

**NIT for Tender No. LCP4385L18**

**1.0** Oil India Limited, a Government of India Enterprise intends to **hire the services of Erection/Fabrication of a stall, size 9 mtrs X 4 mtrs in the CSR Fair, at Pragati Maidan, New Delhi, to be organized by Department of Public Enterprises (DPE), from 25<sup>th</sup> to 27<sup>th</sup> April, 2017, along with relevant accessories.**

**2.0** Salient details of the tender are as under:

- a. Type of Tender: Single Stage Composite Bid System on Limited Basis**
- b. Bid Closing / Opening Date & Time: 11.04.2017 (14:30 Hrs / 15:00 Hrs)**
- c. Place of Bid Opening: Office of General Manager (C&P), Oil India Limited, Plot No. 19, Sector-16A, Noida-201 301, U.P.**
- d. Bid Security: Not Applicable**
- e. Performance Security: 7.5% of contract value**
- f. Name of Bidders to whom tender document issued :**

(i) A B Systems Pvt Ltd  
37, Sant Nagar, East of Kailash  
New Delhi – 110065

(ii) Continental Advertising Services  
Satyam House, 59/15, 1st Floor,  
Kalkaji, Guru Ravi Das Marg  
New Delhi – 110019

(iii) Interads Advertising Pvt. Ltd  
4/24A, Asaf Ali Road  
New Delhi – 110002

(iv) National Advertising Agency  
212/412/520, Sanchi Building  
77 Nehru Place  
New Delhi – 110019

(v) Triveni Arts  
705, Nirmal Towers,  
26, Barakhamba Road  
New Delhi – 110001

**Manager (Materials)  
For General Manager (C&P)  
For Chairman & Managing Director**



ऑयल इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
**Oil India Limited**  
(A Government of India Enterprise)

Plot No. 19, Sector 16A, Noida – 201301, U.P.  
Phone: 0120 –2419000, 2419200  
Fax: 0120-2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
Web Site: [www.oil-india.com](http://www.oil-india.com)

### **FORWARDING LETTER**

Enquiry No.	LCP4385L18
Date	07.04.2017
Bid Closing Date	11.04.2017
Bid Closing Time	14 :30 Hrs.(IST)
Bid Opening Date	11.04.2017
Bid Opening Time	15 :00 Hrs. (IST)
Bid Security	<b>Not Applicable</b>
Performance Security	<b>7.5% of contract value</b>

**DESCRIPTION OF SERVICE:** Erection/Fabrication of a stall, size 9 mtrs X 4 mtrs in the CSR Fair, at Pragati Maidan, New Delhi, to be organized by Department of Public Enterprises (DPE), from 25<sup>th</sup> to 27<sup>th</sup> April, 2017, along with relevant accessories.

Oil India Limited (OIL), a Govt. of India Enterprise, invites sealed quotations **under Single Stage Composite Bid System on Limited Basis** for the above mentioned Service. You are requested to submit your most competitive offer in a sealed envelope super scribing the following details on the right hand top corner:

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

- 1.1 Offers must be addressed to:  
**General Manager (C&P)**  
**Oil India Limited**  
**Plot No. 19, Sector-16A, Noida-201 301, U.P.**
- 1.2 The sealed envelope containing the offer must be delivered at the Office of GM (C&P) at above address latest by 2.30 PM (IST) on the Bid Closing Date.
- 1.3 Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of GM(C&P) at the above address. Alternatively, they may send the same through Courier or by Post. OIL will not be responsible for any delay, wrong delivery or non-delivery of the bids.
- 1.4 In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date /Time will get extended up to the next working day.
- 1.5 Offers or modifications to offers received after the Bid Closing Time / Date will not be considered. Unsolicited correspondence after submission of the offer will not be taken into cognizance.

**1.6** Your offer must include :

- i. Tender No. & Date
- ii. Full description of the works/services offered.
- iii. Rates as per the format enclosed as Section –IV.
- iv. Validity of minimum 90 days from the bid closing date.

**1.7** All entries in the offer must be made in English. The offered rates must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of any Tax, Duty, etc., if applicable. If taxes are not shown separately, the offer will be considered to be inclusive of all taxes, duties etc.

**2.0 Duration of Contract: 4 (four) weeks.**

**3.0 Contact Personnel:**

Interested bidders may contact the following person to have a realistic assessment of the job.

Ms. Deepshikha Deka  
Deputy General Manager (PR)  
Oil India Limited  
Plot No. 19, Sector-16 A, NOIDA-201 301  
E-mail: deepsikha@oilindia.in

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

(Ujjwal Jyoti Gogoi)  
Manager (Materials)  
For General Manager (C&P)  
For Chairman & Managing Director

**INSTRUCTIONS TO BIDDERS**

- 1.0** Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**2.0 BIDDING DOCUMENTS**

- 2.1** The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points -
  - i. Company's Tender / Enquiry No.
  - ii. Description of Work / Service
  - iii. Bid Closing Date and time.
  - iv. Bid Opening Date, Time and Place.
  - v. Bid Submission Place.
  - vi. The amount of Bid Security.
  - vii. The amount of Performance Guarantee
  - viii. Duration of the Contract
- b) Instructions to Bidders: Section-I
- c) General Conditions of Contract: Section-II
- d) Scope of Services: Section-III
- e) Price Bidding Format: Section-IV
- f) Bid Evaluation Criteria (BEC) / Bid Rejection Criteria (BRC): Section-V
- g) Proformas

- 2.2** The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

**3.0 TRANSFERABILITY OF BID DOCUMENTS:**

- 3.1** Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.
- 3.2** Unsolicited offers will not be considered and will be rejected straightway.

**4.0 AMENDMENT OF BIDDING DOCUMENTS:**

- 4.1** At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.
- 4.2** The Addendum will be sent in writing through post / courier / Fax / e-mail to all prospective Bidders to whom Company has sent the bid documents. The company may, at its discretion, extend the deadline for bid submission, if in the opinion of the Company, the Bidders need additional time to take into account the Addendum for preparation of their bid or for any other reason.

**5.0 PREPARATION OF BIDS**

- 5.1 LANGUAGE OF BIDS:** The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.
- 5.2 DOCUMENTS COMPRISING THE BID:** The complete bid should be submitted as Single (Composite) Bid System - Both Techno-Commercial part and Price part should be put in one envelope. The bid submitted by the Bidder must be under Single Stage Composite Bid System and shall comprise of technical bid and Priced Bid sealed in a single envelope. Bid comprises of following components:
- (i) Bid Documents (including Proformas) duly filled up as indicated.
  - (ii) Documentary evidence in accordance with the Bid Evaluation Criteria (BEC) / Bid Rejection Criteria (BRC).
  - (iii) Statement of Non-Compliance (if any).
  - (iv) Price bid as per the price bidding format provided in Section – IV.

**6.0 BID PRICE:**

- 6.1** Prices should be quoted as per the price bidding format provided in Section – IV.
- 6.2** Price quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.

**7.0 PERIOD OF VALIDITY OF BIDS:**

- 7.1** Bids shall remain valid for 90 days after the date of bid opening prescribed by the Company.
- 7.2** In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. A Bidder granting the request will neither be required nor permitted to modify their bid.

**8.0 FORMAT AND SIGNING OF BID:**

- 8.1** The bid (in original) shall be typed or written in indelible inks and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The letter of authorization (as per Proforma-IV) shall be indicated by written power of attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 8.2** The bid should contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons signing the bid.

**9.0 SUBMISSION OF BIDS:**

- 9.1 SEALING AND MARKING OF BIDS:** The Bidder shall seal the bid (in original) in an envelope with the following super scribed on the right hand top corner:
- i. OIL's Tender No. \_\_\_\_\_
  - ii. Bid Closing Date \_\_\_\_\_

- iii. Brief description of the job \_\_\_\_\_
- iv. Bidder's Name \_\_\_\_\_

- 9.2** All the conditions of the contract to be made with the successful bidder are given in various sections of this document. Bidders are requested to state their compliance/ non-compliance to each clause as per Proforma-II.
- 9.3** Timely delivery of the bids is the responsibility of the Bidder. Bidders should send their bids as far as possible by Registered Post or by Courier Services. Company shall not be responsible for any postal delay/transit loss.
- 9.4** E-mail/ Fax/ Telex/ Telegraphic/ Telephonic offers will not be accepted.
- 9.5** Bidder shall submit the Bid, duly completed in terms of the Bid Document.
- 9.6** Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the services to be provided under this contract.

**10.0 DEADLINE FOR SUBMISSION OF BIDS:**

- 10.1** Bids must be received by the company at the address specified in the "Forwarding Letter" not later than 14.30 Hrs. (Indian standard Time) on the bid closing date mentioned in the "Forwarding Letter".

**11.0 LATE BIDS:**

- 11.1** Any Bid received by the Company after the deadline for submission of bids prescribed by the Company shall be rejected.

**12.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 12.1** The Bidder after submission of bid may modify or withdraw its bid by written notice prior to bid closing.
- 12.2** The Bidder's modification or withdrawal notice shall be prepared sealed, marked and dispatched in accordance with the provisions of clause 9.0. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 12.3** No bid can be modified / withdrawn subsequent to the deadline for submission of bids.
- 12.4** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of any bid within validity period will lead to action against the defaulting bidder as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website [www.oil-india.com](http://www.oil-india.com).

**13.0 EXTENSION OF BID SUBMISSION DATE:**

- 13.1** Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and / or Time due to any reasons.

**14.0 BID OPENING AND EVALUATION:**

- 14.1** Company will open the Bids, including submission made pursuant to clause 12.0, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (format given in Proforma Section) from the bidder must be produced by the Bidder's representative at the time of bid opening, without which such representative won't be allowed to attend the opening of Tenders. Only one representative against each bid will be allowed to attend the bid opening. Attending Bidder(s) & Authorized Representative(s) will have to sign a register evidencing their presence.
- 14.2** Bid for which an acceptable notice of withdrawal has been received pursuant to clause 12.0 shall not be opened. Company will examine remaining bids to determine whether they are complete, whether requisite Bid Securities if any, have been furnished, whether documents have been properly signed and whether the bids are generally in order.
- 14.3** At bid opening, Company will announce the Bidders' names, written notifications of bid modifications or withdrawal, if any, furnishing of requisite Bid Security, if any and such other details as the Company may consider appropriate.
- 14.4** To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- 14.5** Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 14.6** A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 14.7** The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

**15.0 EVALUATION AND COMPARISON OF BIDS:**

- 15.1** The Company will evaluate and compare the bids as per Bid Evaluation Criteria (BEC) of the bidding documents.

**15.2 DISCOUNTS / REBATES:** Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.

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

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

**16.0 CONTACTING THE COMPANY:**

**16.1** Except as otherwise provided in Clause 14.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide sub-clause 14.4.

**16.2** An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

**17.0 AWARD CRITERIA:**

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

**18.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:**

**18.1** Company reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for Company's action.

**19.0 NOTIFICATION OF AWARD:**

**19.1** Prior to the expiry of the period of bid validity or extended validity, the company will notify the successful Bidder in writing by registered letter or by e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

**20.0 SIGNING OF CONTRACT:**

**20.1** The successful bidders(s) shall be notified by the Company of its intention to enter into an Agreement with him/her/them on the basis of his/her/their acceptance of the offer. Such notification shall be treated as a "Letter of Award (LOA)".

**20.2** Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder(s) will be required to pay an interest free Performance Security by way of Bank Guarantee (in specified format) favouring "OIL INDIA LIMITED" payable at "NOIDA" from any Scheduled Indian Bank. Upon furnishing of the Performance Security, the successful Bidder(s) will be required to enter into a formal Service Agreement based on the instant tender on the OIL Standard forms of agreement.



**20.3** This Performance Security must be valid for 90 days beyond contract period. In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

**20.4** The "Performance Security" will be refunded to the contractor after 90 days beyond contract period, but part or whole of which shall be used by the Company in realisation of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

**20.5** Failure of the successful bidders to comply with the conditions as specified in Para 20.2 above would render him liable for rejection apart from any other actions the Company may take against him at its sole discretion. The party shall also be debarred for a period of 2(two) years from the date of default.

**21.0 PROVISION FOR ACTION IN CASE OF ERRING / DEFAULTING AGENCIES:**

**21.1** Action against erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website [www.oil-india.com](http://www.oil-india.com)

**- END OF SECTION-I -**

**GENERAL TERMS AND CONDITIONS****1.0 DEFINITIONS:**

Following terms and expressions shall have the meaning hereby assigned to them unless the context otherwise requires:

- 1.1 'Contract' means the terms and conditions contained in the document entitled "Erection/Fabrication of a stall, size 9 mtrs X 4 mtrs in the CSR Fair, at Pragati Maidan, New Delhi, to be organized by Department of Public Enterprises (DPE), from 25th to 27th April, 2017, along with relevant accessories" and the attached exhibits. In the event of any conflict between the text of the contract and the exhibits, the text of the Contract shall have precedence over the exhibits.
- 1.2 'Contractor' means the individual or firm or body incorporated performing the work under this contract.
- 1.3 'Company' means OIL INDIA LIMITED (OIL) and its executors, successors, administrators and assignees.
- 1.4 The 'Work' means each and every activity required for the successful performance of the services described under this contract.
- 1.5 Here 'Operating Area' means Operational Area under OIL's Corporate Office, Noida.
- 1.6 "Services" means the work specified in Section III and all other obligations to be complied with by Contractor pursuant to and in accordance with the terms of this contract.
- 1.7 'Contract Price' means the price payable to the Contractor under the contract for the full and proper performance of its contractual obligations.
- 1.8 'Commencement Date' means the date on which the Contractor starts work as per the scope of work of the Contract.
- 1.9 'Contractor's personnel' means the personnel as required to be provided by Contractor from time to time for execution of this contract.
- 1.10 'Company Representative' means the person or persons appointed and approved in writing from time to time by the Company to act on its behalf for overall co-ordination.

**2.0 COMMENCEMENT DAY AND CONTRACT DURATION:**

- 2.1 The contract shall become effective within 15 days of issuance of Letter of Award i.e. LOA. The duration of Contract, shall be for a period of 4 (four) weeks.

**3.0 CONTRACTOR'S PERSONNEL:**

- 3.1 Contractor's Personnel - Contractor warrants that it shall provide all manpower for the necessary operations, supervision and execution of all works under this Contract to Company's satisfaction. The personnel to be deployed by the Contractor must be competent and sufficiently experienced to perform the works correctly and efficiently except where otherwise stated.
- 3.2 Except as otherwise hereinafter provided, the selection, replacement and remuneration of Contractor's personnel shall be determined by Contractor. Such employees shall be the employees solely of Contractor. Contractor shall ensure that its personnel will be competent and efficient.

- 3.3 Replacement of Contractor's Personnel- Contractor will immediately remove and replace any of the Contractor's personnel, who in the opinion of Company, is incompetent, or negligent or of unacceptable behaviour or whose employment is otherwise considered by Company to be undesirable.

**4.0 GENERAL OBLIGATIONS OF CONTRACTOR:**

- 4.1 It is expressly understood that Contractor is an independent entity and that neither it nor its employees and its sub-contractors, if any are employees or agents of Company. Company is authorised to designate its representative, who shall at all time have access to the related equipment and all records, for the purposes of observing, inspecting and designating the work to be performed hereunder by Contractor. The Contractor may treat Company's representative for the time being at site as being in-charge of all Company's and Company designated personnel at site. The Company's representative may, amongst other duties, observe, test, check the work performed by Contractor.
- 4.2 Compliance with Company's Instructions: - Contractor shall comply with all instructions of Company consistent with the provision of this Contract and perform the works described in the Terms of reference/Scope of Services.
- 4.3 Contractor shall perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for successful and timely execution of the work.
- 4.4 Contractor shall be deemed to have satisfied itself before submitting its bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided herein, cover all its obligations under the contract.
- 4.5 Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter as Company may consider necessary for the proper fulfilling of contractor's obligations under the contract.

**5.0 GENERAL OBLIGATIONS OF COMPANY:**

- 5.1 Company shall, in accordance with and subject to the terms and conditions of the Contract, pay Contractor for its full and proper performance of obligations as per provision of this contract.
- 5.2 Allow Contractor and its employees to access, subject to normal security and safety procedures, to all areas of Company as required for orderly performance of the work.

**6.0 PAYMENT, MANNER OF PAYMENT, RATES OF PAYMENT & INVOICING PROCEDURE:**

- 6.1 Payment will be made on successful completion of the service certified by OIL and on submission of invoice.
- 6.2 All payments due to Contractor shall be made by the Company at Contractor's designated bank. All bank charges will be to Contractor's account.
- 6.3 Payment of any invoices shall not prejudice the right of Company to question the validity of any charges therein, provided Company within one year after the date of payment shall make and deliver to Contractor written notice of objection to any item or items the validity of which Company questions.

6.4 Contractor shall submit 3 (Three) sets of invoice at Company address duly super scribed 'Original', 'Duplicate' and 'Triplicate' as applicable for processing of payment.

6.5 Contractor shall submit invoice to Company along with certification by Company regarding successful completion of the service.

**7.0 TAXES AND DUTIES:**

7.1 Tax levied as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under this contract will be on Contractor's account and the Company shall not assume any responsibility on this account.

7.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed.

7.3 Service Tax: Service Tax as applicable shall be on Company's account. However, liability for payment of the service tax will lie on contractor.

**8.0 SUBSEQUENTLY ENACTED LAWS:**

8.1 In case of change in existing law / enactment of new law or Statutory Order from a Statutory Authority during the execution of the Contract affects the Contract price, any increase against documentary evidence shall be reimbursed to the Contractor and any decrease shall be passed on to the Company by the Contractor.

8.2 The date of such enactment or change in law or Statutory order shall be considered after closing date of the bid submission as the Contractor has submitted the bid price based on the existing condition on that day and the Contract is awarded based on the bid as submitted.

**9.0 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY COMMENCEMENT / COMPLETION OF WORKS AND SERVICES:**

9.1 The Contractor shall mobilize their personnel within the specified time for commencement of services as mentioned in the notice of award of contract. In normal case of works /service contracts, if the delay in mobilization / completion is due to default on the contractor's part the Total Contract price shall be reduced by 0.5% of the total Contract Price per complete week of delay or part thereof subject to a maximum of 7.5% of the Total Contract Price, by way of liquidated damages for delay and not as penalty. Liquidated damages will be reckoned from the stipulated date of commencement as defined in the notice of award of the contract. Company may without prejudice to any other right or remedy available to it to recover damages for breach of contract, recover the liquidated damages as above from the Contractor. This is an agreed genuine pre-estimate of damages duly agreed by the parties.

9.2 The Company also reserves the right to cancel the Contract without any compensation whatsoever in case of failure by the Contractor to commence operation within the stipulated period.

**10.0 WAIVERS AND AMENDMENTS:**

It is fully understood and agreed that none of the terms and conditions of the Contract shall be deemed waived or amended by either party unless such waiver or amendment is executed in writing by the duly authorized agents or representatives of such party. The failure of either party to execute any right of termination shall not act as a waiver or amendment of any right of such party provided hereunder.

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

- 11.1 Contractor shall not, without Company's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
- 11.2 Contractor shall not, without Company's prior written consent, make use of any document or information provided by the Company except for purposes of performing the contract.
- 11.3 Any document supplied to the Contractor in relation to the contract other than the Contract itself remain the property of Company and shall be returned (in all copies) to Company on completion of Contractor's performance under the Contract if so required by Company. All information obtained by Contractor in the conduct of operations and the information provided to the Contractor shall be considered confidential and shall not be divulged by Contractor or its employees to anyone other than the Company's personnel. This obligation of Contractor shall be in force even after the termination of the contract.

**12.0 NOTICES:**

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

<u>Company</u>	<u>Contractor</u>
a) <b>For contractual matters</b> General Manager (C&P) Oil India Limited Plot No. 19, Sector-16 A, NOIDA-201 301 Tel: 0120-2419112 E-mail: mobarak@oilindia.in	
b) <b>For matters relating to Scope of Work</b> Deputy General Manager (PR) Oil India Limited Plot No. 19, Sector-16 A, NOIDA-201 301 Tel: 0120-2419031 E-mail: deepsikha@oilindia.in	

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

**13.0 HEADINGS:**

The headings of the clauses of the Contract are for convenience only and shall not be used to interpret the provisions hereof.

**14.0 ASSIGNMENT AND SUB-LETTING:**

The whole of the work included in the Contract shall be executed by the Contractor and the Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part or share thereof / interest therein without the written consent of Oil India Limited. No undertaking shall relieve the Contractor from the full and entire responsibility.

**15.0 FORCE MAJEURE:**

- 15.1 In the event of either Party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the Party

affected by such 'Force Majeure' will stand suspended as provided herein. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Party) and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the Party to the contract and which renders performance of the contract by the said Party impossible.

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

15.3 Should 'Force Majeure' condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence, either Party will have the right to terminate the contract with prior written notice if such 'Force Majeure' condition continues beyond consecutive ten (10) days. Should both Parties decide not to terminate the contract even under such condition, no payment would apply during the force majeure period unless otherwise agreed to.

**16.0 TERMINATION:**

**16.1 TERMINATION ON EXPIRY OF THE TERMS (DURATION):**

This contract shall be deemed to have been automatically terminated on the expiry of duration of the contract or extension, if any, thereof.

**16.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE:**

Either party shall have the right to terminate this Contract on account of 'Force Majeure' as set forth in Para 15.0.

**16.3 TERMINATION ON ACCOUNT OF INSOLVENCY:**

In the event that the Contractor at any time during the term of this Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Company shall, by a notice in writing have the right to terminate this Contract and all the Contractor's rights and privileges hereunder, shall stand terminated forthwith.

**16.4 TERMINATION FOR UNSATISFACTORY PERFORMANCE:**

If the Company considers that, the performance of the Contractor is, not as per the scope of the work as specified in the contract, the Company shall notify the Contractor in writing and specify in details the cause. The Company shall have the option to terminate this Contract by giving 15 days' notice in writing to the Contractor, if Contractor fails to comply with the requisitions contained in the said written notice issued by the Company.

**16.5 TERMINATION DUE TO CHANGE OF OWNERSHIP & ASSIGNMENT:**

In case the Contractor's rights and / or obligations under this Contract and/or the Contractor's rights, title and interest to the equipment/material, are transferred or assigned without the Company's consent, the Company may at its absolute discretion, terminate this Contract.

**16.6 CONSEQUENCES OF TERMINATION:**

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

- 16.7 Upon termination of this Contract, Contractor shall return to Company all of Company's items, which are at the time in Contractor's possession.
- 16.8 In the event of termination of contract, Company will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the Contractor shall demobilize their personnel & materials.

**17.0 APPLICABLE LAW:**

- 17.1 The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated in New Delhi.
- 17.2 The Contractor shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract:
- a) The Mines Act - as applicable to safety and employment conditions.
  - b) The Minimum Wages Act, 1948.
  - c) The Oil Mines Regulations, 1984.
  - d) The Workmen's Compensation Act, 1923.
  - e) The Payment of Wages Act, 1963.
  - f) The Payment of Bonus Act, 1965.
  - g) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
  - h) The Employees Pension Scheme, 1995.
  - i) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
  - j) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
  - k) Service Tax Act.
  - l) Customs & Excise Act & Rules
  - m) Value Added Tax
  - n) Environment Protection Act
  - o) Public Liability Act

**18.0 LIABILITY:**

- 18.1 Except as otherwise expressly provided, neither Company nor its servants, agents, nominees, Contractors, or subcontractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the Contractor and or his Contractors or subcontractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Company and/or its servants, agents, nominees, assignees, Contractors and subcontractors. The Contractor shall protect, defend, indemnify and hold harmless Company from and against such loss or damage and any suit, claim or expense resulting there from.
- 18.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the Contractor and / or of its Contractors or subcontractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of Company and/or its servants, agents, nominees, assignees, contractors and sub-contractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.
- 18.3 The Contractor hereby agrees to waive its right to recourse and further agrees to cause his underwriters to waive their right of subrogation against Company and/or its underwriters,

servants, agents, nominees, assignees, contractors and subcontractors for loss or damage to the equipment of the Contractor and/or its subcontractors when such loss or damage or liabilities arises out of or in connection with the performance of the Contract.

- 18.4 The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, contractors and subcontractors for injury to, illness or death of any employee of the contractor and of its contractors, subcontractors and / or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.
- 18.5 Except as otherwise expressly provided, neither Contractor nor its servants, agents, nominees, contractors or subcontractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the Company and/or his contractors or subcontractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Contractor and / or its servants, agents, nominees, assignees, contractors and subcontractors. The Company shall protect, defend, indemnify and hold harmless Contractor from and against such loss of damage and any suit, claim or expense resulting therefrom.
- 18.6 Neither Contractor nor its servants, agents, nominees, assignees, contractors, subcontractors shall have any liability or responsibility whatsoever to whomsoever or injury to, illness, or death of any employee of the Company and/or of its contractors or subcontractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of contractor and/or its servants, agents, nominees, assignees, contractors and subcontractors Company shall protect, defend indemnify and hold harmless contractor from and against such liabilities and any suit, claim or expense resulting therefrom.
- 18.7 The Company agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against contractor and / or its underwriters, servants, agents, nominees, assignees, contractors and subcontractors for loss or damage to the equipment of Company and/or its contractors or subcontractors when such loss or damage or liabilities arises out of or in connection with the performance of the Contract.
- 18.8 The Company hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against contractor and / or its underwriters, servant, agents, nominees, assignees, contractors and subcontractors for injury to, illness or death of any employee of the Company and of its contractors, subcontractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract.
- 18.9 **LIMITATION OF LIABILITY:**  
Notwithstanding any other provisions except only in cases of willful misconduct and / or criminal acts,  
(a) Neither the Contractor nor the Company (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs.  
(b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the Contractor in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.



Company shall indemnify and keep indemnified Contractor harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

**19.0 CONSEQUENTIAL DAMAGE:**

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

**20.0 MISCELLANEOUS PROVISIONS:**

20.1 Contractor shall give all notices and pay all fees required to be given or paid for by any National or State statute, ordinance, or other law, or any regulation, or bye-law of any local or other duly constituted authority in relation to the performance of the services and by the rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.

20.2 Contractor shall confirm in all respect with provisions of any such statute, ordinance or law as aforesaid and the regulations or bye-laws of any local or other duly constituted authority which may be applicable to the services and with such rules and regulations of public bodies and Companies as aforesaid and shall keep Company indemnified against all penalties and liability of every kind for breach of any such statute, ordinance or law, regulations or bye-law.

**21.0 EMPLOYMENT OF OFFICIAL/PERSONNEL OF THE COMPANY:**

21.1 Contractors are advised not to employ serving Company employees without its prior permission. It is also advised not to employ ex-personnel of the Company within the initial two years period after their retirement/resignation/severance from service without specific permission of the Company. Company may decide not to deal with such firm(s) / Contractors who fail to comply with the advice.

**22.0 SET OFF:**

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 the Company and set off against any claim of the Company (or such other person or persons contracting through the Company) for payment of a sum of money arising out of this contract or under any other contract made by the Contractor / with the Company (or such other person or persons contracting through the Company).

**23.0 ARBITRATION:**

In the event of any disagreement, dispute arising out of execution of the Contract which cannot be settled in an amicable manner between the successful bidder and Oil India Limited the matter shall be referred to Arbitration. Such arbitration shall be governed by the provisions of the Arbitration and Collection Act 1996 of India as amended up – to – date or any statutory modification or re – enactment thereof for the time being in force. The venue of the Arbitration shall be Delhi / Noida.

**24.0 PROVISION FOR ACTION IN CASE OF ERRING / DEFAULTING AGENCIES:**

Action against erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be as per OIL's Banning Policy dated 6<sup>th</sup> January, 2017 available in OIL's website [www.oil-india.com](http://www.oil-india.com)

**- END OF SECTION – II -**

**SCOPE OF SERVICES**

The scope of job will include the following:

- (i) Erection / Fabrication of stall as per approved design of size 9 mtrs X 4 mtrs.
- (ii) Display of transslides.
- (iii) 01 (One) plasma for OIL corporate movie display
- (iv) Furniture & 1/2 usher in the stall.
- (v) Designing & printing of a CSR brochure/booklet, 8 to 10 pages - 500 nos.
- (vi) Jute/Paper bags, with OIL logo - 100 nos.
- (vii) Giveaway (Pen) embossed with OIL branding - 1000 nos.

**- END OF SECTION – III -**

**PRICE BID FORMAT**

<b>Sl. No</b>	<b>Particulars</b>	<b>Unit Of Measurement</b>	<b>Quantity</b> <b>(a)</b>	<b>Unit Price</b> <b>(In Figures &amp; Words)</b> <b>(b)</b>	<b>Total Price</b> <b>(In Figures &amp; Words)</b> <b>(a x b)</b>
1	Main stall CSR Fair (9 mtrs X 4 mtrs)	Activity Unit	1		
2	<b>Taxes &amp; Duties (as applicable)</b>				
3	<b>Total Contract Value including Taxes &amp; Duties (1+2)</b>				

**Authorised Person's Signature:** \_\_\_\_\_**Name of Authorised Person:** \_\_\_\_\_**Name of Bidder:** \_\_\_\_\_**Seal of the Bidder:****NOTES:**

1. Payment will be made on successful completion of the service certified by OIL and on submission of invoice.
2. Bidders to take note of the Scope of services required to be provided as per Section-III.
3. No payment other than that mentioned above will be paid for rendering of the service. However, in case of change in existing law / enactment of new law or Statutory Order from a Statutory Authority during the execution of the Contract affects the Contract price, any increase against documentary evidence shall be reimbursed to the Contractor and any decrease shall be passed on to the Company by the Contractor. The date of such enactment or change in law or Statutory order shall be considered after closing date of the bid submission as the Contractor has submitted the bid price based on the existing condition on that day and the Contract is awarded based on the bid as submitted.

**- END OF SECTION – IV -**

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

- 1.1 Bidders are required to quote for all the items as per Price Bid Format, otherwise the offer of the bidder will be straightway rejected. Offer should show the details of any Tax, Duty, etc., if applicable. If taxes are not shown separately, the offer will be considered to be inclusive of all taxes, duties etc.
- 1.2 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 1.3 Price Bids will be evaluated on overall lowest cost basis (L-1 offer) i.e. considering total quoted price for all items of Price Bid Format inclusive of all liabilities including statutory liabilities and Taxes & Duties quoted as per Price Bid Format.
- 1.4 Based on the evaluation of techno-commercially qualified bidders whose bids have been found to be substantially responsive, the job will be awarded to L-1 bidder. A substantially responsive bid is one that meets the terms and conditions of the Tender and / or the acceptance of which bid will not result in indeterminate liability on OIL.
- 1.5 The bidders are advised not to offer any discount/rebate separately and to offer their prices in the Price Bid Format after considering discount/rebate, if any.
- 1.6 Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.
- 1.7 In case of identical overall lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same overall lowest price.
- 1.8 **PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME:
  - (a) In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.
  - (b) In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.
  - (c) In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions then the contractor shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the sub-contractor to OIL.
  - (d) **Documentation required to be submitted by MSEs:**

Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or

Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

**2.0 BID EVALUATION CRITERIA:**

- 2.1 The complete bid should be submitted as Single (Composite) Bid System - Both Techno-Commercial part and Price part should be put in one envelope.
- 2.2 The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.
- 2.3 Bid Documents are not transferable. Bid made by parties who have not been issued Bid Documents will be rejected.
- 2.4 Any bid received in the form of Telex/Cable/Fax/E-mail will not be accepted.
- 2.5 Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid on all pages.
- 2.6 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initiated by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.
- 2.7 Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
- 2.8 Bidders must quote clearly and strictly in accordance with the price schedule outlined in the Price Bidding Format.
- 2.9 Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:
  - (i) Firm price
  - (ii) Period of validity of Bid
  - (iii) Price Schedule
  - (iv) Performance Bank Guarantee / Security deposit
  - (v) Delivery / Completion Schedule
  - (vi) Scope of work
  - (vii) Guarantee of material / work
  - (viii) Liquidated Damages clause
  - (ix) Tax liabilities
  - (x) Arbitration / Resolution of Dispute Clause
  - (xi) Force Majeure
  - (xii) Applicable Laws
  - (xiii) Specifications
  - (xiv) Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

**2.10** Bid received with validity of offer less than 90 (Ninety) days from the date of Bid opening will be rejected.

**3.0 GENERAL:**

- 3.1** In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BRC.
- 3.2** To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be 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.
- 3.3** If any of the clauses in the BRC contradict with other clauses of bidding document elsewhere, the clauses in the BRC shall prevail.
- 3.4** Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 3.5** The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

**- END OF SECTION-V -**

**BID FORM**

To  
M/s. Oil India Limited,  
Plot No. 19, Sector-16 A, NOIDA

**Sub: TENDER No. LCP4385L18**

*Gentlemen,*

Having examined the General Terms & Conditions and Scope of Services including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the work/services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_\_ (*Total Bid Amount in words and figures*) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding 7.5% of contract value for the due performance of the Contract.

We agree to abide by this Bid for a period of 90 days from the date fixed for Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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

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

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

**Seal of the Bidder:**

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

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

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

**Signature of Authorised Signatory:** \_\_\_\_\_

**Name of Authorised Signatory:** \_\_\_\_\_

**Name of Bidder:** \_\_\_\_\_

**NOTE:**

OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the “**Statement of Non-Compliance**” in the above Proforma is left blank (or not submitted along with the Bid), then it would be constructed that the bidder has not taken any exception/deviation to the Tender requirements.



**PROFORMA LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To  
General Manager (C&P)  
Oil India Limited  
Plot No. 19, Sector-16 A,  
Noida, U.P.

Sir,

**Sub: OIL's TENDER No. LCP4385L18**

I / We \_\_\_\_\_ confirm that Mr./ Ms. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against Tender Invitation No. **LCP4385L18** for **Erection/Fabrication of a stall, size 9 mtrs X 4 mtrs in the CSR Fair, at Pragati Maidan, New Delhi, to be organized by Department of Public Enterprises (DPE), from 25th to 27th April, 2017, along with relevant accessories.**

Yours Faithfully,

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

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

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

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

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

**PROFORMA LETTER OF AUTHORITY**

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

Dear Sir,

**SUB: OIL TENDER No. LCP4385L18**

We \_\_\_\_\_ of \_\_\_\_\_  
Confirm that Mr./Ms. \_\_\_\_\_  
(Name and Address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Tender Invitation No. **LCP4385L18** for **Erection/Fabrication of a stall, size 9 mtrs X 4 mtrs in the CSR Fair, at Pragati Maidan, New Delhi, to be organized by Department of Public Enterprises (DPE), from 25th to 27th April, 2017, along with relevant accessories** for any commercial / Legal purpose etc.

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

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

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

Yours faithfully,

Signature : \_\_\_\_\_

Name & Designation \_\_\_\_\_

For & on behalf of \_\_\_\_\_

**NOTE:** This letter of authority shall be on printed letter head of the bidder, and shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Bidder.

**[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD FOR  
E-REMITTANCE]**

Name:

FULL Address:

Phone Number:

Mobile Number:

E-mail address:

Fax Number:

Bank Account Number (in which the Bidder wants remittance against invoices):

Bank Name:

Branch:

Address of the Bank:

Bank Code:

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank:

PAN Number:

Service Tax Registration Number:

---

Signature of Bidder with Official Seal

**FORM OF PERFORMANCE BANK GUARANTEE**

To:

M/s. Oil India Limited,  
Plot No. 19, Sector-16 A,  
Noida, U.P. - 201301

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

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

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

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed thereunder 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 \_\_\_\_\_

**SAMPLE FORM OF AGREEMENT**

THIS AGGREEMENT is made on the ..... day of ..... 2017, between (Name of Company) \_\_\_\_\_ of (Mailing address of Company) \_\_\_\_\_, hereinafter called "the Company", of the one part and (Name of Contractor) \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

WHEREAS the Company is desirous that certain works should be executed viz. (Brief description of works) \_\_\_\_\_ and has, by Letter of Award dated (Date of Letter of Acceptance) \_\_\_\_\_, accepted a Bid by the Contractor for the execution, completion and maintenance of such works.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) This form of Agreement,
  - b) The Letter of Award,
  - c) The said Bid and Appendix,
  - d) The Technical Specifications, if any
  - e) The Priced Bid and Quantities,
  - g) The Schedules of Supplementary Information, if any
  - h) The Scope of Services and
  - i) The General Conditions of Contract
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies they shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to execute, complete and maintain the works in conformity in all respects with the provisions of the contract.
5. The Company hereby covenants to pay the Contractor in consideration of the execution, completion and maintenance of the works the Contract price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seals to this Agreement on the day, year first written above.

SIGNED, SEALED AND DELIVERED.

By the said Name \_\_\_\_\_

On behalf of the Contractor  
in the presence of: