.5.1 Contractor shall comply with applicable environmental laws, statutory regulations and mines act applicable to oil mines etc.

1.5.2. The mud engineers should have approved PPE as per international practice and perform duty in accordance with Contractor's own SHE policy. In addition to above, the mud engineers and other contractor personnel at well site must comply with OIL's internal SHE policy.

### **ANNEXURE-1**

#### **Suggested Mud Policy**

Hole/Casing size (inch)	Shoe depth (m)	Mud type	Planned mud wt (ppg)	Remarks
26 / 20	150	<i>Bentonite gel Spud mud</i>	ALAP	<ul style="list-style-type: none"> <li>The recent top alluvium sand and clay formations may cause seepage losses.</li> </ul>
17 ½ / 13 ¾	1100	Lightly treated water based system	8.5-9.5	<ul style="list-style-type: none"> <li>The primary lithology of this section is expected to be alluvium sand and clay, sandstone with clay-shale inter-bed, limestone and fractured basalt.</li> <li>Initially the drilling is resumed with Bentonite-Gel system. With progress of drilling the water loss of mud system is moderately controlled and system is kept non-dispersed. However, at deeper depth while drilling shale and clay, which may need some degree of dispersion, the mud system is to be partially dispersed with Lignite. CMC is to be used to control filter loss. ** <b><i>This section may encounter partial to total mud loss.</i></b></li> </ul>
12 ¼ / 9 ⅝	2300	CH <sub>3</sub> COOK-KOH-PHPA-Polymer-Asphasol semi dispersed mud system	9-10	<ul style="list-style-type: none"> <li>The lithology of this interval is expected to be dominantly clay, claystone, shale and sandstone.</li> <li>Hole cleaning, rheology, torque and drag related to shale and clay are main concerns in this stage.</li> <li>Providing inhibition to formation is the main thrust area in this</li> </ul>

				stage
				<ul style="list-style-type: none"> <li>• Successful lowering of 9-5/8" casing to is prime objective.</li> </ul>
8 ½ / 5 ½	3500	CH3COOK -KOH- Polymer-semi dispersed mud system	9.5-11	<ul style="list-style-type: none"> <li>• The lithology of this section is mainly sandstone with minor shale inter-beds.</li> <li>• During the course of drilling changes in mud parameter and hydraulic program may be made based on well requirement.</li> <li>• <b>This section will be cased with 5.1/2" casing.</b></li> </ul>

**TABLE - I**  
**MUD POLICY AND MUD FORMULATION:**

**A. MUD POLICY:**

Hole Size	Mud System
26"	Bentonite gel Spud mud
17 1/2"	Lightly treated water based system
12 ¼"	CH3COOK -KOH-PHPA-Polymer-Asphasol semi dispersed mud system
8 ½"	CH3COOK -KOH-Polymer- semi dispersed mud system

**B. MUD FORMULATION:** To be suggested by the contractor for 12 ¼ inch and 8 ½ inch hole sections.

**C. MUD PROPERTIES AND PARAMETERS:**

(To be indicated by the Bidder as per their formulation for 12 ¼ inch and 8 ½ inch hole sections)

Sl. No.	Mud property	Unit	Laboratory Testing		Remarks
			Before Hot roll	After Hot Roll at 220F for 16hrs	
1	Mud weight				
2	Plastic Viscosity				
3	Yield Point				
4	10s Gel.				
5	10m Gel				

6	API filtration loss/Cake				
7	HP-HT filter loss@150deg F&500psi				
8	pH				
9	Lubricity Coefficient				
10	Solids uncorrected				
11	CH3COOK concentration				
12	Any other properties				

Note:

1. Hot rolling temperature-220°F
- 2.** Time for hot rolling- 16hrs

**TABLE 2****FULL LIST OF PRODUCTS AND PRICES (Prices in Price Bid only)**

<b>Sl . No.</b>	<b>Name Of chemical</b>	<b>Brand name</b>	<b>Country of origin</b>	<b>Unit of supply</b>	<b>Unit cost</b>	<b>Specs enclosed Yes/No</b>	<b>MSDS enclosed Yes/No</b>
<b>A</b>	<b>Regular Chemicals</b>						
1	Barite						
2	Bentonite						
3	Caustic Soda						
4	CMC(H)						
5	CMC(L)						
6	CFLS						
7	CL						
8	PAC (R)						
9	PAC (L)						
10	Xanthan gum- Polymer						
11	Sulphonated Asphalt/Asphasol						
12	PHPA						
13	Resinated Lignite/Resinex						
14	Linseed oil						
15	Lubricant at deeper depth/EP- Lube						
16	CH3COOK						
17	KOH						

**TABLE 2 (CONTD.)**

Sl . No.	Name Of chemical	Brand name	Country of origin	Unit of supply	Unit cost	Specs enclosed Yes/No	MSDS enclosed Yes/No
<b>B</b>	<b>Contingency/ Specialty Chemicals</b>						
1	Drilling Detergent						
2	Pipe free Agent (NW)						
5	Mica (F/M/C)						
6	Rice Husk						
7	Saw Dust						
8	Jel Flake						
9	CaCO <sub>3</sub> (F/M/C)						
10	Walnut shell (F/M/C)						
11	Defoamer for mud						
12	Soda Ash						
13	Sodium bicarbonate						
14	Biocide						
15	Teepol						
16	SAPP						
17	Lime						
	Any other Chemical						
<b>C</b>	<b>Completion chemicals</b>						
1	KCl						
2	CaCl <sub>2</sub> (82-85%)						
3	Corrosion inhibitor for brine						

**Note: Barytes:** Barytes of API/BIS specifications (min 4.10 sp.gr) shall be supplied by the contractor. It is mandatory that the mercury and cadmium contents of barites should **be less than 1mg/kg and 3mg/kg** respectively. Barite failing to this standard will not be accepted.

**ANNEXURE-2****LABORATORY EQUIPMENT**

<b>Sl no.</b>	<b>Items</b>	<b>Qty</b>
1	Fann VG Meter 6 speed	1
2	API Filter Press	1
3	Marsh Funnel with Cup	3
4	API Mud Balance	3
5	API Sand Content Apparatus	1
6	Hamilton Beach Mixer	1
7	Oil Water Retort Kit	1
8	Mud Filtrate Test Kit	1
9	Methylene Blue Test Kit	1
10	Thermometer	1
11	Hot Plate	1
12	pH Meter	1
13	HP-HT Filter Press	1
14	Pressurized Mud Balance	1
15	Glassware, Reagents	As per Requirement

## **2.0 DRILLING WASTE MANAGEMENT(DWM)**

2.1 The Company intends to treat the waste water generated from the drill site. Treated water generated has to meet the on-shore waste disposal standards on various parameters as prescribed by State / Central Pollution Control Boards (**Annexure-4, Section-II**).

2.1.2 The Contractor is required to mobilise complete DWM package, manpower and services along with Mud Engineering services. The Contractor shall state existing similar commitments and warrant the availability of the equipment, materials and services being proposed.

## **2.2 GENERAL SCOPE OF OPERATIONS**

2.2.1 The Contractor will supply complete DWM package plus the supervision required to rig up, run and maintain the package in an operable condition at all times.

### **The Scope of Work will include but not be limited to:**

- Mobilization of processing equipment package from Contractor's base to the first well location as notified by the Company.
- Maintain an adequate inventory of spares to support operation of the Drilling Waste Management Services.
- Provide sufficient experienced effluent treatment personnel, conversant with this type of operation and equipment on a twenty-four hour basis and or as and when required.
- Continuously monitor the parameters of the waste water and treated water to ensure environmental limits for disposal are not exceeded
- Upon completion of the project, Contractor to demobilize contractor's equipment left over chemicals etc.

2.2.2 The Contractor shall provide all equipment, skilled manpower, labour, materials, and services as specified in **Annexure-3, Section-II**. The Contractor shall be solely responsible for the operation of Contractor's Equipment including but not limited to the rigging up, testing, running and rigging down thereof.

2.2.3 The Contractor shall submit the **Operating Handbooks and guidelines** to The Company for Approval prior to the Commencement of operation.

## **2.3. EQUIPMENT**

2.3.1 Provision of effluent treatment package that will ensure treatment of all wastewater generated from the drill site to the prescribed limits. Contractor to provide sufficient pumps and flow lines to rig the

package up for efficient operation & sufficient chemicals stocks to support effluent treatment.

Bidders to include complete technical details and specifications of the contractor's effluent treatment package equipments in the bid. A minimum requirement is listed in **Annexure-3, Section-II**. (This is by no means a comprehensive list; bidder to provide a list and specification of all equipment proposed);

Bidder is required to propose an equipment package that will ensure proper treatment to achieve the prescribed limits. An equipment layout and flow diagram should also be included in the submission.

**Bidder to submit a test report of his laboratory indicating the specifications of untreated water as well as treated water along with the dosages of chemicals required to arrive at the water quality prescribed by state pollution control board (Annexure-4, Section-II).**

**2.3.2** Upon request by Company, Contractor shall provide proof of maintenance and service history of all items of equipment supplied. Contractor shall maintain all equipment in a fit for purpose condition and shall supply all relevant certification on request. Contractor shall maintain adequate stock of consumables and accessories to manage the operation of the Work in a remote location.

**2.3.3** Contractor shall ensure that the equipment is maintained in a condition so as to prevent any downtime or waiting on equipment time during operations. Contractor is to make Chemist / Company's representative immediately aware of any equipment malfunctions, questionable job operating procedures, or inventory deficiencies.

**2.3.4** Contractor will maintain a base in nearby area to adequately supply the material in a timely fashion and to provide support for the effluent treatment equipment while it is operating for the company on the drilling project.

**2.4 STANDARD OF PERFORMANCE:** The Company expects contractor's representatives to be knowledgeable in the treatment of wastewater generated from drill sites and to operate and maintain the equipment in a safe and efficient manner at all times.

Contractor's technical proposal submitted with the bid should include but not limited to the following:

- Effluent Treatment System / process proposed.
- List of proposed chemicals and Contractor's recommended concentration of chemicals for the proposed effluent treatment system for each section.



- The requirement of total quantity of water treatment chemicals to drill the wells including a 50% back-up as contingency.
- In addition, the following details shall be provided:

Contractor shall indicate their proposed chemicals in addition to or in lieu of the attached list based on their proposed treatment system. Contractor is encouraged to propose appropriate additional surface solutions for disposal of treated wastewater. Contractor shall submit detailed technical specifications of each chemical including the MSDS sheets, quality test reports from manufacturer and standards with which they comply. The minimum applicable standard is API/ BIS.

- The Contractor shall provide a suitable testing laboratory with adequate testing equipment, chemicals and reagents to carry out a full check of untreated and treated water.
- A complete list of equipment and materials that Contractor can provide should be annexed to the Tender. The standard price table for the materials and equipment shall be attached with the Price Bid with applicable discounts.
- The Contractor shall comply fully with applicable environmental international and local laws, regulations and practices.
- The Contractor shall be able to provide all equipment, labour and materials and services specified herein or in the compensation schedule. Contractor shall be solely responsible for the operation of Contractor's equipment including but not limited to the rigging up, testing, running and rigging down thereof.

## **2.5 PERSONNEL**

Contractor shall provide the following personnel for running and maintenance of the DWM system.

Waste Management Supervisor:	1 (one)
Waste Management Operators:	2 (two)
Unskilled personnel:	4 (four) (At Contractor's Cost)

**2.5.1** One qualified, skilled and experienced Waste Management Supervisor, who must have 5 (five) years of experience in effluent treatment process and running all types of effluent treatment systems. The Waste Management Operators should have minimum of 3(three) years of experience in similar system, shall be required to work back to back on a suitable rotational on-off basis. The Waste Management Operators shall be responsible for, but not be limited to the following:

- Optimise chemical dosage required for effluent treatment process.
- Perform daily checks of treated water, at least thrice a day and more often as required by operations and report them in a

standard format as mutually agreed by the Company and the Contractor.

- Run, maintain and manage the DWM system
  - Prepare daily reports and submit to the OIL Chemist / Company representative
  - Maintain a stock of inventory of DWM related chemicals on the rig site and ensure that adequate stock is available to maintain and run the DWM system as per operational requirement.
  - Shall be able to run the filtration units if required during well completion operations/ production testing.
  - Contractor will remove and replace in a reasonable time at the Contractors expense any of the Contractors personnel if Company so requests in writing setting out grounds for its requirement.
- i. Career résumés of Contractor's proposed Supervisor / Engineer as minimum, full details of qualifications, years of relevant experience, previous employment and responsibilities.

## **2.6 REPORTING**

2.6.1 DWM Supervisor / Operator is required to submit daily operations reports to the onsite Chemist / Company's Representative indicating 24 hours operation details, volume of effluent processed, chemical consumption etc.

2.6.2 A detailed end of well report should be prepared and submitted to the OIL Chemist / Company's Representative no later than 15 days after the end of the well. This recap should include a minimum of the following for each hole section:

- services performed;
- Performance of equipment;
- Chemicals/Consumables used;
- Downtime occurred;
- Conclusions and recommendations;

## **2.7 TECHNICAL SUPPORT**

2.7.1 The technical support shall include but not be limited to:

- To provide effluent testing facilities in a laboratory near by the operational area.

- Pilot test and optimise chemical dosage in de-watering process based on suggestions from the Company and contractor personnel.
- The Contractor should supply details and location of their supply base facilities.
- The Contractor shall make available to the Company in as much as it is not constrained by agreements of confidentiality, details of any ongoing research and development activities that it is undertaking and which may be relevant to the companies operation.

2.7.2 The Contractor is required to mobilise all its equipment and manpower to the company's first well site as indicated by the Company in LOA. Contractor will arrange appropriate logistics for the supply of consumable items required over the course of the project.

2.7.3 All lifting and load bearing equipment of the Contractor shall be certified prior to use and all relevant certification shall be available for inspection. All toolboxes and containers must be sent with certified slings and a copy of the certification should be sent with the equipment. The slings should be clearly identifiable as belonging to the Contractor.

### **2.8.1 SAFETY, HEALTH AND ENVIRONMENT**

2.8.1 The Contractor shall comply with applicable environmental laws, statutory regulations and mines act applicable to oil mines etc.

**2.8.2** The contractors personnel should have approved PPE as per international practice and perform duty in accordance with Contractor's own SHE policy. In addition to above, the contractor personnel at well site must comply with OIL's internal SHE policy.

**2.8.3** All electrical equipment should be certified by DGMS for use in hazardous area

**2.8.4** Over pressure protection devices shall be fitted to any pressure containing equipment that may be subject to pressures exceeding their maximum allowable design pressure. All protective devices shall carry valid and current certification

### **ANNEXURE-3**

#### **DWM PACKAGE AND SERVICES**

	<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
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<b>UNIT-1</b>	I	<b>Floating Oil Skimmer Unit</b> Recovery Rate 20 GPM (4.5 ton/h) Complete with Polypropylene Frame, 1" Discharge Pump (double diaphragm) and Control Valves with Oil Filter Kit.	No	1
	II	<b>Pump</b> to lift effluent from pit	No	1
	III	<b>Storage tank with agitator</b> (Cap:150 bbl)	No	1
	IV	<b>Centrifuge</b> Fully Hydraulic drive centrifuge complete with Mono-pump with required drive. The unit is capable of speed up to 2500 RPM and utilizes a 14" bowl	No	1
	V	Skid mounted <b>flocculation unit</b> complete with an agitated flocculants mixing tank with fish eye removal device, adjustable rate dosing pump, Static mixer for blending injected fluids and explosion proof control panel for controlling all the equipment.	No	1
	VI	Chemical Dosing Tanks with agitators and dosing pumps	Set	1
	VII	Suitable Diesel generator set/sets sufficient to run all the DWM equipment independent of rig power supply.	No	1
	VIII	Complete RO water filter system to remove dissolved salt and deionize Effluent treated water.	No	1
<b>UNIT-2 (ON CALL OUT BASIS)</b>	VI	<b>Dual pod filter unit.</b> Each pod can utilize 63 absolute cartridge filters or Oil Clog Cartridges for solids or oil removal. This unit is to be provided as a final "polishing" filter.	No	1
	VII	<b>Centrifugal pump</b> to feed the dual pod filter unit.	No	1

Item	Consumables	UNIT	QTY
1	10 micron absolute Cartridges		
2	5 micron absolute Cartridges		
3	25 micron bag filters		
4	40 micron bag filters		
5	Chemicals for flocculation (Indicate cost / kg; imported or Indian) Flocculant Coagulant-1 Coagulant-2		

These are the general equipments required for Drilling Waste Management Service. Vendor / bidder has to optimise the chemicals treatment and

process system of the client based on lab studies in his laboratory (India / abroad) based on actual effluent encountered at well site.

**TABLE -3**

**Contractor to provide the following information of proposed centrifuge:**

<b>Centrifuge Data</b>	<b>Response</b>
Overall Height (in)	
Overall Length (in)	
Overall Width (in)	
Weight (lbs)	
Bowl Size (in)	
Minimum Differential Conveyor Speed (rpm)	
Maximum Differential Conveyor Speed (rpm)	
Minimum speed (rpm)	
Maximum bowl speed (rpm)	
Maximums G's	
Motor HP and power requirements	
Separate speed control for bowl and conveyor? (Yes/No)	
Pressure relief valves on hydraulic system? (Yes/No)	
Automatic shut-down for excessive torque? (Yes/No)	
Automatic shut-down for high vibration? (Yes/No)	
Automatic shut-down for low hydraulic fluid?(Yes/No)	
Automatic shut-down for overheated hydraulic fluid? (Yes/No)	
RPM readout on Bowl? (Yes/No)	
RPM readout on Conveyor? (Yes/No)	
Torque monitoring device (i.e., gauge)? (Yes/No)	
Type of overtorque protection (shear pins or détente)	
Emergency shut-down? (Yes/No)	
Pack off protection (i.e, automatically adjusts feed pump if torque is excessive, automatically boosts conveyor speed before shutting down on high torque)? (Yes/No)	
Feed pump running indicator light? (Yes/No)	
Field replaceable wear inserts in high erosion areas? (Yes/No)	

**ANNEXURE-4**

Oil and gas drilling and processing facilities, situated on land and away from saline water sink, may opt either for disposal of treated water by onshore disposal or by re-injection in abandoned well, which is allowed only below a depth of 1000 m from the ground level. In case of re- injection in abandoned well the effluent have to comply only with respect to suspended solids and oil & grease at 100 mg/l and 10 mg/l, respectively. For on-shore disposal, the permissible limits are given below:

<b>S.No</b>	<b>Parameter</b>	<b>On-shore discharge (Not to exceed)</b>
1	pH	5.5 -9.0
2	Temperature	40°C
3	Suspended solids	100 mg/l
4	Zinc	2 mg/l
5	BOD at 27oC for 3 days	30 mg/l
6	COD	100 mg/l
7	Chlorides	600 mg/l
8	Sulphates	1000 mg/l
9	Total Dissolved Solids	2100 mg/
10	% Sodium	60 mg/l
11	Oil & grease	10 mg/l
12	Phenolics	1.2 mg/l
13	Cyanides	0.2 mg/l
14	Flourides	1.5 mg/l
15	Sulphides	2.0 mg/l
16	Chromium (hexavalent)	0.1 mg/l
17	Chromium (Total)	1.0 mg/l
18	Copper	0.2 mg/l
19	Lead	0.1 mg/l
20	Mercury	0.01 mg/l
21	Nickel	3.0 mg/l

### 3.0 MOBILIZATION SCHEDULE

Particulars	Mobilization Time
Mobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work	Within 90 days from date of mobilization notice issued by the Company
Mobilization of Contractor's Personnel	Within 7 days from date of mobilization notice issued by the Company
Mobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work on <b>Call-Out</b>	Within 30 days from date of mobilization notice issued by the Company
Interim remobilization of tools, equipment, accessories, consumables & associated Services as per Scope of Work	Within 30 days from date of mobilization notice issued by the Company

### 4.0 INSTALLATION/ DISMANTLING/ INTER LOCATION MOVEMENT/ DEMOBILISATION:

- a) All tools/ equipment/ accessories/consumables shall be mobilized to **first designated location in East Godavari District, Andhra Pradesh, India.** The equipment will be installed and made operational for carrying out assigned jobs.
- b) Entire set-up will be dismantled at the first well at the end of operation there.
- c) Inter location movement (ILM) of tools / equipment / accessories from first location to subsequent locations shall be the responsibility of the Contractor.
- d) The Contractor to demobilize all tools/equipment/accessories after completion of jobs at the third location on receipt of Demobilization notice from the Company.

**END OF SECTION – II**

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### SECTION – III

#### **SPECIAL CONDITIONS OF CONTRACT**

- 1.0 DEFINITIONS:** Following terms and expression shall have the meaning here by assigned to them unless the context otherwise requires:
- 1.1 **“Associated Services”** means equipment and services, asked for, in this bid document.
  - 1.2 **“Base camp”** means the camp where the Contractor’s personnel shall reside for carrying out the operations as per the Contract.
  - 1.3 **“Bidder’s representatives”** means such persons duly appointed by the Contractor thereof at site to act on Contractor’s behalf and notified in writing to the Company.
  - 1.4 **“Operation”** means all operations as generally understood for Testing Oil/Gas wells, more particularly all the operations required to be carried out pursuant to this Contract.
  - 1.5 **“DRILLING Rig Unit”** means DRILLING Rig complete with pumps, power packs, and other accessories and equipment as listed in the Contract.
  - 1.6 **“Facility”** means and includes all property of Company owned or hired, to be made available for services under this Contract and as described in this agreement which is or will be a part of the Company.
  - 1.7 **“Inter-location movement”** means transferring of Associated Services & complete rig materials from present location after rig release.
  - 1.8 **“Operating Area”** means those areas in onshore India in which Company or its Affiliated Company may from time to time be entitled to conduct Operations pertaining to testing of Oil/Gas wells.
  - 1.9 **“Operation Base”** means the place or places, onshore, designated as such by Company from time to time.
  - 1.10 **“Spud/spudding/spudded-in of the well”** means the initiation of drilling of the well and the very first hit on well center of the new location after alignment and after the rig preparation is complete in all respects subsequent to clearance from safety, audit and the Company representative.



- 1.11 **"Key Personnel"** means the personnel holding the post of Rig Superintendent, Tool pusher, Tour Pusher, Driller, Chief Mechanic, Chief Electrician, HSE Officer, Medic/Doctor.
- 1.12 **"Company's items"** means the equipment, materials and services, which are to be provided by company at the expense of company and listed in the Contract.
- 1.13 **"Contractor's items"** means the equipment, materials and services, which are to be provided by the Contractor or company at the expense of the Contractor which, are listed in section under terms of reference and technical specifications.

## **2.0 MOBILIZATION**

- 2.1 The mobilization of the services shall commence on the date of receipt of the Mobilisation Notice, unless otherwise deferred to later date and continue until completion and properly positioned at the first location after obtaining all the permits & clearances (duly certified by the Company representative) and ready in all respects to start operations..

After the receipt of Mobilisation Notice, Contractor shall submit fortnightly report or any other report as desired by Company showing progress in each activities of mobilization.

- 2.2 The Contractor will advise readiness for commencement of mobilization / shipment to Company, at least 3 days before actual mobilization / shipment commences.
- 2.3 Mobilization charges will be payable after the commencement date as certified by the Company.

## **3.0 CONTRACTOR'S PERSONNEL**

- 3.1 Except as otherwise hereinafter provided, Contractor shall be responsible for the selection, replacement, and determining remuneration of Contractor's personnel. Such employees shall be employees solely of the Contractor. Contractor shall ensure that its personnel will be competent and efficient.
- 3.2 The Contractor shall nominate one of its personnel as Contractor's representative who shall be in charge of Contractor's personnel and who shall have full authority to resolve all day to day matters, which arise at the Site.
- 3.3 The Contractor shall be responsible for arranging relief of personnel during vacation, statutory off days, sickness etc. entirely at their cost.

The Contractor will have to obtain prior approval from Company for the relief personnel of the Contractor.

- 3.4 Contractor shall provide all manpower for necessary supervision and execution of all work under this Contract to Company's satisfaction except where otherwise stated
- 3.5 **Replacement of Contractor's Personnel:** The Contractor will remove and replace any Contractor's personnel, who in the opinion of the Company, is incompetent, or negligent or of unacceptable behavior or whose employment is otherwise considered by the Company to be undesirable. The replacement personnel also must have the same qualification/ experience. The replacement of such personnel will be fully at the cost of the Contractor and shall be made within Seven (7) days of such instruction from the Company.
- 3.6 Contractor shall deploy on regular basis, all category of their employees required for carrying out economic and efficient operations

#### **4.0 CONTRACTOR'S ITEMS**

- 4.1 The Contractor shall provide Contractor's items to perform the services under the Contract as specified in this document. The Contractor shall be liable to obtain any permits or licenses required for the use of Contractor's Items
- 4.2 The Contractor shall be responsible for maintaining, at his cost, adequate stock levels of Contractor's items including spares and replenishing them as necessary.
- 4.3 The Contractor shall be responsible for the maintenance and repair of all Contractors' items and shall provide all spare parts, materials, consumables etc. during the entire period of the Contract.
- 4.4 The Contractor shall provide all fuels and lubricants for operation of Contractor's equipment.

#### **5.0 CONDUCTING OPERATIONS**

- 5.1 The Contractor shall carry out all operations mentioned herein with due diligence in a safe and workmanlike manner and in accordance with accepted international oilfield practices.
- 6.0 **Safety:** Contractor shall observe such safety regulations in accordance with acceptable oilfield practice and applicable Indian Laws such as Mines Act, Oil Mines Regulation Act 1984 including all circulars as given by DGMS time to time, IER, safety rules recommendations from

SPCB, OISD & MoEF etc. The Contractor shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care & caution in preventing fire, explosion and blow out, and maintain fire fighting and well control equipment in sound condition at all times.

## **7.0 CONTRACTOR'S SPECIAL OBLIGATIONS**

- 7.1 It is expressly understood that Contractor is an independent Contractor and that neither it nor its employees and its sub-contractor are employees or agents of Company. Company is authorized to designate its representative, who shall at all times have access to the related equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed by Contractor. The Contractor may treat Company's representative at well site as being in-charge of all Company's designated personnel at well Site.
- 7.2 **COMPLIANCE WITH COMPANY'S INSTRUCTIONS:** Contractor shall comply with all instructions of Company consistent with the provision of this Contract, including but not limited to safety instructions, confidential nature of information, etc. Such instructions shall, if Contractor request, be confirmed in writing by Company's representative.
- 7.3 **The Contractor shall also provide the Company:**
- i) Daily report
  - ii) Daily roster of Contractor's personnel.
  - iii) All items including consumables imported through EC clearance under 'Nil' Customs Duty shall be recorded in the proper format, indicating date of receipt, type, consumption, date of replacement etc.
  - iv) Contractor shall provide the list of the items, equipment, consumables etc. to be re-exported by them after completion of services under this Contract along with all relevant documents.
- 7.4 The Contractor shall arrange for inland transportation of all equipment, etc. from the port to the place of work and back at the end of the work at their own expense. Arrangement of Road Permits and payment of Entry Tax for bringing Contractor's equipment/ material to Work place shall be Contractor's responsibility.

- 7.5 In case the Contractor import the equipment etc. on re-export basis, the Contractor shall ensure for re-export of the equipment and all consumables and spares (except those consumed during the contract period) and complete all documentation required. Company will issue necessary certificates etc. as required. The Contractor shall arrange for re-export of equipment within 60 (sixty) days of notice of de-mobilization issued by the Company. If the re-export is not completed within the specified period, customs duty, penalty etc. levied by customs authorities for such delay shall be to Contractor's account and same will be deducted by the Company from Contractor's bills and Security Deposit.

7.6 **INSPECTIONS : Deleted**

7.7 **MAINTENANCE**

- i) The Contractor shall have in place and carry out the manufacturer's recommended preventive maintenance program for all equipment. Such program(s) are to be made available to OIL upon request.
- ii) All replacement parts must be manufactured by the original equipment manufacturer (OEM).

8.0 **COMPANY'S SPECIAL OBLIGATIONS:**

The Company shall be responsible at its cost, for maintaining adequate stock levels of its items and replenishing the same as deemed necessary, unless specified to the contrary elsewhere in the Contract.

- 8.1 **Ingress and Egress at location:** The Company shall provide the Contractor requisite certificates for obtaining rights of ingress to egress from the locations, where wells are to be drilled, including any certificate required for permits or licenses for the movement of Contractor's personnel. Shall such permits/ licenses be delayed because of objections of appropriate authorities in respect of specific Contractor's personnel, such personnel shall be promptly removed from the list by the Contractor and replaced by acceptable personnel. For any stoppage of operations for such delays, no Day Rate will be applicable.
- 9.0 **DAMAGE OR LOSS OF SURFACE EQUIPMENT:** The Contractor shall at all times be solely responsible for any damage to or loss or destruction of the surface equipment and its other property irrespective of how such loss, damage or destruction is caused, and even if caused by the negligence of the Company and/ or his

servants, agents, nominees, assignees, contractors and subcontractors, and the Contractor shall hold harmless and indemnify the Company from and against any expenses, loss or claim related to or resulting from such loss, damages or destruction.

If the Contractor's items are declared to be total loss and/ or construed to be total loss, as determined by the applicable insurance coverage, this Contract shall terminate for the occurrence of the event causing such loss and each party shall there upon be released of all further obligations here under in respect of this Contract, except for its payment of monies then due or liabilities to be charged in respect of the Work already done under this Contract.

#### 10.0 POLLUTION AND CONTAMINATION:

- 10.1 The Contractor shall be liable for all surface pollution to the extent caused by Contractor and resulting from spillage or rubbish in any form 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. However, in the event of such dumping or spillage or discharge by Contractor, Contractor shall immediately assume all responsibility at their cost for the removal of items, substances or rubbish so dumped or discharged and for any resulting pollution or contamination in any form, at the well Site and the surrounding area.
- 10.2 Pursuant to Clause 10.1 above, the Company agrees that Contractor shall not be responsible for and Company shall indemnify and hold Contractor its agent, servants, officers and employees harmless from any liability, loss, cost or expense for loss or damage from pollution or contamination arising out of or resulting from any of Contractor's services/ operations unless such pollution or contamination is caused by Contractor's Gross Negligence.
- 10.3 Notwithstanding anything to the contrary contained herein, it is agreed that 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 'Attorneys 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.
- 10.4 In the event, a third party commits an act or omission which results in pollution or contamination for which either the Contractor or Company, for whom such party is performing work, is held to be legally liable the responsibility therefore shall be considered as between the Contractor and Company, to be the same as if the party for whom the work was performed and all of the obligations respecting defiance indemnity, holding harmless and limitations of responsibility and liability, shall be specifically applied.
- 11.0 LOSS OF HOLE OR BLOWOUT OR CRATER: The Company shall be responsible for and shall defend and indemnify and hold harmless Contractor and its subcontractor against all loss of or damage to the hole, the well or casing therein, or for the cost of regaining control of a wild well, and re-drilling, and in the event of well blows out, for loss, damage, personal injury or death arising on the surface as a result of such subsurface occurrence, including damage to any drilling rig, platform or the structure at or around the well-site, and for removal of debris, pollution or contamination including costs of cleaning up and disposal regardless of cause
- 12.0 CONFIDENTIALITY: The Contractor agrees to be bound by professional secrecy and undertake to keep confidential any information obtained during the conduct of Operations and to take all reasonable steps to ensure the Contractor's personnel likewise keep such information confidential.
- 12.1 This obligation shall keep in force even after the termination date and until such information will be disclosed by Company.
- 12.2 Contractor shall handover to Company all Company's documents or drafts concerning operations carried out.
- 12.3 Contractor shall forbid access to the location to any people not involved in the operations or not authorized by the Company to have access to the location, however, this provision is not applicable to any Government and/or police representative on duty.
- 13.0 RIGHTS AND PRIVILEGES OF THE COMPANY: The Company shall be entitled:
  - 13.1 To check the equipment before the commencement Date. If they are not found in good order or do not meet specifications as per Section II or in case of non-availability of some of the Contractor's items listed therein, the Contractor may not be allowed for commencement until the Contractor has remedied such default.

- 13.2 To approve the choice of sub-Contractors for any essential third party contract, concerning materials, equipment, personnel and services to be rendered by Contractor. Sub-contract may be entered into by Contractor only after Company's approval.
- 13.3 To check, at all-times, Contractor's stock level, to inspect Contractor's equipment and request for renovation or replacement thereof, if found in unsatisfactory condition or not conforming to regulations or specifications.
- 13.4 In the event, company is justifiably dissatisfied with contractor's performance during the operation of any well here under on account of unreasonably slow progress or incompetence as a result of cause reasonably within the control of contractor, the company shall give the contractor written notice in which it shall specify in detail the cause of dissatisfaction. Should the contractor, without reasonable cause, fail or refuse to commence remedial action within one day of the receipt of the said written notice, the company shall have right to but not obligation to take over the specific operations, where the contractor has failed to perform, till such time the contractor commences remedial action.

During the period of any such take over, the entire cost of operation carried out by company will be deducted from contractor's payment, in addition to imposing penalty as applicable as per the contract for contractor's failure.

- 14.0 DURATION: The rates, terms and conditions shall continue until the completion or abandonment of the last well being drilled and completion of testing operation.
- 14.1 FIRM PRICE: The rates payable under this Contract, shall be firm during the Contract period including the extension period, if any, under Clause 2.4 of the Section I 'General Conditions of Contract'.
- 15.0 HEADINGS: The headings of the clauses of the contract are for convenience only and shall not be used to interpret the provisions hereof.
- 16.0 PREVENTION OF FIRE:
- 16.1 Contractor shall maintain all equipment in good condition at all times and shall take all possible steps to control and prevent the fire. The Contractor shall be responsible for taking all preventive and corrective measures for initial control fire.

- 17.0 DISCIPLINE: The Contractor shall maintain strict discipline and good order among their respective employees and their respective Sub-Contractors, if any, and shall abide by and conform to all rules and regulations promulgated by the Company and Contractor governing the operations at the assigned worksites. Shall the Company feel with just cause that the conduct of any of the Contractor's personnel is detrimental to Company's interests, the Company shall notify Contractor in writing the reasons for requesting removal of such personnel. The Contractor shall remove and replace such employees at their expense within 7 days from the time of such instruction given by the Company.
- 18.0 If any of the clauses in this section contradict with other clauses of GCC (Part 3, Section I), then the clauses in this section shall prevail.

**END OF SECTION - III**



## SECTION - IV

### **SCHEDULE OF RATES**

The prices as incorporated in Proforma B will be guided by the following and payments shall be made for the actual work done and all "DAY RATE" charges shall be payable after prorating to nearest hour:

#### **A. MOBILIZATION CHARGES:**

##### **[FOR TOOLS / EQUIPMENT WITH ALL ACCESSORIES / CONSUMABLES]**

- a) Mobilization charges shall be one time **lump sum** charge which shall covers all local and foreign costs (if any) of the Contractor to mobilize the tools & equipment and Consumables as specified in the Contract, to the location and also includes all duties, any other local and foreign taxes, service tax, port fees, inland transportation and any other costs if applicable etc.
- b) **Mobilization Charges** as LUMP SUM amount shall be payable on the completion of **Mobilization** as defined in Clause 2.2 of Section I 'General Conditions of Contract'.
- c) Total Mobilization Charges quoted should not exceed 7.5% of the total Contract value.
- d) Company at its discretion may allow operations to start without completed mobilization. However, the shortfall items must be mobilized by the Contractor immediately thereafter. If Company permits the Contractor operations without completed mobilization, only 80% of Mobilization charges will become payable to the Contractor and the remaining 20% of mobilization charges will be deducted as penalty over and above the liquidated damages as set out in the Contract, which will not be paid by Company even after the shortfall items are made available. However, notwithstanding this provision for partial mobilization, Contractor must make all efforts for mobilization of Contractor's equipment, tools and accessories etc. as per the contractual provisions.

#### **B. MOBILIZATION CHARGES FOR PERSONNEL:**

- a) **Mobilization Charges** shall be **"LUMP SUM"** amount and shall cover all costs of Contractor include but not limited to travel expenses, in-transit accommodation charges, personal insurance etc. for Contractor's Personnel to reach the Company designated Site on receipt of the mobilization notice from Company.

- b) **Mobilization Charges** shall be payable to the Contractor after the completion of **Mobilization** of Contractor's Personnel as defined in Clause 2.2 of Section I 'General Conditions of Contract'.

**C. DEMOBILIZATION CHARGES**

**[FOR TOOLS / EQUIPMENT WITH ALL ACCESSORIES / CONSUMABLES]**

- a) The Demobilization Charges shall be payable one time on lump sum basis which include all charges towards demobilization of Contractor's tools, equipment alongwith all accessories from the drilling location to Contractor's base upon completion/termination of Contract.
- b) All charges connected with demobilization including all fees, duties and taxes in relation thereto, insurance and freight within India or on export/re-export outside India will be to Contractor's account.
- c) The Company shall give notice to the Contractor to commence demobilization. The Contractor will ensure that demobilization is completed within 30 (thirty) days from the date of notice from the Company.
- d) No charges, whatsoever, shall be payable to the Contractor from the date notice for demobilize is issued to the Contractor by the Company.
- e) Pursuant to Clause 25.11 and Clause 28.0 of 'General Conditions of Contract', Demobilization charges shall be paid to the Contractor for complete package of Tools/ Equipment/ Spare/ Accessories etc. after completion of the contractual period/ termination of the Contract.
- f) The Contractor will ensure that demobilization is completed and Company's work-site is cleared-off Contractor's property within 30 (thirty) days of notice from the Company. Penalty will be imposed "@10% per day" of De-Mobilization Charges for every additional day consumed by Contractor beyond stipulated 30 (thirty) days to complete De-Mobilization.
- g) Total Demobilization Charges quoted should not exceed 5% of the total Contract value.

**D. DE-MOBILIZATION CHARGES :**  
**[ALL PERSONNEL]**

**De-Mobilization Charges** shall be payable to the Contractor as "**LUMP SUM**" amount for the Contractor's personnel after their departure from the well site on receipt of de-mobilization notice from the Company.

**E. RENTAL CHARGES FOR ALL EQUIPMENT PER DAY**  
**[FOR TOOLS / EQUIPMENT WITH ALL ACCESSORIES]**

- a) Rental Charges for Contractor's tools & equipment (as specified in **Section-II**) shall be payable with effect from the date of completion of Mobilization.
- b) The Rental Charges includes the use of equipment, supply of spares and consumables, replacement/ maintenance cost and other operational requirement (if any) during the Contract period. The Contractor must maintain adequate stock of such regularly required items/spares at the drilling site under their possession to ensure uninterrupted service.
- c) All other necessary equipment, tools and accessories etc. will be provided by the Contractor for due performance of the intended services without any additional rental charges to Company.
- d) During "Rental" period the tools/equipment are required to be in fully operating condition, save repair and preventive maintenance with prior permission of the Company.
- e) Rental Charges shall not be payable, if the Contractor withdraws the whole or part of the equipment or any manpower affecting operations.
- f) If Contractor's tool/ equipment fails to perform, for any reason during the operation, no Rental Charges shall become payable until the equipment/ tool is put back into operating condition or evidenced by demonstration of operation in actual tests or use to the satisfaction of OIL.
- g) Rental Charges shall not be payable for any tool/ equipment from the day of last successful operation if the tool /equipment including back-up(s) fails to function, to OIL's satisfaction, up to the very beginning of the next operation.

**F. OPERATING DAY RATE FOR PERSONNEL (ODRP)**

- a) **ODRP** shall be payable for the following Contractor's Personnel:

For Mud Engineering Services:

Lead Mud Engineer	1 (one) no.
Second Mud Engineer	1 (one) no.

For Drilling Waste Management Services:

Waste Management Supervisor:	1 (one) no.
Waste Management Operators:	2 (two) no.

The Contractor may engage additional personnel for maintenance or assistance in the performance of the Work. The Company shall not be responsible to pay any charge or day rate for such additional personnel.

- b) **ODRP** shall be payable to Contractor's Personnel for performing the Work as envisaged under the Contract from the day the Contractor completes Mobilization of Contractor's personnel at the designated Locations.
- c) **ODRP** for Contractor's Personnel shall cease with effect from the day the Company serves demobilization notice to the Contractor.
- d) No **ODRP** shall be due to the Contractor if Contractor's tool/equipment fails to perform for any reason during the operation, until the equipment/ tool is put back into operating condition or evidenced by demonstration of operation in actual tests or use to the satisfaction of OIL.

**G. STANDBY DAY RATE FOR PERSONNEL (SDRP)**

- a) **SDRP** shall be payable for the following Contractor's Personnel:

For Mud Engineering Services:

Lead Mud Engineer	1 (one) no.
Second Mud Engineer	1 (one) no.

For Drilling Waste Management Services:

Waste Management Supervisor:	1 (one) no.
Waste Management Operators:	2 (two) no.

- b) **SDRP** shall be payable to Contractor's Personnel for the period; operations are halt due to rig repair/standby/shutdown etc. leading to suspension of Mud Engineering/ Drilling Waste Management services continuously for more than 48 hours. However, for the initial consecutive 48 hours of suspension of Mud Engineering / Drilling Waste Management services under such condition, the **ODRP** as per **Clause 'C'** above shall be payable. The SDRP shall apply beyond the initial 48 hours till resumption of the services.
- c) **SDRP** shall not be payable to the Contractor for the period **ODRP** is being paid.

**H. INTERIM DEMOBILIZATION & REMOBILIZATION CHARGES (TOOLS / EQUIPMENT / CONSUMABLES WITH ALL ACCESSORIES)**

- a) The bidder is required to quote **Interim Demobilization & Remobilization Charges** in LUMP SUM to any well **covering** rental Tools/ Equipment with accessories. The company retains the right to De-Mobilize Contractor's Equipment & Tools temporarily from any well and Re-Mobilize the consignment to same well or another well in case of, but not limited to, need for temporary suspension of Company's activity for operational reasons, or any other reason as deemed fit to the company. In such an event these charges in LUMP SUM amount are payable.
- b) No Charges, whatsoever, shall be payable from the time the Interim De-Mobilization notice is issued till Re-Mobilization is completed under Company's advice and duly certified by Company's representative.
- c) The total period of interim demobilization and remobilization during the Contract duration for equipment/ tools and accessories shall not exceed 3 (three) months. However, beyond said period, the interim demobilization and remobilization period may be extended by the parties at mutually agreed rates, terms and conditions. The Company, at its discretion, may add back such interim demobilization and remobilization period to the original Contract duration at the same rates, terms and conditions by giving 30 (thirty) days notice to the Contractor before the expiry of the Contract.

**I. INTER – LOCATION MOVEMENT ( ILM ) CHARGES :**  
**(TOOLS / EQUIPMENT / CONSUMABLES WITH ALL ACCESSORIES)**

- i) The Contractor shall carry out inter-location movement of Contractor's items on completion of operation at one well & after receipt of notice from the Company. ILM Charges shall be payable after mobilization of Contractor's items to Company designated next location, only when all the tools/ equipment/ consumables are received and tools/ equipment are tested/ calibrated to its rated specifications to the satisfaction of OIL. The Contractor shall complete the Inter-location Movement within 15 (fifteen) days from the date of ILM notice issued by the Company. Day Rate Charges (Rental) shall start after the completion of ILM.
- ii) The Contractor shall be solely responsible for executing Inter-Location Movement that covers shifting of all tools / equipment / consumables / Accessories. However, the Company shall provide the crane at loading & unloading points only. Supervision, safety of the tools/ equipment/ consumables/ accessories during loading, transportation & unloading will be responsibility of the Contractor.
- iii) The Contractor is required to complete Inter-location movement inclusive of Dismantling of Contractor's facility in one well, Re-Installation and Re-Commissioning of same in next well as per operational requirement.

- iv) No Day Rate Charges (RENTAL) for Tools / Equipment shall be payable during the period of inter location movement [from one well to next well] inclusive of Re-Installation & Re-Commissioning at next well. However, if the Contractor is not able to complete the ILM within the stipulated period due to the reasons not attributable to the Contractor, the Contractor shall be paid Day Rate Charges (Rental) for Tools/ Equipment on expiry of the stipulated period.

\*Locations are at a distance of 50 kms (approx.) from each other.

**J. ZERO RATES:**

Notwithstanding any provision in the Contract, no charges shall be payable for the period, the job or activity assigned to the Contractor is halted due to break-down of Contractor's tools/equipment, non-availability of key personnel or for any other reason whatsoever attributable to the Contractor.

**K. DAY RATE FOR TOOLS/ EQUIPMENT / PERSONNEL DURING FORCE MAJEURE:**

- i) All rates quoted by the Bidder shall be restricted to 50% of rental/standby charges under above circumstances.

This will be considered as **FORCE MAJEURE RATE**.

- ii) The **Force Majeure Rate** shall be payable during the first 15 (fifteen) days period of force majeure condition. No payment shall accrue to the Contractor beyond the first 15 (Fifteen) days period unless mutually agreed upon.

**L. GENERAL NOTE:**

- i) Bidders should indicate name and address of their Indian agent if any and also should specify the percentage of commission if any involved and it should be included in the quoted rates. In case no Indian agent commission is involved, then the same should be shown as "NIL".
- ii) Bidder should submit the list of items with CIF value to be imported into India in connection with execution of this contract as per **Proforma-A**, enclosed.
- iii) From the **Proforma-A**, bidder should identify the items of re-exportable in nature (i.e. items which will not be consumed during the execution of the contract and required to be exported outside India after completion of the contract). Total CIF value of such items should be shown in the "PRICE BID FORMAT" as CIF (RE-EX).



**Annexure-I**

**INTEGRITY PACT**

Between  
Oil India Limited (OIL) hereinafter referred to as “The Principal”

And

----- hereinafter referred to as “The Bidder/Contractor”

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for services under Tender No. CEG9174L16. 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 Organisation “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 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 he/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.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

1. 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 credibility 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.

2. 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 3 years.
3. 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.
4. 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.
5. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

#### **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 3 % of the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.
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 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.
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/Sub-Contractors**

1. The Bidder/Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Sub-Contractors.
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 Sub-Contractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub-Contractor, 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  
(three in number depending on the size of the contract)  
(to be decided by the Chairperson of the Principal)**

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 Sub-Contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor/ Sub-Contractor 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.
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.
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

Place .....

Date .....

for the Bidder/Contractor

Witness 1 : .....

Witness 2 : .....

**ANNEXURE II****BIO-DATA AND EXPERIENCE OF PERSONNEL**

Name:

Educational Qualification:

Certifications:

**Experience in last five years**

Year	From Date	To Date	Name of Organization	Client/ Project	No. of days worked	No. of Cementing jobs done	Type of wells drilled	Worked as

**Format for Other personnel**

- 1 CATEGORY OF JOB / POST :
- 2 NAME OF INCUMBENT :
- 3 PRESENT ADDRESS :
- 4 HOME ADDRESS :
- 5 NATIONALITY :
- 6 DATE OF BIRTH :
- 7 ACADEMIC QUALIFICATION :
- 8 TECHNICAL QUALIFICATION :
- 9 TOTAL EXPERIENCE IN THE RELATED FIELDS (IN YEARS) :
- 10 JOB EXPERIENCE RESUME :

SL NO	WORK EXPERIENCE		TYPES OF JOB CARRIED OUT	NAME OF COMPANY	PLACE OF WORK
	FROM	TO			

NOTE: TO ATTACH ALL SUPPLEMENTARY DOCUMENTS.

**SIGNATURE OF THE BIDDER**

**ANNEXURE-III**

**PROFORMA UNDERTAKING FROM CONTRACTOR'S PERSONNEL**

I \_\_\_\_\_ S/o \_\_\_\_\_  
having  
permanent residence at \_\_\_\_\_  
Dist. \_\_\_\_\_ am working with M/s. \_\_\_\_\_  
as their employee. Now, I have been transferred by M/s.  
\_\_\_\_\_ for carrying out the contract job under  
Contract No. \_\_\_\_\_ which has been awarded in  
favour of my employer M/s. \_\_\_\_\_.

I hereby declare that I will not have any claim for employment or any service  
benefit from OIL by virtue of my deployment for carrying out contract job in  
OIL by M/s. \_\_\_\_\_.

I am an employee of \_\_\_\_\_ for all  
practical purposes and there is no privity of Contract between OIL and me.

-----  
**Signature**

Place:  
Date:

1. NAME: .....  
DESIGNATION:.....  
DATE:.....

2. NAME:.....  
DESIGNATION:.....  
DATE:.....

**PROFORMA - A****LIST OF ITEMS (EQUIPMENT, TOOLS, ACCESSORIES, SPARES &  
CONSUMABLE)****TO BE IMPORTED IN CONNECTION WITH EXECUTION OF THE CONTRACT  
SHOWING CIF VALUE.**

Srl No	Item Description	Qty/ Unit	Rate	Total	Freight & Insurance	CIF Value	Port & other charge	Landed Cost	Is it re-exportable? YES or PARTY	Year of Mfg.	HSN Code
A	B	C	D	E = C x D	F	G = F + E	H	I = G+H	J	K	L

(1) The items which are not of consumable in nature and required to be re-exported outside India after completion of the Contract should be indicated as "YES" in column "J".

(2) The items which are of consumable in nature should be indicated as "PARTY" in column "J".

(3) For estimation of applicable customs duty, the bidders are required to indicate customs tariff code (i.e. HSN Code) of each item in column "L".

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

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

**Seal of the Bidder:**



**PROFORMA - B****PRICE BID FORMAT**  
.....

Quotation No.: \_\_\_\_\_

Currency of Quote: \_\_\_\_\_

Validity of Bid: \_\_\_\_\_

**FORMAT – A (EQUIPMENT)**

S. No.	DESCRIPTION	UNIT	QTY	Rate	AMOUNT
A	<b>EQUIPMENT</b>				
a	<b>Mud Lab &amp; Accessories</b>				
a1	-Mobilization Charges	LS	1		
a2	-Demobilization Charges	LS	1		
a3	-Rental Charges	Days	365		
a4	-ILM Charges	LS	2		
b	<b>DWM UNIT</b>				
b1	-Mobilization Charges	LS	1		
b2	-Demobilization Charges	LS	1		
b3	-Rental Charges	Days	365		
b4	-ILM Charges	LS	2		
c	<b>DWM - Unit 2 (Call-out)</b>				
c1	-Mobilization Charges	LS	3		
c2	-Demobilization Charges	LS	3		
c3	-Rental Charges	Days	80		
<b>TOTAL EQUIPMENT CHARGES, A= a+b+c</b>					
z1	Interim Demobilization - Remobilization Charges for Mud Lab & Accessories	LS	1		
z2	Interim Demobilization - Remobilization Charges for DWM Unit 1	LS	1		

**Note:** Interim demobilization & remobilization charges for Contractor's items in point no. 'z1' & 'z2' above shall not be considered for evaluation.

**FORMAT – B (PERSONNEL)**

S. No.	DESCRIPTION	UNIT	QTY	Rate	AMOUNT
B	<b>PERSONNEL</b>				
a	<b>Lead Mud Engineer x 1 no.</b>				
a1	-Mobilization Charges	LS	3		
a2	-Demobilization Charges	LS	3		
a3	-ODRP	Days	320		
a4	-SDRP	Days	45		
b	<b>Night Mud Engineer x 1 no.</b>				
b1	-Mobilization Charges	LS	3		
b2	-Demobilization Charges	LS	3		
b3	-ODRP	Days	320		
b4	-SDRP	Days	45		
c	<b>DWM Supervisor x 1 no.</b>				
c1	-Mobilization Charges	LS	3		
c2	-Demobilization Charges	LS	3		
c3	-ODRP	Days	320		
c4	-SDRP	Days	45		
d	<b>DWM Operator x 2 nos</b>				
d1	-Mobilization Charges	LS	3		
d2	-Demobilization Charges	LS	3		
d3	-ODRP	Days	320		
d4	-SDRP	Days	45		
<b>TOTAL PERSONNEL CHARGES, B= a+b+c+d</b>					

**FORMAT – C (CHEMICALS)**

S. No .	Chemical	Brand Name	Unit	Quantity	Unit cost	Total Cost	Specs enclosed	MSDS enclosed
							Yes/No	Yes/No
1	Barytes		MT	1500				
2	Bentonite		MT	600				
3	Caustic Soda		MT	9				
4	CMC(HVG)		MT	5				
5	CMC(LVG)		MT	15				
6	CFLS		MT	9				
7	CL		MT	9				
8	PAC(R)		MT	40				
9	PAC(L)		MT	40				
10	Xanthan Gum/XC Polymer		MT	18				
11	Sulphonated Asphalt/Solte x/Asphasol		MT	27				
12	Resinated Lignite		MT	50				
13	Linseed Oil		KL	15				
14	Lubricant/EP Lube		KL	25				
15	KCl		MT	30				
16	KOH		MT	15				
17	Mud Detergent		KL	3				
18	Pipelax		KL	3				
19	Mica		MT	12				
20	Saw dust		MT	12				
21	Jel flake		MT	3				
22	Cal carb (F/M/C)		MT	15				
23	Walnut shell		MT	4				
24	Defoamer		KL	6				
25	Biocide (ENV)		KL	2				
26	Soda ash		MT	7				
27	Sodium bicarb		MT	3				
28	Lime		MT	10				

28	Teepol		KL	1				
29	SAPP		MT	3				
30	CH3COOK		MT	190				
31	PHPA		MT	9				
32	Brine Corrosion Inhibitor		KL	1				
33	Zinc Carbonate		MT	2.5				
<b>Total cost of chemicals, (C) :</b>								

**Note:** Chemical names shown above are generic in nature. The bidder may quote for equivalent/substitute chemicals with proper technical literatures.

**FORMAT – D (DWM CHEMICALS & CONSUMABLES)**

S. No.	Consumables	Brand Name	Unit	Qty	Cost	Total Cost	Specs/MSDS submitted?
<b>Chemicals for DWM</b>							
a	Flocculent		MT	8			
b	Coagulant-1		MT	100			
c	Coagulant-2		MT	3			
<b>Other Consumables for DWM</b>							
d	10 micron absolute Cartridges		No	500			
e	5 micron absolute Cartridges		No	500			
f	25 micron bag filters		No	40			
g	40 micron bag filters		No	40			
<b>Total Cost of DWM Chemical and Other Consumables, D= a+b+c+d+e+f+g</b>							

**Note:** These are the general chemicals/consumables required for Drilling Waste Management Service. Contractor has to optimize the chemical treatment and process system of the Company based on lab studies in its laboratory based on actual effluent encountered at well site.

**FORMAT – E (CONSUMABLES & CHEMICALS PROPOSED BY CONTRACTOR)**

Item	Consumables	Brand Name	Unit	Qty	Cost	Total Cost	Specs/MSDS submitted?
a							
b							
c							
<b>Total Cost of consumables &amp; chemicals, E =</b>							

<b>a+b+c+.....</b>	
--------------------	--

**TOTAL ESTIMATED CONTRACT VALUE [T] = A + B + C + D + E**

**NOTE :**

- i) The items mentioned in above clause are to be read in conjunction with **Schedule of Rates** in Section IV.
- ii) Bidders shall quote for all the items.
- iii) The quantities mentioned against each item in Schedule of Rate/Price Bid Format are for evaluation purposes only. However, payment will be made at actual.

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

**Name of the firm/bidder/service provider:**

\_\_\_\_\_

**PROFORMA-C**

**BID FORM**

**To:**  
**EXECUTIVE DIRECTOR (KGB & BEP)**  
**OIL INDIA LIMITED,**  
**D.No.11-4-7; 3<sup>RD</sup> FLOOR**  
**NOOKALAMMA TEMPLE STREET**  
**RAMARAOPETA, KAKINADA-533004**  
**Andhra Pradesh, India**

**Sub: Tender No.** \_\_\_\_\_

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 services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_\_ (Total Bid Amount in words and figures) 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 within (\_\_\_\_\_) days/months calculated from the date of issue of Letter of Award (LOA).

If our Bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding \_\_\_\_\_ for the due performance of the Contract.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period or any extension to bid validity agreed by us.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Letter 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 \_\_\_\_\_ 20...

Name of the Authorized Signatory: \_\_\_\_\_  
Name of the Firm/Service Provider/Bidder: \_\_\_\_\_

**PROFORMA - D**

**CERTIFICATE OF COMPLIANCE WITH RESPECT TO BRC**

We \_\_\_\_\_(Name of the bidder) hereby confirm that all the conditions given in the Bid Rejection Criteria(BRC) of the Bid document of Tender No. ----- are acceptable to us and we have not made any deviations from the same or put forward any additional condition in our offer in this respect. It is also confirmed that the supporting documents with regard to Eligibility Criteria of the bidder, laid down in the Bid Document are duly submitted in the Envelope 'C' containing the Techno-commercial Bid.

Name of the Authorized Signatory: \_\_\_\_\_

Name of the Firm/Service Provider/Bidder: \_\_\_\_\_

**To be digitally signed by Bidder's Authorized signatory**

**PROFORMA-E****STATEMENT OF NON-COMPLIANCE (excepting BRC)  
(Only exceptions/deviations to be rendered)**

1.0 The Bidder shall furnish detailed statement of **exceptions/deviations excepting BRC**, if any, to the tender 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>

2.0 In addition to the above, the Bidder shall furnish detailed information pertaining to construction, operational requirements, velocity-pattern, added technical features, if any and limitations etc. of the Inspection Tool proposed to be deployed.

Name of the Authorized Signatory: \_\_\_\_\_

Name of the Firm/Service Provider/Bidder: \_\_\_\_\_

**Seal of the Bidder:**

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, shall the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same shall 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 Techno-commercial bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

**To be digitally signed by Bidder's Authorized signatory**



**PROFORMA - F**

**FORM OF BID SECURITY (BANK GUARANTEE)**

**EXECUTIVE DIRECTOR (KGB&BEP)  
OIL INDIA LIMITED,  
D.No.11-4-7;3rd Floor  
NOOKALAMMA TEMPLE STREET  
RAMARAOPETA, KAKINADA-533004  
Andhra Pradesh, India**

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Kakinada, AP, India (hereinafter called the Company)'s tender No.: \_\_\_\_\_. KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of ( \* ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\*\*.

THE CONDITIONS of these obligations are:

- (1) If the Bidder withdraws / modifies their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
  - (a) Fails or refuses to execute the form of Contract in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter/fax/cable), without Company having to substantiate its demand provided that in its demand Company will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall be irrevocable and shall remain in force up to and including the date ( \*\* ) and any demand in respect thereof shall reach the Bank not later than the above date.

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_  
Name of Bank & Address \_\_\_\_\_

Date: ..... Place: \_\_\_\_\_

\* The Bidder shall insert the amount of the guarantee in words and figures.

\*\* Date of expiry of Bank Guarantee shall be minimum 30 days after the end of the validity period of the Bid.

**PROFORMA - G**

**FORM OF PERFORMANCE BANK GUARANTEE**

**EXECUTIVE DIRECTOR (KGB&BEP)  
OIL INDIA LIMITED,  
D.No.11-4-7; 3rd Floor  
NOOKALAMMA TEMPLE STREET  
RAMARAOPETA, KAKINADA-533004  
Andhra Pradesh, India**

WHEREAS \_\_\_\_\_ (Name and address of Bidder) (hereinafter called "Bidder") 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 Bidder shall furnish you with a Bank Guarantee as security for compliance with Bidder's obligations in accordance with the Contract.

AND WHEREAS we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") have agreed to give the Bidder such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Bidder, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ in words) (\_\_\_\_\_), such amount being payable in the types and proportions of currencies 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 Bidder before presenting us with the demand.

We also agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by the OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Bidder and shall remain valid, binding and operative against the Bank.

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 Bidder shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date \_\_\_\_\_ (calculated at 6 months after Contract completion date).

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

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

**PROFORMA-H**

**CONTRACT 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 Bidder) hereinafter called the "Bidder" 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) shall be provided by the Bidder as detailed hereinafter or as Company may requires;

WHEREAS, Bidder 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 Bidder against Company's TENDER NO.CEG9174L16---. All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, shall there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's Bid Document and subsequent letters including the Letter of Intent and Bidder'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.:

(a) Section-I indicating the General Conditions of this Contract;

(b)Section-II indicating the Terms of Reference/Technical Specifications;

(c) Section-III indicating the Special Terms & Condition;

(d) Section-IV indicating the Schedule of Rates;

3. In consideration of the payments to be made by the Company to the Bidder as hereinafter mentioned, the Bidder 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 Bidder 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 ----- as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Bidder  
(M/s. \_\_\_\_\_)

for and on behalf of  
Company (Oil India Limited)

Name:  
Status:  
In presence of  
1.  
2.

Name:  
Status:  
In presence of  
1.  
2.

**PROFORMA - I**

**PROFORMA LETTER OF AUTHORITY**

TO

**EXECUTIVE DIRECTOR (KGB&BEP)  
D.No.11-4-7; 3rd Floor  
NOOKALAMMA TEMPLE STREET  
RAMARAOPETA, KAKINADA-533004  
Andhra Pradesh, India**

Sir,

Sub: OIL's Tender No. \_\_\_\_\_

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Tender Invitation No. \_\_\_\_\_ for hiring of services for \_\_\_\_\_.

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

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. If signed by a consortium, it shall be signed by members of the consortium.

**PROFORMA-J**

***AUTHORISATION FOR ATTENDING BID OPENING***

TO

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

**EXECUTIVE DIRECTOREX (KGB&BEP)  
OIL INDIA LIMITED,  
D.NO.11-4-7; 3RD FLOOR**

**NOOKALAMMA TEMPLE STREET**

**RAMARAOPETA, KAKINADA-533004  
Andhra Pradesh, India**

Sir,

**Sub: OIL's Tender No. -----**

We authorize Mr. /Mrs. \_\_\_\_\_ (Name and address) to be present at the time of opening of the above Tender due on \_\_\_\_\_ on our behalf.

Yours Faithfully,

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

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

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

**Seal of the Bidder:**

**Note:** This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person who signs the bid.



FORMAT OF AGREEMENT BETWEEN BIDDER AND THEIR PARENT COMPANY / 100% SUBSIDIARY COMPANY (As the case may be)

(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)

This agreement made this \_\_\_\_ day of \_\_\_\_ month \_\_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in the Bidder's full name, constitution and registered office address) hereinafter referred to as bidder on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Parent Company/Subsidiary Company, as the case may be) hereinafter referred to as "Parent Company/ Subsidiary Company (Delete whichever not applicable)" of the other part:

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and

M/s. \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have technical support of M/s. \_\_\_\_\_ [Parent Company/ Subsidiary Company-(Delete whichever not applicable)] and whereas Parent Company/ Subsidiary Company (Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the bidder for successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed to by and between the parties as follows:

1. M/s. \_\_\_\_\_ (Bidder) will submit an offer to OIL for the full scope of work as envisaged in the tender document as a main bidder and liaise with OIL directly for any clarifications etc. in this context.
2. M/s. \_\_\_\_\_ (Parent Company/ Subsidiary Company (Delete whichever not applicable) undertakes to provide technical support and expertise, expert manpower and procurement assistance and project management to support the bidder to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the Parent Company/Subsidiary Company (Delete whichever not applicable) and accepted by the bidder.
3. This agreement will remain valid till validity of bidder's offer to OIL including extension if any and till satisfactory performance of the contract in the event the contract is awarded by OIL to the bidder
4. It is further agreed that for the performance of work during contract period bidder and Parent Company/Subsidiary

Company (Delete whichever not applicable) shall be jointly and severely responsible to OIL for satisfactory execution of the contract.

5. However, the bidder shall have the overall responsibility of satisfactory execution of the contract awarded by OIL.

In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Bidder)

For and on behalf of  
(Parent Company/Subsidiary  
Company (Delete whichever not  
applicable))

M/s.  
Witness:  
1)  
2)

M/s.  
Witness:  
1)  
2)

PARENT COMPANY/ SUBSIDIARY COMPANY GUARANTEE  
(Delete whichever not applicable)  
(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND  
NOTORISED)

DEED OF GUARANTEE

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called “the Guarantor” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s Oil India Limited, a company duly registered under the Companies Act 1956, having its Registered Office at Duliajan in the State of Assam, India, and having an office, amongst others, at Kakinada, Andhra Pradesh, India hereinafter called “OIL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assigns, invited tender number ..... for ..... on .....

M/s ..... (mention complete name), a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... (give complete address) hereinafter called “the Company” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successor and permitted assigns, have, in response to the above mentioned tender invited by OIL, submitted their bid number ..... to OIL with one of the condition that the Company shall arrange a guarantee from its parent company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by OIL at any stage.

The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Company for successful execution of the same.

The Company and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical and such other supports as may be necessary for performance of the work relating to the said tender.

Accordingly, at the request of the Company and in consideration of and as a requirement for OIL to enter into agreement(s) with the Company, the Guarantor hereby agrees to give this guarantee and undertakes as follows:

1. The Guarantor (Parent Company / 100% Subsidiary Company (Delete whichever not applicable) unconditionally agrees that in case of non-performance by the Company of any of its obligations in any respect, the Guarantor shall, immediately on receipt of notice of demand by OIL, take up the job without any demur or objection, in continuation and without loss of time and without any cost to OIL and duly perform the obligations of the Company to the satisfaction of OIL.
2. The Guarantor agrees that the Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Company.
3. The Guarantor shall be jointly with the Company as also severally responsible for satisfactory performance of the contract entered between the Company and OIL.
4. The liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Company and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Company.
5. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations hereunder.
6. The Guarantor also agrees that this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of ....., India.
7. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
8. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Parent  
Company/Subsidiary Company (Delete whichever not applicable))

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

Witness:

1. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Common seal of the  
Company \_\_\_\_\_

Witness:

2. Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Address \_\_\_\_\_

#### INSTRUCTIONS FOR FURNISHING PARENT/SUBSIDIARY COMPANY GUARANTEE

1. Guarantee should be executed on stamp paper of requisite value and notarized.
2. The official(s) executing the guarantee should affix full signature (s) on each page.
3. Resolution passed by Board of Directors of the guarantor company authorizing the signatory(ies) to execute the guarantee, duly certified by the Company Secretary should be furnished alongwith the Guarantee.
4. Following certificate issued by Company Secretary of the guarantor company should also be enclosed alongwith the Guarantee.  
“Obligation contained in the deed of guarantee No. \_\_\_\_\_ furnished against tender No. \_\_\_\_\_ are enforceable against the guarantor company and the same do not, in any way, contravene any law of the country of which the guarantor company is the subject”

FORMAT OF AGREEMENT BETWEEN BIDDER THEIR SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY AND THE ULTIMATE PARENT/HOLDING COMPANY OF BOTH THE BIDDER AND THE SISTER SUBSIDIARY/CO-SUBSIDIARY (Strike out whichever is not applicable between Ultimate Parent and Holding Company. Similarly strike out whichever is not applicable between Sister Subsidiary and Co-subsidiary Company)

(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)

This agreement made this \_\_\_\_ day of \_\_\_\_ month \_\_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in Bidder's full name, constitution and registered office address) \_\_\_\_\_ hereinafter referred to as "Bidder" of the first part and

M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Sister Subsidiary/Co-subsidiary Company of the Bidder) herein after referred to as "Sister Subsidiary/ Co-subsidiary" of the second part and

M/s. \_\_\_\_\_ (Fill in the full name, constitution and registered office address of the Ultimate Parent/Holding Company's of both the subsidiaries) hereinafter referred to as "Ultimate Parent/ Holding Company" of the third part.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and

M/s. \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have a technical support of M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) and

Sister Subsidiary/Co-subsidiary Company represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the bidder for successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed to by and between all the three parties as follows:

1. M/s. \_\_\_\_\_ (Bidder) will submit an offer to OIL for the full scope of work as envisaged in the tender document.
2. M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) undertakes to provide technical support and expertise and expert manpower,

material, if any, to support the bidder to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the bidder.

3. This agreement will remain valid till validity of bidder's offer to OIL including extension if any and also till satisfactory performance of the contract in the event the bid is accepted and contract is awarded by OIL to the bidder.
4. Sister Subsidiary/ Co-subsidiary Company unconditionally agrees that in case of award of contract to the Bidder, if the Bidder is unable to execute the contract, they shall, immediately on receipt of notice by OIL, take up the job without any demur or objection, in continuation without loss of time and without any extra cost to OIL and duly perform the obligations of the Bidder/Contractor to the satisfaction of OIL.
5. The Ultimate Parent/Holding Company also confirms and undertakes that the commitment made by the Sister Subsidiary/ Co-subsidiary company in providing the technical support and technical expertise and expert manpower to support the bidder for execution of the contract are honoured.
6. The Ultimate Parent/Holding Company also takes full responsibility in getting the contract executed through the Sister subsidiary/ Co-subsidiary company in case the Bidder/Contractor is unable to execute the contract.
7. In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Bidder)

M/s.  
Witness

1)  
2)

For and on behalf of  
(Sister Subsidiary /  
Co-subsidiary)

M/s.  
Witness

1)  
2)

For and on behalf of  
(Ultimate Parent /  
Holding Company)

M/s.  
Witness

1)  
2)

Note: In case of contracts involving - (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance of any equipment, as the bidding company can draw on the experience of their multiple subsidiary sister/Co-subsidiary company (ies) specializing in each sphere of activity, i.e. (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance, therefore, in that case, the above format shall be signed by all the sister/Co-subsidiary company(ies) and necessary modifications may be made in the above format to include all sister subsidiaries.

XXXXXXXXXXXXXX