

**OIL INDIA LIMITED**  
(A GOVT. OF INDIA ENTERPRISE)  
P.O.DULIAJAN-786602, ASSAM  
**E-TENDER NOTICE**

**OIL INDIA LIMITED (OIL)** invites Bids under Limited Composite bid System from **OIL Registered D-Class** firms/ contractors only through its E-Procurement portal "<https://etender.srm.oilindia.in/irj/portal>" for the following works.

| IFB No.  | SHORT DESCRIPTION OF SERVICE   | OIL Registered Class | COST OF BID DOCUMENT |
|--|--|----------------------|----------------------|
| DCC2703L20   | Construction of Assam type Conference Room for OISCSTEWa including internal electrification and supply of all materials except cement. | D                    | NIL                  |
| <b>Bid Closing / Opening Date &amp; Time for the above work : 01.11.2019 at 11.00/14.00 Hrs.</b>   |  |                      |                      |
| Bidder shall require User ID and Password for online submission of Bid.  |  |                      |                      |
| Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <a href="https://etender.srm.oilindia.in/irj/portal">https://etender.srm.oilindia.in/irj/portal</a> .                  |  |                      |                      |
| Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.  |  |                      |                      |
| <b>No physical Bid documents will be issued.</b> The details of IFB can be viewed using "Guest Login" provided in the E-Procurement portal and also in OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a> . The link to OIL's E-Procurement portal has also been provided through OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a> . |  |                      |                      |
| All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on the OIL's website and in the e-tender portal only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep them updated.  |  |                      |                      |
| This tender document is issued to <b>OIL Registered D-Class contractors</b> who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/1296/2016 dated 25.08.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of the tender.  |  |                      |                      |

**Date: 04.10.2019**

GM Contracts (Civil)  
For CGM-Contracts  
**For, RESIDENT CHIEF EXECUTIVE**

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Contracts Department, Duliajan

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites ON-LINE BIDS from **OIL's Registered 'D' Class Civil Contractors only (who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/1296/2016 dated 25.08.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender)** for the following mentioned work under Limited Single Stage Composite Bid System through its e-Procurement site:

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**DESCRIPTION OF WORK/ SERVICE: Construction of Assam type Conference Room for OISCSTEW A including internal electrification and supply of all materials except cement.**

**TENDER VALUE: ₹ 11,79,204.23**

**LOCATION OF WORK: Inside the premise of Projects and Security Department, Oil India Limited, Duliajan.**

**CONTRACT PERIOD: 32 Weeks.**

**BID CLOSING/ OPENING DATE & TIME: 01.11.2019 (11:00 HRS/14:00 HRS)**

**TENDER FEE: Nil**

**BID SECURITY DEPOSIT: Nil**

**2.0** This tender document is issued to **OIL Registered 'D' Class Civil Contractors** only in line with Notification for Amendment of Tendering Rules vide Ref. No. OIL/CONT/V/C/753/2019-20 dated 11.09.2019. OIL Registered Civil Contractors other than 'D' Class are not eligible to participate in this tender.

OIL Registered 'D' class bidders (if any) having MSE Registration Certificate are requested to upload a scanned copy of their registration certificate along with the technical bid IN E-TENDER PORTAL while participating in the tender. This is for Company's information and record only.

**3.0** Bidders to confirm that in the event of the award of Contract he/she/they will submit Performance Security Deposit @ 2.5% of the total contract price within two weeks of issue of LOI/LOA and this will not earn any interest. Immediately after deposit of Performance security, successful bidder shall have to sign the formal contract Agreement.

**4.0** If the above mentioned closing / opening day of the tender happens to be non-working day due to Bandh / Strike or any other reason, the bids will be received and opened on the following working day at the same time except on Saturdays.

**5.0** While submitting responses against the tender in e-tender portal, bidders must fill up the **"Total Bid Value"** (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST). A screen shot in this regard is shown below. The price quoted under the "Total Bid Value" should be within the range of "At Par" to "+10%" of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.

Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.

It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

In case of identical bidding, Draw of Lots shall be conducted amongst the bidders who have quoted the lowest price (within the permissible percentage) under the "Total Bid Value" tab, to select 7 (seven) numbers of bidders priority-wise. The Technical Scrutiny of bids will be carried out for these 7(seven) bidders only for further processing of the tender.

For convenience of the bidders and to improve transparency, the overall rate quoted by the bidders (within the range of "At par" to +10% of the internal estimate) against the tender shall be available for online viewing by all such bidders whose price bids shall be opened. Online view of prices as above shall be available to the bidders only upto 7 (seven) days from the date of price bid opening of the tender.

**6.0** All other techno-commercial documents other than price details to be submitted with un-priced bid as per tender requirement placed in the 'un-priced' bid folder.

**7.0** To participate in OIL's E-procurement tender, bidders must have a legally Valid Digital Signature of Class 3 [**Organizational Type**] with Organizations Name along with **Encryption Certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Digital Signature Certificates having "**Organization Name**" field other than **Bidder's Name (i.e. Firm's Name)** are not acceptable.

**8.0** The authenticity of above Digital Signature shall be verified through authorized CA after bid opening. If the **Digital Signature Certificate (DSC)** used for signing is not of "**Class -3**" & Organizational type with Organization's name in the name of bidder (i.e. Firm's Name), the bid will be rejected.

**9.0** Bidder is responsible for ensuring the validity of Digital Signature Certificate (DSC) and its proper usage by their employee.

**10.0** The bid including all uploaded documents shall be **digitally signed** by duly authorized representative of the bidding company.

**11.0** Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oilindia.in/irj/portal>.

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

**13.0** The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

**14.0** (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within bid validity period will lead to forfeiture of his/her/their Bid Security in full and debarment from participation in future tenders, at the sole discretion of the Company and the period of debarment will be decided as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

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

**15.0**

a) The Bid must be valid for 90 (Ninety) days from the date of opening of the tender.

- b) In case of extension of Bid Opening Date, Bid validity must be extended suitably by the bidder, as and when advised by OIL.
- c) The bidders must upload the Integrity Pact, digitally signed by the authorized signatory (who is authorized to sign the bid) along with the Technical Bid.

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

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

**18.0** Wherever applicable, the bidder shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers to be engaged by such bidder. If the bidder does not have P.F. Code number at the time of applying for this tender, then the bidder must apply for the same if the contract is awarded to the bidder. Such bidder shall furnish the Provident Fund code number issued by the appropriate Govt. Authority, within 45 days of signing of contract, to Company (or when advised by Company, after 45 days of signing the contract); and all PF related statutory guidelines shall be adhered to by the bidder.

**19.0** Before Bidding :

- Bidder(s) are advised to inspect the work site with permission from HOD-Civil or his representative, to assess the nature and extent of work and the conditions under which it will be carried out. The bidder may also seek such clarification from this office as are deemed necessary.
- Bidder(s) should clearly understand all the terms & conditions, criteria, specification etc. of this tender.

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

**21.0 PERFORMANCE SECURITY DEPOSIT:**

The successful bidder shall furnish a Performance Security Deposit in the form of Letter of Credit/Demand Draft/Banker Cheque/Bank Guarantee (PBG in prescribed format of **Annexure-II**) as specified above before signing the formal contract. The Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.

**Note:** The bidders are requested to advise the Performance Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original Performance Bank Guarantee in OIL's tender issuing office:

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

- i. "MT 760 / MT 760 COV for issuance of Performance Bank Guarantee.
- ii. "MT 760 / MT 767 COV for amendment of Performance Bank Guarantee.

The above message/intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to HDFC Bank, Duliajan Branch; IFS Code – HDFC0002118; SWIFT Code – HDFCINBBICAL; Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

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

**22.0** OIL INDIA LIMITED reserves the right to curtail / enhance the scope of the work stated above or cancel, if required.

**23.0** The amount of retention money shall be released after 6 (six) months from the date of completion certified by the concerned department.

**24.0** The work shall have to be started within seven days from the date of work order.

**25.0** Time Schedule: The time allowed for completing the work will be reckoned from the date of issue of work order. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

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

**27.0 BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, the Bid Security will be forfeited and be debarred from further tendering as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

**28.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be dealt as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

**29.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred as per the OIL's Banning Policy dated 6<sup>th</sup> Jan 2017 available at OIL's website. **Annexure IV must be duly filled in bidder's letter head and upload the scanned copy of the same along with techno-commercial bid.**

**30.0 Bidder(s) must also furnish the followings:**

- a) NAME OF FIRM :
- b) DETAIL POSTAL ADDRESS :
- c) MOBILE / TELEPHONE NO :
- d) E-MAIL ADDRESS :
- e) FAX NO (If available) :
- f) CONTACT PERSON :
- g) VENDOR CODE :
- h) GST Registration Number (If available):

**31.0 The tender will be governed by :**

- a) Covering Letter.
- b) Part - I - General Terms and Conditions for Works Contract. (GCC)
- c) Part - II - Schedule of Work, Unit and Quantity (SOQ)
- d) Part - III - Particular Specification, Special Terms, Conditions & Instructions of Contract (SCC)
- e) Part - IV - SCPME
- f) Part- V- Safety Measures
- g) Bid Rejection Criteria & Bid Evaluation Criteria (BRC/BEC).
- h) Annexures

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

**32.0** The bidders shall submit both the "TECHNICAL" 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 Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and should be uploaded under **"Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page.**

Bidders must quote their overall price under the "Total Bid Value" within the range of "at par" to "+10%" of Company's Internal Estimate, taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). Bidder must also upload the Undertaking as prescribed in Proforma-I under the "Notes and Attachment" Tab in e-tender portal. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.

Please go through the "GENERAL GUIDELINES TO BIDDERS" and "VENDOR USER MANUAL (Effective 15.09.19)" provided in OIL's e-Portal, in detail before uploading the document.

**NB:** In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate Class III [Organization] along with Encryption Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

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

### 33.0 SCREEN SHOT :

Bidders must fill up the "Total Bid Value" (under RFX Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST).

- A. Filling of "Total Bid Value" with overall quoted price where Detailed Price Information is "No Price": Under "RFX Information"> "Basic Data"> "Total Bid Value"

The screenshot shows the 'Create RFX Response' interface. At the top, there are tabs: Submit, Read Only, Print Preview, Check, Technical RFX Response, and Close. Below these, the RFX Response Number is 60038748, RFX Number is 1396, Status is In Process, RFX Owner is BHARALI, Total Value is 0.00 INR, and RFX Response Version Number is 1. The main section is divided into four tabs: RFX Information, Items, Notes and Attachments, and Conditions. Under RFX Information, there are sub-tabs: Basic Data, Questions, and Technical Attachments. The 'Event Parameters' section is visible, with the following fields: Currency (Indian Rupee), Detailed Price Information (No Price), Terms of Payment (empty), and Total Bid Value (highlighted with a red box). A callout bubble points to the 'Total Bid Value' field with the text: "Total Bid Value" considering all liabilities, taxes & duties except PF & GST.

Note: Total Bid Value" is mandatory in "No Price" RFX only

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

**Note:**

\* The "Technical Bid" shall contain all techno-commercial details **except the prices**.

\*\* The "Priced bid" must contain the UNDERTAKING IN RESPECT OF QUOTED PRICE as available in the tender. For uploading Priced Bid, first click on Add Attachment, a browser window will open, select the file from the PC and name the file under Description, Assigned to General Data and click on OK to digitally sign and upload the File. Please click on Save Button of the Response to Save the uploaded files.

**B. Uploading of TECHNICAL BID:** Technical files to be added under RFX Information > "Technical Attachments"

RFX Response Number 60037504 RFX Response Version Number Active Version RFX Number TESTARUP RFX Version Number 1 Status In Process Submission Deadline 15.04.2017 11:00:00 INDIA Opening Date 15.04.2019 00:00:00 INDIA

RFX Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions **Technical Attachments**

▼ Notes

Clear

| Category                    | Description |
|-----------------------------|-------------|
| Conditions of Participation | -Empty-     |
| Bid Invitation/Auction Text | -Empty-     |
| Bidder's Remarks            | -Empty-     |
| Purchaser's Remarks         | -Empty-     |

▼ Attachments

▼ cFolder Attachments

Add Attachment Delete Verify Signature

| cFolder Name                        | Category | Description | File Name | Version | Processor | Che |
|-------------------------------------|----------|-------------|-----------|---------|-----------|-----|
| The table does not contain any data |          |             |           |         |           |     |

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

**C. Uploading of UNDERTAKING IN RESPECT OF QUOTED PRICE:**

RFX Response - Internet Explorer

RFX and Auctions

Edit RFX Response:

Submit Read Only Print Preview Check Technical RFX Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

RFX Response Number 60032949 RFX Number SDIO69SP17 Status Saved Submission Deadline 28.02.2017 11:00:00 INDIA Opening Date 26.02.2019 11:00:00 INDIA Remaining Time 4 Days 01:50:00

RFX Owner BHARALI Total Value 0.00 INR RFX Response Version Number Active Version RFX Version Number 2

RFX Information Items **Notes and Attachments** Conditions Summary Tracking

▼ Notes

Add Clear

| Assigned To                         | Category | Text Preview |
|-------------------------------------|----------|--------------|
| The table does not contain any data |          |              |

▼ Attachments

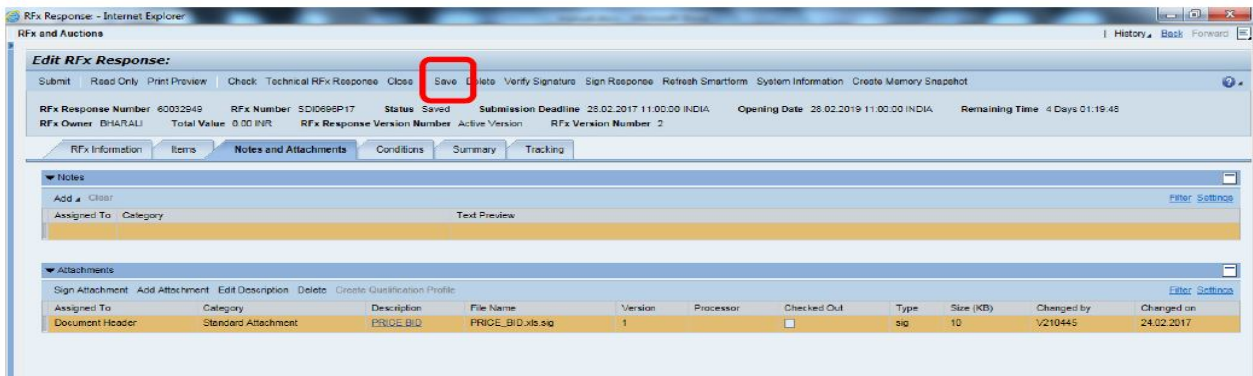
Sign Attachment Add Attachment Edit Description Delete Create Qualification Profile

| Assigned To                         | Category | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) | Changed by | Changed on |
|-------------------------------------|----------|-------------|-----------|---------|-----------|-------------|------|-----------|------------|------------|
| The table does not contain any data |          |             |           |         |           |             |      |           |            |            |

Go to this Tab **"Notes and Attachment"** for Uploading "Undertaking in respect of quoted price".

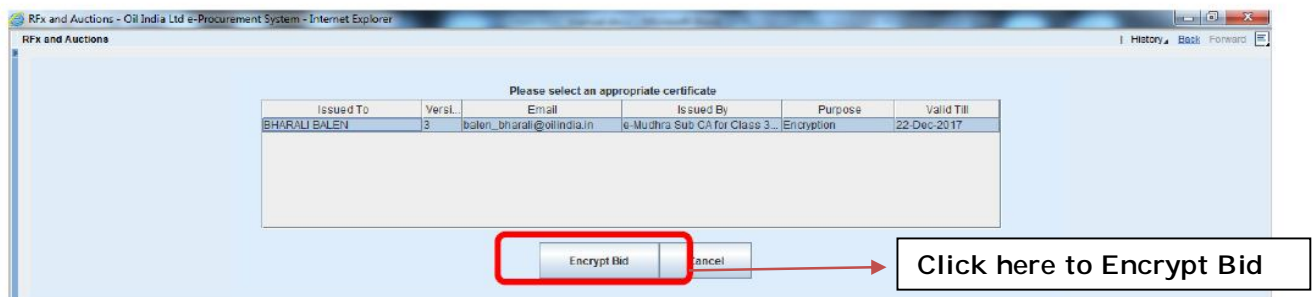


D. After Uploading of Price bid Click 'Save'



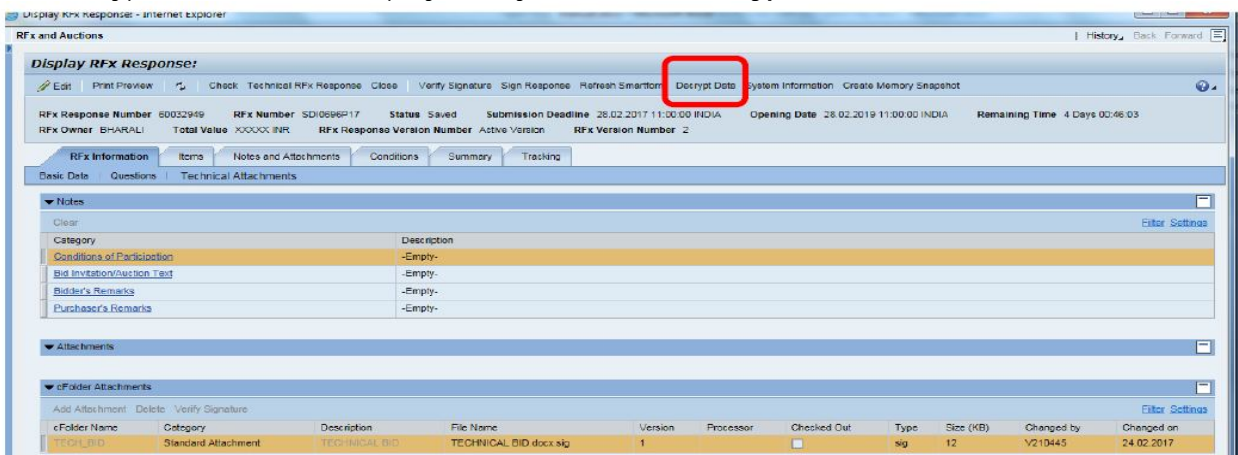
Once Saved ,the Data will be Encrypted & the Encryption Certificate will be in use.

E. Click to select the desired Encryption certificate & Encrypt Bid:



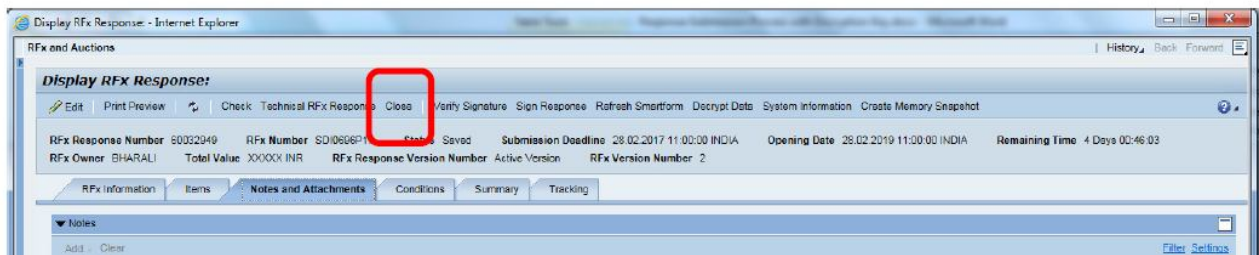
The Encrypted Data will be displayed only when click 'Decrypt data'

F. The Encrypted Data will be displayed only when click 'Decrypt data'

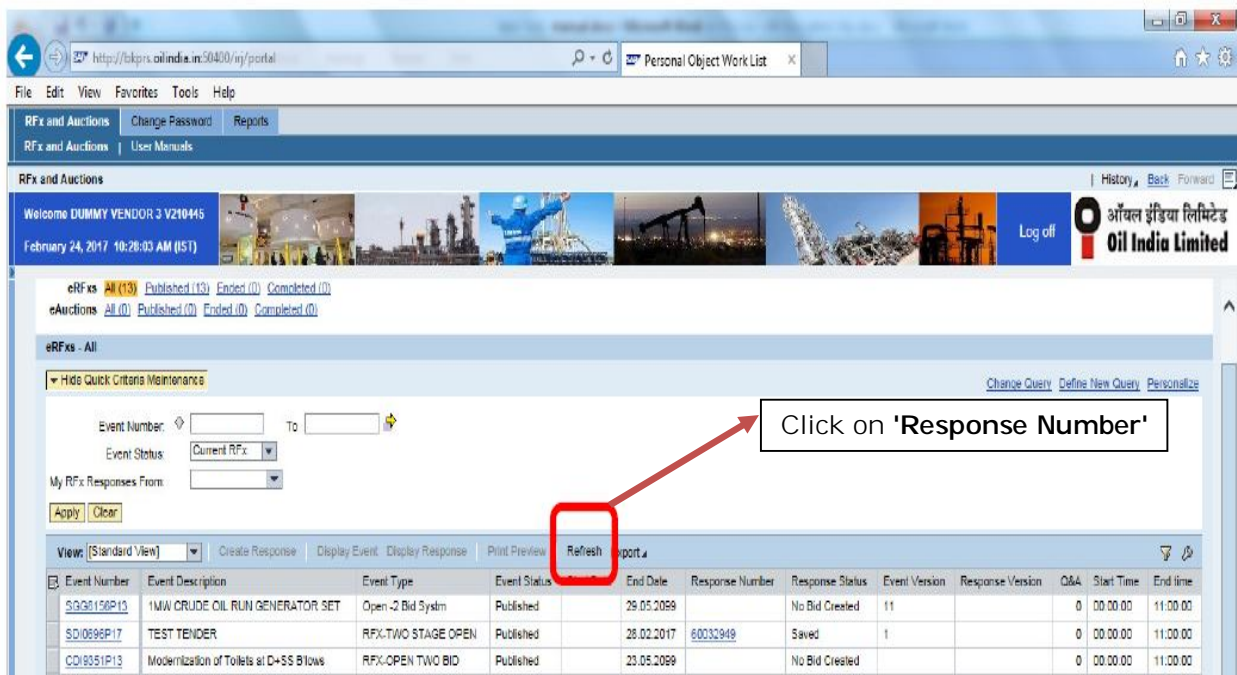




G. Click on 'Close'

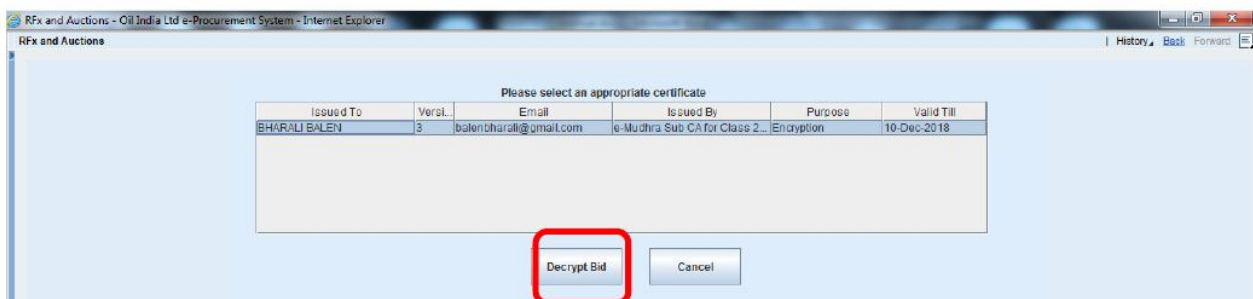


H. Click on 'Refresh'. Then Click on 'Response No.'



Now Uploading part is complete. Bidders are requested to go to the Initial screen. It is always better to come to the first screen and refresh the page and then going in into the response for the submission process.

I. On 'Edit' mode Click to select the same Encryption certificate used for De-cryption else data will not Decrypt.



J. After Entering User pin , Click '**Check**'. Bidder may submit the response in case there is no error.

Click '**Check**'

**Edit Rfx Response:**

Submit Read Only Print Preview **Check** Technical Rfx Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

☒ Rfx response is complete and contains no errors

Rfx Response Number: 60032049 Rfx Number: SCID686P17 Status: Saved Submission Deadline: 28.02.2017 11:00:00 INDIA Opening Date: 28.02.2019 11:00:00 INDIA Remaining Time: 3 Days 21:23:24

Rfx Owner: BHARALI Total Value: 0.00 INR Rfx Response Version Number: Active Version Rfx Version Number: 2

**Rfx Information** Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Technical Attachments

Event Parameters

Currency: Indian Rupee Incoterm: EXW KOLKATA

Detailed Price Information: No Price

Terms of Payment: SD Sight Draft (CAD)-Foreign Bidders Only

Status and Statistics

Created On: 23.02.2017 10:34:53 INDIA

Created By: Mr. V210445 Test vendor

K. Click on '**Submit**' button

**Edit Rfx Response:**

**Submit** Read Only Print Preview Check Technical Rfx Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

☒ Rfx response is complete and contains no errors

Rfx Response Number: 60032049 Rfx Number: SCID686P17 Status: Saved Submission Deadline: 28.02.2017 11:00:00 INDIA Opening Date: 28.02.2019 11:00:00 INDIA Remaining Time: 3 Days 21:23:24

Rfx Owner: BHARALI Total Value: 0.00 INR Rfx Response Version Number: Active Version Rfx Version Number: 2

**Rfx Information** Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Technical Attachments

Event Parameters

Currency: Indian Rupee Incoterm: EXW KOLKATA

Detailed Price Information: No Price

Terms of Payment: SD Sight Draft (CAD)-Foreign Bidders Only

Status and Statistics

Created On: 23.02.2017 10:34:53 INDIA

Created By: Mr. V210445 Test vendor

Last Processed On: 24.02.2017 09:40:12 INDIA

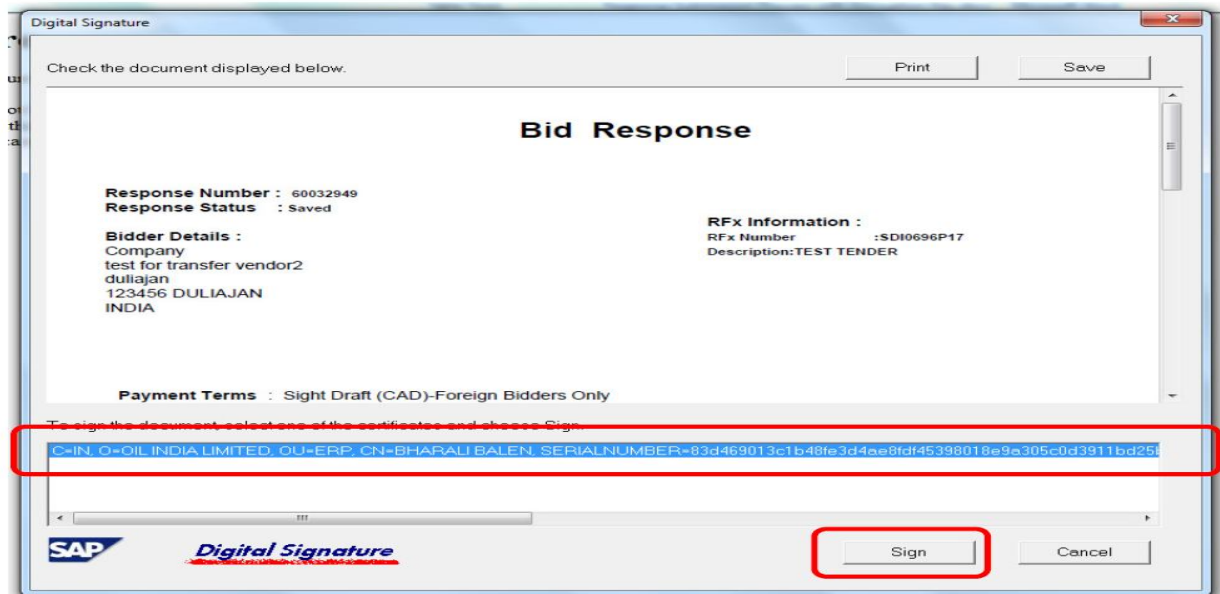
Last Processed By: Mr. V210445 Test vendor

Before submit, Please do check all the documents uploaded and on-line data maintained are correct.

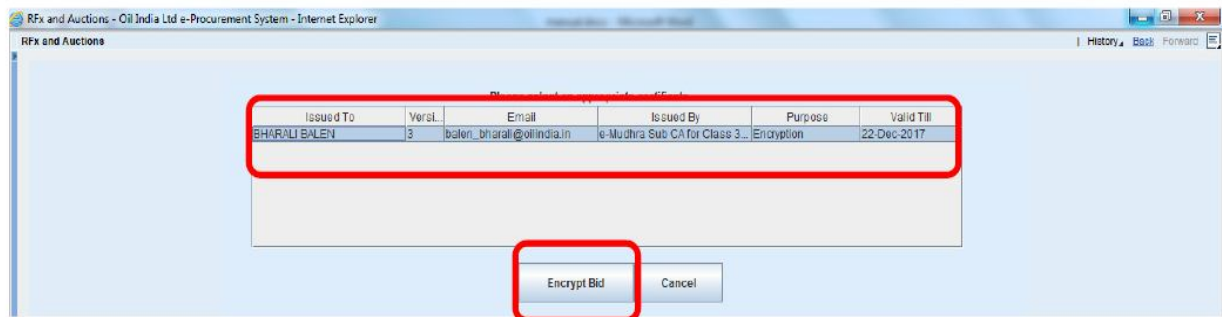
E-TENDER NO.: **DCC2703L20**

**COVERING LETTER**

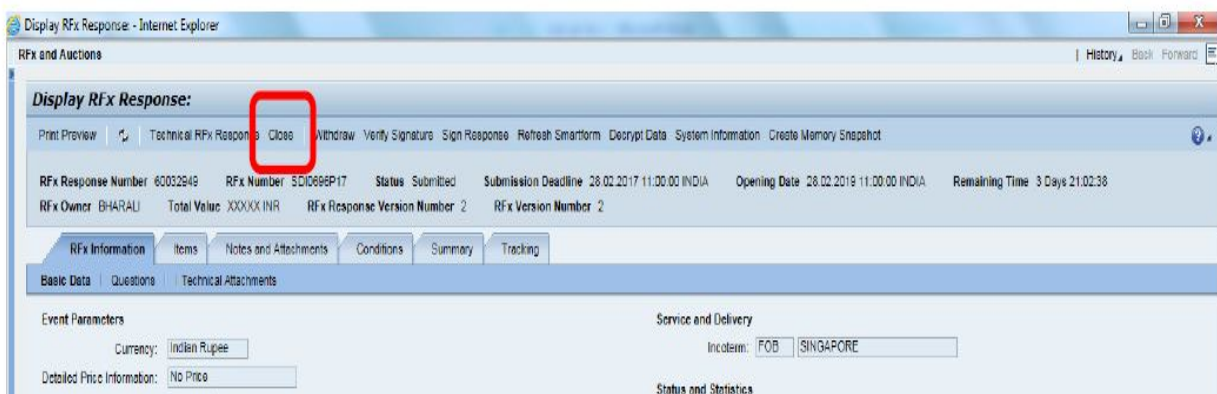
L. After Clicking '**Submit**' below pop up will open. Select Digital Signature & **Sign**.



M. After Signing the response has to be encrypted again. Select the encryption certificate and **Encrypt Bid**.



N. Click '**Close**'



E-TENDER NO.: **DCC2703L20**

**COVERING LETTER**

3. Click on **'Refresh'**. The status of Response must be **'Submitted'**

The screenshot shows the Oil India Limited e-tender portal. The browser address bar displays 'http://bkpr.oilindia.in:50400/infportal'. The page header includes 'RFx and Auctions', 'Change Password', and 'Reports'. The main content area shows 'eRFxs - All' with a search filter set to 'Current RFx'. A red arrow points to the 'Refresh' button in the toolbar. Below the toolbar is a table of tender events.

| Event Number | Event Description                         | Event Type         | Event Status | Start Date | End Date   | Response Number | Response Status | Event Version | Response Version | Q&A | Start Time | End time |
|--------------|---|--------------------|--------------|------------|------------|-----------------|-----------------|---------------|------------------|-----|------------|----------|
| SQ08156P13   | 1MW CRUDE OIL RUN GENERATOR SET           | Open -2 Bid System | Published    |            | 29.05.2099 |                 | No Bid Created  | 11            |                  | 0   | 00:00:00   | 11:00:00 |
| SQ0896P17    | TEST TENDER                               | RFx-TWO STAGE OPEN | Published    |            | 28.02.2017 | 60032949        | Submitted       | 1             | 2                | 0   | 00:00:00   | 11:00:00 |
| CD0351P13    | Modernization of Toilets at D+SS B'blows  | RFx-OPEN TWO BID   | Published    |            | 23.05.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |
| CD0350P13    | Modernization of Toilet TD + B'blows      | RFx-OPEN TWO BID   | Published    |            | 23.05.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |
| CD0367P17    | Constn of drilling I OCMRO at Jaisal area | Open -2 Bid System | Published    |            | 25.06.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |

This is the end of **Response submission with Encryption key** process.

**34.0** OIL now looks forward for your active participation in the tender.

**CGM-CONTRACTS**  
**For RESIDENT CHIEF EXECUTIVE**

**BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)****(A). BID EVALUATION CRITERIA (BEC):**

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

**2.0 OIL Registered 'D' Class Civil Contractors** who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/1296/2016 dated 25.08.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender are only eligible to participate in this tender. Interested bidders shall have to submit the following documents to qualify for the tender:

**2.1.1** The bidder shall have a valid Electrical Contractor's License issued by Electrical Licensing board, Govt. of Assam or shall form a consortium / tie-up / collaboration with an Electrical contractor, having required technical credentials as per tender and holding valid Electrical Contractor's License issued by Electrical Licensing board, Govt. of Assam for executing the jobs. **In support of the above the bidder shall submit a copy of either of the above Electrical Contractor's License.**

[The Bidder who have submitted any of the above Electrical contractor's Licenses, other than issued by Electrical Licensing board, Govt. of Assam, have to provide an undertaking along with the bid, stating that on award of contract to them, they will submit a valid Electrical License issued by Electrical Licensing board, Govt. of Assam in their name or get their Electrical License recognized/endorsed by Electrical Licensing board, Govt. of Assam for executing the job at Assam within 30 days from date of award of Contract and same will be subsequently reviewed till the completion of the contract.]

The bidder or their collaborators / consortium partner must have experience in internal electrification works in Office/ Residential Building during the last 7(seven) years reckoned from the original bid closing date in CPWD, Railways, APWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking. **In support of the above the bidder shall submit documentary evidence as a proof of experience in internal electrification works in Office/ Residential Building.**

In case of collaboration / consortium / tie-up with any Electrical firm as mentioned above, the bidder must furnish an MoU entered into with the collaborator / consortium partner towards providing the requisite service as per the terms of the contract.

**2.1.2** Bids must be valid for minimum **90 (Ninety) days** from the date of Technical Bid opening. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is **90 (Ninety) days**.

Note: In case of extension of Bid Opening Date, Bid validity should be extended suitably by the bidder, as and when advised by OIL.

**3.0** The bidders must submit documentary evidence for BEC clause numbers 2.1.1. All the documents should be legible. The bidders **must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class 3 [Organization Type]** to upload all the documents.

**4.0** While submitting responses against the tender in e-tender portal, bidders must fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST). The price quoted under the "Total Bid Value" should be within the range of "At Par" to "+10%" of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.

Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total



**Bid Value"** (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.

It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

**5.0** The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive will be evaluated as per the procedure mentioned below:

- i. Bid will be opened on schedule date & time as specified in the NIT and all the bids where the bidders have quoted the lowest price (within the permissible percentage as per NIT) under the **"Total Bid Value" tab** in e-tender portal and who have submitted revised "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/1296/2016 dated 25.08.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender will be selected for conducting Draw of Lots (DoL). DoL will be conducted within a short period after Bid Closing Date. In the DoL, 7 (seven) numbers of bidders will be selected first, in the order of B-1 (Bidder-1), B-2 B-3, B-4, B-5, B-6 and B-7. The technical scrutiny will be carried out for these seven bidders only. If the bid of bidder B-1 is found to be technically qualified, B-1 will be the successful bidder (Priority-1 bidder) and the contract will be awarded to B-1. If B-1 is not found to be technically qualified but B-2 is technically qualified, B-2 will be awarded the contract, ---- and so on; i.e. whoever becomes the first technically qualified bidder in the order of B-1 → B-2 → B-3 → B-4 → B-5 → B-6 → B-7, will be the successful bidder (P-1). In this way, P-1 (Priority-1) and P-2 bidders will be selected. The contract will be awarded to the P-1 bidder only. However, in case the bidder P-1 is not able to carry out the job due to any reason, P-2 may be awarded the job, if the same is approved by Company's competent authority. In case, none of these seven bidders are found to be technically acceptable, the draw of Lot will be again conducted to select 7 more bidders as B-8 to B-14 and similar steps will be followed thereon as explained above. The system of conducting further draw of lots will be followed till a technically acceptable bidder is selected.
- ii. Bidder should note that deficit documents will not be sought from the bidders. The bids will be evaluated as per the documents received from the bidders at the time of bid opening. Any bid, which is not supported with the requisite documents as per the NIT, will be rejected straightway without seeking any further clarification and deficit document.

**Note:** The Company's Internal Estimated Rates, as indicated in Part-II, are inclusive of all overheads, taxes, duties, levies etc. except P.F. & GST.

**(B). BID REJECTION CRITERIA (BRC):**

1. The bids are to be submitted in single stage under composite bid system i.e. Un-priced Techno-Commercial Bid and Price Bid together. The overall price should be quoted under the "Total Bid Value" tab in the e-tender portal taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). The bidder must upload the Undertaking as prescribed in **Proforma-I** under the "Notes and Attachments" tab.
2. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable.
3. Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.
4. Bidders must quote their total price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) tab within the permissible limit ('at par' to above 10% of Company's Internal Estimate); otherwise the bid will be rejected straightway. If a bidder wants to quote at 'at par' with the Company's Internal Estimate, he must declare the "Total Bid Value" equal to the tender value mentioned in the Covering Letter. If a bidder wants to quote above the Internal Estimate by certain percentage, he must declare the "Total Bid Value" equal to the sum of Internal Estimate and the desired percentage of Internal Estimate. If any bidder has quoted the total price above "at par" with Company's Internal Estimate within the permissible range, the



percentage quoted above the internal estimate will be calculated and will be loaded accordingly in the rates of each and every items as specified in the Price Bid. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under "Technical RFx Response" Tab Page only.

5. Bidders must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.
- a. Firm price
  - b. Scope of work
  - c. Specifications
  - d. Price schedule
  - e. Delivery / completion schedule
  - f. Period of validity of bid
  - g. Liquidated Damages
  - h. Performance bank guarantee / Security deposit
  - i. Guarantee of material / work
  - j. Arbitration / Resolution of Dispute
  - k. Force Majeure
  - l. Applicable Laws

**(C). GENERAL:**

- i. Submission of Forged Documents: Bidders should note that Company may verify authenticity of all the documents /certificates / information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract and forfeit EMD / SD submitted by the bidder(s), besides taking action as per OIL's Banning Policy dated 6<sup>th</sup> January 2017, available in the OIL's website.
- ii. In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the Company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BRC.
- iii. To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless Company is satisfied with the substantial responsiveness of the offer.
- iv. If any of the clauses in the BEC/BRC contradicts with other clauses of Bidding document elsewhere, the clauses in the BEC/BRC shall prevail.
- v. Bidder(s) must note that requisite information/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- vi. OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
- vii. If any of the clauses in the BEC/BRC contradicts with any of the clauses/disclaimer/guideline/user manual/report or any other field displayed in the e-tender portal, the clauses in the BEC/BRC shall prevail.

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Contracts Department  
Duliajan, District: Dibrugarh  
ASSAM, PIN: 786602  
**Works Contract**

**DESCRIPTION OF WORK/SERVICES:** Construction of Assam type Conference Room for OISCSTEWA including internal electrification and supply of all materials except cement.

**GENERAL CONDITIONS OF CONTRACT (GCC)**

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

**WITNESSETH:**

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms Part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at location \_\_\_\_\_.

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. i) The contractor shall provide all labour, supervision and transport and such specified materials described in Part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

ii) Contractor shall have to produce necessary cash memos towards forest produce used against the contract to HOD (Civil) used against this contract from the authorities prior to processing of final payment. In absence of cash memos, the final bill shall not be processed.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman/ supervisor/ engineer/ project-in-charge or any other contractor's personnel who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any personnel engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.

4. The Contractor shall have no claim against the Company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities and items stipulated in Part-II (SOQ). In case of positive variation in quantities of any items from the quantity mentioned in the tender / contract, the contractor will have to carry out the positive varied quantity at the contract rate, or the internally estimated rate, whichever is lower.

However, during the actual execution of the contract, if the contract is to be utilised in a different zone due to Company's operational requirement, where the rates of the contractual items in the OIL's Schedule of Rates (SOR) are different from the contractual rates, then the rates of OIL's SOR, prevailing in the working zone (the zone where the contract is actually utilised) at the time of floating the tender, will be applicable for the contractual items (for the contractual quantities as well as for the additional quantities, if required to be executed).

If any additional items (items not covered in the tender / contract) are required to be executed during actual execution of works, the payment of such items shall be made as per the rates of OIL Schedule of Rates (SOR) prevailing in the working zone (the zone where the contract is utilized) at the time of issuance of advice by Company to execute such additional items.

5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-

- I. The Mines Act.
- II. The Minimum Wages Act, 1948.
- III. The Workman's Compensation Act, 1923.
- IV. The Payment of wages Act, 1963.
- V. The Payment of Bonus Act, 1965.
- VI. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- VII. Employees' Pension Scheme, 1995.
- VIII. Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- IX. The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- X. Goods and Service Tax (GST) Law,

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

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

8. The Contractor must complete the work within **32 weeks** of the written order to commence work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half percent) per week of the contract price of the item(s)

delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost.

The HOD-Civil's certificate as to the criticality or otherwise of an item shall be final.

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

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

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots, or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

10. The tendered all-inclusive Price (i.e. the Contract price) is ₹ \_\_\_\_\_ **(Not to be filled up by bidder while submitting the offer in c-Folder. This figure will be filled up by OIL at the time of award of the contract to the successful bidder.)**  
(₹ \_\_\_\_\_ only) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not oftener than monthly, up to the amount of 92.5% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

12. Wages shall be paid by the Contractor to the workmen directly without any intervention of any Jamadars or Thekadars and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.

13. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

14. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.

15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with the Oil Mines Regulations 2017. The Company's representative shall not allow/accept those men who are not provided with the same.

16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time, except PF & GST, will be borne by Contractor and the contract cost is inclusive of all tax liabilities except PF & GST. However, any subsequent increase in such statutory taxes after bid opening day will be borne by the Company. Similarly if there is any decrease in such statutory taxes after bid opening, the Company shall recover the decreased amount of such taxes from the contractor.

17. The Contractor shall deploy local persons in all works.

18. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.

19. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act (Latest editions).

**20. SPECIAL CONDITIONS:**

a) The amount of retention money shall be released after 6(six) months from the actual date completion of the work.

b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

c) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to P.F. Contribution on wage component.

d) In case P.F. is not included in the contract cost and later on required to be deposited by the Contractor, the same will be reimbursed on production of documentary evidence of depositing the same to the authority concerned. 12% P.F. will be applicable on the wage component of the contract cost.

e) All safety precautions to be maintained by the Contractor at his own cost as per safety rules and regulations.

f) The Contractor shall use pump if needed for dewatering of pit while excavation for which no extra payment will be made.

g) The Contractor shall have to work during rainy seasons also.

h) Watch and ward, loss or damage to Company's property, theft and other incidental charges shall be Contractor's responsibility.

i) Efficient workmen to be engaged by the Contractor.

j) The Contractor's representative should report to Engineer-in-charge on all working days at 7.00 A.M. and 3.00 P.M. for instructions.

k) Materials if rejected should be removed from site within 48 (forty- eight) hours of rejection, failing which the Company reserves the right to get the rejected materials removed at the risk and cost of the Contractor.

l) The Company reserves the right to get the part or whole work complete at the risk and cost of the Contractor if he fails to complete the work within the stipulated time without any valid reason. The Company's decision shall be final and binding on the Contractor.

m) The Contractor shall obtain and submit the Labour Clearance Advice (LCA) / Labour Clearance Certificate (LCC) within 14 days of signing the contract agreement. If the contractor fails to submit the LCA / LCC within 14 days of signing the contract agreement, the period of delay in submission of LCA / LCC shall be deducted from the contractual period while issuing the work order. In such cases, the time period mentioned in Clause No. 8 of GCC (Part-I of this contract) shall not be applicable and the contractor must complete the work within the reduced time period allotted to the contractor as per the work order issued.

However, if submission of LCA / LCC is delayed, under some exceptional circumstances, for any reason not attributable to the contractor, the same should be recorded by the contractor with documentary proof. In such cases, the decision as to whether the reason of delay is attributable to the contractor or not shall be taken by the Head of Civil Engineering Department and the work order will be issued accordingly.

n) Water that may accumulate on the site during progress of the works or in trenches and excavations from other than accepted risks shall be removed from the site to entire satisfaction of the Engineer-in-charge and at the Contractor's expense.

o) The Contractor shall be in a position to execute 2 (two) locations simultaneously.

p) If required, the Contractor shall have to work in two shifts for which no extra payment will be admissible to him/them.

q) If needed water and electricity will have to be arranged by the Contractor at his own cost.

r) The Contractor and his workmen are to strictly observe the safety precautionary rules as per Mines Act (Latest edition) while executing the work.

s) The Contractor shall have to provide temporary latrine facilities in the entire work site for use of their workmen during progress of work.

t) The contractor himself (the signatory of the contract) must visit the site at least twice in a week as fixed for taking necessary instruction from the Engineer-in charge.

u) The program of works to be submitted in the form of Bar Chart within 3 days of receipt of work order.

v) The Contract cost is excluding P.F. & GST. Wage component of the Contract cost is **21.15 %**.

## 21. SPECIAL INSTRUCTION

The contractor must quote considering the prevailing minimum Labour wage rate for each day of work.

## 22. GOODS AND SERVICES TAX (GST) CLAUSES UNDER GCC

### 22.1 GENERAL REMARKS ON TAXES & DUTIES:

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

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

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

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

### 22.5 Where OIL is entitled to avail the input tax credit of GST:



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

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

OIL will reimburse **GST** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of **GST**.

- 22.7** Payments to Service Provider for claiming **GST** amount will be made provided the above formalities are fulfilled. Further, OIL may seek copies of challan and certificate from Chartered Accountant for deposit of **GST** collected from OIL.
- 22.8** Contractor/vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL. In the event that the contractor / vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules thereunder, OIL shall not be liable to make any payment on account of **GST** against such invoice.
- 22.9** **GST** shall be paid against receipt of tax invoice and proof of payment of **GST** to government. In case of non-receipt of tax invoice or non-payment of **GST** by the contractor/vendor, OIL shall withhold the payment of **GST**.
- 22.10** **GST** payable under reverse charge mechanism for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/vendor but will be directly deposited to the government by OIL.
- 22.11** Where OIL has the obligation to discharge **GST** liability under reverse charge mechanism and OIL has paid or is /liable to pay **GST** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by OIL to Contractor / Supplier.
- 22.12** Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the **GST** charged by the Contractor / Vendor is denied by the tax authorities to OIL for reasons attributable to Contractor / Vendor, OIL shall be entitled to recover such amount from the Contractor / Vendor by way of adjustment from the next invoice. In addition to the amount of **GST**, OIL shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL.
- 22.13** TDS under GST, if applicable, shall be deducted from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.
- 22.14** The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the contractor shall be to contractor's account.
- 22.15** Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.
- 22.16** Beyond the contract period, in case OIL is not entitled for input tax credit of **GST**, then any increase in the rate of **GST** beyond the contractual delivery period (in case the delay is attributable to the service provider), shall be to Service provider's account whereas any decrease in the rate of **GST** shall be passed on to the OIL.

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

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

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

**22.18 Documentation requirement for GST**

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

Any invoice issued shall contain the following particulars

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;
- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or Accounting Code of services[SAC];
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST,CGST, SGST/ UTGST, cess);
- l) Amount of tax charged in respect of taxable goods or services (IGST,CGST, SGST/UTGST, cess);
- m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorised representative.

GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner

- i. The original copy being marked as ORIGINAL FOR RECIPIENT;
- ii. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- iii. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

**22.19 ANTI-PROFITEERING CLAUSE**

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

**22.20** OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

**23. ARBITRATION:**

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

Place of Arbitration: Duliagan, Dibrugarh, Assam.

**24. FORCE MAJEURE:**

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

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

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

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

**27. SET OFF CLAUSE:**

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

**28. FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/ Performance Security shall be forfeited and the party shall be debarred as per the OIL's Banning Policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

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

-----  
(Signature of Contractor or his legal Attorney)

-----  
(Full name of signatory)

-----  
(Seal of Contractor's firm)

-----  
(Signature of witness)

-----  
(Full name of Signatory)

Address:

-----  
(Signature of Acceptor)

Designation: -----

**OIL INDIA LIMITED**  
(A Govt. of India Enterprise)  
Duliajan, Assam

**WORKS CONTRACT**

| SL. No. | DESCRIPTION OF ITEMS   | Quantity | UOM | CURR. | RATE   | TOTAL    |
|---------|--|----------|-----|-------|--------|----------|
|         | <b>GROUP A – SECTION A</b>   |          |     |       |        |          |
| 10      | Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift upto 1.5 m, as directed by Engineer-in-charge. All kinds of soil   | 44       | M3  | INR.  | 128.55 | 5656.2   |
| 20      | Filling available excavated earth (excluding rock) in trenches, plinth, sides of foundations etc. in layers not exceeding 20cm in depth, consolidating each deposited layer by ramming and watering, lead up to 50 m and lift upto 1.5 m.  | 44       | M3  | INR.  | 134.58 | 5921.52  |
| 30      | Supplying and filling in plinth with sand under floors, including watering, ramming, consolidating and dressing complete.  | 17       | M3  | INR.  | 982.66 | 16705.22 |
| 40      | Supplying chemical emulsion in sealed containers including delivery as specified. Chlorpyriphos/ Lindane emulsifiable concentrate of 20%.  | 39       | L   | INR.  | 174.35 | 6799.65  |
| 50      | Diluting and injecting chemical emulsion for POST-CONSTRUCTIONAL antitermite treatment (excluding the cost of chemical emulsion) : Along the external wall below concrete or masonry apron using chemical emulsion @ 2.25 litres per linear metre including drilling and plugging holes etc.: With Chlorpyriphos/ Lindane E.C. 20% with 1% concentration.  | 34       | M   | INR.  | 26.47  | 899.98   |
| 60      | Diluting and injecting chemical emulsion for POST-CONSTRUCTIONAL antitermite treatment (excluding the cost of chemical emulsion) : Treatment of soil under existing floors using chemical emulsion @ one litre per hole, 300 mm apart including drilling 12 mm diameter holes and plugging with cement mortar 1 :2 (1 cement : 2 Coarse sand) to match the existing floor: 2.35.3.1 With Chlorpyriphos/Lindane E.C. 20% with 1% concentration. | 63       | M2  | INR.  | 145.58 | 9171.54  |

|     |   |           |           |             |                 |                 |
|-----|---|-----------|-----------|-------------|-----------------|-----------------|
| 70  | Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :1:3:6 (1 Cement : 3 coarse sand (zone-III) : 6 graded stone aggregate 20 mm nominal size)   | <b>8</b>  | <b>M3</b> | <b>INR.</b> | <b>3,915.60</b> | <b>31324.8</b>  |
| 80  | Providing and laying damp-proof course 40mm thick with cement concrete 1:2:4 (1 cement : 2 coarse sand (zone-III): 4 graded stone aggregate 12.5mm nominal size).   | <b>7</b>  | <b>M2</b> | <b>INR.</b> | <b>207.75</b>   | <b>1454.25</b>  |
| 90  | Making plinth protection 50mm thick of cement concrete 1:3:6 (1 cement : 3 coarse sand : 6 graded stone aggregate 20 mm nominal size) over 75mm thick bed of dry brick ballast 40 mm nominal size, well rammed and consolidated and grouted with fine sand, including necessary excavation, levelling & dressing & finishing the top smooth.                      | <b>37</b> | <b>M2</b> | <b>INR.</b> | <b>498.47</b>   | <b>18443.39</b> |
| 100 | Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement - All work up to plinth level : 1:1.5:3 -coarse sand - 20 mm stone aggregate)  | <b>7</b>  | <b>M3</b> | <b>INR.</b> | <b>3,994.26</b> | <b>27959.82</b> |
| 110 | Reinforced cement concrete work in walls (any thickness), including attached pilasters, buttresses, plinth and string courses, fillets, columns, pillars, piers, abutments, posts and struts etc. above plinth level up to floor five level, excluding cost of centering, shuttering, finishing and reinforcement : 1:1.5:3 -coarse sand - stone aggregate 20 mm) | <b>4</b>  | <b>M3</b> | <b>INR.</b> | <b>4,993.95</b> | <b>19975.8</b>  |
| 120 | Centering & shuttering including strutting, propping etc. and removal of form for all heights: Foundations, footings, bases of columns, etc. for mass concrete.   | <b>24</b> | <b>M2</b> | <b>INR.</b> | <b>212.76</b>   | <b>5106.24</b>  |
| 130 | Centering & shuttering including strutting, propping etc. and removal of form for all heights: Lintels, beams, plinth beams, girders, bressumers and cantilevers.   | <b>30</b> | <b>M2</b> | <b>INR.</b> | <b>396.38</b>   | <b>11891.4</b>  |
| 140 | Centering & shuttering including strutting, propping etc. and removal of form for all heights: Columns, Pillars, Piers, Abutments, Posts and Struts.  | <b>42</b> | <b>M2</b> | <b>INR.</b> | <b>526.45</b>   | <b>22110.9</b>  |

|     |  |             |           |             |                  |                |
|-----|--|-------------|-----------|-------------|------------------|----------------|
| 150 | Centering and shuttering including strutting, propping etc. and removal of form for : Weather shade, Chajjas, corbels etc., including edges.   | <b>8</b>    | <b>M2</b> | <b>INR.</b> | <b>567.99</b>    | <b>4543.92</b> |
| 160 | Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete upto plinth level. Thermo-Mechanically Treated bars.   | <b>850</b>  | <b>KG</b> | <b>INR.</b> | <b>69.47</b>     | <b>59049.5</b> |
| 170 | Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in foundation and plinth in: CM 1:4 (1 cement : 4 coarse sand)  | <b>10</b>   | <b>M3</b> | <b>INR.</b> | <b>7,141.64</b>  | <b>71416.4</b> |
| 180 | Half brick masonry with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level. Cement mortar 1:4 (1 cement :4 coarse sand)   | <b>80</b>   | <b>M2</b> | <b>INR.</b> | <b>947.43</b>    | <b>75794.4</b> |
| 190 | Providing wood work in frames of doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length ( hold fast lugs or dash fastener shall be paid for separately). Kiln seasoned and chemically treated hollock wood.   | <b>0.13</b> | <b>M3</b> | <b>INR.</b> | <b>59,335.00</b> | <b>7713.55</b> |
| 200 | Providing and fixing ISI marked flush door shutters conforming to IS : 2202 (Part I) non-decorative type, core of block board construction with frame of 1st class hard wood and well matched commercial 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters: 30 mm thick including ISI marked Stainless Steel butt hinges with necessary screws. | <b>4.3</b>  | <b>M2</b> | <b>INR.</b> | <b>1,498.98</b>  | <b>6445.61</b> |
| 210 | Providing 40x5 mm flat iron hold fast 40 cm long including fixing to frame with 10 mm diameter bolts, nuts and wooden plugs and embedding in cement concrete block 30x10x15cm 1:3:6 mix (1 cement : 3 coarse sand : 6 graded stone aggregate 20mm nominal size).   | <b>12</b>   | <b>EA</b> | <b>INR.</b> | <b>132.58</b>    | <b>1590.96</b> |
| 220 | Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868 ) transparent or dyed to required colour or shade, with necessary screws etc. complete : 250x10 mm   | <b>5</b>    | <b>EA</b> | <b>INR.</b> | <b>88.57</b>     | <b>442.85</b>  |



|     |  |          |    |      |          |          |
|-----|--|----------|----|------|----------|----------|
| 230 | Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :125 mm  | 4        | EA | INR. | 50.49    | 201.96   |
| 240 | Providing and fixing aluminium extruded section body tubular type universal hydraulic door closer (having brand logo with ISI, IS : 3564, embossed on the body, door weight upto 36 kg to 80 kg and door width from 701 mm to 1000 mm), with double speed adjustment with necessary accessories and screws etc. complete.  | 3        | EA | INR. | 724.47   | 2173.41  |
| 250 | Providing and fixing chromium plated brass 100 mm mortice latch and lock with 6 levers and a pair of lever handles of approved quality with necessary screws etc. complete.  | 2        | EA | INR. | 681.78   | 1363.56  |
| 260 | Providing and fixing aluminium sliding door bolts, ISI marked anodised (anodic coating not less than grade AC 10 as per IS : 1868), transparent or dyed to required colour or shade, with nuts and screws etc. complete : 300x16 mm  | 3        | EA | INR. | 217.85   | 653.55   |
| 270 | Providing and fixing aluminium hanging floor door stopper, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour and shade, with necessary screws etc. complete. Twin rubber stopper.  | 3        | EA | INR. | 53.52    | 160.56   |
| 280 | Steel work in built up tubular (round, square or rectangular hollow tubes etc.) trusses etc., including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer, including welding and bolted with special shaped washers etc. complete. Hot finished welded type tubes.  | 1,050.00 | KG | INR. | 112.79   | 118429.5 |
| 290 | Providing and laying vitrified floor tiles in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades, laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3 kg/ sqm including grouting the joints with white cement and matching pigments etc., complete. Size of Tile 600x600 mm. | 70       | M2 | INR. | 1,149.99 | 80499.3  |

|     |   |    |    |      |        |         |
|-----|---|----|----|------|--------|---------|
| 300 | <p>Providing and fixing false ceiling at all height including providing and fixing of frame work made of special sections, power pressed from M.S. sheets and galvanized with zinc coating of 120 gms/sqm (both side inclusive) as per IS : 277 and consisting of angle cleats of size 25 mm wide x 1.6 mm thick with flanges of 27 mm and 37mm, at 1200 mm centre to centre, one flange fixed to the ceiling with dash fastener 12.5 mm dia x 50mm long with 6mm dia bolts, other flange of cleat fixed to the angle hangers of 25x10x0.50 mm of required length with nuts &amp; bolts of required size and other end of angle hanger fixed with intermediate G.I. channels 45x15x0.9 mm running at the spacing of 1200 mm centre to centre, to which the ceiling section 0.5 mm thick bottom wedge of 80 mm with tapered flanges of 26 mm each having lips of 10.5 mm, at 450 mm centre to centre, shall be fixed in a direction perpendicular to G.I. intermediate channel with connecting clips made out of 2.64 mm dia x 230 mm long G.I. wire at every junction, including fixing perimeter channels 0.5 mm thick 27 mm high having flanges of 20 mm and 30 mm long, the perimeter of ceiling fixed to wall/partition with the help of rawl plugs at 450 mm centre, with 25mm long dry wall screws @ 230 mm interval, including fixing of gypsum board to ceiling section and perimeter channel with the help of dry wall screws of size 3.5 x 25 mm at 230 mm c/c, including jointing and finishing to a flush finish of tapered and square edges of the board with recommended jointing compound , jointing tapes , finishing with jointing compound in 3 layers covering upto 150 mm on both sides of joint and two coats of primer suitable for board, all as per manufacturer's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Engineer in Charge but excluding the cost of painting with : 12.5 mm thick tapered edge gypsum plain board conforming to IS: 2095-(Part I) : 2011 (Board with BIS Certification marks)"</p> | 65 | M2 | INR. | 852.48 | 55411.2 |
|-----|---|----|----|------|--------|---------|

|     |  |            |           |             |               |                 |
|-----|--|------------|-----------|-------------|---------------|-----------------|
| 310 | Providing and fixing precoated galvanised iron profile sheets (size, shape and pitch of corrugation as approved by Engineer-in-charge) 0.50 mm (+ 0.05 %) total coated thickness with zinc coating 120 grams per sqm as per IS: 277, in 240 mpa steel grade, 5-7 microns epoxy primer on both side of the sheet and polyester top coat 15-18 microns. Sheet should have protective guard film of 25 microns minimum to avoid scratches during transportation and should be supplied in single length upto 12 metre or as desired by Engineer-in-charge. The sheet shall be fixed using self drilling /self tapping screws of size (5.5x 55 mm) with EPDM seal, complete upto any pitch in horizontal/ vertical or curved surfaces, excluding the cost of purlins, rafters and trusses and including cutting to size and shape wherever required. | <b>95</b>  | <b>M2</b> | <b>INR.</b> | <b>528.82</b> | <b>50237.9</b>  |
| 320 | Providing and fixing precoated galvanised steel sheet roofing accessories 0.50 mm (+0.05 %) total coated thickness, Zinc coating 120 grams per sqm as per IS: 277, in 240 mpa steel grade, 5-7 microns epoxy primer on both side of the sheet and polyester top coat 15-18 microns using self drilling/ self tapping screws complete : Ridges plain (500 - 600mm).   | <b>13</b>  | <b>M</b>  | <b>INR.</b> | <b>340.82</b> | <b>4430.66</b>  |
| 330 | 12 mm cement plaster of mix: 1:4 (1 cement: 4 fine sand)   | <b>275</b> | <b>M2</b> | <b>INR.</b> | <b>152.86</b> | <b>42036.5</b>  |
| 340 | Finishing walls with Premium Acrylic Smooth exterior paint with Silicone additives of required shade: New work (Two or more coats applied @ 1.43 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm).  | <b>115</b> | <b>M2</b> | <b>INR.</b> | <b>124.25</b> | <b>14288.75</b> |
| 350 | Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : Two or more coats on new work.   | <b>103</b> | <b>M2</b> | <b>INR.</b> | <b>93.15</b>  | <b>9594.45</b>  |
| 360 | Painting with synthetic enamel paint of approved brand and manufacture to give an even shade : Two or more coats on new work   | <b>14</b>  | <b>M2</b> | <b>INR.</b> | <b>86.98</b>  | <b>1217.72</b>  |

|     |  |     |    |      |          |         |
|-----|--|-----|----|------|----------|---------|
| 370 | Varnishing with varnish of approved brand and manufacture : Two or more coats of glue sizing with copal varnish over an under coat of flatting varnish   | 8   | M2 | INR. | 127.47   | 1019.76 |
| 380 | Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.  | 210 | M2 | INR. | 86.34    | 18131.4 |
| 390 | Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube challies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it there after .The scaffolding system shall be stiffened with bracings, runners, connection with the building etc wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineer-in-charge .The elevational area of the scaffolding shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding. Note: - This item to be used for maintenance work judiciously, necessary deduction for scaffolding in the existing item to be done. | 120 | M2 | INR. | 185.88   | 22305.6 |
| 400 | Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in - charge.: Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix)   | 6   | M3 | INR. | 1,058.39 | 6350.34 |
| 410 | Demolishing R.C.C. work manually/ by mechanical means including stacking of steel bars and disposal of unserviceable material within 50 metres lead as per direction of Engineer - in- charge.   | 6   | M3 | INR. | 1,544.07 | 9264.42 |

|     |  |     |    |      |        |          |
|-----|--|-----|----|------|--------|----------|
| 420 | Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) : For fixed portion Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15).   | 95  | KG | INR. | 352.94 | 33529.3  |
| 430 | Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) : For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber / neoprene gasket required (Fittings shall be paid for separately) Anodised aluminium (anodised transparent or dyed to | 131 | KG | INR. | 416.82 | 54603.42 |

|                            |  |    |    |      |          |         |
|----------------------------|--|----|----|------|----------|---------|
|                            | required shade according to IS: 1868, Minimum anodic coating of grade AC 15).  |    |    |      |          |         |
| 440                        | Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge . (Cost of aluminium snap beading shall be paid in basic item): With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm).  | 12 | M2 | INR. | 788.88   | 9466.56 |
| 450                        | Providing and fixing anodised aluminium grill ( anodised transparent or dyed to required shade according to IS: 1868 with minimum anodic coating of grade AC 15) of approved design/pattern, with approved standard section and fixed to the existing window frame with C.P. brass/ stainless steel screws @ 200 mm centre to centre, including cutting the grill to proper opening size for fixing and operation of handles and fixing approved anodised aluminium standard section around the opening, all complete as per requirement and direction of Engineer-in-charge. (Only weight of grill to be measured for payment). | 22 | KG | INR. | 435.5    | 9581.00 |
| 460                        | 75mm thick brick soiling.  | 98 | M2 | INR. | 552.20   | 54115.6 |
| 470                        | Add for plaster drip course/ groove in plastered surface or moulding to R.C.C. projections.  | 11 | M  | INR. | 40.36    | 443.96  |
| 480                        | Neat cement punning  | 63 | M2 | INR. | 33.11    | 2085.93 |
| <b>GROUP A - SECTION B</b> |  |    |    |      |          |         |
| 10                         | Wiring for light point/ fan point/ exhaust fan point/ call bell point with 3 nos Single core 1.5 sq.mm size FRLS PVC insulated copper cable in recessed using medium grade ISI approved 25mm size PVC conduit & accessories, suitable GI box as required.( Colour codes - Phase -R/Y/B; Neutral -Black & Earth- Green)). Concealed Point wiring includes laying of PVC conduit in the roof/Wall also   | 18 | P  | INR. | 1,385.90 | 24946   |
| 20                         | Wiring for light plug point with 3 nos Single core 1.5 sq.mm size FRLS PVC insulated copper cable in recess using medium grade ISI approved 25mm size PVC conduit & accessories, etc as required.( Colour codes - Phase - R/Y/B; Neutral -Black & Earth-   | 30 | M  | INR. | 213.98   | 6419    |



|    |  |           |           |             |               |              |
|----|--|-----------|-----------|-------------|---------------|--------------|
|    | Green)).Concealed wiring includes laying of PVC conduit in the roof/Wall also.   |           |           |             |               |              |
| 30 | Wiring for circuit/ sub main from MCB DB to desired Switch Board with 3 nos Single core 2.5 sq.mm size FRLS PVC insulated copper cable in recess using medium grade ISI approved 25mm size PVC conduit & accessories, ( Colour codes : Phase -R/Y/B; Neutral -Black & Earth- Green)).Concealed circuit wiring includes laying of PVC conduit in the roof/Wall also   | <b>60</b> | <b>M</b>  | <b>INR.</b> | <b>260.4</b>  | <b>15624</b> |
| 40 | Wiring for circuit/ sub main/Power wiring from MCB DB to desired Switch Board/power point with 3 nos Single core 4 sq.mm size FRLS PVC insulated copper cable in recess using medium grade ISI approved 25mm size PVC Conduit & accessories, ( Colour codes : Phase -R/Y/B; Neutral -Black & Earth-Green). Concealed circuit wiring includes laying of PVC conduit in the roof/Wall also.  | <b>60</b> | <b>M</b>  | <b>INR.</b> | <b>317.05</b> | <b>19023</b> |
| 50 | Wiring for circuit/ sub main wiring from Main panel to DB, DB to MCB DB with 3 nos Single core 10 sq.mm size FRLS PVC insulated copper cable in recess using medium grade ISI approved 32mm size PVC conduit & accessories, ( Colour codes: Phases - R/Y/B; Neutral - Black & 1 Nos Earth- Green)).Concealed sub main wiring includes laying of PVC conduit in the roof/Wall also.   | <b>5</b>  | <b>M</b>  | <b>INR.</b> | <b>619.08</b> | <b>3095</b>  |
| 60 | Supply and Fixing of 3 Module type Switch Board Box shall be made out of steel sheet of min 1.20 mm thickness and complete finished box should be duly pretreated, zinc coated & passivated or made of GI sheet of 1.2mm thickness to accommodate specified number of electrical accessories and suitable for indoor electrical installation with provision for earthing terminal. Modular type Frame Plate with matching Cover Plate suitable for above Switch Board Box suitable to accommodate specified number of electrical accessories. Frame Plate shall be made out of polycarbonate.The configurations for the relevant plate are defined as under: | <b>1</b>  | <b>NO</b> | <b>INR.</b> | <b>258.27</b> | <b>258</b>   |

|    |  |          |           |             |              |             |
|----|--|----------|-----------|-------------|--------------|-------------|
|    | <p>A- Number of Rows: 1.</p> <p>B- Number of openings:3.</p> <p>C- Size of opening.: 1M</p> <p>Internal connection of wire is included in the item."</p>   |          |           |             |              |             |
| 70 | <p>Supply and Fixing of 8 Module type Switch Board. Box shall be made out of steel sheet of min 1.20 mm thickness and complete finished box should be duly pretreated, zinc coated &amp; passivated or made of GI sheet of 1.2mm thickness to accommodate specified number of electrical accessories and suitable for indoor electrical installation with provision for earthing terminal.Frame Plate with matching Cover Plate suitable for above Switch Board Box suitable to accommodate specified number of electrical accessories. Frame Plate shall be made out of polycarbonate. The configurations for the relevant plate are defined as under:</p> <p>A- Number of Rows: 1</p> <p>B- Number of openings:8</p> <p>C- Size of opening.1M</p>  | <b>3</b> | <b>NO</b> | <b>INR.</b> | <b>402.3</b> | <b>1207</b> |
| 80 | <p>Supplying and fixing 3 module GI box with modular plate and cover in front on recess, including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection etc. as required. Modular type switch shall be ISI marked switch modular, unenclosed, push / piano type suitable for flush mounting with screw type terminals suitable for 250V, 50Hz. supply and conforming to IS: 3854/1997 Reaffirmed 2007. Modular socket outlet, flush type mounting, non-shuttered type for 250V,50Hz. supply and conforming to IS:1293/ 2005 with amendments No.1,2&amp;3.The dimensions shall be as per annexure `A of IS: 1293/2005 with amendments No.1,2&amp;3 Note:-Dimensions and withdrawal force values for 2-pin sockets and 5-pin sockets shall be as per IS:1293.</p> | <b>6</b> | <b>NO</b> | <b>INR.</b> | <b>387.6</b> | <b>2326</b> |

|     |  |           |           |             |                 |              |
|-----|--|-----------|-----------|-------------|-----------------|--------------|
| 90  | Supplying and fixing 3 module GI box with modular plate and cover in front on recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection etc. as required. Modular type switch shall be ISI marked switch modular, unenclosed, push / piano type suitable for flush mounting with screw type terminals suitable for 250V, 50Hz. supply and conforming to IS: 3854/1997 Reaffirmed 2007. Modular socket outlet, flush type mounting, non-shuttered type for 250V, 50Hz. supply and conforming to IS: 1293/ 2005 with amendments No.1,2&3. The dimensions shall be as per annexure 'A' of IS: 1293/2005 with amendments No.1,2&3<br>Note:-Dimensions and withdrawal force values for 2-pin sockets and 5-pin sockets shall be as per IS:1293. | <b>2</b>  | <b>NO</b> | <b>INR.</b> | <b>492.13</b>   | <b>984</b>   |
| 100 | Supply and fixing of 6 A Modular switch in the existing modular boxes. Modular type switch shall be ISI marked switch modular, unenclosed, push / piano type suitable for flush mounting with screw type terminals suitable for 250V, 50Hz. supply and conforming to IS: 3854/1997 Reaffirmed 2007   | <b>18</b> | <b>NO</b> | <b>INR.</b> | <b>72.34</b>    | <b>1302</b>  |
| 110 | Supply and fixing of Blank Plate   | <b>10</b> | <b>NO</b> | <b>INR.</b> | <b>22.32</b>    | <b>223</b>   |
| 120 | Supplying and fixing 3 pin, 5 amp ceiling rose   | <b>8</b>  | <b>NO</b> | <b>INR.</b> | <b>65.53</b>    | <b>524</b>   |
| 130 | Supply and fixing 1 Module step Fan Regulator 100W. Electronic Fan regulator step type (Capacitor Type) with minimum 4 steps (5 position) flush mounting type to IS:11037/1984 (Reaffirm 2005) suitable for electric ceiling fan of voltage 230V, AC, 50 Hz having wattage up to 100 Watts<br>Max. The capacitor used shall be of standard make.   | <b>8</b>  | <b>NO</b> | <b>INR.</b> | <b>346.77</b>   | <b>2774</b>  |
| 140 | Supply, Installation, testing and commissioning of 1400 mm sweep ceiling fan without modular step regulator, including wiring the down rods of standard length (upto 30 cm). Fan shall have double bearing with minimum air delivery shall be 230 CMM. Minimum Power input shall be 60 W.  | <b>8</b>  | <b>NO</b> | <b>INR.</b> | <b>2,827.03</b> | <b>22616</b> |

|     |  |   |    |      |           |       |
|-----|--|---|----|------|-----------|-------|
| 150 | Supply, Installation, testing and commissioning of surface mounting powder coated, Aluminum extrusion housing, IP20 acrylic diffuser fitted 4 ft (1200 mm) LED Batten LM-79 certified luminaire & LM-80 certified LED chip (SMD) complete with all mounting accessories. The product should have an even light distribution with max.20 +/-10% w system wattage, system efficacy >90 lm/W system lumen greater than 1800 Lumen. and CCT 6500k, CRI >80. THD shall be <10% and PF >0.9. Lifetime shall not be less than 40,000 hours. The product should have an electronic constant current driver with open & short circuit protection, reverse polarity protection and surge protection. | 2 | NO | INR. | 1,180.92  | 2362  |
| 160 | Supply, Installation, testing and commissioning of recessed type 35 to 38 W LED CRCA powder coated luminaire complete with all mounting accessories for fixing in the POP type ceiling including supplying, fixing arrangement and connection with 3x1.5 sq. mm FR PVC insulated, copper conductor, single core cable and earthing etc. as required. Minimum output Lumen shall be 3200 and colour temperature shall be 5500K to 6500K. Driver shall be external. Efficacy shall be more than 90%. Power factor>0.9, THD < 10% , IEC Compliant for safety.   | 8 | NO | INR. | 4,724.90  | 37799 |
| 170 | Supply, Installation, Testing & commissioning of 16 WAY SPN MCB DB with double door , single pole and neutral, sheet steel, MCB distribution board, 240 volts, on surface , complete with 100 A tinned 12 way copper busbar, 12 way neutral busbar, 12 way earth bar, din bar, detachable gland plate, interconnections, phosphatized and powder painted including earthing etc. as required. DB shall have following as incomer :63 A RCBO, sensitivity 100mA -1 nos. Outgoings are 10 A MCB ,C curve-6 nos,20 A MCB,C curve- 6 nos. Make of RCBO, MCBs and box shall be of same make. All accessories like Lugs/Thimble etc .required for installation shall be supplied by Contractor.  | 1 | NO | INR. | 11,149.85 | 11150 |
| 180 | Supplying and fixing metal box of 150 mm X 150 mm X 60 mm on surface or in recess with suitable size of phenolic laminated sheet cover in front including painting etc as required.  | 4 | NO | INR. | 236.89    | 948   |

|     |  |           |           |             |                 |             |
|-----|--|-----------|-----------|-------------|-----------------|-------------|
| 190 | SITC of 3P 63A MCCB with metallic box,   | <b>1</b>  | <b>NO</b> | <b>INR.</b> | <b>7,897.13</b> | <b>7897</b> |
| 200 | Supply and fixing of Earthing with G.I. earth pipe 3 metre long, 50 mm dia (Conforming to BIS:1239) including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe etc. with charcoal/ coke and salt as required.            | <b>1</b>  | <b>EA</b> | <b>INR.</b> | <b>4,650.65</b> | <b>4651</b> |
| 210 | Supplying and laying 25 mm X 3 mm G.I strip at over ground as strip earth electrode, including connection/terminating with G.I. nut, bolt, spring, washer etc. as required(Jointing shall be done by overlapping and with 2 sets of G.I. nut bolt & spring washer spaced at 50mm). | <b>10</b> | <b>M</b>  | <b>INR.</b> | <b>106.08</b>   | <b>1061</b> |

- Bidder must include all liabilities including statutory liabilities in their quoted rates (excluding PF and GST).

**Note:**

1. The Company's Internal Estimated Rates, as indicated in Part-II, are inclusive of all overheads, taxes, duties, levies etc. except P.F. & GST.

**OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
DULIAJAN (ASSAM)  
WORKS CONTRACT**

**PARTICULAR SPECIFICATIONS AND INSTRUCTIONS:**

**DESCRIPTION OF WORK/SERVICES:** Construction of Assam type Conference Room for OISCSTEWAA including internal electrification and supply of all materials except cement.

**I. SCOPE OF CIVIL WORK:****1.00 GENERAL:**

The contractor must complete the work in all respect within the work duration allotted to him as per work order. However, any delay in completion of the work due to reasons not attributable to the contractor will be considered based on hindrance register maintained during delay analysis of the work after its completion and the same will be considered during calculation of LD as per Contract. Moreover the duration of the work allotted to the contractor is excluding such type of hindrances not attributable to the contractor.

All materials used in the work shall conform to the latest revision of the relevant Indian Standard Specifications to the extent practicable. Where no such specifications exist they shall be of the best quality available in the market. Wherever ISI certified materials and products are available these alone shall be used. All materials shall be stored at site in accordance with IS-4082-1996.

Unless specially provided for in the contract the tendered rates shall include the cost of carriage, transport, loading, unloading and stacking as directed for all materials required on the work. Where a tender provides a rate for transport of materials, it includes for all loading, unloading and stacking on the site in such position and manner as directed. Any materials found not conforming to specification must be removed from site within 48 hours.

**2.00 SITE CLEARANCE, EXCAVATION AND DISPOSAL:**

Before the earthwork is started, the area coming under cutting and/refilling shall be cleared of shrubs, vegetation, grass, uprooting of tree stumps and such others, and rubbish removed upto a distance of 50 metres outside the periphery of the area under clearance.

All excavations shall be done to the minimum dimensions as required for safety and working facility. Prior approval of the Engineer shall be obtained by the Contractor, in each individual case, for the method he proposes to adopt for the excavations including dimension, side slopes, shoring, dewatering, disposal, etc. This approval, however, shall not in any way make the Engineer responsible for any consequent loss or damage. The excavation must be carried out in the most expeditious and efficient manner.

The excavated spoils will be disposed off in any or all the following manners :

- a) By using it for backfilling straightway.
- b) By stacking it temporarily for use in backfilling at a later date during execution of the Contract.
- c) i) By either spreading, Or
- ii) Spreading and compacting at designated disposal areas.

**3.00 STORAGE:**

Materials shall be transported, handled and stored at site carefully to the approval of Engineer so as to prevent any damage of any kind to be kept at his own risk and cost.

Cement shall be stored in a weather proof shed, the floor of which shall be raised 300 mm clear from the ground and 600 mm away from the wall all round in order to protect from rain and moisture. Empty cement bag shall be returned to the Company in good condition.

**4.00 CEMENT CONCRETE/ REINFORCED CEMENT CONCRETE WORK:**

All C.C. work in 1:3:6 proportions shall be done with 18 mm graded down broken stone. Broken stone shall be properly screened before use. All reinforced cement concrete work to be done in prop. 1:1.5:3 unless otherwise specified -- 18mm down to 12mm graded down broken stone as per related drawings and instructions of site Engineer to be followed in case of any discrepancies. Proper vibration to be done as per IS recommendation. Floor paneling to be done in the line of expansion joint as directed by Engineer In-charge.

**Fine Aggregate** - Fine aggregate shall be hard, durable, clean and free from adherent coating and organic matter. It shall not contain harmful impurities such as pyrites, coal, lignite, mica, shale or similar laminated material, clay, alkali, soft fragments, sea shells and organic impurities in such quality as to affect the strength or durability of the concrete. Fine aggregate to be used for reinforced concrete shall not contain any material liable to attack the steel reinforcement. Fine aggregate which is chemically reactive with alkalis of cement is harmful as cracking of concrete may take place.

**Coarse Aggregate** - Coarse aggregate shall be obtained from natural sources such as stone, gravel, etc crushed or un-crushed or a continuation thereof from approved quarries. This shall consist of coarse material most of which is retained on 4.75mm sieve. Aggregate shall be hard, strong, dense, durable, clean and free from veins and adherent coatings. It shall be free from soft, feeble, thin, elongated or laminated pieces and shall be roughly cubical in shape. It shall be clear and free from dirt and any other deleterious matter.

**Reinforcement bars** - The following types of steel for reinforcement shall be used in reinforced concrete construction and these shall conform to Indian Standards or as revised from time to time mentioned against each

- 1) Mild steel and medium tensile steel bars and hard drawn steel wire – IS: 432.
- 2) HYSD bars – IS: 1786.

**Bending & Placing steel reinforcement in position**-Bending shall be carried out as per relevant IS specification and direction of the Engineer-in-charge. All reinforcement bars shall be accurately placed in position with spacing and cover as shown in the drawing or as specified and firmly held so during the placing and vibrating and setting of concrete. Bars shall be thoroughly cleared of rust, seals, grease, oil and any other foreign matter before placing them in position. The overlap jointing shall be staggered. The bars shall be fixed with 22G binding wire. Precast cover blocks 1:2 (1 cement: 2sand) cement mortar 40 mm square and necessary thickness shall be used to keep the reinforcement bars in proper position. For this block, no extra payment to be made. Wire required for binding shall not be measured separately. Tack welding shall also be permitted in lieu of building with steel wire.

**Proportioning of mix** - Proportioning shall be done by volume. Boxes of suitable size shall be used for measuring sand and aggregates. The size of the boxes (internal) shall be 35 x 25cm and 40cm deep. The unit of measurement for cement, shall be a bag of cement weighting 50 Kg and this shall be taken as 0.035 cubic metre. While measuring the aggregate and sand the boxes shall be filled without shaking, ramming or hammering. The proportioning of sand shall be on the basis of its dry volume and in case of damp sand, allowances for bulkage shall be made.

**Mixing** - Mixing of reinforced cement concrete shall, as a rule be done in a mechanical mixer. However, the Engineer-in-charge may permit hand mixing in specific cases where in his opinion it is not practicable to resort to mechanical mixing, either on account of the quantity of cement concrete required is small or for any other reason. In such cases, it should be ensured that the inferior quality of concrete produced by hand mixing will not adversely affect the structure.

Consistency - The quantity of water to be used for each batch containing 50 Kg of cement, to give the required consistency shall not be more than 34 litres for 1:3:6, mix 32 litres for 1:2:4 mix, 30 litres for 1:1.5:3 mix and 27 litres for 1:1:2 mix. In case of vibrated concrete, the above quantity shall be suitably reduced. The quantity of water shall be regulated by carrying out regular Slump Test.

Placing of concrete - Before placing the concrete the sub-base/form work shall be cleared of all injurious or foreign matter, watered and well consolidated. Formwork shall be clean and free from all foreign material. It is necessary that the time between mixing and placing of concrete does not exceed the initial setting process. Mixed concrete that has been left standing shall not be used after the initial set has commenced the addition of water (or cement) to make such a mixture more workable shall not be allowed. In foundation trenches or such other situations, the entire concrete used in the work shall be laid gently (not thrown) in layers not exceeding 15cm. The concrete so deposited shall be thoroughly vibrated by means of mechanical vibrators till dense concrete is obtained.

Curing - Concrete shall be carefully protected during first stage of hardening from harmful effects or excessive heat, drying winds, rain or running water and shock. After the concrete has begun to harden i.e. about 1 to 2 hours after its laying it shall be protected from quick drying with moist gunny bags or any other material approved by the Engineer-in-charge. After 24 hours of laying of concrete the surface shall be cured by flooding water up to 25mm depth or by covering with wet adsorbent materials. The curing shall be done for a minimum period of 7 days from the date of pouring of concrete, unless otherwise specified.

Finishing - In case of roof slabs the top surface shall be finished even and smooth with wooden trowel, before the concrete begins to set. The surface of RCC slab on which the cement concrete or mosaic floor is to be laid shall be roughened with brushes while the concrete is green. This shall be done carefully without disturbing the concrete. Before laying the floor, the laitance shall be removed, the surface of slab hacked and a coat of cement slurry at 2.75 Kg of cement per square metre shall be applied, so as to get a good bond between RCC and concrete floor. The exposed surface which is to receive plaster or where it is to be joined with brick masonry wall, shall be properly roughened immediately after the removal of form work, taking care to remove the laitance completely without disturbing the concrete. Before the surface is plastered, it shall be cleaned and wetted so as to give good bond between concrete and plaster.

#### **5.00 FORM WORK:**

The formwork shall be rigid and so corrected as to retain the shape and dimensions of the member being cast. Form work for concrete shall be seasoned timber/steel or other approved materials as per directions of the Engineer. It shall be sufficiently tightened to prevent loss of cement slurry and all holes and joints shall be chaulked with putty. It shall have sufficient strength and rigidity to withstand the load of concrete, and vibrations, movement of men, materials and plants and any other incidental loads without excessive deflection beyond permissible limits. The formwork shall be so constructed as to be removable in sections by inscribing or otherwise loosening – them without hammering or levering with force. Only wedges, clamps bolts or screws etc shall be used in preference to nails or spikes. All side pieces shall be easily removable without disturbing the bottom pieces. Where however, use of nails and spikes become unavoidable, these shall be left projecting so that they can easily be withdrawn.

Surface treatment for shuttering - Forms shall be cleaned of all dust, wood shavings, dirt and other matter by washing with water. This process is facilitated by providing draining holes in the shuttering. The surface shall then be coated with soap solution applied before concreting is done. Soap solution for the purpose shall be prepared by dissolving yellow soap in water to get consistency of paint. Alternatively a coat of raw linseed oil/refined pale paraffin mineral oil or form oil of approved manufacture may be applied. In case steel shuttering is used, soap solution or row linseed oil shall be applied after thoroughly cleaning the surface. Care shall be taken that such approved composition is kept out of contact with the reinforcement.



In normal circumstances (temperature not below 15 degree C) and where ordinary Portland cement is used form may generally be removed after the expiry of the following periods.

a) Vertical form work to columns, walls, beams = (16-24) hours

b) Slabs side (props left under): 3 days

c) Beam soffits (props. left under): 14 days

d) Removal of props under slabs

i) Spanning up to 4.5 m: 14 days

ii) Spanning over 4.5 m: 21 days

e) Removal of props under beams and arches:

i) Spanning up to 6 m: 21 days

ii) Spanning above 6 m: 28 days

In no circumstances shall forms be struck until the concrete reaches a strength of at least twice the stress to which concrete may be subjected at the time of removal of form work. All form works shall be removed without such shock or vibration as would damage the concrete. Form work for long span deep beams to be supported by MS props or Bhaluka Bamboo props as required based on the design for the formwork to take care the massive load of the green concrete.

#### 6.00 BRICKWORK:

a) All bricks shall be of 75 class designation quality locally available as approved by the Site Engineer.

b) Bricks shall be of size as specified in the item of work or of nominal size where no particular size is mentioned.

c) Bricks shall be well burnt, sound, hard with sharp edges of uniform size and shape free from cracks, stones or particles of lime and other defects, shall be kiln burnt and satisfy the following requirement:

i) They shall give a clear metallic sound when struck.

ii) They shall be of uniform colour and size.

iii) They shall not be cracked, stratified or under or over burnt.

iv) The tolerance in dimensions shall be +/- 12mm in length, 6mm in width and 3mm in height.

v) Keys or frogs shall be formed on one of the larger size, except in the case of machine extruded bricks where no frogs are required.

vi) The increase in weight when soaked in water for 24 hours shall not be more than 20% of the dry weight of the bricks.

d) If required by the Site Engineer, necessary test shall be conducted at the contractor's expense to ensure quality. In general, the bricks shall be the best quality locally available.

Bricks used for masonry in cement mortar or composite mortar shall be thoroughly soaked in clean water for at least an hour immediately before use (The absence of bubbling when the soaked brick is immersed in water is the test for thorough soaking). The soaked bricks shall be kept on a platform free from dirt, mud or any foreign element. Bricks shall be laid in English bond unless otherwise specified. Care must be taken that the bricks are perfectly clean and free from lime, moss or dirt of any kind. If necessary they must be scrubbed before use. Half or cut bricks shall be not used except for closures which may be required to complete the bond. It shall be ensured that all horizontal and vertical joints are completely filled with mortars without any void in brickwork. Brickwork shall be raised truly plum (or true to required better whereso specified). All courses shall be laid truly horizontal. Vertical joints shall be truly vertical and those in alternate courses shall be in the same vertical line. The thickness of brick courses shall be uniform. Great care must be taken to masonry in progress of construction damp. When work is left off for the day troughs shall be formed, by means of fillets of mortar 51mm high all round the unfinished work and shall be kept filled with water. Vertical or inclined surfaces must be frequently watered from a rose headed can. Water should not be dashed with violence against new work as this washes out the mortar. Should the work be delayed owing to holidays or for other reason, the contractor must make adequate arrangements for keeping the work wetted, and shall continue to do so for at least ten days or such longer time as directed, after the brickwork has been completed.

**7.00 CEMENT MORTAR:**

- i) Must be freshly mixed: Cement mortar will only be mixed in such quantities as can be used up on the work within half an hour of mixing. Mortar which has been mixed longer or which has taken its initial set will on no account be used on the work or remixed with fresh mortar. It must be immediately removed from the site or work.
- ii) Method of mixing: The cement and sand will be mixed dry in the specified proportions, by turning over atleast three times on the mixing platform. Only sufficient water will then be added, thorough a rose of a watering can, to produce a workable mixture. The wet mortar will be thoroughly worked or mixed by repeatedly turning over, not less than three times on the mixing board.
- iii) Size of mixing platform and precaution against list : All mixing of mortar must be done on platforms of angle size and workman bringing the material to and from the platform must not be permitted to walk about on it, thereby bringing mud or dirt to the place, where the mortar is being mixed. The platform must be clean and level and all joints closed or filled so that the cement is not washed out.
- iv) Proportion of cement and sand: Where not otherwise specified, cement mortar for plaster will consist of one part of cement to two parts of sand. For mortar for brick or stone masonry work the proportion unless otherwise specified, will be one part of cement to three parts sand.

**8.00 WOOD WORK:**

The work shall be carried out as per detailed drawings and/or as directed by the Engineer-in-charge. The wooden members of the frame shall be planed smooth and accurate to the full dimensions. Rebates, rounding, moldings etc. as shown in the drawing shall be done before the members are joined into frames. Timber will be 1st class seasoned as approved by the Engineer-in-charge.

Jointing - Jointing in timber frames must be made carefully and accurately. They shall be strong, neat and shall fit without wedging or filling. The joints shall be pinned with hard wood 10 to 15mm dia after the members of the frame are pressed together in a suitable vice-mechanism.

Surface treatment - Woodwork shall be painted, oiled, polished or otherwise treated as specified. All portions of timber abutting against masonry or concrete portion of building shall be coated with boiling coat tar or other type of approved wood preservative or primer, before placing them in final position.

Hold fasts - Hold fasts used for fixing doors and window frame shall be made of 40 x 3mm flat iron long. It shall have a hole on one end for fixing to frame with 10mm dia bolt, at the other end the flat iron shall be split and bent at right angles in the opposite direction. The hold fast shall be tightly fixed to the frame by means of bolts, the bolt hole in frame being plugged suitably and finished neat. The hole fast shall be embedded into masonry by concrete block as described in the item of work.

**9.00 DOORS:**

- i) The flush door shutters (solid core type) decorative and non-decorative type shall conform to IS: 202 (Part I). The door should be fixed using 4 nos. of hinges 125mm long ensuring that the hinges are not fixed less than 150mm from the edges with 8 nos. parallel sunk fully threaded screws 38mm long, should be used for fixing the hinges to the flush door after drilling a pilot hole 2.50mm dia 40mm long. Screws should not be hammered. Lock, tower bolts etc. necessary, if any to be paid separately.
- ii) Door frame (Chowkaths) of door, windows, other similar works wrought, framed and fixed in position in contact with C.C. or brick masonry walls including supplying, fitting and fixing with M.S. flat hold fast (40mm x 3mm x 250mm) as per design and embedded in cement concrete block in prop 1:2:4 and with two coats of kiricide oiling to the timber faces in contact with C.C. and masonry as directed and specified.

**10.00 STEEL DOORS :**

Laying Out : A figure of the steel structure to be fabricated shall be drawn on a level platform to full scale. This may be done in full or in parts, as shown on drawings or as directed by the Engineer-in-Charge. Steel tape shall be used for measurements.

**Fabrication**

Fabrication shall generally be done as specified in IS 800. Great accuracy shall be observed in the fabrication of various members, so that these can be assembled without being unduly packed, strained or forced into position and when built up, shall be true and free from twist, kinks, buckles or open joints. The steel section shall be straight or to be straightened or flattened by pressure unless required to be of curvilinear form and shall free from twists. These shall be cut square either by shearing or sawing to correct length and measured by steel tape. No two pieces shall be welded or joined to make up for the required length of member.

During execution, the steel members shall be securely bolted or otherwise fastened when necessary temporarily braced to provide for all loads including those due to erection equipment's and its operation to be carried safely by structure during erection. The steel members shall be placed in proper position as per approved drawing, final riveting or permanent bolting shall be done only after proper alignment has been checked and confirmed.

Trusses shall be lifted only at nodes. The trusses above 10 m in span shall not be lifted by slinging at two mid points of rafters, which shall be temporary braced by a wooden member of a suitable section. After the trusses are placed in position, purlins and wind bracings shall be fixed as soon as possible.

**Welding:** Welding shall generally be done by electric arc process as per IS 816 and IS 823.

The electric arc method is usually adopted and is economical. Gas welding shall only be resorted to using oxyacetylene flame with specific approval of the Engineer-in-charge. Gas welding shall not be permitted for structural steel work. Gas welding required heating of the members to be welded along with the welding rod and is likely to create temperature stresses in the welded members. Precautions shall therefore be taken to avoid distortion of the members due to these temperature stresses.

As far as possible every efforts shall be made to limit the welding that must be done after the structure is erected so as to avoid the improper welding that is likely to be done due to heights and difficult positions on scaffolding etc. apart from the aspect of economy. The maximum dia of electrodes for welding work shall be as per IS 814. Joint surfaces which are to be welded together shall be free from loose mill scale, rust, paint, grease or other foreign matter, which adversely affect the quality of weld and workmanship.

**11.00 PLASTER WORK**

i) Preparation of surface: All putlog holes in brick work and junction between concrete and brick work shall be properly filled in advance. Joints in brick work shall be raked about 10mm and concrete surface hacked to provide grip to the plaster. Projecting burrs of mortar formed due to gaps at joints in shuttering shall be removed. The surface shall be scrubbed clean with wire brush/coil brush to remove dirt, dust etc. and the surface thoroughly washed with clean water to remove efflorescence, grease and oil etc. and shall be kept wet for a minimum of six hours before application of plaster.

ii) Proportion: The cement plaster shall be in specified proportion of cement and sand.

iii) Mixing: The cement and sand should be thoroughly mixed in dry condition. After dry mixing the materials shall be wetted with just sufficient water to bring the mortar to proper consistency of thick paste. Mortar should be used immediately after mixing and arrangements shall be made so that not more than 30 minutes elapse between the cement first coming in contact with the moisture and laying. In all exterior plaster works waterproofing compound to be added to the mortar as per the specification of the manufacturer, if not indicated in the item rate quoted should be inclusive of the same.

iv) Placing: Plaster shall be laid over the prepared surface in one coat to the specified thickness and rubbed with "PATAS" and trowel and shall be smooth, free from waviness and trowel marks.

v) Sequence of operations: For external plaster, the plastering operations shall be started from the top floor and carried downwards. For internal plaster, the plastering operations may be started wherever the building frame and cladding work are ready and the temporary supports of the ceiling resting on the wall or the floor have been removed.

vi) Curing: Each coat shall be kept damp continuously till the next coat is applied or for a minimum period of 7 days. Moistening shall commence as soon as plaster is hardened sufficiently. Soaking of walls shall be avoided and only as much water as can be readily absorbed shall be used.

**12.00 WASHABLE DISTEMPER/OIL BOUND DISTEMPER/ EMULSION PAINTING**

Preparation of surfaces: The surface shall be thoroughly brushed free from dust, dirt, grease, mortar droppings and other foreign matter and sand papered smooth. Thereafter a smooth surface shall be prepared by applying putty, made of plaster of Paris mixed with water on the entire surface including filling up the undulation and then sand papering the same after it is dry.

Primer coat: The primer where used as on undecorated surfaces shall be alkali resistance primer or acrylic based cement primer as specified in the item. These shall be of the same manufacture as oil bound distemper/ plastic emulsion paint. If the wall surface plaster has not dried completely alkali resistance primer shall be applied before distempering the walls. But if the distempering is done after the wall surface is dried completely, cement primer shall be applied.

Application of distemper/plastic paint coat : For undecorated surfaces, after the primer coat has dried for at least 48 hours, the surface shall be lightly sand papered to make it smooth for receiving the distemper/plastic paint taking care not to rub out the priming coat. All loose particles shall be dusted off after rubbing. Minimum two coats of distemper/plastic paint shall be applied with brushes in horizontal strokes followed immediately by vertical, which together shall constitute one coat. The subsequent coats shall be applied after a time interval of at least 24 hours between consecutive coats to permit of the proper drying of the preceding coat. For decorated surfaces, the distemper/plastic paint shall be applied in two coats or more over the prepared surface in the same manner as for undecorated surfaces.

Purchase of paint, varnish or oil: Only the best brands obtainable will be used and should the contract permit the contractor to supply any paint, oil or varnish he shall purchase only such brands as the Site Engineer shall approve of in writing. All purchases must be made direct from the manufacturers or through an agent approved of in writing by the Site Engineer. Should the Site Engineer so direct copies of all indents and receipts for purchase must be submitted for inspection. Paint, etc. to be purchased in sealed containers. All paints, oil or varnishes supplied by the contractor must be produced for the inspection of the Site Engineer of the work in the manufacturers sealed and unopened containers. All containers from which the contents have been removed and are not required on the work must be destroyed and no extra payment will be granted for such destruction. Only ready mixed or varnished of the make or brand specified will be permitted to be used exactly as received from the manufacturer without any admixture what so ever unless previously authorised, in writing, by the Site Engineer.

**13.00 Exterior Painting:**

The paint shall be of approved brand and manufacture.

This paint shall be brought to the site of work by the contractor in its original containers in sealed condition. For new work, the surface shall be thoroughly cleaned off all mortar dropping, dirt dust, algae, fungus or moth, grease and other foreign matter of brushing and washing, pitting in plaster shall make good, surface imperfections such as cracks, holes etc. should be repaired using white cement.

Before pouring into smaller containers for use, the paint shall be stirred thoroughly in its container, when applying also the paint shall be continuously stirred in the smaller containers so that its consistency is kept uniform. Dilution ratio of paint with potable water can be altered taking into consideration the nature of surface climate and as per recommended dilution given by manufacturer. In all cases, the manufacturer's instructions & directions of the Engineer-in-charge shall be followed meticulously.

The lids of paint drums shall be kept tightly closed when not in use as by exposure to atmosphere the paint may thicken and also be kept safe from dust.

Paint shall be applied with a brush on the cleaned and smooth surface. Horizontal strokes shall be given, First and vertical strokes shall be applied immediately afterwards. This entire operation will constitute one coat. The surface shall be finished as uniformly as possible leaving no brush marks.

**14.00 SYNTHETIC ENAMEL PAINT:**

Preparation of surface: The surfaces before painting shall be cleaned of all rust, scale, dirt and other foreign matter sticking to it with wire brushes, steel wool in case of steel surfaces and sand papering in case of wooden surfaces. Thereafter, one coat approved primer paint will be applied on the surface. Synthetic enamel paint (Superior quality as approved) shall be applied-two or more coats to give an even shade.

**15.00 DAMP PROOFING COURSE:**

It shall consist of 1:2:4 plain cement concrete with approved water proofing materials such as cico, impermo etc. of specified thickness. Edges of DPC shall be straight, even and vertical side shuttering shall consist of wooden or steel forms and shall be strong and properly fixed so that it is not disturbed during compaction and mortar or cement slurry does not leak through. When forms are struck the surface should be smooth without any honeycombing. The surface shall be kept wet for seven days. Before commencing the superstructure work, the top of concrete course shall be dried and cleaned of all materials. Blown type bitumen shall then be applied uniformly on the surface and the side of the concrete coming in contract with flooring on the inside shall also be painted with bitumen.

**16.00 CERAMIC TILE FLOORING/SKIRTING:**

a) Preparing of Plinth Filling: All plinth fillings shall be properly consolidated in layers, watered, rammed and allowed to consolidate to the Site Engineer's satisfaction before any flooring is laid. When the flooring is to be laid over a foundation of sand, broken stone, brick or a combination of sand and broken stone or brick the filling shall be removed to a depth equal to the thickness of the flooring plus such foundation layers.

b) Foundations:

i) Sub-layer of sand : After the plinth filling has been prepared as detailed in specification above a sublayer of sand 300mm deep shall be laid watered and brought to an even surface.

ii) Layer of broken stone or brick : Over the sand a foundation course of bricks shall be laid and the interstices filled in with sand. The bricks shall be tightly packed and laid so as to break joint.

c) Tile floors:

i) Foundation and cement floating under tiles: Over the foundation as in (b) above 2 coats of cement plaster, 1part of cement to 1 part of sand, prepared in a very liquid condition will be floated over it and allowed to set.

ii)Laying: After the tiles have been soaked in water for at least two hours and the cement foundation sprinkled with water, laying work may commence and shall start from the centre of the room or area to be tiled, work being continued in both directions so that borders are laid last. A layer of 20mm thick (average) cement mortar: 1:4 (1 cement: 4 sand) ( unless otherwise specified) shall be provided as bedding for the tiles. Each tile will be laid in and drawn up in neat cement of honey like consistency at 4.40 Kg of cement per sqm, care being taken to exclude air bubbles. Threads shall be stretched cross the surface, at intervals, parallel to the short sides of the area to be tiled to serve as guide lines. Each tile being gently tapped with a wooden mallet till it is properly bedded. The joints shall be grouted with white cement and matching pigment complete. The surface of the flooring shall be checked frequently with a straight edge so as to obtain a true surface with slope, if required. At position where full tiles cannot be fixed, the tiles shall be cut to size and smoothened to give straight and true joints.

iii) Cleaning: After a small area has been laid all superfluous cement will be wiped off the surface. Stains shall be removed by moistening with hydrochloric acid and rubbing with pumice stone and afterwards washing with warm water.

iv)Curing: The floor shall be kept wet for a minimum of 7 days so that bedding and joints set properly.

**17.00 PLINTH PROTECTION AND STORM WATER DRAIN:**

Plinth protection and storm water drain shall be provided along the outer periphery of the building as per drawing and with PCC (1:3:6) over bricks flat laid in CM 1:4 and finished with 15mm thick cement plaster in prop. 1:2 with floating coat of neat cement finish.

**18.00 P/F PRE PAINTED GALVALUME/GALVANISED SHEET ROOFING**

Pre Painted Galvalume Sheet at all levels shall be fitted and fixed with self drilling, self tapping screws complete (roof trusses, purlins to be measured and paid separately) of make Dyna roof/sathyam/century wells and of thickness as specified in the respective items. Preferably it shall be carried out by a reputed party.

Cut the pipe square by cutter to the required and proper length.

**19.00 ANTITERMITE TREATMENT (IS 6313):**

Injecting chemical emulsion of Chlorpyriphosemulsificable concentrates 20% with 1% concentration for pre-construction Anti-termite treatment and creating a continuous chemical barrier under and all-round the column pits, trenches, top surface of plinth filling, junction of walls and floor along the external perimeter of building expansion joints, surroundings of pipes and conduits etc complete as per specification (plinth area of the building at ground floor only shall be measured for payment) and to be executed by reputed party.

**20.00 ANODISED ALUMINIUM WORKS:**

Aluminium sections used for fixed/openable windows, ventilators, partitions, frame work & doors etc. shall be suitable for use to meet architectural designs to relevant works and shall be subject to approval of the Engineer-in-Charge for technical, structural, functional and visual considerations. The aluminium extruded sections shall conform to IS 733 and IS 1285 for chemical composition and mechanical properties. The stainless steel screws shall be of grade AISI 304. The permissible dimensional tolerances of the extruded sections shall be as per IS 6477 and shall be such as not to impair the proper and smooth functioning/operation and appearance of door and windows. Aluminium glazed doors, windows etc. shall be of sizes, sections and details as shown in the drawings. The details shown in the drawings may be varied slightly to suit the standards adopted by the manufacturers of the aluminium work, with the approval of Engineer-in-Charge.

Glazing : Glass used for glazing shall be sheet glass of best approved quality, free from flaws, specks, bubbles and shall be of specified thickness.

**EPDM- GASKETS**

The EPDM Gaskets shall be of size and profile as shown in drawings and as called for, to render the glazing, doors, windows, ventilators etc. air and water tight. Samples of gaskets shall be submitted for approval and the EPDM gasket approved by Engineer-in-Charge shall only be used.

**SEALANT**

The sealants of approved grade and colour shall only be used. The silicone for perimeter joints (between Aluminum section and RCC/Stone masonry) shall be of make approved by the Engineer in Charge.

**21.00 TESTS FOR QUALITY CONTROL:**

The various tests shall be carried out by the contractor as and when instructed by the Engineer-in-charge based on the prevailing OIL SOP (Standard Operating procedure) of Civil Engineering Contract jobs and no separate payment shall be made unless otherwise specified in the contract. Following tests /test certificate to be produced by the contractor at his own cost as and when directed by the Engineer-in-charge.

- i) Test report of water for construction and curing should be produced('PH' value should not be less than 6).
- ii) Cube test for RCC work. (Test to be performed in presence of company representative.)
- iii) Manufacture Test certificate for steel materials, M.S. rod, Tor steel should be produced prior to its use in construction.
- iv) Test report for quarry materials should be produced.
- v) Any other tests as per the direction of Engineer-in-charge.

**22.00 MEASUREMENT & PAYMENT:**

Payment for all works done shall be made on the basis of actual work done as per the schedule of rates. For all extra work done on the advise of the Company's Engineer and which is not included in the schedule of rates, deviation order for the same shall be made on the rates as decided by the Company's Engineer.

**23.00 SAFETY MEASURE:**

Safety measure as per OIL regulations shall be strictly adhered to by the Contractor. Safety belts and other measure taken by the Contractors shall be borne by the Contractor. If any loss or damage caused to life during the erection and execution, the contractor shall be fully responsible for the loss.

**24.00 RECORD KEEPING:**

- i) A site order book will be maintained at site which will be in the custody of the Engineer-in-charge or his representative and all instructions given to the Contractor including hindrance(if any) will be recorded in the site order book and the same has to be signed by the contractor to comply with the instruction given therein.
- ii) A register to be maintained at site which will be in the custody of the Engineer-in-charge or his representative to maintain the records of cement the same has to be signed by the contractor.

25.00 In case of any ambiguity/conflict among various documents the decision of Engineer-in-charge will be final and binding.

**II. SCOPE OF ELECTRICAL WORK:**

The SCC for the Electrical Part of the Tender comprises two basic parts as follows:

**A. GENERAL****B. TECHNICAL****A. GENERAL**

1.1 Special conditions of contract shall be read in conjunction with the General Conditions of Contract, Bill of Quantities, specifications of work, drawings and any other document forming part of this contract wherever the context so requires.

1.2 Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.

1.3 Where any portion of the General Conditions of contract is repugnant to or at variance with any provisions of the Special conditions of Contract, then unless different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provision(s) of General Conditions of Contract only to the extent that such repugnance or variance cannot be reconciled with the tender conditions of contract and shall be to the extent of such repugnance of variations, prevail; it being understood that the provisions of General Conditions of Contract shall otherwise prevail.

1.4 Wherever it is stated anywhere in this tender document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected/carried out by the contractor at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context.

1.5 The materials, design and workmanship shall satisfy the relevant Indian Standards, the job specifications contained herein & codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard/Specifications/Codes of practice for detailed specifications covering any part of the work covered in this tender, the instructions/directions of Company will be binding on the Contractor.

1.6 The items given under Bill of Quantity shall be read in conjunction with scope of work, scope of supply (by Contractor) and job specifications and in case of any irreconcilable conflict between them the provision in the item under "Bill of Quantity" will override the corresponding provision only if the scope of work, scope of supply and job specifications, which cannot be reconciled in such cases the decision of Company shall be final and binding on the contractor.

1.7 In case of contradiction between Indian Standards, General Conditions of Contract, Special Conditions of contract, Specifications Drawings, Bill of Quantity, the following shall prevail in order of precedence.

(i) Letter of intent / Detailed Letter of intent along with statement of Agreed Variations and its enclosures.

(ii) Bill of Quantity.

(iii) Special Conditions of Contract.

(iv) Job specifications

(v) Drawings

(vi) General Condition of contract

(vii) Indian Standard/Technical/Material Specifications.

## **2.0 LOCATION OF SITE AND SITE PARTICULARS**

2.1 Material Department new 2 storey IP Building at Industrial Area, Duliagan.

2.2 The intending Bidder shall be deemed to have visited the site and familiarized himself thoroughly with the site conditions and job details before submitting the tender. Non familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the drawings and specifications.

## **3.0 STATUTORY REQUIREMENT FOR WORK**

3.1 The contractor should have valid Electrical Contractor License issued or recognized/endorsed by State Licensing Board, Govt. of Assam. In case license expires during contract period the same shall be renewed by the contractor. The contract may be terminated if the license is not renewed.

3.2 In case the contractor/firm does not possess Electrical Contractor License, he/the firm may form a consortium with another person/firm who/which possesses valid Electrical Contractor License issued or recognized/endorsed by State Licensing Board, Govt. of Assam. In such a case, the partner having the valid Electrical contractor license shall be responsible for executing the electrical portion of the contract as per stipulations detailed in the tender. The relevant portion of BEC/BRC shall be referred to in this context.

3.3 Contractor shall employ work persons with valid wireman permit (covering relevant portions), issued/recognized by State Licensing Board, Govt. of Assam to carry out all electrical jobs and shall deploy one supervisor holding valid Electrical supervisor's competency certificate (covering relevant portions), issued/recognized/endorsed by State Licensing Board, Govt. of Assam for supervision of electrical jobs.

3.4 Validity of all certificates/permits/licenses mentioned above shall be reckoned as on the original bid closing date.

3.5 Quality of jobs carried out by the Contractor shall be of high standard and should be as per the norms of BIS, NEC, CEA Regulations and other electrical standards recognized by the company.

## **4.0 POWER**

Electricity required for wiring purpose shall be arranged by the contractor. However, electricity may be provided by the Company at its discretion to use drill machine or any other portable tools required for wiring purposes if available at nearest point. The Contractor shall have to arrange for required switch board with proper safety device like RCBO/ELCB/RCCB to draw power and use safely from the existing source.

## **5.0 SCOPE OF SUPPLY**

Company does not envisage supplying any material for this work & contractor shall arrange all materials, instruments, tools and tackles etc. required for execution of the work.



**6.0 SCOPE OF WORK**

Brief details of work to be carried out by the contractor are as described below. This will include supply, storage, laying, installation, jointing and testing, obtaining approvals, testing and commissioning and completion of different works. The contractor shall finally give a certificate of electrical work executed by him stating the job done as per the requirement of Central Electricity Authority Regulations, 2010. The work shall be carried out as described in Schedule of Quantities (SOQ), specifications, and drawings, BIS/NEC guidelines and as per the instructions by Engineer-in-charge (electrical), of the Company. The scope of work shall cover electrification works of any office building/Industrial house/ residential area or as specified by concerned Engineer in charge.

The broad items/activities covered under "electrical works" shall include the supply, installation, testing and commissioning of any or all of the following

- i) Point wiring of light points, call bell points, Ceiling fan points, and exhaust fan points.
- ii) Plug points, general power points, metal clad plug & socket outlet points etc. including light and power accessories etc., complete in all respects.
- iii) All surface/concealed wiring through BIS marked medium/heavy duty PVC Casing capping/conduit, on or through wall, roof, floor beams, false ceiling, floors etc.
- iv) Cables from Main Distribution Board (VTPN DB) to Sub Distribution Board (TPN DB), sub main wiring from main/sub distribution boards to various final distribution boards/switch boards.
- v) Main Distribution Boards (VTPN DB), Sub-Main Distribution Boards (TPN DB) and Sub Distribution Boards (SPN DB), as required.
- vi) Light fixtures, and ceiling, wall & exhaust fans.
- vii) Earthing of all Main VTPN DB, TPN DBs and SPN DBs etc. complete in all respects.

**7.0 SCHEDULE OF QUANTITIES/RATE**

7.1 The quantities shown against the various items are only approximate and may vary to any extent individually subject to relevant clause of General Conditions of Contract. Any increase or decrease in the quantities shall not form the basis for alteration of rates quoted and accepted including where low/high rates have been quoted by the successful bidder.

7.2 The Engineer in charge reserves the rights to interpolate or extrapolate the rate for any new item of work not finding a place in the Bill of Quantity, for similar items of lower and/or higher magnitude available in the Bill of Quantity.

7.3 In case any activity though specifically not covered in Bill of Quantity description but covered under scope of work/spec./drawing etc., contractor has to carry out the same without any extra claim.

7.4 The words "Bill of Quantity", "BOQ", "Schedule of Quantity" and "SOQ", appearing in this document, carry the same meaning.

**8.0 PRICE VARIATION**

OIL requires "FIRM PRICES" as indicated in General Conditions or Contract during Contract period and no material or labour escalation shall be admissible on any account whatsoever.

**9.0 MEASUREMENTS, BILLING & PAYMENT**

9.1 All works shall be measured in metric system based on actual work done as per the terms and conditions of the Tender documents.

9.2 The final bill shall be submitted by the Contractor within three months of physical completion of the work or within one month of the date of the final certificate of completion furnished by the contractor (approved by OIL) whichever is earlier. No further claims shall be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished.

9.3 Final bill based on Schedule of Quantity shall be prepared and submitted based on joint measurements (OIL and contractor). Contractor shall ensure that bills are submitted promptly and timely.

**10.0 DEDUCTIONS FOR INCORRECT WORK:**

If the Engineer-in-charge(Electrical) deems it expedient to correct work damaged or not done in accordance with the contract, an equitable deduction from the contract price shall be made thereof and the decision of the engineer shall be final.

**11.0 CONTRACT DRAWINGS**

Contractor has to prepare all working drawings mentioned below and obtain approval from the engineer in charge (Electrical) before starting of the civil work.

- a) Layout diagram of complete wiring showing route for wiring from VTPN DB to TPN DB, TPN DB to SPN DB, SPN DB to Switch Board, Light and ceiling positions etc.
- b) Schematic diagram for complete electrical work.
- c) The contract shall keep at least one copy each of drawings, conditions of contract, specifications, instructions and schedule of quantities at the site of works available for reference by any authorized representative Engineer-in-charge(Electrical), at all times during the progress of the works.

**12.0 COMPLETION DOCUMENTS**

The contractor shall submit 4 copies of AS BUILT layout drawings to OIL after completion of the work. These complete drawings shall give the following information:

- a) Layout of all equipment, switch boards, DB's etc.
- b) Location of DB's, Sub-mains, junction boxes & earthing
- c) Schematic diagram for overall electrical distribution
- d) Layout of lighting & power wiring
- e) Cable schedule
- f) Operation & Maintenance Manuals for equipment if any
- g) Manufacturers test report & data sheets for equipment if any
- h) Electrical test certificate for the electrical work done as per CEAR, 2010

**B. TECHNICAL****1.0 SCOPE**

This section covers the general technical requirements and measurement system of the various components in Internal Electrical Installation works.

**2.0 TERMINOLOGY**

The definition of terms shall be in accordance with 1S:732-1989 (Indian Standard Code of Practice for Electrical Wiring), except for the definitions of "point", "circuit", and "sub-main wiring", which are defined hereunder.

**2.1 POINT WIRING****2.1.1 Point wiring:**

A point wiring (other than socket outlet point wiring)

- Shall extend from the controlling switch/MCB/controller to the corresponding point/device (lamps/luminaire/fan/exhaust fan/call bell etc.). Point/device refers to either single devices (like lamps, fans, etc.) or multiple devices controlled from one single switch/MCB/controller (like chandeliers, group of decorative lamps, etc.). Point wiring does not include switch which is covered under a separate item (supply and fixing of modular switch).
- Includes supply & fixing of all items as specified in SOQ, like device holders, wires, conduit/casing-capping, accessories like screws, rawl plug, outlet boxes, junction boxes, pull-through boxes etc., including metal/PVC boxes if any, provided with switch boards for loose wires/conduit terminations, bushed conduit or porcelain tubing where wiring cables pass through wall etc.

- Shall be measured in terms of number of "points" only. There shall be no linear measurement for point wiring, or for the number and size of wires used.
- Details of wire size, material, conduit/casing capping, colour of insulation as in SOQ.
- It is to be noted that point wiring is estimated to cover approximately 7.0 metre wiring on an average.

#### 2.1.2 Light plug point (socket outlet point) wiring:

##### A Socket ("plug point") outlet point wiring

- Shall extend from the switchboard to the corresponding wall socket outlet. Sockets may include a single socket or multiple sockets (of same rating) in one module.
- Includes plug points (6A), and other similar wall outlets.
- Shall be reckoned as total length of wiring and shall be measured on linear basis along the run of wiring.
- Details of wire size, material, conduit/casing capping, colour of insulation as in SoQ.

#### 2.2 CIRCUIT WIRING:

##### Circuit wiring

- Shall extend from the distribution board up to the switch board/box.
- Include all wiring accessories
- Shall be reckoned as total length of wiring and measured on linear basis along the run of wiring
- Details of wire size, material, conduit/casing capping, colour of insulation as in SoQ.

#### 2.3 POWER PLUG POINT WIRING:

##### Power plug point wiring

- Shall extend from distribution board to 5/6 A and 15/16 A 6 pin socket outlet.
- Include all wiring accessories
- Shall be reckoned as total length of wiring and measured on linear basis along the run of wiring
- Details of wire size, material, conduit/casing capping, colour of insulation as in SoQ.

#### 2.4 SUB-MAIN WIRING

##### Sub-main wiring

- Shall extend from one main/distribution switchboard to another.
- Shall be reckoned as total length of wiring and measured on linear basis along the run of wiring.
- Includes all wiring accessories
- Details of wire size, material, conduit/casing capping, colour of insulation as in SOQ.

#### 3.0 OTHER WIRING WORKS:

As per the details given in the SOQ.

#### 4.0 SYSTEM OF DISTRIBUTION AND WIRING:

##### 4.1 Control at the point of entry of supply:

There shall be a circuit breaker on each live conductor of the supply mains at the point of entry.

##### 4.2 Distribution:

The wiring shall be done on a distribution system through main and/or branch (sub-main) distribution boards. The system design as well as the locations of boards shall be as indicated in BOQ/drawings or as specified by the OIL Engineer-in-charge. Main distribution board (VTPN) shall be controlled by a circuit breaker. Each outgoing circuit shall also be controlled by a circuit breaker. The branch distribution board shall be controlled by a circuit breaker. Each outgoing circuit shall be provided with a miniature circuit breaker (MCB) of specified rating on the phase or live conductor. The loads of the circuits shall be divided, as far as possible, evenly between the numbers of ways of the distribution boards, leaving at least one spare circuit for future extension.

The neutral conductors (incoming and outgoing) shall be connected to a common link (multilayer connector) in the distribution board and be capable of being disconnected individually for testing purposes.

'Power' wiring shall be kept separate and distinct from 'Lighting' wiring beyond the branch distribution boards.

#### 4.3 Balancing of Circuits:

The balancing of circuits in three wire or poly phase installations shall be arranged beforehand to the satisfaction of the OIL Engineer-in-charge.

#### 4.4 Wiring System:

- Wiring shall be measured only as per "point wiring" or "linear basis ", as explained above.
- Lights, fans and call bells shall be wired in the 'lighting' circuits.
- 6/16A combined socket outlets and other power outlets shall be wired in the 'Power' circuits.
- 5A/6A Socket outlet shall be wired in the light plug point circuit.
- The wiring throughout the system shall be such that there is no break in the neutral wire except in the form of linked MCCB's, MCB's, RCBO's etc.

#### 4.5 Run of Wiring:

The wiring shall be in surface casing-capping and/or conduit. Due consideration shall be given for neatness, good appearance and safety.

#### 5.0 JOINTS IN WIRING:

No bare conductor in phase and / or neutral or twisted joints in phase, neutral, and / or protective conductors in wiring shall be permitted. There shall be no joints in the through-runs of wires. There shall be no looping of earth wires and neutral wires between points. All light points, plug points etc. shall have their individual neutral and earth wires laying up to the switchboard or distribution board as the case may be.

Wiring Inspection/joint boxes shall be provided wherever required and as per good wiring practice in the roofs/walls/floors of the building.

#### 6.0 RATINGS OF OUTLETS:

MCBs / switches / controllers for devices like light fittings, ceiling fans, exhaust fan etc. shall be rated according to the corresponding device capacity.

RCCBs for household circuits and similar installations should be rated for 30 mA tripping current.

Socket Outlets shall be rated according to their intended use only.

#### 7.0 CAPACITY OF CIRCUITS:

'Lighting' circuit shall not have more than a total of 10 points of light, fan and socket outlets, or a total connected load of 800W per circuit, whichever is less. 'Power' circuit shall have only one outlet per circuit.

#### 8.0 CONFORMITY TO CEA REGULATIONS, 2010 AND STANDARDS:

All electrical works shall be carried out in accordance with the provisions of CEA (Measures relating to safety and electric supply) Regulations 2010, National Electric code and National Building Code. The works shall also conform to relevant Indian Standards.

In all electrical installation works, relevant safety codes of practice shall be followed.

#### 9.0 TESTING OF WIRING / INSTALLATION:

Wherever required by OIL's engineer-in-charge, capping shall not be fixed on the casing till the work has been inspected with the wires in position and approved. Inspection will be done in stages, as work progresses.

On completion of an electrical installation (or extension thereof) OIL's engineer-in-charge may require a test certificate for the installation/wiring job before energising the circuits. In such instances, contractor shall issue a test certificate, countersigned by certified supervisor under whose supervision the job was carried out.

The following tests should be carried out:

- i) Insulation resistance test
- ii) Earth continuity test
- iii) Earth electrode resistance test

All necessary test instruments shall be arranged by the contractor.

#### 10.0 GENERAL REQUIREMENTS OF COMPONENTS:

##### 10.1 Quality of materials:

All materials shall be of such design, size, material and make as to satisfactorily function under the rated conditions of operation.

##### 10.2 Ratings of components:

All components in a wiring installation, conductors, switches and accessories shall be of appropriate ratings of voltage, current, and frequency, as indicated in BOQ.

##### 10.3 Conformity to Standards:

All components shall conform to relevant Indian Standard Specification, including amendments or revisions there of up to the date of tender acceptance.

##### 10.4 General Notes:

- a) Items shall be procured from the manufacturer or their authorized dealers only.
- b) All the items shall be brand new and shall bear BIS monogram, wherever specified.
- c) Item shall be guaranteed for a period of one year from the date of installation of materials against any manufacturing defect or workmanship.

#### 11.0 WIRES AND CABLES:

##### 11.1 Wiring:

Conductors of wiring cables shall be of copper. The smallest size of conductor for various circuits including earthing shall be not less than as follows:

- 'Lighting': 1.5 sq. mm,
- 'Light Plug Point': 1.5 sq. mm,
- 'Circuit Wiring': 2.5 sq. mm,
- 'Power': 4 sq. mm,
- Sub-Main: 10 sq. mm,
- Main: 10 or 16 sq.mm, depending on the installed load.

All wiring cables shall be FRLS, single core, multi-stranded, PVC insulated, unsheathed, 1100 V grade, BIS marked & FIA & TAC approved, with flexible conductor.

##### 11.2 Cables:

Cables shall be armoured, PVC insulated and PVC sheathed power cables of 1100 V grade. They shall be fitted on wall surface/ Tray/False ceiling/False floor as required, clamping shall be with 1 mm thick saddle, wherever required.

#### 12.0 PVC CASING AND CAPPING:

##### 12.1 PVC casing and capping shall be BIS marked.

12.2 Providing and fixing of PVC casing and capping include bends, elbows, tees, inside and outside corners, round blocks and painting:

PVC casing and capping should be strong and properly fitted so as to hold wires laid in it up to 70% to its full capacity for all areas. It should be rigidly screwed at 150mm interval crosswise with suitable woodscrews of 25mm length turned in PVC sleeve inserted in neatly drilled holes of proper size and depth with cup washer to give proper grip over more surface area. It can be run whether in horizontal or vertical position as required.

##### 12.3 Providing earth continuity wires:

The earth continuity wire shall be provided in the casing throughout the length of wiring. The size of earth continuity wire shall be same size with the main wire for circuits. All metallic parts, switchboards, light

fittings and power sockets shall be connected to the earth wires and the connection shall be electrically and mechanically sound.

**13.0 PVC CONDUITS:**

13.1 All rigid conduit pipes shall be of medium duty PVC conduit of good quality and be BIS marked.

13.2 The conduit wiring system shall be complete in all respects, including their accessories. Where a large number of control switches and/or fan regulators are required to be installed at one place, these shall be installed in more than one outlet box adjacent to each other for ease of maintenance.

**13.3 Bunching of cables:**

Cables shall always be bunched so that the outgoing and return cables are drawn into the same conduit. Where the distribution is for three phase loads only, conductors for all the three phases and neutral wire shall be drawn in one conduit.

**14.0 WIRING ACCESSORIES:****14.1 Control switches for points:**

Control switches (single pole switches) carrying not more than 16A shall be modular type complete with plate, as specified, and the switch shall be "ON" when the knob is down. Control switch shall be placed only in the live conductor of the circuit. No single pole switch or fuse shall be inserted in the protective (earth) conductor, or earthed neutral conductor of the circuit.

**14.2 Socket outlets:**

6/16 pin Socket outlets shall be of shutter type modular complete with plate. These shall be rated either for 6A, or 6/16A combined. Combined 6 pin (6A/16A) socket outlet shall be provided in 'power' circuits wherever specified. 6A Socket outlets shall only be of 5 pin type; the earth pin shall be connected to earth through protective (loop earthing) conductor. The control switches for 6A and 16A socket outlets shall be kept along with the socket outlets. Generally, socket outlet shall be installed at a height of above 30 cm but below 130 cm from the floor level.

The layout of wiring shall be as approved by Engineer in Charge.

**14.3 Switch box covers:**

These shall be modular type of suitable size.

14.4 Ceiling rose – Only one flexible cord shall be connected per ceiling rose. For multiple pendants, each pendant shall have its own rose, or a specially designed rose shall be used.

**15.0 FITTINGS:**

Indoor type fittings specification:

Suspension mount and batten mount LED luminaire with all accessories and lamps, ready for installation as per the following description.

i) Optical system should provide all round glare and beam control.

ii) Luminaire shall be as follows:

a) 1x4 (300 x 1200) size suspension type LED panel luminaire for rooms as detailed in SoQ.

b) 4 feet long (1200 mm) LED batten luminaire for passage/corridor as detailed in SoQ.

iii) Luminaires shall be pre-wired up to the terminal block and fitted with High Performance driver (THD<10%) as standard, PF> 0.95; driver to conform to IS/IEC for safety/ performance.

iv) Luminaires shall be supplied with all standard accessories (including chains, brackets, mounting clamps etc.) for suspension and/or wall mounting.

v) Power supply: 230/240 V, 50 Hz, single phase

vi) The type of fittings shall be as specified in SOQ.

**16.0 PRE-WIRED MCB DISTRIBUTION BOARDS:**

Pre wired MCB DB's shall be provided where specified.

The complete board shall be factory fabricated and shall be duly pre-wired, ready for installation at site.

The board shall be of wall mounted, cubicle type construction, fabricated out of 1.6mm thick sheet steel, with stove enameled paint finish. The board shall be provided with a hinged cover of 1.6mm thick sheet steel on the front. Only the knob/dolly of the MCB's shall protrude out of the front covers through openings neatly machine made for the purpose. Knock out holes at the bottom, and detachable plate with knock out holes at the top of the board shall be provided.

VTPN and TPN DB shall also be provided with two nos. loose wire box and SPN DB shall be provided with one no. loose wire box as a compartment for the complete width and depth of the board, and of minimum height of 125mm in case of VTPN/TPN DB's, and 100 mm in case of SPN DB's.

Each distribution board shall be provided with a circuit list giving details of each circuit which it controls and the current rating of the circuit, and the size of the MCB. The board shall be complete with the following accessories:

- (a) 100 A copper bus bar(s) for MCB DBs
- (b) 250 A copper busbar for VTPN DB (fitted with 160A MCCB)
- (c) Neutral link
- (d) Common earth bar
- (e) DIN bar for mounting MCB's
- (f) Screw type terminal connectors suitable for incoming and outgoing cables.
- (g) Earthing stud(s)

The board shall be fully prewired with single core PVC insulated copper conductors/insulated solid copper links, and terminated on to extended type terminal connectors, suitable for connections to the sizes of the respective conductors. All incoming and outgoing wiring to the pre wired MCB DB's shall be terminated only in extended terminal connectors to be provided within the DB. The terminal connectors shall therefore be so provided as to facilitate easy cable connections and subsequent maintenance. Connectors (Terminal blocks) are to be provided. A common copper earth bar shall be provided within the loose wire box. The common neutral bar as well as the terminal connectors shall, however, be provided within the main compartment just below the loose wire box.

#### 17.0 MINIATURE CIRCUIT BREAKERS (MCB's):

'C' series MCB's shall be invariably used for all loads. Ratings (A), number of poles, type as MCB or isolator, etc. shall be as specified in the SOQ. The MCB's shall be of minimum 10KA rupturing capacity.

#### 18.0 SWITCH BOARD LOCATIONS:

Switch boards shall be located as indicated on the drawings or as instructed by OIL's engineer. Switchboards should not be installed in places likely to be exposed to the weather. However exact location will be as per suitable available spaces.

Unless otherwise specified, a switch board shall be installed so that its bottom is 1.30 m from the floor level. Switchboards shall be well clear of door openings and with an open (unimpeded) space in front of the switchboard for easy access.

Where it is required to terminate a number of casing capping or conduits on a board, it may be convenient to provide a suitable PVC adapter box for the purpose. Such boxes shall be provided with the prior approval of the Engineer-in-charge (Electrical) and this will not be paid for separately. No apparatus shall project beyond any edge of the panel.

#### 19.0 FANS, REGULATORS AND CLAMPS:

Fan Regulators:

Electronic modular type fan regulator shall be of approved makes. The fans, regulators etc., are to be procured from authorized dealer to ensure genuineness of the material.

**20.0 EARTHING:**

Whenever earth electrode is to be supplied and installed, only readymade, maintenance free, CPRI approved earthing electrodes with the proper dimensions (as per BOQ) shall be used. This shall be complete with excavation of earth pit and construction of brick earth chamber to proper specifications as in BOQ.

GI Earth strap shall be supplied with the earth electrode for connecting the earth electrode to the equipment. Earth strap shall be terminated in the electrode/equipment with proper size of zinc coated nuts and bolts.

**21.0 WORKMANSHIP:**

Good workmanship is an essential requirement to be complied with. The entire work of manufacture/fabrication, assembly and installation shall conform to sound Engineering practice. The work shall be carried out under the direct supervision of a person holding a valid supervisor's certificate of competency issued/recognised/endorsed by the State Licensing Board, Govt. of Assam for the type of work involved, employed by the contractor, who shall rectify then and there the defects pointed out by the Engineer-in-charge (Electrical) during the progress of work.

**22.0 COMMISSIONING ON COMPLETION:**

After the entire wiring is completed, a joint inspection shall be carried out. The contractor shall rectify the defects pointed out by OIL during inspection. The works shall be tested by the contractor and contractor shall submit the test certificates duly signed by the competent persons. The system shall be energised only after OIL approves the work done and submission of test certificate.

**Make List of Electrical Items****Annexure-I**

| SL No | Item Description  | Approved make   |
|-------|---|---|
| 1     | All Single core BIS marked, copper FRLS PVC insulated stranded flexible 1100 v grade cable (as per IS 694 of size/rating as specified in SOQ) | FINOLEX/HAVELLS /L&T/POLYCAB/RR KABEL                             |
| 2     | Copper lugs   | DOWELL/3D-BILLET/JAINEX/<br>SCHNEIDER (MERLIN GERIN)              |
| 3     | PVC conduit   | RICHA/PLAZA/AKG/PRESTO PLAST/ANCHOR                               |
| 4     | Metal clad switch-socket unit, 20/25 Amps   | LEGRAND/SCHNEIDER/SIEMENS/<br>HAVELLS/INDO-ASIAN                  |
| 5     | Ceiling fan, 1400 mm Sweep, White in Colour.  | HAVELLS(Pacer)/BAJAJ(Kassels)/ORIENT (PSPO)/USHA/CROMPTON GREAVES |



|    |   |   |
|----|---|---|
| 6  | LIGHT FITTINGS (including Driver)<br>i) LED 1x4 suspended LED Batten<br>ii) 4 feet LED Batten<br>iii) 2 feet LED Batten<br>iv) 2 X 2 feet LED downlight fitting | PHILIPS /CROMPTON/GE/BAJAJ/HAVELLS/ JAQUAR                |
| 7  | All MCCB  | INDO ASIAN/LEGRAND/SIEMENS / ABB /L&T.                    |
| 8  | All MCB'S (10KA, C- curve)  | ABB/INDO-ASIAN/L&T<br>SCHNEIDER/SIEMENS/LEGRANDS          |
| 9  | All RCBO<br>Note: Make of RCBO, MCBs and box shall be of same make.   | ABB/INDO-ASIAN/L&T/ SCHNEIDER/<br>SIEMENS/LEGRANDS        |
| 10 | All MCB DB<br>Note: MCB DB and MCBs/RCBO fitted therein have to be of same make.  | ABB/INDO-ASIAN/L&T/ SCHNEIDER/<br>SIEMENS/LEGRANDS        |
| 11 | Modular switches/Socket/Box/ Blank plate  | LEGRAND/SCHNEIDER/CRABTREE INDOASIAN<br>ELVIRA/HAVELLS/MK |
| 12 | Modular Fan regulator 100W  | LEGRAND/SCHNEIDER/CRABTREE INDOASIAN<br>ELVIRA/HAVELLS/MK |
| 13 | Metal GI Box  | LEGRAND/SCHNEIDER/CRABTREE INDOASIAN<br>ELVIRA/HAVELLS/MK |
| 14 | Metal enclosure for MCB   | LEGRAND/SCHNEIDER/SIEMENS INDOASIAN/L&T                   |

### III. GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:

- 1) 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 of all HSE laws by the sub or sub-sub-contractors.
- 2) 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 (PPE) as per the hazard identified and risk assessed for the job and conforming to statutory requirement and Company's PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness will have 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 for providing the same. Company will provide the safety items, if available. But in turn, Company 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.
- 3) 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.

- 4) 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.
- 5) The Contractor shall keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.
- 6) The Contractor has to ensure that all works are 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.
- 7) 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.
- 8) 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 Company'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-in-charge /Official /Supervisor /Junior Engineer-in-charge for safe operation.
- 9) 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.
- 10) Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor.
- 11) The Contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of Company.
- 12) The Contractor has to keep a register of the persons employed by him. The Contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.
- 13) 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.
- 14) The health check-up of Contractor's personnel is to be done by the Contractor in authorized Health Centres as per Company's requirement & proof of such test(s) is to be submitted to Company. 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.
- 15) To arrange daily tool box meeting and regular site safety meetings and maintain records.
- 16) Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the Contractor.
- 17) 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.
- 18) 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.
- 19) Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.

- 20) 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 as per prevailing relevant Acts/Rules/Regulations.
- 21) 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 by the Contractor, Company will have the right to direct the Contractor to cease work until the non-compliance is corrected.
- 22) The Contractor should prevent the frequent change of his contractual employees as far as practicable.
- 23) 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.

**IV.** The Contractor shall deposit the PAN and GST registration number (if applicable, as per Statutory GST Regulations) as and when required by the Company. If the above are not available with the bidder, the bidder must apply for the same after signing of the Contract and submit the same within 45 days of signing the contract (or as and when advised by the Company, after 45 days of signing the contract). Moreover, the statutory guidelines of Goods and Service Tax (GST) shall be adhered to by the bidder.

**V.** The bidder must provide the following minimum numbers of equipment in operational condition capable of providing uninterrupted services under the contract as and when required.

**LIST OF MATERIALS & EQUIPMENTS TO BE SUPPLIED BY CONTRACTOR:**

- |                            |         |
|----------------------------|---------|
| • Concrete mixer machine-  | 01 No.  |
| • Water pump/ Sump pump-   | 01 No.  |
| • Welding and cutting set- | 01 Sets |
| • Vibrator-                | 01 No.  |
| • Slump cone-              | 01 No.  |

**VI.** A Hindrance Register shall be maintained in the enclosed Format to record all hindrances encountered during execution of works against the contract. The items of work affected due to any hindrance shall be clearly recorded in the Hindrance Register and the Engineer-in-charge of the Company as well as the site representative of the Contractor will sign on the register against the recorded hindrance. In case of encountering multiple hindrances simultaneously over a period of time affecting the same item or different items, the net period of hindrance will be worked out considering the overlapping period.

**VII.** Company reserves the right to initiate actions against the bidder / contractor during processing of tender and / or during continuation of the contract as per OIL's Banning Policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

**VIII.** Defect liability period shall be 6 months beyond the date of completion of works as certified by Engineer-In-Charge. During defect liability period, all corrective works shall be carried out entirely at Contractor's own expenses. If such corrective works are not carried out within a reasonable time, the Company, at its discretion, may have such remedial works carried out by other agencies and charge the cost thereof to the Contractor. This amount shall be deducted from contractor's bill/ Retention money/ Performance security.

OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Contracts, Duliajan  
**WORKS CONTRACT**

Schedule of Company's Plants, Materials and Equipment

A. SCHEDULE OF MATERIALS AVAILABLE AT THE COMPANY'S STORES/STOCK PILES for permanent incorporation in works and

B. SCHEDULE OF COMPANY'S PLANTS AND EQUIPMENT for use in the execution of work.

1) **MATERIALS:** Cement will be supplied by company free of cost. Total number of cement bags required for the job to the maximum of theoretical consumption as per the specification of CPWD and shall be supplied by company free of cost. Additional and damaged cement requirement in excess of above shall be issued to the vendor on chargeable basis at a rate double the cost of company costing price. In case the consumption of cement is less than that the quantity issued to the contractor then the contractor shall arrange to return the excess quantity in good usable condition to the company at its stores.

2) **PLANTS AND EQUIPMENT:** Nil

**NOTE:**

1. Empty Cement bag to be return to company in good condition failing which Rs 8/-(Rupees Eight only) per bag for empty cement bags will be recovered from the Contractor's bill.

To,  
CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN-786602

**SUB: SAFETY MEASURES**

**DESCRIPTION OF WORK/SERVICE:** Construction of Assam type Conference Room for OISCSTEWAA including internal electrification and supply of all materials except cement.

Sir,

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

- a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.
- b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) \_\_\_\_\_  
ii) \_\_\_\_\_  
iii) \_\_\_\_\_

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

- c) Due notice would be given for any change of personnel under item (b) above.
- d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 2017 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.
- e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.
- f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.
- g) We shall abide by the HSE (Health Safety & Environment) points mentioned in SCC.

(Seal)

Date\_\_\_\_\_

Yours Faithfully

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

CONTRACTOR

**UNDERTAKING BY BIDDER IN RESPECT OF QUOTED PRICE AGAINST TENDER**

**Description of Work:** Construction of Assam type Conference Room for OISCSTEWA including internal electrification and supply of all materials except cement.

I/We do hereby solemnly affirm and declare as under:

- a) That I/we have gone through all the tender documents (i) Covering Letter (ii) BEC/BRC (iii) GCC (iv) SOQ (iv) SCC (v) SCPME (vi) SM and agree with all the terms and conditions provided there in.
- b) I/We have submitted the "One Time Security Deposit" in line with OIL's notification no.: CONT/CIV/1296/2016 dated 25.08.2016, on or before 13:30 Hrs. of Bid Closing/Opening date of this tender.
- c) That I/we hereby offer to execute the work described above at the price quoted in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) inclusive of all liabilities including statutory liabilities except PF & GST in accordance with the Contract Terms & Conditions, which I/ we have fully understood.

---

(Note: Uploading in the OIL's e-portal with digital signature will be construed that the same has been signed by the bidder's authorized signatory who has signed the bid).

**(To be typed on the letter head of the bidder)**

**To  
CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN**

Dear Sirs,

**Sub: UNDERTAKING/DECLARATION BY THE BIDDER (S) IN RESPECT OF TENDER NO. DCC**

(To be submitted by the Bidders who are not covered under EPF&MP Act, 1952)

This is in connection with the Bid submitted by .....(Name of the Bidder) against Tender .....for .....(subject of the Tender). As per the conditions stipulated in Clause no.....(Name of the Provision/Covering Letter etc.), we/I ,being authorized on behalf of .....(Name of the Contractor) hereby confirm and undertake as follows;

- That our Firm/Company shall be responsible to comply with all the applicable labour laws in respect of the present Contract.
- That we are fully conversant with the applicable laws and confirm that our Firm/Company is not covered under the Employees Provident Funds and Misc. Provisions Act, 1952 and applicable Rules there under, and therefore I we have not obtained any registration or Provident Fund Code under the Act.
- That if, during the period of the present Contract, we/our Firm /Company comes within the coverage of the aforesaid Acts or any other statutes; we shall comply with the same and submit the necessary documents to OIL. We further confirm that we will indemnify OIL towards any future statutory compliances/claims raised from any corner including statutory authorities against the Labour engaged by our Firm/Company in the Contract.
- That in the event of any contravention towards the applicable laws found on our part in respect of the present Contract, we undertake to indemnify OIL and deposit the claims, if any.
- That we shall fulfill all the obligations arising from under the labour laws in force from time to time and keep OIL indemnified against any loss/liability arising out of failure of our avoiding the laws.

We, further agree and undertake that in case of any violation of the above undertaking, OIL shall be at liberty to take appropriate action against us in terms of the Tender including but not limited to termination of contract and debarment from future business with OIL.

I/We declare that the information given above is true and any misstatement or misrepresentation or suppression of facts in connection with the above undertaking may entail rejection of the bid and cancellation of contract, if awarded.

Yours faithfully,

**1. Authorized Signatory \_\_\_\_\_  
(BIDDER)**

**Place:-**

**Date:-**

\*\*\*\*\*

**FORM OF PERFORMANCE BANK GUARANTEE**

**(TO BE FURNISHED BY THE CONTRACTOR IN CASE OF SUBMITTING PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE AFTER ISSUE OF LOI)**

**To**  
**M/s OIL INDIA LIMITED,**  
**CONTRACTS DEPARTMENT**  
**DULIAJAN, ASSAM, INDIA, PIN-786602**

WHEREAS \_\_\_\_\_ (Name and address of Contractor) (hereinafter called "Contractor") had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute -----  
- (Brief Description of the Work) (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ (in words \_\_\_\_\_), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

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

Designation \_\_\_\_\_



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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

Place: \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

- a) The Bank Guarantee issued by the bank shall be routed through SFMS platform as per the following details:
  - i) “MT 760/MT 760 COV” for issuance of bank guarantee.
  - ii) “MT 760/MT 767 COV” for amendment of bank guarantee.

The above message/intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to HDFC Bank, Duliajan Branch; IFS Code – HDFC0002118; SWIFT Code – HDFCINBBCAL; Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

- b) Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.
- c) Further correspondence against BG towards Performance Security must contain the Contract Number.

\*\*\*\*\*

### ANNEXURE III - FORMAT FOR HINDRANCE REGISTER

Description of Project : .....

Contract No. & Date : .....

Contractor's Name : .....

Scheduled Completion Date : .....

| Sl.<br>No.                               | Nature of<br>Hindrance | Items of work that<br>could not be executed<br>because of this<br>hindrance | Date of<br>start of<br>hindrance | Date of<br>Removal<br>of<br>hindrance | Period of<br>hindrance | Overlapping<br>Period,<br>if any | Net<br>hindrance<br>days | Remarks |
|--|------------------------|---|----------------------------------|---------------------------------------|------------------------|----------------------------------|--------------------------|---------|
|  |                        |   |                                  |                                       |                        |                                  |                          |         |
| Signature of Contractor's Representative |                        |   | Signature of Engineer-in-charge  |                                       |                        | Signature of HoD                 |                          |         |

**Annexure- IV**

**Format of undertaking by Bidders towards submission of authentic  
information/documents**

**(To be typed on the letter head of the bidder)**

Ref. No \_\_\_\_\_

Date \_\_\_\_\_

**Sub: Undertaking of authenticity of information/documents submitted**

**Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_**

To,  
CGM - Contracts  
Contracts Deptt,  
OIL, Duliajan

**Sir,**

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

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