

**MATTER OF ADVERTISEMENT**  
**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**KG BASIN PROJECT, KAKINADA**

OIL INDIA LIMITED (OIL), KG Basin Project invites bids through its e-procurement portal: "<https://etender.srm.oilindia.in/irj/portal>" from experienced indigenous Contractors / Bidders for: **(1) e-Tender No. CEI5108P15** for 'Hiring of skilled & unskilled manpower for Office premises' and **(2) e-Tender No. CEI5109P15** for 'Hiring of skilled, semi-skilled & unskilled manpower for Guest House'. For Detailed requirement, Tender fee, EMD, Tender collection date, Tender closing/opening date etc., please visit OIL's website: [www.oil-india.com](http://www.oil-india.com).

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**ऑयल इंडिया लिमिटेड**  
 ( भारत सरकार का उद्योग ) पंजीकृत कार्यालय: दुर्गाचरण, अमरा  
**Oil India Limited**  
 (A Government of India Enterprise) Registered Office: Durjagar, Amara

**KG Basin Project**  
 #Door No.11-4-7,  
 Nookamma Temple Street,  
 Ramaraopet,  
 KAKINADA-533004, A.P.  
 Phone (O) 0884-2302176  
 FAX: 91-884-2352383  
 Email: kgbasin@oilindia.in

### **FORWARDING LETTER**

To,

M/s. ....

.....

.....

Dear Sir/Madam,

**Sub: OIL's TENDER No. CEI5108P15 FOR HIRING OF SKILLED & UNSKILLED MANPOWER FOR OFFICE PREMISES AT KG BASIN PROJECT, KAKINADA, ANDHRA PRADESH.**

OIL INDIA LIMITED a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites ON-LINE BIDS from experienced and established firms / contractors meeting the requisite criteria for the subject work under **SINGLE STAGE COMPOSITE BID System** through its e-Procurement site: <https://etender.srm.oilindia.in/irj/portal>.

For your ready reference, few salient points (covered in details in this Bid Document) are highlighted below:

(i)	Tender No.	CEI5108P15
(ii)	Type of Tender	Single Stage Composite Bid
(iii)	Sale of Tender Documents	<b><u>Within working hours from 05.11.2014 to 14.11.2014</u></b>  Application showing full address and e-mail address with Tender Fee (Non-refundable) of <b>Rs. 2,000.00</b> (PSU and SSI Units are exempted) through DD in favour of M/s. Oil India Limited and payable at Kakinada is to be sent to Head-

		Materials (KGB&BEP), Oil India Limited, 11-4-7, Nookamma Temple Street, Ramaraopeta, Kakinada – 533004. The envelope containing the application for participation should clearly indicate “Request for participation in Tender No. CEI 5108 P15” for easy identification and timely issue of tender document. In case of cash transfer towards procurement of tender document, details are - Bank: State Bank of India, Branch: PBB, Kakinada; Town: Kakinada; Account Name: Oil India Limited; Account No: 31060874558; IFSC Code: SBIN0004244.
(iv)	Bid Closing Date & Time	As per Online Tender
(v)	Bid Opening Date & Time	As per Online Tender
(vi)	Bid Opening Place	GGM (KGB&BEP), OIL INDIA LIMITED D.NO.11-4-7; 3RD FLOOR NOKALAMMA TEMPLE STREET RAMARAOPET, KAKINADA-533004, ANDHRA PRADESH
(vii)	Bid Validity	120 (one hundred twenty) days from bid closing date
(viii)	Bid Security Amount	Rs. 21,300.00
(ix)	Bid Security Validity	210 days from Bid Closing Date.
(x)	Amount of Performance Guarantee	7.5 % of Annualized Contract value.
(xi)	Validity of Performance Security	6 (six) months beyond the date of completion of Contract
(xii)	Duration of the Contract	2 (two) years.
(xiii)	Quantum of Liquidated Damage for Default in Timely Mobilization	1/2 % of estimated total Contract value for delay per week or part thereof subject to maximum of 7.5%
(xiv)	Bids to be addressed to	GGM (KGB & BEP), OIL INDIA LIMITED D.NO.11-4-7;3RD FLOOR NOKALAMMA TEMPLE STREET RAMARAOPET, KAKINADA-533004 ANDHRA PRADESH, INDIA

~~2.0 **Integrity Pact:**~~

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

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

To participate in OIL's E-procurement tender, bidders should have a legally valid Digital Signature Certificate as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). The digital signature should be of Class 3 digital certificate for the designated individual with organization name. **Bidders must have a valid User ID to access OIL e-Procurement site. Bidder shall request OIL through e-mail or fax or letter alongwith the cost of bid documents for issue of the user ID for accessing the e-Tender. The user ID shall be issued to the eligible bidders on receipt of the requisite cost of bid document through e-mail. In case any bidder is exempted from paying the Tender Fee, the request letter should accompany the supporting documents for issue of the User ID on free of charge basis. Bidders, who do not have a user ID can click on Guest login button to view the available open tenders. The detailed guidelines are available in OIL's e-procurement site.** For any clarification in this regard, bidders may contact OIL.

4.0 **IMPORTANT NOTES:**

Please note that all tender forms and supporting documents are to be submitted on-line through OIL's E-Procurement site only except Earnest money/Bid Security deposited vide Demand Draft/Banker's Cheque/Bank Guarantee which is to be submitted manually in sealed envelope super scribed with tender no. and due date at the office of GGM (KGB & BEP), Oil India Limited, D. No. 11-4-7, Nookalamma Temple Street, Ramarao Peta, Kakinada-533004, Andhra Pradesh on or before the scheduled bid opening time and date, otherwise the Bid will be rejected.

Bidders may send their bid security by Registered Post or by Courier Services or drop in the Tender Box placed at the Office on or before the scheduled date of opening of tender. Company shall not be however responsible for any postal delay/transit loss. Timely delivery of the bid security is the responsibility of the Bidder.

A scanned copy of this document should also be uploaded online along with the un-priced Techno-commercial bid documents.

Bids without Bid Security in the manner specified above will be summarily rejected.

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

5.0 The tender is invited under SINGLE STAGE-COMPOSITE BID SYSTEM. The bidders shall have to submit both the "TECHNO-COMMERCIAL" and "PRICED" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Techno-commercial Bid should be as per Scope

of Work & Technical Specifications along with all technical related documents related to the tender and the same is to be uploaded in the **Technical RFX Response** Page. Details of prices as per “Price Bidding Format” can be uploaded as Attachment in the attachment link under **Notes and Attachments**’ tab in the main bidding engine of OIL’s e-Tender Portal.

6.0 OIL now looks forward to your active participation against the tender.

Thanking you.

Yours faithfully  
Oil India Limited

(B. Brahma)  
Purchase Officer  
For Head-Materials (KGB&BEP)  
For Group General Manager (KGB & BEP)

**PART-1**

**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.

**A. BIDDING DOCUMENTS**

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

(a) A forwarding letter highlighting the following points:

- (i) Oil India Limited's Tender No.
- (ii) Type of Bidding
- (iii) Cost of Bid Document
- (iv) Bid closing date and time.
- (v) Bid opening date & time
- (vi) Bid Opening Place
- (vii) Bid Validity
- (viii) Bid Security Amount
- (ix) Bid Security Validity
- (x) The amount of performance guarantee
- (xi) Validity of Performance Security
- (xii) Duration of Contract
- (xiii) Quantum of Liquidated Damage
- (xiv) Bids to be addressed to

- (b) Instructions to Bidders, (Part-1)
- (c) Bid Evaluation Criteria/Bid Rejection Criteria (BEC/BRC), (Part-2)
- (d) General Terms and Conditions, (Section-I)
- (e) Scope of work, (Section-II)
- (f) Special Conditions of Contract, (Section - III)
- (g) Price Bid Format, (Proforma-A)
- (h) Bid Form, (Proforma-B)
- (i) Certificate of compliance with respect to BRC, (Proforma-C)
- (j) Statement of non-compliance (except BRC), (Proforma-D)
- (k) Performance Security Form, (Proforma-E)
- (l) Contract Form, (Proforma-F)
- (m) Authorization for Attending Bid Opening, (Proforma-G)
- (n) ~~Integrity Pact, (Appendix I)~~

2.1 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Document or submission of a bid not substantially responsive to the Bid Document in every respect will be at the Bidder's risk & responsibility and may result in rejection of their bid.

**3.0 TRANSFERABILITY OF BID DOCUMENTS:**

3.1 Bid Documents are non-transferable.

3.2 Unsolicited offers will not be considered and will be rejected straightway.

**4.0 AMENDMENT OF BID DOCUMENTS:**

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

**B. PREPARATION OF BIDS**

5.0 LANGUAGE OF BIDS:

- 5.1 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 version which shall govern for the purpose of bid interpretation.

6.0 DOCUMENTS COMPRISING THE BID:

- 6.1 The bid submitted by the Bidder must be under Single Stage Composite Bid System and shall comprise of the following components:

**I. TECHNO-COMMERCIAL BID**

- (i) Documentary evidence in accordance with the Bid Rejection Criteria (BRC) as per Part-2.
- (ii) Statement of compliance with respect to BRC as per **Proforma-C**.
- (iii) Statement of non-compliance (except BRC) as per Proforma-D showing the list of deviation taken by the bidder except for the conditions under BRC.
- (iv) Scanned copy of the Bid Security.
- (v) ~~Integrity Pact digitally signed by the Bidder.~~

**II. COMMERCIAL (PRICED) BID**

- (i) Price Bid Format as provided in Proforma-A.
- (ii) Bid Form as provided in Proforma-B

7.0 BIDDING FORMAT:

- 7.1 The bidder shall complete the Bidding Format as provided vide Proforma-A.

8.0 BID PRICE:

- 8.1 Prices are to be quoted as per the Bidding format vide Proforma-A of the tender document. The rates quoted shall be per unit as specified in the Price Schedule and are to be quoted in figures only.

- 8.2 Price quoted by the Successful Bidder must remain firm during its performance of the Contract and is not subject to variation on any account.
- 8.3 The quoted rates must be inclusive of all taxes, license/other fees, or any other applicable Govt. levies. Any additional Govt. levies/taxes paid by the contractor due to subsequently enacted law of the Govt., Company will reimburse the same to the contractor against documentary evidence of payment.

9.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

- 9.1 These are listed in Bid Rejection Criteria vide Part-2.

10.0 PERIOD OF VALIDITY OF BIDS:

- 10.1 Bids shall remain valid for 120 days after the date of bid opening prescribed by the Company.
- 10.2 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 (or by Fax or E-mail).

**C. SUBMISSION AND OPENING OF BIDS:**

**11.0 FORMAT AND SIGNING OF BID:**

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

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

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

The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

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

- 11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company may sustain on account thereof. In addition to the above, Bid Security/



Performance Security (as the case may be) will be forfeited and the party shall be debarred for a period of 2(two) years.

- 11.3 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process will be rejected.

## **12.0 SUBMISSION OF BIDS**

- 12.1 The tender is processed under **Single stage – Composite bid system**. Bidder shall submit the Techno-commercial bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. The Technical Bid is to be submitted as per Terms of Reference / Technical Specifications of the bid documents and Priced Bid as per the Price Bid Format. The Techno-commercial Bid should be uploaded in the "**Technical RFX Response**" page only. Prices quoted as per Proforma-A should be uploaded as attachment in the attachment link under "Notes and Attachments" Tab. The price bid should not be submitted in physical form which shall not be considered. However, the following documents should necessarily be submitted in physical form in sealed envelope superscribing the "IFB No., Brief Description of services and Bid Closing / Opening date & Time along with the bidder's name and should be addressed to Group General Manager, KG Basin Project, Oil India Limited, D.No.11-4-7; 3rd Floor, Nookalamma Temple Street, Ramaraopeta, Kakinada-533004 as indicated in the IFB :

- (i) The Original Bid Security along with 2(two) copies.
- (ii) Any other document required to be submitted in original as per bid document requirement.

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

- 12.2 All the conditions of the Contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per Proforma-D of the bid document and the same should be uploaded along with the Techno-commercial Bid.
- 12.3 Timely delivery of the documents in physical form as stated in Para 12.1 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Opening Date and Time failing which bid shall be rejected. Company shall not be responsible for any postal delay / transit loss.
- 12.4 E-mail/Fax/Telex/Telegraphic / Telephonic offers will not be accepted.

## 13.0 DEADLINE FOR SUBMISSION OF BIDS:

**No bid can be submitted after the submission dead line is reached. Bids are to be submitted before the Bid Closing Date and Time mentioned in the e-Tender Portal.**

## 14.0 MODIFICATIONS AND CLARIFICATIONS OF BIDS:

14.1 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.

14.2 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.

15.0 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.

16.0 RETURN OF LATE BIDS:

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

17.0 OPENING OF TENDERS:

17.1 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 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.

17.2 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.

18.0 EVALUATION AND COMPARISON OF BIDS:

The Company will evaluate and compare the bids as per Bid Evaluation Criteria (Part-2) of the tender document.

**D. AWARD OF CONTRACT**

19.0 AWARD CRITERIA:

The Company will award the Contract to the Contractor 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.

20.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:

Company reserves the right to accept any bid and to reject any or all bids.

21.0 NOTIFICATION OF AWARD:

21.1 Prior to expiry of the period of bid validity or extended validity, the Company will notify the successful Bidder(s) in writing that his bid has been accepted.

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

22.0 SIGNING OF CONTRACT:

22.1 At the same time as the Company notifies the successful Bidder(s) that his Bid has been accepted, the Company will either invite the bidder(s) for signing of the agreement or send the Contract Form provided in the bidding document. The form will be accompanied by the General & Special Conditions of Contract, scope of works, schedules of rates and all other relevant documents.

22.2 Within 15 days of receipt of the final contract document, the successful Bidder shall sign and date the contract and return the same to the Company.

23.0 PERFORMANCE SECURITY:

23.1 Within 15 days of receipt of notification of award from the Company, the successful Bidder shall furnish the performance security for an amount specified in the Forwarding Letter in the Performance Security Form (form of Bank Guarantee in the format) as provided in the Bidding Document or demand draft or in any other form acceptable to the Company from a Bank located in India. The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill its obligations under the Contract.

23.2 The performance security specified above must be valid for six (06) months beyond the expiry date of the contract to cover any obligation and to lodge claim, if any. The same will be discharged by Company after the validity period of the performance security. In the event of extension of contract, subsequent to expiry of validity of the original contract period, Contractor shall have to enhance the value of the performance security to cover the contract value for the extended period and also to extend the validity of the performance security accordingly.

24.0 PAYMENT TERMS:

The bill shall be submitted in triplicate on monthly basis for payment. Payment shall be released within 30 days from the date of receipt of bill if found in order after deducting Income Tax or any other statutory deductions as applicable, penalty liquidated damage, if any, retention money etc.

While submitting monthly bills for payment, the contractor shall furnish an undertaking to the effect that all statutory provisions have been complied with including payment of minimum wages as per the Minimum Wages Act and deduction of PF and ESI (if applicable). He will also state that in case of any labour unrest or dispute or claim arising at any point of time due to non-implementation of any law, rules or regulations for the period, the responsibility shall solely be the contractor and they will resolve the dispute satisfactorily at their cost and risk without any liability on Oil India Ltd under the Workmen's Compensation Act or any other Act (s) applicable.

25.0 LIQUIDATED DAMAGES:

The Contractor shall mobilize their personnel and equipment within the specified time for commencement as mentioned in the notice of award of contract. In the event of the Contractor's default in timely commencement within the stipulated time, the Contractor shall be liable to pay Liquidated Damages at the rate of 0.5%

(half percent) of the evaluated value of the Contract for one year, per week or part thereof of delay subject to maximum of 7.5%. 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.

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.

**END OF PART-1**

**PART-2**

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

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

The bid shall conform generally to the specifications and terms and conditions given in the Tender Document. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the Scope of Work and Special Conditions of Contract. 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.**

1.1 The bidder should be registered with Labour Dept. of Government of Andhra Pradesh, holding a valid license under the latest Contract Labour (Regulation & Abolition) Act and should be having valid ESI, EPF Code No., Income-tax Account No., Service Tax No., etc.

1.2 The bidder shall have experience of executing SIMILAR nature of jobs in PSUs / Central Govt./ State Govt. Organizations or Enterprises or reputed private firms / companies during the last 7 (seven) years ending 30.06.2014, either of the following:

i) Three similar completed works each costing not less than Rs. 17.00 lakhs (Rupees Seventeen lakhs).

OR

ii) Two similar completed works each costing not less than Rs. 22.0 lakhs (Rupees Twenty-two lakhs).

OR

iii) One similar completed work costing not less than Rs. 34.00 lakhs (Rupees Thirty-four lakhs).

Note: "SIMILAR" nature of job means Handling Services of Skilled and unskilled manpower at office/warehouse.

1.3 Average Annual Financial Turnover as per Audited Annual Reports for the last three accounting years should be at least Rs. 13.00 lakhs (Rupees Thirteen lakhs).

1.4 Bidders should furnish adequate documentary evidence proof (as specified below) in support of experience and turnover as mentioned above.

A) For proof of Annual turnover, attested copies of the following documents should be submitted along with the bid:

i) A certificate issued by a practicing Chartered/ Cost Accountants' Firm, certifying the Annual Turnover and nature of business, and

ii) Audited Balance Sheet and Profit and Loss account.

- B) For proof of requisite Experience, bidder should submit the following copies of documents along with the bid:
- (i) Photocopy of Contract document or work order document showing details of work, and
  - (ii) Completion Certificate of services provided against the awarded contract.
- 1.5 Bidders must quote/submit their offer in accordance with Proforma-A. Bids received in any other form will be rejected.
- 1.6 Bids with inadequate validity will be rejected.
- 1.7 Any Bid containing a false statement shall be rejected.
- 1.8 Any Bid received by Company after the deadline for submission of Bids prescribed herein in any form will be rejected.
- 1.9 The rates quoted by Bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provisions of the contract. Bids with adjustable price terms will be rejected.
- 1.10 There must be no exception to the following Clauses including sub-clauses, as applicable, otherwise the Bid will be rejected.
- Performance Security Deposit Clause
  - Tax liabilities Clause
  - Force Majeure Clause
  - Termination Clause
  - Arbitration Clause
  - Liquidated Damage Clause
- 1.11 No deviation or exception will be accepted in the clauses covered under BRC/BEC.
- 1.12 Offers received in any form other than as described in this tender document will be rejected.
- 1.13 Conditional offers will be rejected.
- 1.14 To determine the substantial compliance of a Bid, Company reserves the right to ask the Bidder for clarification of clauses covered by the BRC/BEC. Such clarifications to ensure compliance with the BRC/BEC clauses must be received on or before the deadline given by Company or the Bid 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.

## **2.0 BID EVALUATION CRITERIA (BEC)**

- 2.1 Bids will be technically evaluated on the basis of the requirements of the tender. The bid should meet the requirements and specifications in the Bid Document.
- 2.2 Bids conforming to the specifications with required experience criteria, the terms and conditions stipulated in the tender and conforming with the Bid Rejection Criteria will be evaluated to determine the lowest bidder.
- 2.3 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of the percentage (%) of service charge (on the minimum wages

payable to the Contractor for deployment of personnel against the proposed Contract) quoted by the bidder. The bidder quoting the lowest percentage of service charge will be considered as successful.

- 2.4 The bidders must quote the **Service Charge** in percentage terms on total value of man-months and OT values only, **where the lower ceiling of the same is fixed as 5%(Five Percent) and the upper ceiling is fixed as 10%(Ten Percent). The percentage value up to two decimal points will only be considered. The bidder quoting below 5% and above 10 % will be summarily rejected.**
- 2.5 In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.

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**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 **"HIRING OF SKILLED & UNSKILLED MANPOWER FOR OFFICE PREMISES AT KG BASIN PROJECT, KAKINADA, ANDHRA PRADESH."** 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 'Operating Area' means the complete area within the compounds of Company's office premises, Guest House and other Company owned and leased accommodations in Kakinada, Andhra Pradesh.
- 1.6 'Site' means the land and other places, on, under, in or through which the works are to be executed by the Contractor and any other land and places provided by the Company for working space or any other purpose as designated hereinafter as forming part of the Site.
- 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 'Company's Items' means the equipment, materials and services which are to be provided by Company/Contractor at the expense of Company.
- 1.9 'Contractor's Items' means the equipment, materials and services which are to be provided by Contractor/Company at the expense of the Contractor.
- 1.10 'Commencement Date' means the date on which the Contractor starts work as per the scope of work of the Contract.
- 1.11 'Contractor's personnel' means the personnel as required to be provided by Contractor from time to time for execution of this contract.
- 1.12 '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 EFFECTIVE DATE AND DURATION OF CONTRACT:

- 2.1 The Contract shall become effective as of the date the company notifies the successful bidder(s) that they have been awarded the Contract from and it shall remain in force for a period of two years from the date of commencement.



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 authorized 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 and 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 Work.
- 4.3 Except as otherwise provided in the Terms of Reference/Scope of Work and the special conditions of contract, Contractor shall provide experienced and physically fit personnel as required to perform the work.
- 4.4 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.
- 4.5 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.
- 4.6 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 personnel access, subject to normal security and safety procedures, to all areas of Company as required for orderly performance of the work.
- 6.0 PAYMENT TERMS
- As defined under para 24.0 of Part – I.
- 7.0 LIQUIDATED DAMAGE:
- As defined under para 25.0 of Part – I.
- 8.0 TAXES AND DUTIES
- 8.1 All taxes whether Corporate or Personnel or any other tax excluding Service Tax will have to be borne by the Contractor. The Contractor will assume all responsibilities in this regard. However, the Company will deduct income tax at source as per Indian Income Tax Act and other taxes as applicable under law.
- 8.2 The Company will not bear any responsibility nor reimburse any amount in case of duties/taxes actually levied exceeds those taken into account by the Contractor for preparation of priced bid. Nothing in this contract shall relieve the Contractor from its responsibility to pay any tax/duty that may be levied on profits made by him in respect of the contract. The Contractor shall comply with Indian Income Tax Acts, Rules and Labour Laws framed by Central or State Government from time to time.
- 8.3 Duties and taxes on purchases made by contractor shall entirely be borne by the Contractor. The Company will not bear any responsibility on such purchases.
- 8.4 Tax levied as per the provisions of tax rules on income derived under this contract will be to Contractor's account.
- 8.5 Taxes will be deducted at source from all payments released to the Contractor, at specified rates of income tax as per provisions of Indian Tax Act.
- 8.6 Contractor shall be responsible for and pay the personnel taxes, if any, for all the personnel deployed.
- 8.7 The Contractor shall furnish the Company, if and when called upon to do, the relevant statements of accounts or any other information pertaining to work done under this contract for submitting the same to Tax Authorities, on specific request by them. Contractor shall be responsible for preparing and filing relevant returns within the stipulated period as per the provisions of the Indian Income tax Act. Company will not assume any responsibility whatsoever towards consequences of non-compliance to above.
- 8.8 The Contractor will arrange tax audit by competent audit firm as per the provision of Indian Tax Laws and submit a copy of the tax audit report to the Company, if and when asked.
- 8.9 Corporate and personnel taxes on Contractor and their sub-contractor shall be the liabilities of the Contractor and Company shall not be responsible on this account.
- 8.10 All local taxes, levies and duties, sales tax, octroi, excise duty etc. on purchases/sales by the Contractor, its sub-contractor and agents shall be borne by the Contractor.

9.0 SUBSEQUENTLY ENACTED LAWS:

Subsequent to the date of issue of letter of intent/award of Contract, if there is a change in or enactment of any law or interpretation of existing law, which results in additional cost/reduction in cost to Contractor on account of the operation under the Contract, the Company/Contractor shall reimburse/pay Contractor/Company for such additional /reduced costs actually incurred.

10.0 USE OF COMPANY'S EQUIPMENT:

10.1 Contractor shall assume the risk of and shall be solely responsible for damage to and loss or destruction of materials and equipment or supplies furnished by Company. In case there is a loss or damage to the company's equipment for causes attributable to contractor, the contractor shall compensate the company.

11.0 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.

12.0 CONFIDENTIALITY:

12.1 Contractor agrees to be bound by professional secrecy and undertakes to keep confidential any information obtained during the conduct of services and to take all reasonable steps to ensure that Contractor's personnel likewise keep such information confidential.

12.2 This obligation shall be kept in force even after the termination date and until such information will be disclosed by Company.

13.0 NOTICES:

13.1 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:

**COMPANY**

OIL INDIA LIMITED  
KG BASIN PROJECT,  
D.NO. 11-4-7, 3<sup>RD</sup> FLOOR,  
NOOKALAMMA TEMPLE STREET  
RAMARAOPETA, KAKINADA-533004  
ANDHRA PRADESH  
FAX NO: (91) 884-2352383  
E-MAIL: kgbasin@oilindia.in

**CONTRACTOR**

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

14.0 HEADINGS:

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

**15.0 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.

**16.0 Force Majeure :**

16.1 In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligation 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 fax to, other party as soon as possible, after the occurrence of the clause relied on then the obligations of the party giving such notice so far as they are affected by such force majeure, shall be suspended during continuance of any inability so caused but for no longer period, and such as far as possible be remedied with all reasonable effort.

16.2 The term “Force Majeure” as used herein shall mean “Acts of God” including but not limited to landslides, lightning, earthquake, fires, storms, flood and washouts, strikes, lock-outs or other industrial blockades, insurrection, riots and Govt. Regulations whether of the kind herein enumerated or otherwise, which are not within the control of the party claiming suspension, and which renders performance of the Contract by the said party impossible.

**17.0 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).

**18.0 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 / Kakinada.

**19.0 Termination of the Contract:**

The Company reserves the right to terminate the contract at any time with one month notice in writing. In the event of termination of the Contract, OIL shall pay the Contractor for the work done up to the date of cancellation of the Contract.

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

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.

**21.0 Tax Liability:**

All statutory taxes/levies by the Central / State Govt. or other authority from time to time will be borne by the Contractor. Rates/Amounts under this agreement are inclusive of all taxes, royalty, sales tax, VAT etc. but exclusive of Service Tax. In respect of Royalty, the Contractor must submit to the Company - the proof of payment, Short-Term Permit (STP) within 15 days and N.O.C. / N.D.C. from the Mining department before payment of final bill. The rate of Royalty may vary from time to time as per Govt. directives and the same is binding on the Contractor.

**(END OF SECTION-I)**

**SECTION -II**

**SCOPE OF WORK**

**Scope of Services and minimum Job Knowledge/Qualification /Experience:**

- (A) Office Assistant/Receptionist/Warehouse Assistant/Lab Assistant:
- (i) Preparing documentation of all official letters.
  - (ii) Maintenance of all the files related to the office.
  - (iii) Handling Bank related tasks.
  - (iv) Maintenance of courier documents and handling of couriers.
  - (v) Maintenance of claims, reimbursement forms etc. for all the executives.
  - (vi) Handling few admin. responsibilities.
  - (vii) Handling of maintenance of computers in the office.
  - (viii) Taking care of gadgets related to the office.
  - (ix) Taking care of payments for all the bills related to the facility (like phone bills, electricity bills etc.)
  - (x) Any outside jobs related to office.
  - (xi) Preparing documentation of contract related matters.
  - (xii) Receiving and recording of letters received from outside.
  - (xiii) Should be minimum graduate preferably B.A/B.Com passed.
- (B) Office Boy/Sanitary Service:
- (i) To collect & deliver incoming and outgoing mail and radio messages.
  - (ii) To prepare & serve Tea/Coffee/eatables & serve water to the working group/visitors etc. as and when required.
  - (iii) Handling/filing of official papers.
  - (iv) Locking & Opening the office premises. Taking care of Company's property whenever required and as and when advised.
  - (v) To do stacking/storing of materials.
  - (vi) To work as helpers in Company owned vehicles.
  - (vii) Loading/unloading of materials to/from vehicles.
  - (viii) Issue material under supervision.
  - (ix) Keeping safety/security of Company properties.
  - (x) Maintaining of registers showing mileage of Company hired vehicles.
  - (xi) All other misc. jobs as and when advised.

**END OF SECTION -II**

**SECTION -III**

**SPECIAL CONDITIONS OF CONTRACT**

1. The unskilled man-power services shall be provided by the Contractor at the Company's office at Kakinada, Andhra Pradesh for various regular jobs at office and outside.
2. Duration of Contract: The Contract term shall be initially for a period of 2 (two) years. Based on satisfactory performance, the Contract term may be extended for a further period up to another two years at same rates, terms and conditions at the sole option of the Company.
3. The Contractor shall also be solely responsible for the payment of wages and/or dues to his employees.
4. The Contractor shall maintain a register for marking the attendance by the personnel deployed by him, which shall be checked/ verified by Company's representative regularly.
5. The Contractor and the persons employed by him shall not divulge to outsiders any information about the equipment(s) installed, divulge information about the employees of the Company as well as the activities of the Company.
6. The Contractor shall make payment of wages etc., to the employees deployed by him by First Week of every month, in the presence of the Company's official, so that there is no disruption on the performance of duties of the deployed persons.
7. The Contractor shall pay wages and maintain deployment pattern/working hours of his employees as per the prevailing Minimum Wages Act/statutory rules. It shall be the responsibility of the Contractor to ensure payment of at least the minimum wages applicable at the place/area of his deployment as per the minimum wages Act.
8. The Contractor shall furnish a list of personnel deployed by the Contractor against the Contract detailing their names, age, qualification, present and permanent address etc.
9. Deployment of any fresh staff in replacement should be only with the prior permission of the Company.
10. The Contractor shall fully comply with all the applicable laws, rules and regulations relating to EPF Act including the payment of PF contributions, payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labor (Regulation & Abolition) Act relating to certificates of registration, relating to license, relating to issue of employment card and relating to annual returns of the principal employer, Essential Commodities Act, Migrant Labor Act and/or such other Acts or Laws or regulations passed by the Central, State, Municipal and Local Government agency or authority, including TDS as per IT Act, and any other act as may be relevant as applicable to him from time to time. The Contractor should get the requisite clearances by the State Government Authority, wherever required.
11. The Contractor shall be solely responsible for all the claims of his employees and the employees of the Contractor shall not make any claim whatsoever against the Company.


12. The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The Contractor shall be responsible for maintaining record pertaining to payment of Wages Act and also for depositing the PF/ESI contributions with authority's concerned and providing proof to the Company.
13. The payments to the staff employed by the Contractor to provide skilled and unskilled man power to the Company should be done in the presence of the Company's authorized representative. Further, the Contractor shall maintain all the statutory documents required to be maintained with the principal employer, with the Company.
14. The Contractor or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined in the Contract and shall not act in any manner as to cause any nuisance or annoyance to the Company.
15. The Contractor or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the Contract.
16. The Contractor or his nominee shall ensure his presence at Company's office at a short notice when required.
17. The Contractor shall engage personnel who are medically fit. They should be free from all infections/diseases. The Contractor shall get his employees medically examined before deploying them against the Contract and once in a year arrange for medical check-up of the personnel and submit medical fitness certificate to the Company.
18. The Rates Mentioned by us are taken from the circular issued by Ministry of Labor and Employment Central Government and Ratified by RLC (CENTRAL) Hyderabad.
19. The Contractor has to deploy the Personnel as Selected by the Company.
20. It shall be the duty of the Contractor to remove all the persons deployed by him on termination of the Contract for whatsoever reason and ensure that no person creates any disruption/hindrance/problem of any nature to the Company.
21. The service provider has to submit an undertaking that he will not pay less wages to his employees than what he is getting from the principal employer within first week of month.
22. The Successful tenderer is required to submit Documents of any Evidence as proof of payment of PF,ESI, for laborers engaged in the preceding month along with the current billing Month.
23. The personnel deployed by Contractor must follow the instructions of Company's representative located at office.
24. The contractor shall deploy personnel conforming to the requirement.
25. Personnel deployed at office shall adhere to the instructions issued by the Company from time to time.

**(END OF SECTION - III)**



**PROFORMA-A****PRICE BID FORMAT**

**The bidders are required to quote their Percentage of Service Charge excluding applicable Service Tax in the form of percentage in the following Format:**

<b>Sl. No.</b>	<b>Description of Personnel</b>	<b>Qty.</b>	<b>UOM</b>	<b>Rate (Rs.)</b>	<b>Total Amount for 2 Years (Rs.)</b>
1	Office Assistant with outside job (2 Nos.)	48	MON	17,000.00	8,16,000.00
2	Office Assistant (3 Nos.)	72	MON	15,000.00	10,80,000.00
3	Receptionist (1 No.)	24	MON	13,000.00	3,12,000.00
4	Office Boy with outdoor service (2 Nos.)	48	MON	10,000.00	4,80,000.00
5	Office Boy (1 No.)	24	MON	8,500.00	2,04,000.00
6	Warehouse Assistant (1 No.)	24	MON	15,000.00	3,60,000.00
7	Lab Assistant (1 No.)	24	MON	12,000.00	2,88,000.00
8	Sanitary Service (1 No.)	24	MON	8,000.00	1,92,000.00
9	Overtime beyond 8 hrs. ( for Sl. Nos.1, 2, 3, 6 & 7)	18,144.00	HR	26.00	4,71,744.00
10	Overtime beyond 8 hrs. (for Sl. Nos. 4, 5 & 8)	3,000.00	HR	17.50	52,500.00
<b>Total Estimated Wages for 2 Years</b>					<b>42,56,244.00</b>
<b>Percentage of Service Charge excluding applicable Service Tax</b> <b>[BIDDERS ARE TO ENTER THE % HERE]</b> 					
<b>Total Estimated Value of Contract excluding Service Tax</b>					

**Notes:**

- a) The quoted Service Charge (in percentage on prevailing minimum wages exclusive of PF, ESI, Bonus etc.) will remain firm and free from any escalation during the entire period of the Contract. It includes charges towards all the services under the terms of reference/scope of work of the tender including and not limited to maintenance of the Contractor's Personnel, their uniform, equipments, out of pocket expenses, conveyance etc. and all applicable statutory taxes and duties. **However, the applicable Service Tax shall be payable extra by the Company.**
- b) The Wages shown above have been fixed by OIL and the same will only be considered during actual execution of the Contract.
- c) The Contractor will be paid against services provided by them as per the Scope of Work of the Contract as under:
  - i) Service Charge (in percentage on prevailing minimum wages exclusive of PF, ESI, Bonus etc.).
  - ii) Amount equivalent to Wages for each person deployed by the Contractor against the Contract.

- iii) Amount equivalent to PF, ESI, Bonus etc. for each person deployed by the Contractor against the Contract as per prevailing statutory guidelines of the Govt. shall be reimbursed to the Contractor on submission of documentary evidence as proof of payment of PF, ESI, for labourers engaged in the preceding month along with the current billing Month.
- d) The bidders must quote the **Service Charge** in percentage terms on total value of man-months and OT values only, **where the lower ceiling of the same is fixed as 5%(Five Percent) and the upper ceiling is fixed as 10%(Ten Percent). The percentage value up to two decimal points will only be considered. The bidder quoting below 5% and above 10 % will be summarily rejected.**
- e) The personnel as selected by OIL have to be deployed by Contractor and payment will be made as per actual deployment only.
- f) In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.

**Signature of the authorised person:** \_\_\_\_\_

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

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

**Seal of the bidder/contractor:** \_\_\_\_\_

**PROFORMA - B**

**BID FORM**

**To  
G.G.M. (KGB & BEP)  
Oil India Limited,  
Door. No. 11-4-7 (3<sup>rd</sup> Floor)  
Nookamma Temple Street  
Kakinada - 533004  
Andhra Pradesh  
India**

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

Gentlemen,

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

We undertake, if our Bid is accepted, to commence the work within ( ) days calculated from the date of award of Contract.

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

We agree to abide by this Bid for a period of 120 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 \_\_\_\_\_ 2014.

**Signature of the authorised person:** \_\_\_\_\_

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

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

**Seal of the bidder/contractor:** \_\_\_\_\_

**CERTIFICATE OF COMPLIANCE WITH RESPECT TO BRC**

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

**Signature of the authorised person:** \_\_\_\_\_

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

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

**Seal of the bidder/contractor:** \_\_\_\_\_

**PROFORMA – D****STATEMENT OF NON-COMPLIANCE**

<b>SECTION NO.</b>	<b>CLAUSE NO./ SUB-CLAUSE NO.</b>	<b>COMPLIANCE / NON-COMPLIANCE -</b>	<b>REMARKS</b>

**Signature of the authorised person:** \_\_\_\_\_**Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_**Seal of the bidder/contractor:** \_\_\_\_\_

**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 techno-commercial bids. If the proforma is left blank or not submitted, then it would be construed that the bidder has not taken any exception/deviation to the terms and conditions of the bid document.

**FORM OF PERFORMANCE BANK GUARANTEE**

**To: G.G.M. (KGB & BEP)  
Oil India Limited,  
Door. No. 11-4-7 (3<sup>rd</sup> Floor)  
Nookamma Temple Street  
Kakinada - 533004  
Andhra Pradesh  
India**

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 (name and address of the bank) \_\_\_\_\_ (hereinafter called "the Bank") 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 also agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by the OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the Bank.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed there under or of any of the Contract documents which may be made between you and the 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 the Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_  
Date..... Place \_\_\_\_\_

**CONTRACT FORM**

This contract is made on \_\_\_\_\_ day of \_\_\_\_\_ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor), hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part.

WHEREAS, the Company desires that Services \_\_\_\_\_ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires.

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and equipment, material etc. in good working order and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per **Section- II** attached herewith for this purpose.

WHEREAS, Company issued a firm Letter of Award No. \_\_\_\_\_ based on Offer No. \_\_\_\_\_ submitted by the Contractor against Company's Tender No. \_\_\_\_\_.

WHEREAS, Contractor has accepted Company's Letter of Award vide their letter no. \_\_\_\_\_.

All these aforesaid documents shall be deemed to form and be read and construed as part of this Contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Award and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter contained, it is hereby agreed as follows -

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract referred to.
2. In addition to documents hereinabove, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:
  - (a) Section-I indicating the General Terms & Conditions of Contract,
  - (b) Section-II indicating the Scope of Work,
  - (c) Section-III indicating Special Conditions of Contract
  - (c) Proforma-A indicating the Schedule of rates.
3. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.

4. The Company hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this contract at Kakinada, Andhra Pradesh, India as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.



**AUTHORISATION FOR ATTENDING BID OPENING**

TO

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

Group General Manager (KGB&BEP),  
OIL INDIA LIMITED,  
D.NO.11-4-7; 3RD FLOOR  
NOKALAMMA TEMPLE STREET  
RAMARAOPET, KAKINADA-533004  
Andhra Pradesh, India  
Sir,

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

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

Yours Faithfully,

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

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

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

**Seal of the Bidder/Contractor:**

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