

## **Tender No. LCP7119L15 dated 08.05.2015**

This tender is issued to the following 3 (three) prospective parties:

- i) M/s. Motion Pictures Pvt. Limited, New Delhi
- ii) M/s. In Touch Media, New Delhi
- iii) M/s. Doubletruth Productions, New Delhi

However, any other party interested for participation in the tender may apply for the tender on or before 21.05.2015. Tender to such interested parties will be issued subject to submission of documentary evidence fulfilling the Bid Rejection Criteria (BRC) as mentioned in Point Nos. 14.1 of Forwarding Letter of this Tender Document. Request letter(s) with inadequate documentary evidence (as mentioned above) will not be entertained.



ऑयल इंडिया लिमिटेड

(भारत सरकार का उपक्रम) पंजीकृत कार्यालय : दुलियाजान, असम

**Oil India Limited**

(A Government of India Enterprise) Registered Office : Duliagan, Assam

प्लॉट नं० 19, सेक्टर 16-ए, नोएडा-201301, उत्तर प्रदेश

Plot No. 19, Sector 16-A, Noida-201301, Uttar Pradesh

दूरभाष / Telephone : 0120 - 2488333 - 347 फैक्स / Fax : 0120 - 2488310

### **Forwarding Letter**

Tender No.	LCP7119L15
Date	08.05.2015
Bid Closing Date	25.05.2015 at 14 :30 Hrs (IST)
Bid Opening Date	25.05.2015 at 14 :45 Hrs (IST)
Bid Security	Rs. 19,000.00
Performance Security	7.5 % of the total Contract Value
Retention Money	N/A

Sirs,

**1.0** We, Oil India Limited (OIL) is a premier Public Sector oil company under the administrative control of Ministry of Petroleum and Natural Gas, Govt. of India, invite you to submit your firm quotation for making a "Documentary film to narrate OIL's numerous environmental initiatives" as specified in the enclosed Scope of Work (Annexure – II) complete in all respect without keeping any ambiguity and conforming to the "General Terms & Conditions" (enclosed Annexure I). Please quote your most competitive rates as per Annexure - III for providing the said services as per the scope of work enclosed herewith as Annexure-II. The quoted rate should be inclusive of all taxes, duties and charges etc. Your special attention is drawn to the following:

**2.0** You may submit your most competitive offer in a sealed envelope super scribing the following details on the right hand top corner:

OIL's Enquiry No. \_\_\_\_\_

Bid closing date \_\_\_\_\_

Brief description of the job \_\_\_\_\_

Bidder's Name \_\_\_\_\_

**3.0** Offers must be addressed to:  
**Group General Manager (C & P)**  
**Oil India Limited**  
**Plot No. 19, Sector-16A,**  
**NOIDA-201 301**

**4.0** The sealed envelope containing the offer must be delivered at the Office of Group General Manager (C & P) at above address positively within 14 : 30 Hrs (IST) on the Bid Closing Date.

**5.0** Bidders, in their own interest, are advised to drop their bids personally in the Tender Box placed at the Office of Group General Manager (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.

- 6.0** In case of unscheduled holiday on the Bid Closing Date, the Bid Closing Date and time will get extended up to the next working day.
- 7.0** Offers or modifications to offers received after the Bid Closing date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken into cognizance of or responded to.
- 8.0** All entries in the offer must be made in English. The offered rate(s) must be firm and shall be both in figures and words. Deviations/conditions, discounts if any, should be high-lighted. Offer should show the details of Taxes, Duties and other charges, if any. In absence of these details the quoted rates shall be considered as net price inclusive of all charges / expenses for completing the job in all respect at the required place / location.
- 9.0** **Validity of offers:**  
Offers must be valid for acceptance for a minimum period of 60 (sixty) days from the Bid Closing date.
- 10.0** OIL reserves the right to reject any or all tenders or to accept any tender either in full or in part without assigning any reason whatsoever.
- 11.0** By submitting a bid, a bidder will be deemed to have understood and satisfied himself about the nature of service to be rendered and they have taken into account all conditions and difficulties that may be encountered during execution of the contract.
- 12.0** **Duration of the Contract :**  
Mobilization period is 15 (fifteen) days from the date of Letter of Award (LOA). Total duration of the Contract including the mobilization period is 2 months from the date of LOA. Duration of shooting at different locations of OIL is expected to be completed in around 32 days (this 32 days is included in the above mentioned 2 months of contract duration).
- 13.0** **Payment Term :**

Payment will be made as per the following schedule:

Sl. No.	Description	Payment schedule as % of quoted Lump Sum price
i.	Submission and approval of shoot schedule	30%
ii.	Completion of shooting	30%
iii.	Submission of rough cut	25%
iv.	On submission of final cut and delivery	15%

**14.0** **Bid Rejection Criteria:**

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 Scope of Work. Notwithstanding

the general conformity of the bid to the stipulated specifications, the following mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All documents related to BRC must be submitted along with the Bid.

- 14.1 The party must have experience of production and directing digital quality full HD documentary of minimum of 8 – 15 minutes duration for Government / Semi Government / PSU or reputed firm.
- 14.2 **Bids should be accompanied by adequate documentary evidence of the above mentioned experience. Bidders must submit Completion Certificate showing Gross value of the job/ service, description of job/service and duration of the contract along with the bid otherwise their bid will be rejected. Contractors who are giving Contract copies along with extension letters, if any issued from OIL need not to submit Completion certificate separately.**
- 14.3 Conditional offers will be liable for rejection.
- 14.4 Bids with inadequate validity will be rejected.
- 14.5 Bids received after Bid Closing date and time will be rejected.
- 14.6 Bids received from unsolicited Parties will be rejected.
- 14.7 Bids containing incorrect statement and / or incomplete information will be rejected.
- 14.8 Bidders are requested to quote as per the Price Schedule (Annexure - III) failing which the offer will be considered as unresponsive and will be rejected.
- 14.9 Bids without Bid Security as per the tender will be rejected. Bidders shall furnish the “Bid Security” for the amount as specified in the “Forwarding Letter”. “Bid Security” must be submitted in the manner mentioned in the tender. Any Bid not accompanied by Bid Security in proper manner as mentioned above will be rejected.
- 14.10 The rate quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation. Bids with adjustable price terms will be rejected.

**NOTE:** If any clauses in the BRC contradict clauses elsewhere in the Bid Document, then the clauses in the BRC shall prevail.

#### **15.0 Bid Evaluation criteria :**

- 15.1 Evaluation will be on overall total lowest value.
- 15.2 In the event of computational error between unit price and total price, unit price shall prevail and adopted for evaluation.
- 15.3 Similarly, in the event of discrepancy between words and quoted figure, words will prevail.

- 16.0** Interested bidders may contact the following person for any technical clarifications/ site visit against the tender.

Mr. K K Das  
Dy. CE (Engg. & HSE)  
OIL INDIA LIMITED, Plot No. 19, Sector 16A  
NOIDA 201301  
Mobile No. 09910308425

**17.0 Termination :**

OIL reserves the right to terminate the contract by giving 07 days written notice without assigning any reasons whatsoever. The contractor will, however, be paid for the period of services rendered before termination.

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

( N. Sarmah)  
Dy. Manager Materials  
For Senior Advisor (C & P)  
For Group General Manager (C & P)  
Ph. No. 01202419117  
E – Mail: [nsarmah@oilindia.in](mailto:nsarmah@oilindia.in)

## ANNEXURE I

### **GENERAL TERMS AND CONDITIONS**

#### **1.0 TRANSFERABILITY OF BID DOCUMENTS:**

- 1.1 The Bid documents are non-transferable. The bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 1.2 Unsolicited offers will not be considered and will be straightway rejected.
- 1.3 Employees of Oil India Limited are prohibited from quoting and also from getting others to quote on their behalf.

#### **2.0 COST OF BIDDING:**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **3.0 AMENDMENT TO BIDDING DOCUMENTS:**

At any time prior to the bid closing date, OIL may for any reason, whether at its own initiative or in response to clarifications requested by the prospective bidder(s), modify the bidding document by amendment(s). All prospective bidders who have received the bidding documents will be notified of the amendments in writing.

#### **4.0 CONTENTS OF OFFERS:**

- 4.1 Offer should be in English. The Price Schedule shall be furnished by the bidder as per proforma vide Annexure - III. The prescribed proforma duly filled in and signed should be returned intact whether quoting for any service or not. When any service is not being quoted by the Bidder, the corresponding space should be filled up by the words "Not Quoting". The Price Schedule shall be complete and free from ambiguity, change or interlineations.
- 4.2 Offered rates should be kept firm through completion of the Contract duration.
- 4.3 Taxes, duty etc, if any, should be shown separately. IF TAXES ETC. ARE NOT SHOWN SEPARATELY THE OFFER WILL BE CONSIDERED TO BE INCLUSIVE OF ALL TAXES, DUTIES ETC. AND WILL BE BINDING ON THE BIDDER.

#### **4.4 STATUTORY VARIATION:**

Any statutory variation (increase/decrease) in the rate of any statutory levy after the closing date of tenders/revised priced bid, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence.

- 4.5 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

4.6 **Bidders should offer firm prices.**

Offered prices shall be both in figures and words and in case of any discrepancy between these two, the prices indicated in words will only be considered.

4.7 **VALIDITY:**

Offers must be valid for acceptance for the minimum period of 60 days, unless otherwise specified, counted from the Bid Closing Date as indicated in the covering page. Offers without the minimum validity period will be liable for rejection. In the absence of any categorical mention regarding validity of the offer, it will be construed that the offer is valid as called for in the covering page and it will be incumbent on the bidders to accept order, if any, when placed within such validity.

4.8 **VAGUE AND INDEFINITE EXPRESSIONS:**

Any vague and indefinite expressions will not be considered.

5.0 **CLARIFICATION IN RESPECT OF INCOMPLETE OFFERS:**

Prospective bidders are advised to ensure that their bids are complete in all respects and conform to OIL's terms, conditions and bid evaluation criteria of the tender. Bids not complying with OIL's requirement may be rejected without seeking any clarification.

6.0 **DOCUMENTS COMPRISING THE BID :**

- 6.1 The bid prepared by the bidder shall comprise the following components, duly completed:

- a) Schedule of Rates (Refer Annexure - III).
- b) Bid must accompany necessary literature/catalogue of the product, wherever required.
- c) Exceptions/Deviations Statement, if any.

7.0 **SUBMISSION OF OFFER :**

- 7.1 *In the event of receipt of only a single offer against the tender within the B.C. date OIL reserves the right to extend the B.C. date as deemed fit by the company. During the extended period, the bidders who have already submitted the bids on or before the original B.C. date , shall not be permitted to revise their quotation.*

- 7.2 Bidders, in their own interest, are advised to drop their offers personally in "TENDER BOX" at C & P department at NOIDA. Alternatively they may send the

same through Registered Post/courier. Oil India Limited will not be responsible for any delay, wrong delivery or non-delivery of the offers. No offer will be accepted after the bid closing date and time.

- 7.3 Bids must be submitted in original. No offer should be sent by Telex / Cable / Fax / E-mail/telephone unless specifically asked for in writing. Bids not complying with above will be rejected.

**8.0 DEADLINE FOR SUBMISSION OF BIDS :**

- 8.1 Offers must be received at the office of the Chief Adviser(C & P), Oil India Limited at NOIDA by the Bid Closing Date & time mentioned in the Notice Inviting Tender (NIT).
- 8.2 Timely delivery of the offer at the above address is the responsibility of the bidder.

**9.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS :**

- 9.1 Offers or modifications to offers received after the Bid Closing Date and time will not be considered. No unsolicited correspondence after submission of the offer will be taken cognizance of or responded to.
- 9.2 After the opening of the bid, OIL may at its discretion ask the bidder for clarification of its bids. The request for clarification and response shall be in writing and no change in the price or substance of the Bid shall be accepted. The reply of the bidder should be restricted to the clarifications sought.

**10.0 EXTENSION OF BID SUBMISSION DATE :**

Normally no request for extension of Bid Closing Date will be entertained. However, in case of any changes in the specifications, inadequate response or for any other reasons, OIL may at its discretion, extend the bid closing date and/or time.

**11.0 RETURN OF LATE BIDS :**

- 11.1 Bids received after Bid Closing Date & time will be treated as “Late Bids”. In case of tenders where Bid Security has been called for, the late bids shall be returned to the bidders immediately. In all other cases, the late bids will be destroyed by OIL.

**12.0 OPENING OF TENDERS :**

- 12.1 Bidder or their authorised representative (only one person per bidder) will be allowed to be present at the time of opening of the Bids. However, a letter (in the form as per Annexure - IV enclosed) must be produced to the Tender Opening Officer at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the tender opening.
- 12.2 In case of any unscheduled holiday/Bandh on the bid opening date, the Bids will be opened on the next working day. Accordingly, Bid Closing Date / time will get extended up to the next working day.



### **13.0 COMPLIANCE WITH TENDER:**

- 13.1 Bidder's offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated. If the bidder does not superficially mention about any deviations from the tender terms and conditions, it will be construed that they have agreed to comply with all the terms and conditions of the tender.
- 13.2 OIL reserves the right to accept / reject any deviation in bidder's offer pertaining to the terms and conditions stipulated in this tender without assigning any reason.

### **14.0 OIL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.**

- 14.1 OIL reserves the right to accept / reject or prefer any offer either in full or in part or annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder (s) or any obligation to inform the affected bidder (s) of the ground for OIL's action. OIL also reserves the right to split the order between two or more parties.

- 15.0 **BANKING CHARGES :**  
All banking charges will be to the bidder's account.

### **16.0 ASSIGNMENT :**

The Bidder/ Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Bidder/ Contractor of any of his obligations which might have arisen before such permission was given.

### **17.0 BID SECURITY :**

- 17.1 All the Bids must be accompanied by Bid Security for the amount as mentioned in the NIT and shall be in the prescribed format (Annexure - V) in one of the following forms:

- i) A Bank Guarantee from any scheduled Indian Bank. The Bank Guarantee shall be valid for 3(three) months from the bid closing date and shall be enforceable at NOIDA/Delhi.
- ii) Bank draft in favour of OIL INDIA LIMITED and payable at NOIDA.

- 17.2.1 The bidders will have to submit the Bank Guarantee from any of the scheduled Indian banks and on non - judicial stamp paper of requisite value, as per the Indian Stamp Act, purchased in the name of the issuing banker.

- 17.2.2 The Bank Guarantee issued by a Bank amongst others must contain the following particulars of such Bank :

- (a) Full Address

(b) Branch Code

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

(d) Phone Nos./Fax Nos./E-mail address

**17.2.3** In case, any such Bid Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the bid submitted by the concerned bidder shall be rejected forthwith and the bidder shall be debarred from participating in future tenders.

**17.3** Any bid not accompanied by a proper Bid Security (in Original) in conformity with Clauses 17.1 and 17.2.1 will be rejected outright without any further reference.

**17.4** The Bid Security of the unsuccessful bidders will be returned after finalization of tender whereas the Bid Security of the successful bidder will be discharged on such bidder's furnishing the Performance Security to OIL in the prescribed format (Annexure - VI) against the Purchase Order secured by the bidder within the stipulated time frame. The successful bidder will however, ensure that the validity of the Bid Security till such time the Performance Security in conformity with Clauses 18.0 below as the case may be, is furnished.

**17.5** The bidders will extend the validity of the Bid Security, if and whenever specifically advised by OIL, at the bidder's cost.

**17.6** Bid Security will not accrue any interest during its period of validity or extended validity.

**17.7** The Bid Security will be forfeited:

(i) If the Bidder withdraws his Bid during the period of bid validity specified by the bidder or any extension thereof duly agreed by the bidder,

(ii) If the Bidder, having been notified of the acceptance of his Bid by the Company during the period of Bid validity:

(a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders ;

or

(b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

(iii) If the Bidder furnished fraudulent document/information in their bid.

## **18.0 PERFORMANCE SECURITY :**

**18.1** The successful bidder shall furnish the Performance Security in the form enclosed (Annexure - VI) herewith within 15 days of the receipt of the notification of award of Contract, failing which OIL reserves the right to cancel the award of Contract and forfeit the Bid Security. Bidders should undertake in their bid to submit Performance Security as stated above. Performance Security should be for an amount as mentioned in the Forwarding Letter. The Bank Guarantee issued by any Scheduled Bank should

be kept valid for six more month than the validity of the Contract and extensions thereto. Alternatively the successful bidder can submit the Performance Security in the form of Demand Draft or Bankers Cheque for the amount mentioned above. Performance security in any form will be returned to the Contractor only after six months after the validity of the Contract and extensions if any.

- 18.2 In the event of Bidder's failure to discharge their obligations under the Contract, the Performance Security shall be forfeited in part or full without any further reference to the Bidder.
- 18.3 The Performance Security shall be denominated in the currency of the contract and shall be in the form of a Bank Guarantee or Bank Draft.
- 18.4 The Bank Guarantee will have to be given from the Scheduled Bank on non judicial stamp papers of requisite value, as per the Indian Stamp Act, and stamp papers should be in the name of the issuing bank.
- 18.5 The Bank Guarantee issued by the Bank amongst others must contain the following particulars of the Bank :
- (a) Full Address
  - (b) Branch Code
  - (c) Code Nos. of the authorized signatory with full name and designation
  - (d) Phone Nos./Fax Nos./E-mail address
- 18.6 In case, the Performance Security in the form of a Bank Guarantee is found to be not genuine or issued by a fake banker or issued under the signatures of fake official of the Bank, the LOA/Contract issued/placed on the Contractor shall be treated as cancelled forthwith and the bidder shall be debarred from participating in future tenders. Further, the Bid Security submitted by such Contractor shall be invoked without any further reference.
- 18.7 The Bank Guarantee shall be enforceable at NOIDA/DELHI or as specified in the Tender/Contract.
- 18.8 Performance Security amount will not accrue any interest.

**19.0 RETENTION MONEY (N/A for this tender) :**

A Retention Money equivalent to 7.5 % of each running account bill will be deducted till final completion of the Contract. This amount will be released to the Contractor along with the Performance Security i.e. after 6(six) months but within 7(seven) months from Completion of the Contract period. Retention Money will not accrue any interest.

**20.0 LIQUIDATED DAMAGES :**

The Contractor shall mobilize their personnel and equipment within the specified time for commencement/completion of services as mentioned in the notice of award

of contract. In the event of the Contractor's default in timely commencement/ completion of services within the stipulated time, the Contractor shall be liable to pay Liquidated Damages at the rate of 0.5% (half percent) of the total evaluated value of the Contract per week or part thereof of delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the stipulated date of commencement/ completion as defined in the notice of award of the contract. Company may without prejudice to any other right or remedy available to it to recover damages for breach of contract, recover the liquidated damages as above from the Contractor. This is an agreed genuine pre-estimate of damages duly agreed by the parties.

The Company also reserves the right to cancel the contract without any compensation whatsoever in case of failure to commence services within the stipulated date.

## **21.0 FORCE MAJEURE:**

21.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (within maximum one week), after the occurrence of the cause relied on then the obligations of the party giving such notice with proper documentary evidence so far as they are affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

21.2 The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning, Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Government regulations etc., which are not within the control of the party claiming suspension of its obligations within the meaning of the above Clause 21.1 and which renders performance of the contract by the said party completely impossible.

22.0 The contract arising out of this tender shall be interpreted in accordance with and governed by the laws of India. The personnel employed by the contractor shall be the sole responsibility and liability of the contractor and also expenses in connection with their employment shall be borne by the contractor. Oil India Ltd shall not bear any responsibility or have liability whatsoever arising out of this contract, including the liability under the Workmen's Compensation Act or any other Act (s) applicable. The Contractor shall comply with provisions of various labour laws enacted by the Central / State Government, as amended from time to time. All statutory requirements / obligations there under, as may be applicable to the contract labour, will have to be adhered to by the contractor and any failure on his part on this account shall be responsibility of the contractor. The contractor will abide by rules, regulations, by-laws and statues, imposed by the Government and other local authorities etc. The Contractor has to ensure that the payment of wages / salaries / allowances / overtime etc shall be subject to the minimum wage rates notified by the State Govt. from time to time. The payment of wages shall be made directly by the contractor to his staff and not through thekedars or any other party or person. No amount shall be deducted from the wages of the workmen by way of commission of any nature whatsoever, except for statutory deductions. Any financial liability on account of non-

observance/no-compliance of any statutory requirement shall be responsibility of contractor. The contractor shall keep Oil India Ltd indemnified for any claims/ damages / disputes that may arise under any provision of law at any point of time during the currency of the contract or thereafter for the relevant period.

**23.0 ARBITRATION:**

All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this Tender and consequent Contract or the breach thereof shall be mutually settled. However, in case no such mutual settlement is arrived at, the matter shall be settled by arbitration in accordance with the provision of arbitration of the Indian Arbitration & Conciliation Act, 1996 and any statutory modification or re-enactment thereof and the Rules made there under and for the time being in force. The venue of arbitration shall be at NOIDA/DELHI unless otherwise agreed by OIL.

**24.0 FURNISHING FRAUDULENT INFORMATION / DOCUMENT:**

If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the Bid Security / Performance Security shall be forfeited and the bidder / contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

\*\*\*\*\*

### **Scope of work**

The scope of work under this tender is to make a documentary film on OIL's Environmental initiatives with a duration 12 – 15 minutes. Targeted audience all stakeholders of OIL including press and public. The proposed documentary will be named "The Circle of Life – Oil India Limited and Environment" (or as decided by the OIL nodal committee) to narrate OIL's numerous initiatives covering all aspects of environment i.e. conserve, renew, mitigate and connect. The documentary film will have to be narrated by a professional voice artist in Hindi and English. The party has to perform as per directive of OIL's nodal officer.

The party has to prepare and get approval of the final script outline from OIL. In case OIL takes more than 3 days to confirm the script outline the additional days will not be considered to the party's account. Once the script outline is finalized the shoot schedule has to be submitted by the party for approval of OIL. The editing and the post production has to be done in co – ordination with the nodal officer of OIL. After finalization of editing, key deliverables will have to be submitted by the party on or before contractual period.

The Documentary film to narrate OIL's numerous Environmental Initiatives in OIL's operational areas covering OIL's Rajasthan Project, Corporate Office, Duliajan Field areas and Narangi Pipeline Head Quarters. Time/ duration of coverage will be as per directives of OIL's Nodal Person.

#####

**BIDDING FORMAT & SCHEDULE OF RATES**

Sl. No.	Description	Amount (in Indian Rupees.)	
		Figures	Words
1	Making a documentary Film to narrate OIL's numerous Environmental Initiatives with duration 12 – 15 minutes covering Rajasthan Project, Corporate Office NOIDA, Duliajan Field area and Pipeline Head Quarters of OIL as per advice of Nodal Officer of OIL. The deliverables and quality of the film to be approved by OIL and comply the terms and conditions specifications mentioned in this tender.		
Taxes, if any			
<b>Total Lumsum fee (including OPE and all Taxes)</b>			

**NOTES:**

1. Total Lumsum Fee should be inclusive of all taxes and duties (Indian and foreign taxes) arising out of this assignment (including service tax and education cess on service tax). OIL shall pay the amount after deducting the withholding taxes, etc. as applicable under the provisions of the Indian Income tax and rules made there under and other applicable laws including foreign tax laws.
2. Bidder has to mention the **applicable rate of Service Tax** (including education cess on Service Tax). Total amount of Service Tax will be paid by OIL to the Contractor (against bill) or Service Tax authority directly as per the provision of applicable laws at the time of payment.
3. **Out of Pocket Expenses:** The lump-sum fee quoted above should include all out-of-pocket expenses (OPE) relating to this assignment for all travels, boarding & lodging, transportation & dearness allowance (DA), etc.
4. No payment other than the above quoted rates will be paid to the Contractor.

\*\*\*\*\*

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

Dear Sir,

Sub : Your Enquiry No.....

For .....

Mr. /Ms.. ..... has been authorised to be present at the  
time of opening of the above Enquiry due on .....  
At NOIDA on my/our behalf.

Yours faithfully,

(Name)  
Designation  
Stamp / Seal

\*\*\*\*\*



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

To : Group General Manager (C & P)

**OIL INDIA LIMITED**

Plot No. 19

Sector-16 A,

NOIDA-201 301

Fax No. 91-120-2488327

WHEREAS, (Name of Bidder)\_\_\_\_\_ (hereinafter called "the Bidder") has submitted his bid dated (Date) \_\_\_\_\_ for the provision of certain oilfield services (hereinafter called "the Bid").

WE KNOW ALL MEN by these presents that We (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto Oil India Ltd (hereinafter called "Company" in the sum of (\_\_\_\_\_) \* for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the Bank this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

**THE CONDITIONS of this obligation are:**

- (1) If the Bidder withdraws his Bid during the period of bid validity specified by the bidder**
- (2) If the Bidder, having been notified of the acceptance of his Bid by the Company during the period of Bid validity:**
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders ;**
  - or**
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.**
- (3) If the Bidder furnished fraudulent document/information in their bid.**

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

This guarantee will remain in force up-to and including the date (date of expiry of bank guarantee should be minimum 30 days beyond the validity of the bid) any demands in respect thereof should not reach the bank not later than the above date.

-----  
\* The bank should insert the amount of guarantee in words and figures

Date :

Signature of issuing authority of Bank with  
designation seal and seal of the bank.

\*\*\*\*\*

ANNEXURE-VI

**PERFORMANCE BANK GUARANTEE**

Oil India Limited,  
Plot No. 19, Sector 16A  
NOIDA-201301  
Attn: Group General Manager (Contracts & Purchase)

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

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

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

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

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

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Date: .....

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

#####