

## **INVITATION FOR BIDS**

**e-Tender No: CLI 4720 P15 Dated: 28.08.2014.**

**Bid Closing Date: 26.09.2014**

OIL INDIA LIMITED (OIL), a Govt. of India Enterprise, invites competitive bids under Single Stage Two Bid System, from domestic bidders for Electrical maintenance/repair / installation jobs at OIL's residential premises, offices at Noida/Delhi for a period of two years with provision for extension by another one year at the same rates, terms and conditions, through its e-Procurement portal <https://etender.srm.oilindia.in/irj/portal>. Application showing full address and email address with Tender Fee (Non-refundable) of **Rs. 2,000.00** (exempted for PSU and SSI unit )through DD in favour of M/s. Oil India Limited and payable at Noida/Delhi is to be sent to **Chief Advisor(C&P), Oil India Limited, Plot No. 19, Sector-16A, NOIDA-201301(e-mail ID: [corp\\_c&p@oilindia.in](mailto:corp_c&p@oilindia.in)) only from 01.09.2014 to 19.09.2014**. The application along with the tender fee and e-mail ID must reach above office within the working hours as on 19.09.2014. The envelop containing the application for participation should clearly indicate 'Request for participation in e-Tender ' for easy identification and timely issue of authorization. No physical tender documents will be provided. On receipt of requisite tender fee, non transferable unique USER\_ID and initial PASSWORD will be communicated to the bidder (through e-mail) and will be allowed to participate in the tender through OIL's e-Procurement portal. Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has also been provided through OIL's web site [www.oil-india.com](http://www.oil-india.com).

Note: The USER ID & Password are unique/non-transferable and only one set of the same will be issued against one e-mail ID(one party).



**ऑयल इंडिया लिमिटेड**  
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्गापुर, असम  
**Oil India Limited**  
(A Government of India Enterprise) Registered Office: Durgapur, Assam

Plot No. 19, Sector 16A,  
Noida – 201301, U.P.  
Phone: 0120 - 2488333 to 2488347  
(EPABX)  
Fax: 0120 - 2488310  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)  
[corp\\_c&p@oilindia.in](mailto:corp_c&p@oilindia.in)

Web Site: [www.oil-india.com](http://www.oil-india.com)

## SECTION - I

### COVERING NOTE

**INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM FOR ENTERING INTO CONTRACT FOR MISCELLANEOUS ELECTRICAL REPAIR, MAINTENANCE AND INSTALLATION JOBS IN PERMANENT/TEMPORARY RESIDENTIAL PREMISES AND OIL'S OFFICE ESTABLISHMENTS AT NOIDA/DELHI.**

Oil India Limited (OIL), a Govt. of India Enterprise, invites quotations under Single Stage Two Bid System through its online e-procurement portal, from experienced and competent domestic bidders for entering into contracts for **MISCELLANEOUS ELECTRICAL REPAIR, MAINTENANCE AND INSTALLATION JOBS IN PERMANENT/TEMPORARY RESIDENTIAL PREMISES AND OIL'S OFFICE ESTABLISHMENTS AT NOIDA/DELHI.**

1.0 The bid document for the above comprises of the following Sections:

- SECTION-I: COVERING NOTE
- SECTION-II: INSTRUCTION TO BIDDERS
- SECTION-III: GENERAL TERMS AND CONDITIONS
- SECTION-IV: SPECIAL CONDITIONS OF CONTRACT
- SECTION-V: SCOPE OF WORK
- SECTION-VI: BIDDING INSTRUCTIONS.
- SECTION-VII: FORM OF BID SECURITY (BANK GUARANTEE)
- SECTION-VIII: FORM OF PERFORMANCE BANK GUARANTEE
- SECTION-IX : SAMPLE FORM OF AGREEMENT
- SECTION-X: BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)
- PROFORMA-I : STATEMENT OF COMPLIANCE
- PROFORMA-II : SPECIFICATION OF MATERIALS TO BE USED & APPROVED BRANDS
- APPENDIX-I : SCHEDULE OF RATES & QUANTITY .
- APPENDIX-II : BIDDING FORMAT.
- APPENDIX-III : GENERAL GUIDELINES TO BIDDERS FOR PARTICIPATION IN OIL'S E- PROCUREMENT TENDER.

2.0 You are requested to send your most competitive bid well before the scheduled Bid Closing date and time. For your ready reference, few salient points (covered in details in this Bid document) are high-lighted below:

- i) Tender No. : **CLI 4720 P15 Dated 28.08. 2014.**
- ii) Type of Bid : **Single Stage Two Bid System**
- iii) Tender Fee : Rs. 2000.00 (Non-refundable)  
[PSUs and SSI units are exempted]
- iv) Bid Closing Date & Time : As mentioned in the on-line tender.
- v) Bid Opening Date & Time : As mentioned in the on-line tender.
- vi) Address to send application for User-ID & Password : Office of Chief Advisor(Contracts& Purchase)  
OIL INDIA LIMITED  
Plot No. 19, Sector-16A,  
NOIDA 201 301, UTTAR PRADESH
- vii) Bid to be submitted : Through OIL's e-procurement portal  
<https://etender.srm.oilindia.in/irj/portal>
- viii) Bid Opening Place : Office of Chief Advisor(Contracts& Purchase)  
OIL INDIA LIMITED  
Plot No. 19, Sector-16A,  
NOIDA 201 301, UTTAR PRADESH
- ix) Bid Security Amount : Rs. 58,000.00 (non-interest bearing).

Original hard copy of Bid Security should reach the following office before Bid Closing date & time, otherwise Bid will be rejected.

Chief Advisor(Contracts& Purchase)  
Oil India Limited  
Plot No. 19, Sector-16A,  
NOIDA 201 301, UTTAR PRADESH

A scanned copy of this document should also be uploaded along with the Unpriced Bid documents.

- x) Amount of Performance Guarantee : 2.5% of the total contract value.
- xi) Retention Money : 7.5% on the running bills
- xii) Duration of Contract : 02(Two) years with provision for extension for another one year at the same rate, terms and conditions, at the option of OIL.

3.0 Bidders interested to participate in the e-Tender are required to submit an application and payment of non-refundable tender fee (PSU and SSI Units are exempted) as indicated above through crossed Demand Draft drawn in favour of Oil India Limited and made payable at NOIDA /New Delhi. Applications ( along with necessary tender fee), requesting issue of USER ID & PASSWORD against the tender will be accepted by OIL **till 19.09.2014 only**. The application and Tender Fee to be submitted to :

**Chief Advisor(C&P)**  
**Oil India Limited**  
**Plot No. 19, Sector-16A**  
**NOIDA – 30 201 (U.P)**

4. This tender is invited under **SINGLE STAGE TWO BID SYSTEM**. The bidders are required to submit their bids through electronic format in OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. Detailed Guidelines to bidders for participating in OIL's e-Procurement tenders are given in OIL website. Please ensure that **TECHNO-COMMERCIAL UN-PRICED BID / ALL TECHNICAL DOCUMENTS RELATED TO THE TENDER** are uploaded in the **Technical RFX Response** link only. **Please note that no price details should be uploaded in the Technical RFX Response link.** Details of prices as per Bid format / Price-bid can be uploaded as Attachment in the attachment link under **"Notes and Attachments"**. A screen shot in this regard is given below. However, we request bidders to go through OIL's e – Portal / Website before uploading their bids for updated information regarding participation requirements and procedure for OIL's e – tenders. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Section - X.

**Display RFX Response:**

Edit | Print Preview | **Technical RFX Response** | Close | Withdraw | View

RFX Response Number 60006452 RFX Number TEST2 Status Submitted  
RFX Owner WIPRO\_TEST1 Total Value 0.00 INR RFX Response Version Number 1

RFX Information | Items | **Notes and Attachments** | Conditions

Basic Data | Questions

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

Terms of Payment: 9010 90% against despatch+10% after receipt

Service and Delivery Information

Incoterms

and Statistics

Created By

Created By

Last Processed By

Last Processed By

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

Function	Number	Name	Valid from
The table does not contain any data			

**On "EDIT" Mode- The following screen will appear. Bidders are advised to Upload "Techno-Commercial Unpriced Bid" and "Priced Bid" in the places as indicated above:**

**Edit RFX Response:**

Submit | Read Only | Print Preview | Check | **Technical RFX Response** | Close | Save | Verify signature

RFX Response Number 60006452 RFX Number TEST2 Status Withdrawn Submission Deadline 13.04.2013 11:00:00 INDIA  
RFX Owner WIPRO\_TEST1 Total Value 0.00 INR RFX Response Version Number 2 RFX Version Number 5

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

▼ Notes

Add | Clear

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

▼ Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning | Delete | Create Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked
The table does not contain any data						

**Notes :**

- \* The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices.**
- \*\* The “Price bid” must contain the prices as per Bidding Format enclosed as Appendix-II and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SSIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SSIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.
- 5.1 The bid and all uploaded documents must be Digitally signed using “Class 3” digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 5.2 The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.
- 5.3 Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.
- 5.4 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.
- 6.0 Interested bidders may contact the following person to for any technical clarifications against the tender :  
Mr. D.C.Nath  
Superintending Engineer(Civil)  
OIL INDIA LIMITED,  
Plot No.19, Sector 16A,Noida.  
U.P.- 201301  
Mobile no. 08826086789
- 7.0 We now look forward to your valuable offer through OIL’s e–portal against the tender.
- 8.0 OIL reserves the right to reject any/all bids and cancel the tender without assigning any reason whatsoever.

Thanking you,

Yours faithfully,  
OIL INDIA LIMITED

( Mrs. A. Doley )  
Chief Manager Materials  
For Chief Advisor (Contract & Purchase)  
For Chairman & Managing Director

**( END OF SECTION –I )**

## **SECTION – II**

### **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) Covering Note (Section-I) 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 and time .
- (vi) Address to send application for User ID & Password
- (vii) Bid Opening place
- (viii) The amount of Bid Security.
- (x) The amount of Performance Security.
- (xi) The amount of Retention Money
- (xii) Duration of Contract.
- (b) Instructions to Bidders (Section -II)
- (c) General Terms & Conditions of Contract (Section -III)
- (d) Special Conditions of Contract (Section - IV)
- (e) Scope of Work (Section - V)
- (f) Bidding Instructions (Section - VI)
- (g) The Bid Security Form (Section - VII)
- (h) The Performance Security Form (Section - VIII)
- (i) Sample Form of Contract (Section - IX)
- (j) Bid Rejection Criteria /Bid Evaluation Criteria (BRC/BEC)-(Section - X)
- (k) PROFORMA-I : STATEMENT OF COMPLIANCE
- (l) PROFORMA-II : SPECIFICATION OF MATERIALS TO BE USED AND APPROVED BRANDS.
- (m) APPENDIX-I : SCHEDULE OF RATES.
- (n) APPENDIX-II : BIDDING FORMAT.
- (o) APPENDIX-III : GENERAL GUIDELINES TO BIDDERS FOR PARTICIPATION IN OIL'S E-PROCUREMENT TENDER.

- 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 AMENDMENT OF BIDDING DOCUMENTS:**

- 3.1 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 Document through an Addendum/Corrigendum.

- 3.2 The Addendum will be sent in writing or by Fax/E-mail/Courier/Post to all prospective Bidders to whom user ID & password had been issued by OIL. 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/Corrigendum into account in preparation of their bid or for any other reason.

**B. PREPARATION OF BIDS:**

4.0 LANGUAGE OF BIDS:

- 4.1 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.

5.0 **DOCUMENTS COMPRISING THE BID:**

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

**I. TECHNICAL BID**

- (i) Documentary evidence in accordance with Bid Rejection Criteria(BRC) as per Section-X.
- (ii) A scanned copy of the Bid Security in accordance with para 9.0 below should be uploaded along with the Unpriced bid document. Original hard copy of Bid Security should reach the office of Chief Advisor(Contract & Purchase), Noida before Bid Closing date & time.
- (iii) Statement of compliance as per **Proforma-I** of Section -X .

**II. COMMERCIAL (PRICED) BID**

Bidding Format is provided vide **Appendix-II** and to be filled up by the bidders as explained in Section-VI.

6.0 **BIDDING FORMAT :**

- 6.1 The bidder shall complete the Bidding Format as provided vide **Appendix-II**.

7.0 **BID PRICE :**

- 7.1 Price should be quoted on-line and filled in Bidding Format vide **Appendix-II** .Same should be uploaded as attachment to the Bid.

- 7.2 Price quoted by the successful bidder must remain firm during the currency of the Contract and is not subject to variation on any account.

- 7.3 All taxes and duties, corporate income taxes, and other levies payable by the Contractor under the Contract for which this Bid Document is being issued, shall be extra to the rates, prices and total Bid Price submitted by the bidder. All Taxes should be shown separately in the bidding format in Appendix-II. Evaluation and comparison of bids shall be made accordingly

8.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

8.1 These are listed in Bid Rejection Criteria vide Section – X.

9.0 **BID SECURITY:**

9.1 Pursuant to Para 5.0 above, the Bidder shall furnish as part of its bid, Bid Security in the amount as specified in the "Covering Note".

9.2 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to sub-para 9.7 below.

9.3 The Bid Security shall be denominated in the currency of the bid or another freely convertible currency, and shall be in the form of Demand Draft, Banker's Cheque or a bank guarantee issued by a scheduled Indian Bank or a foreign bank through its Indian branch in the form provided in the Bid Document and valid for 30 days beyond the validity of the bid. The bank guarantee should be so endorsed that it can be invoked at the issuing bank's branch located at Noida or alternatively at Delhi.

9.4 Any Bid not secured in accordance with above-mentioned subparagraphs 9.1 to 9.3 will be rejected by Company as non-responsive. However, Public Sector undertakings (central or state) and SSI units are exempted from submission of bid security. Parties registered with Government Departments are not exempted from submission of bid security against this tender.

9.5 Bid Security of unsuccessful bidders (Technically not qualified bidders) will be discharged and/or returned after opening of price bids of technically qualified bidders. For others, Bid security will be discharged after finalization of the tender.

9.6 Successful Bidder's Bid Security will be discharged upon the Bidder's signing of the contract and furnishing performance security as per the contract.

9.7 The Bid Security will be forfeited:

- (a) If any Bidder withdraws their bid within the bid validity period (including any subsequent extension) specified by the Bidder on the Bid Form, or
- (b) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.
- (c) If a Successful Bidder fails:
  - i) To sign the contract within reasonable time and within the period of bid validity, and /or,
  - ii) To furnish Performance Security.

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). A Bidder may refuse the request without forfeiting their Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid but shall arrange suitable validity extension of their bid security provided under para 9.0 above.



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

- 11.1 The bid and all uploaded documents must be Digitally signed using “Class 3” digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 11.2 The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.
- 11.2.1 Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.
- 11.2.1 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.
- 11.3 The bid should contain no interlineations, correcting fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person(s) signing the bid. Any bid not meeting this requirement shall be liable for rejection.

## C. **SUBMISSION OF BIDS:**

### 12.0 **UPLOADING OF BIDS IN THE SYSTEM :**

- 12.1 This tender is invited under **SINGLE STAGE TWO BID SYSTEM**. The bidders are required to submit their bids through electronic format in OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender. Detailed guidelines to bidders for participating in OIL’s e-procurement tenders are given in website. Please ensure that **TECHNO-COMMERCIAL UNPRICED BID /ALL TECHNICAL DOCUMENTS RELATED TO THE TENDER** are uploaded in **Technical RFX Response link** only. **Please note that no price details should be uploaded in Technical RFX Response link.** Details of prices as per Bid Format/Price-bid can be uploaded as Attachment in the attachment link under “**Notes and Attachments**”. A screen shot in this regard is given below. However, we request bidders to go through OIL’s e-procurement portal/Website before uploading their bids for updated information regarding participation requirements and procedures for OIL’s e-tenders. A screen shot in this regard is given in Para 5.0 of Section-I. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria mentioned in Section-X.
- 12.2 All the conditions of the contract to be placed with the successful bidder are given in various Sections of this document. Bidders are requested to state their compliance/ non-compliance to each clause as per **PROFORMA-I** of Section X. This should be a part of the Technical-bid.
- 12.3 Timely submission of the bids is the responsibility of the Bidders. Bidders should submit their bid on-line before Bid Closing date and time of the tender.
- 12.4 Bids other than submitted through OIL’s e-tender portal shall not be accepted.

### 13.0 **DEADLINE FOR SUBMISSION OF BIDS :**

- 13.1 **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 “Invitation for Bid” in the system.** The system time displayed on e-procurement web page shall decide the submission dead line.

14.0 **MODIFICATION OF BIDS :**

- 14.1 The Bidder, after submission of bid, may modify or withdraw its bid prior to bid closing, if considered inevitable.
- 14.2 No bid can be modified subsequent to the deadline for submission of bids. Post tender modification(s) of bid by any bidder within the period of its bid validity will lead to rejection of such offer and forfeiture of bidder's Bid Security in full. Such modification (s) may also call for debarment of the bidder.
- 14.3 Bidder can delete their original bid and upload again their correct/revised bids within the stipulated bid closing date and time. However, such corrections/ revisions/resubmission of bids including last minute decision by Bidders shall be solely on bidders' risk and responsibility. Company shall not assume any liability in this regard.

15.0 **WITHDRAWAL OF BIDS :** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the Bid document. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

16.0 **BID OPENING AND EVALUATION:**

- 16.1 Company will open the Bids, including submission(s) made pursuant to para 14.0, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Note. However, the Bidder's representative must produce an authorization letter from the bidder at the time of opening of tenders. Unless this letter is presented, the representative will not be allowed to attend the opening of tenders. Only one representative against each bid will be allowed to attend.
- 16.2 Bid (if any) which are withdrawn prior to bid closing date shall not be opened. On opening the remaining bids Company will examine them to determine whether the same are complete, requisite Bid Securities have been furnished, documents have been properly signed and the bids are generally in order.
- 16.3 At bid opening, Company will announce the Bidders' names, written notifications of bid modifications or withdrawal, if any, furnishing of requisite Bid Security , quoted prices and such other details as the Company may consider appropriate.
- 16.4 Company shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-para 16.2.
- 16.5 Prior to detailed evaluation, the Company will determine the substantial responsiveness of each bid to the Bidding Document. For purpose of these paragraphs, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document without material deviations. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 16.6 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 16.7 The Company may waive minor informality or nonconformity or irregularity on a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

16.8 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.

**17.0 OPENING OF PRICE BID:**

17.1 Company will open the Price Bids of the technically qualified bidders on a specific date in presence of interested technically qualified bidders. Bidders will be intimated about the Price Bid opening date in advance.

17.2 The Company will examine the Priced-bids to determine whether they are complete in all respect, any computational errors have been properly signed, and the bids are generally in order.

17.3 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price(that is obtained by multiplying unit price and quantity) ,the unit price shall prevail and the total price shall be corrected accordingly. If any bidder does not accept the correction of errors,his bid will be rejected.If there is a discrepancy between words,and figures,the amount in words will prevail.

**18.0 EVALUATION AND COMPARISON OF BIDS :**

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

**19.0 CONTACTING THE COMPANY :**

19.1 Except as otherwise provided in para 14.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide para 16.5.

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

**D. AWARD OF CONTRACT**

**20.0 AWARD CRITERIA:**

20.1 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.

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

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

**22.0 NOTIFICATION OF AWARD:**

22.1 Prior to expiry of the period of bid validity or extended validity, the Company will notify the successful Bidder(s) in writing by registered letter / courier or by fax (to be confirmed in writing by registered / courier letter) that his bid has been accepted.

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

**23.0 SIGNING OF CONTRACT:**

23.1 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.

23.2 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.

**24.0 PERFORMANCE SECURITY :**

24.1 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 Covering Note in the Performance Security Form (form of Bank Guarantee in the format) as provided in the Bidding Document or in any other form acceptable to the Company (demand draft) 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.

24.2 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.

24.3 Failure of the successful bidder to comply with the requirements of para 23.1 to 24.1 above shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event, the Company may award the contract to the next evaluated Bidder or call for new bid or negotiate with the next lowest bidder as the case may be.

**( END OF SECTION –I I )**

## **SECTION –III**

### **GENERAL TERMS AND CONDITIONS**

#### **1.0 DEFINITIONS:**

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

- 3.1 'Contract' means the terms and conditions contained in the document entitled **“MISCELLANEOUS ELECTRICAL REPAIR MAINTENANCE/ INSTALLATION JOBS IN PERMANENT/ TEMPORARY RESIDENTIAL PREMISES AND OIL’S OFFICE ESTABLISHMENTS AT NOIDA/DELHI** 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 activities required for the successful performance of the services described under this contract.
- 1.5 Here 'Operating Area' means all OIL’s office establishments at Noida/Delhi including residential complexes at these areas.
- 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.

#### **4.0 EFFECTIVE DATE AND DURATION OF CONTRACT :**

- 2.1 Duration of the Contract will be for a period of 2(Two) years with a provision of extension for another 1(One) year at the same rates, terms and conditions, at the option of OIL.
- 2.2 Jobs under the contract must be mobilized within 3 days from the date of receipt of intimation for the job. Separate work order will be issued for individual job.

3.0 **CONTRACTOR'S PERSONNEL :**

- 3.1 Contractor's Personnel - Contractor warrants that it shall provide all manpower for the necessary operations, supervision and execution of all works under this Contract to Company's satisfaction. The personnel to be deployed by the Contractor must be competent and sufficiently experienced to perform the works correctly and efficiently except where otherwise stated.
- 3.2 Except as otherwise hereinafter provided, the selection, replacement and remuneration of Contractor's personnel shall be determined by Contractor. Such employees shall be the employees solely of Contractor. Contractor shall ensure that its personnel will be competent and efficient.
- 3.3 Replacement of Contractor's Personnel- Contractor will immediately remove and replace any of the Contractor's personnel, who in the opinion of Company, is incompetent, or negligent or of unacceptable behaviour or whose employment is otherwise considered by Company to be undesirable.

4.0 **GENERAL OBLIGATIONS OF CONTRACTOR:**

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

5.0 **GENERAL OBLIGATIONS OF COMPANY:**

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

## 6.0 PAYMENT TERMS :

As defined under para 15.0 of Section – IV.

## 7.0 RETENTION MONEY :

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) months from Completion of the Contract period or any extension(s) thereof. Retention Money will not accrue any interest.

## 8.0 TAXES AND DUTIES:

8.1 All taxes whether Corporate or Personnel or any other tax including 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 the law. **Bidders should clearly mention all applicable Taxes including Service Tax separately in the Bidding Format enclosed vide Appendix-II** to the Bid document which will be added to their quoted price while evaluating their offers.

8.2 The Company will not bear any responsibility nor reimburse any amount in case of duties/taxes actually levied exceeds those taken in to 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 with respect to supply of manpower/sub-contractor or other contracts awarded to other parties.

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 Prior to start of operation under this contract, the Contractor shall furnish the Company all necessary documents, as asked for.

8.10 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.

8.11 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 **LIQUIDATED DAMAGES:**

The Contractor shall complete the work within the specified time of the written order to commence work. Separate work order will be issued for individual job. During the currency of the job, the work progress should be commensurate with the time elapsed. The Contractor shall be liable to pay the Company a liquidated damage at 0.5% per week or part thereof of the Contract price of the specific work for which delay in completion takes place subject to a maximum of 7.5% only.

**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  
PLOT NO. 19, SECTOR-16A,  
NOIDA – 201 301  
UTTAR PRADESH  
Fax No. 0120-2488327  
E-MAIL: corp\_c&p@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 **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.



**16.0 TERMINATION OF CONTRACT:**

The Company (OIL) reserves the right to terminate the contract, any time with one month notice in writing without assigning any reasons whatsoever. In the event of termination of the contract, OIL shall pay the contractor for the work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the contract. The valuation of the work done and the materials collected shall be estimated by the Company's engineer in presence of the contractor. The contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if contractor fails to turn up despite reasonable notice, which will be binding on the contractor.

**17.0 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.

**18.0 FORCE MAJEURE :**

24.1 In the event of either of the Parties being rendered unable wholly or in part by 'Force Majeure' to carry out its obligation required to be performed by them 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 stand 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.

24.2 The term 'Force Majeure' as used herein shall mean "Acts of God", including but not limited to land slides, lightning, earthquake, fires, storms, floods and washouts, strikes, lock-outs or other industrial blockades, riots, and Govt. Regulations whether of the kind herein enumerated or any other cause, whether of kind herein enumerated or otherwise which are not within the control of the Party claiming suspension of the contract and which renders performance of the contract by the said Party impossible.

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

**19.0 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).

**20.0 ARBITRATION :**

In the event of any disagreement, dispute arising out of execution of the Contract which cannot be

settle in an amicable manner between the successful bidder and Oil India Limited the matter shall be referred to Arbitration. Such arbitration shall be governed by the provisions of the Arbitration and Collection Act, 1996 of India as amended up – to – date or any statutory modification or re – enactment thereof for the time being in force. The venue of the Arbitration shall be Delhi / NOIDA.

**(END OF SECTION - III)**

## **SECTION –IV**

### **SPECIAL CONDITIONS**

This tender will be governed by the following Special conditions :

#### **1.0 PROCEDURE OF WORK :**

1.1 A complaint register shall be kept at the Residential Complex by the contractor in which officers / residents shall enter their complaints. Contractor's supervisors shall inspect the register daily and complaints shall be got attended on the same day or within stipulated period as directed by EIC. For complaints which cannot be attended immediately, the supervisor shall indicate likely date by which the complaints shall be attended. Against the same complaint, if the concerned engineer is not in agreement with the supervisor about the date by which the said complaint can be attended, he shall enter the new date against the complaint and the contractor shall be bound to attend the complaint by such date. Supervisor shall obtain signature of the official / residents of the flats/premises in the complaints register after attending the complaints wherever possible and also put up chalan in which signature of the residents / officials is must for the complaints attended, to the concerned engineers. Based on the chalans, contractor shall prepare and submit the bill along with the signed chalans for each work done, on the bill form to be made available by the department. The bill shall be passed for payment only after verification of the bill with chalans.

1.2 During execution of work, if a job or a complaint is encountered, the rate for which is not available in the contract, the same shall be paid as extra item and payment shall be made as per CPWD 2012 SOR or MRP only which one is lower. Proof of MRP is to be provided by the contractor.

1.3 During the execution of work, if any permission is required from local bodies, the same shall be obtained by the contractor without any extra cost. However, if any statutory payment (s) / fee (s) is/are required to be paid by the contractor, the same shall be reimbursed by OIL, on production of receipt / vouchers.

1.4 The contractor shall remove all the debris outside of the colony/premises up-to any distance without creating any nuisance to anyone and nothing extra will be paid on this account.

1.5 All the work shall be carried out in the best manner and wherever specifications for any item is not given, the relevant Bureau of Indian Standard Specifications shall be applicable.

#### **2.0 SPECIAL CONDITIONS:**

2.1 Bidders are required to visit the site of the work before he fill up his rates/percentage for submission, for the purpose of getting himself fully acquainted with the existing site conditions.

2.2 The quantities set out in the accepted schedule of rates against item of works quantified are the quantities estimated to be required for such works and they shall not be taken as the actual and correct quantities of the works to be executed by the contractor in fulfillment of the obligations under the contract.

2.3 Samples of all materials to be used in the work shall be first approved by the Engineer-in-Charge before actual use on the work. Detailed list of items to be used & their approved brands are enclosed in Proforma-II to the Bid document.

2.4 Items of work shown in the bill quantities deem to include all lead, lift of the materials unless otherwise provided in the latest CPWD specifications.

2.5 In respect of items of work or materials where no specifications are available in local CPWD specifications, the relevant ISI code will be applicable.

2.6 The contractor should have sufficient resources (manpower and equipment etc.) to carry out the jobs at more than one location/site simultaneously and shall have to carry-out the jobs immediately, as and when asked by the Engineer-in-Charge. The contractor shall carry out the work in stages wherever required, to cause minimum disturbance to the occupants.

2.7 The OIL reserves the right of fixing priority for one work over other and the contractor shall be required to execute the work as per priority fixed by the OIL or as per the instructions of EIC or his authorized representatives.

2.8 The Contractor shall arrange the materials required for day to day activities, in anticipation, for which sample shall be got approved in advance from Engineer In- Charge conforming to the specifications of respective item.

2.9 The Contractor should provide authorized identity card along with photograph duly attested to all workmen engaged for the job. List of personnel engaged by the contractor along with their permanent address and other details should be submitted to the concerned EIC before signing the formal agreement. The contractor shall inform in advance to the Company's engineer if he wishes to replace any person deployed by him. Details of new persons should be submitted to EIC for approval for deployment. No person shall be deployed by the contractor in execution of the contract without the approval of EIC in advance.

2.10 All employees of the Contractor must carry his valid identity card while visiting locations for carrying out the job.

2.11 The Contractor should provide the list of the Supervisor, Electrician / Technician and Helper/ Tradesmen in the following format with mobile number with photo copies of Supervisory Certificate of Competency/ Work man permit, Educational qualification and experience certificate from earlier employer/contractor before signing the formal agreement if the contract is awarded to the contractor.

2.12 The Contractor or the Supervisor shall collect all reports in different report sheets every day for different locations before commencement of work. All the reports to be processed in computer daily basis before and after carrying out the jobs. All the sorted report sheets shall be countersigned by Company's Supervisor/Engineer. The Contractor /Contractor's representative shall return the completed daily report sheets to the Company's Engineer/Supervisor on the following day except on Sundays. In such cases the computed report sheets should be given on the next working day.

2.13 Contractor personnel shall get the signature of the occupant or complainer after completion of the job in the report sheet.

2.14 Electrical supervisor will monitor and oversee a team of electricians who would provide technical guidance regarding the installation, maintenance and repair of electrical systems. The duties for electrical supervisor include making schedules, assigning work to employees. The supervisor ensure the proper maintenance of equipment, compliance with electrical codes and adherence to safety regulations.

2.15 The employees of the Contractor must to maintain decorum while entering a house for carrying out jobs. In no case any of his team members shall enter into any argument or dispute with the occupant of the house or any person.

2.16 The Contractor must ensure that the personnel engaged by him are of good character and integrity. If any contractor's person is found to misbehave with the occupants, the contractor will have to replace him within twenty four hours of complaint lodged verbally or in writing by the Company's Engineer.

2.17 If any of the contractor's persons is found to work under the influence of alcohol, contractor shall have to replace him within twenty-four hours of complaint lodged verbally or in writing by the company's Engineer.

2.18 The Contractor shall provide all tools and tackles, ladders & transportation required for carrying out the electrical repair/ maintenance / installation works. The minimum tools and tackles equipment / instrument and ladders to be provided by the Contractor.

2.19 The Contractor should keep the following tools & tackles for carrying out the jobs:

- One number insulation tester
- Two numbers Insulation Meggers each of 500V & 1000V ratings
- One number Earth test megger
- One number 18/24 Feet Double self supporting 4 leg Ladders.
- One number Digital Clip on Meter (Tong Tester)
- One number Hand Drill Machine
- One number Crimping Tools (up to 95 sq.mm cable)
- One number Digital Ammeter &
- One number Digital Voltmeter

2.20 All the materials to be used should comply with latest Indian Standard Specification and the samples of materials supplied shall be approved by EIC or his authorized representative.

2.21 The Contractor shall employ one Electrical Supervisor as per qualification and experience given in Sl.no.3.0 to supervise all the jobs performed by the teams so that all jobs are carried out up to the satisfaction of the customers and shall report to EIC everyday at office chamber during office hour.

2.22 While carrying out repair /maintenance /installation job, the contractor must ensure that proper earthing system is maintained as per IE rules 1956 with latest amendments. Workmanship shall be of the highest standard conforming to best safety practices.

2.23 The Contractor must complete in all respect minimum 90% of all jobs given to him in a single day.

2.24 The Contractor must submit all pending reports each day clearly stating the reasons as to why those jobs could not be carried out in a separate sheet.

2.25 In no case the Contractor should use occupant's household belonging such as chairs, tables etc. for carrying out electrical jobs.

2.26 For Rate Contract, there is no deviation limit. The quantities of each item can be executed up-to any limit, based on requirements. It may also be noted that some of the items may not be executed at all, due to non-requirement.

2.27 The Contractor shall maintain attendance of his personnel on daily basis and the same shall be made available to the company's Engineer as and when asked for.

2.28 The Contractor shall make payments to his personnel on or before a stipulated date (exact date will

be intimated to the contractor on time to time basis as per OIL's guidelines) of every month. The contractor shall maintain the payment details made to his personnel in a bound register having signed by his personnel on revenue stamp and the same shall be produced to company's Engineer as and when asked for.

2.29 Declaration to be made by the bidder as per Form-I & Form A,B,C,D,E enclosed with the Bid document :

- \* Form – I : Details of Equipment likely to be used in carrying out the work.
- \* Form-A : Details of all works of similar class completed during the last seven years ending.
- \* Form-B : Details of Technical & Administrative personnel to be employed for the work.
- \* Form-C : Structure & Organization
- \* Form-D : Performance Report of works referred to in Form'A' & 'B'.
- \* Form-E : Projects under execution or awarded.

### 3.0 **MAN POWER:**

3.1 The Contractor shall have to station a team every day on 24/7 basis in OIL HOUSING COLONY, Sector-15A, Noida. The team should comprise of at least one no. Electrician/ Technician (skilled labour) and one no. helper/Tradesman (unskilled labour) to carry out the jobs allocated to the team daily.

3.2 The list of man power must be submitted to company's Engineer for approval before signing the formal agreement.

3.3 The following man power must be engaged by the contractor to execute the contract:

a)Supervisor :1(One) no. minimum.- Should be Diploma /ITI in Electrical Engineering with valid Electrical Supervisor Certificate of Competency with part 1,2 issued / recognized by State Electrical Licensing Board.

b)Electrician:Electrician should have passed class -X with ITI in Electrical Trade having valid workman permit with clause (i) issued/recognized by the State Electrical Licensing Board with Minimum 02(Two) years of experience in similar nature of jobs.

c) Helper(Tradesman): Helpers/Tradesman should pass minimum class VIII and should be able to read and write simple English/Hindi/assamese with 3(Three) years experience in similar nature jobs.

### 4.0 **SAFETY MEASURES:**

4.1 The contractor shall carry out the work at various site in such a way that no hindrance or injury is caused to the personal at sites, workshops, stores, buildings, offices, work areas and to the other agencies working in the area, without causing any damage to the existing facilities, equipment, property etc. Any damage so occurred to person/ property of OIL shall be made good by the Contractors at his / their own cost or as directed by the Engineer-in-charge.

4.2 The work carried out in close proximity of live electrical lines/ gas pipelines etc. should be done without any disturbance to the lines and with due safety precaution. Permissions/ licenses if any needed from authorities should be obtained by the contractor. The contractor has to provide to their personnel, the safety kits and liveries.

4.3 All jobs must conform to Indian Standards and Indian Electricity Rules 1956 with latest amendment with special regards to safety.

4.4 The Contractor will be solely held responsible for any incident or accident (like fire, electric shock leading to loss of life and property) in the premises where electrical repair /maintenance/ installation jobs as per IE Rule has been carried out by the contractor in the recent past due to sub standard workmanship or violation of safety standards. In that circumstances the Contractor will have to bear all the necessary compensations towards loss of life and property. Special care should be taken by the contractor while fixing ceiling fans/main switches/distribution boards/ MCBs so that accident can be avoided that may result from sub standard jobs.

4.5 The Contractor shall hold full responsibility for safety of his employed personnel while on duty. Company shall not be held responsible for any work accident to any of the Contractor's employed persons. The contractor should arrange for general accident insurance of his personnel.

4.6 The Contractor shall offer inspection of his tools and tackles and ladders and Godown by the Company's Engineer before the commencement of the contract and at any point of time during the contractual period. The Contractor has to replace any sub-standard / defective / worn out tools and tackles/equipment /meters/ladders etc. as per advice by the Company's Engineer.

#### 5.0 **SAFETY APPARELS:**

5.1 Cotton overalls - The personnel should be provided overall and it should cover the fully body (including arms and legs), be non-synthetic, of non-fusible material and flame resistant. Clothing made from conductive material or containing metal threads should not be worn.

5.2 Footwear - Shoes or boots complying with AS/NZS 2210.2 and selected and maintained to AS/NZS 2210.1.

5.3 Safety Helmets - Headwear complying with AS 1801.

5.4 Providing Safety Belt/Harness - Persons using ladders on poles or similar structures should be constrained by an appropriate safety belt or harness (as per AS/NZS 1891.1 and AS 2626). It must be checked and inspected each time before use with particular attention being paid to buckles, rings, hooks, clips and webbing, complying with AS 2626.

5.5 Insulated blankets should be a disposal and be tested in accordance with the requirements of AS/NZS 2978.

5.6 Tested Insulated Hand Gloves - Gloves insulated to the highest potential voltage expected for the work being undertaken complying with AS 2225.

5.7 Insulated Rescue stick

5.8 Ear Plug or muffs against Noise Protection as per AS 1270.

5.9 Eye Protection - Metal spectacle frames are not acceptable; eye protection should comply with AS/NZS 1337.

5.10 Leather Hand Gloves - For De-energized electrical other works

5.11 Shrouding, Barriers and Warning Notices should be made available during routine in-service and testing of electric tools, as described in AS/NZS 3760 (In-Service Safety Inspection and Testing of Electrical Equipment)

5.12 **'DANGER- DO NOT USE'** board should be made available for labeling the equipment found to be defective, which must immediately be withdrawn from service for repairs.

#### 6.0 **PENALTY CLAUSE :**

6.1 For non execution/ completion OR unreasonable delay in execution/completion of any electrical repair / maintenance /installation job by the Contractor, the Company shall reserve the right to deduct from the Contractor's bill, an amount equal to twice the cost of that work as per the contract.

6.2 The Company shall reserve the right to get the work done through any other source. The contractor shall have no objection in such cases.

However, Company's Engineer-In-Charge reserves the right to waive-off the liquidated damages in part or in whole if the reason for non completion of jobs by the contractor is not attributed to them or due to some unforeseen/unavoidable circumstances for which the contractor could not complete the assigned job.

#### 7.0 **PROTECTION OF WORK :**

The Contractor shall be responsible for providing temporary closure of all openings necessary for the protection of the work during progress. He shall also provide and maintain any other temporary covering required for the protection of finished/unfinished work that may be damaged during the progress of the work if left unprotected.

#### 8.0 **MAKE GOOD OF DEFECTIVE WORK :**

All the defective or damaged work shall be taken down and renewed or repaired to the satisfaction of OIL's Engineer without any extra charges.

9.0 The Contractor shall have to carry out the work set out in the Schedule of work (Appendix-I) in accordance with terms and conditions of the contract and general specifications read in conjunction with any drawings and particular specifications and instructions of this Contract.

10.0 The Contractor shall provide all labour supervision and transport and such specified materials described in Appendix –I including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for all incidental and contingent work which are although not specifically mentioned in the contract, but are necessary for its completion in a sound and workmanlike manner.

11.0 The Contractor shall have no claim against the Company in respect of any work which may be withdrawn, but only for work actually completed under this Contract. The Contractor shall have no objection to carry out work in excess of the quantities stipulated in Appendix-I, if so ordered by the Company on the same rates, terms and conditions.

12.0 The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the noted Act :

- i) Contract Labour Regulation & Abolition Act, 1970 and the rules framed there under
- ii) The Workman Compensation Act.
- iii) Payment of Wages Act.
- iv) Minimum Wages Act.
- v) Payment of Bonus Act, 1965
- vi) Family Pension Scheme
- vii) Inter – State Migrant Workmen (Regulation of Employment and Conditions of Services) Act, 1979 or any other Act(s) or Statutes not herein above specifically mentioned having



bearing over engagement of workers directly or indirectly for execution of work (Contract).

- viii) The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the contract labour appointed by the Contractor. Such statutory increase in the wage rates of the Contract labour shall be borne by the Contractor.

12.1 The Contractor shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable, in force from time to time and obtain necessary permits / licenses etc. from appropriate authorities for conducting operations under the Contract . Contractor will be solely responsible for any lapse(s) against the same.

13.0 The Contractor shall clear away all rubbish and surplus materials from the site on completion of work and shall clear the worksite .

14.0 **CERTIFICATE OF COMPLETION :**

The work shall not be considered as complete until certifies in writing that the work has been completed. The work shall not be considered as completed until the Contractor clears all dirt and dust and cleans the work site.

15.0 **PAYMENT :**

The company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of Work ( Appendix-I) of the tender, within one month (30 days) from the date of receipt of undisputed bills from the contractor.

15.1 The Contractor shall submit his bills along with the measurements in respect of completed jobs only with items recorded serially in the standard measurement sheets. (Details of measurements to be submitted)on monthly basis. Payment will be made within 30 days from the date of receipt of the undisputed bills.

15.2 However, the mode of measurements will be as in technical / standard specifications. If not available in technical/standard specifications, then the CPWD specification/IS codes/standard engineering practice for measurements of work shall be followed.

15.3 A complaint register shall be kept at the Residential Complex by the contractor in which officers / residents shall enter their complaints. Contractor's supervisors shall inspect the register daily and complaints shall be attended on the same day or within stipulated period as directed by EIC. For complaints which can not be attended immediately, the supervisor shall indicate likely date by which the complaints shall be attended. Against the same complaint, if the concerned engineer is not in agreement with the supervisor about the date by which the said complaint can be attended, he shall enter the new date against the complaint and the Contractor shall be bound to attend the complaint by such date. Supervisor shall obtain signature of the official / residents of the flats/premises in the complaints register after attending the complaints wherever possible and also put up challans in which signature of the residents / officials is to be obtained for the complaints attended. Based on these signed challans, contractor shall prepare and submit the bill along with all the challan for each work done, on the bill form to be made available by the department. The bill shall be passed for payment only after verification of the bills by the concerned department.

15.4 During execution of work, if a job or a complaint is encountered, the rate for which is not available in the contract, the same shall be paid as extra item and payment shall be made as per CPWD 2012 SOR or MRP only which one is lower. Proof of MRP is to be provided by the contractor.

15.5 During the execution of work, if any permission is required from local bodies, the same shall be obtained by the contractor without any extra cost. However, if any statutory payment (s) / fee (s) is/are required to be paid by the contractor, the same shall be reimbursed by OIL, on production of receipt / vouchers.

15.6 The contractor shall remove all the debris from the work site to outside of the colony/premises upto any distance, without creating any nuisance to anyone and no extra payment will be paid on this account.

15.7 Since it is a piece meal work, under this Contract each monthly bill will be treated as the final payment. In case of any money due to the Company, the same will be recovered/adjusted from the bill of the subsequent month or from performance security.

15.8 The last payment under the contract will be made only after getting no dues certificate from the Engineer-In –Charge or any other authorized representative of the Company designated for the same.

16.0 The Contractor employing more than 20(twenty) workmen on any day of the preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licencing Officer before undertaking any Contract work. The Contractor shall also observe the rules and regulations framed under the Contract Labour(Regulations & Abolitions ) Act 1970 and the CLRA Central Rule 1971.

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

18.0 The Company, for any reason whatsoever and of which the Company shall be the sole judge, may terminate the Contract with one month notice in writing to the Contractor and in the event of Company's so doing the clause 4.0 hereof shall prevail and the accounts between the parties will be in accordance therewith finalized.

19.0 The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within the OIL's premises or other fenced area of the Company.

20.0 The Contractor shall ensure that all men engaged by him are provided with appropriate protective clothing and safety wear in accordance with appropriate Governmental regulations.

21.0 The Company's representative shall not allow / accept those men who are not provided with the same.

22.0 In order to promote, safeguard and facilitate the general, operational economic interest of the Company, during the continuance of this agreement the contractor hereby agrees and under takes not to take any direct or indirect interest and / or support, assist maintain or help any person or persons engaged in antisocial activities, demonstrations , riots or in any agitation prejudicial to the Company's interest and any such event taking shape or form at any place of the Company's work and its neighborhoods.

23.0 **LIABILITY :**

23.1 Except as otherwise expressly provided, neither Company nor its servants, agents, nominees, Contractors, or subcontractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the Contractor and or his Contractors or subcontractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Company and/or its servants,

agents, nominees, assignees, Contractors and subcontractors. The Contractor shall protect, defend, indemnify and hold harmless Company from and against such loss or damage and any suit, claim or expense resulting therefrom.

23.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the Contractor and / or of its Contractors or subcontractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of Company and/or its servants, agents, nominees, assignees, contractors and sub-contractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.

23.3 The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, contractors and subcontractors for injury to, illness or death of any employee of the contractor and of its contractors, subcontractors and / or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.

23.4 Except as otherwise expressly provided, neither Contractor nor its servants, agents, nominees, contractors or subcontractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the Company and/or his contractors or subcontractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Contractor and / or its servants, agents, nominees, assignees, contractors and subcontractors. The Company shall protect, defend, indemnify and hold harmless Contractor from and against such loss of damage and any suit, claim or expense resulting therefrom.

23.5 Neither Contractor nor its servants, agents, nominees, assignees, contractors, subcontractors shall have any liability or responsibility whatsoever to whomsoever or injury to, illness, or death of any employee of the Company and/or of its contractors or subcontractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of contractor and/or its servants, agents, nominees, assignees, contractors and subcontractors Company shall protect, defend indemnify and hold harmless contractor from and against such liabilities and any suit, claim or expense resulting therefrom.

23.6 The Company agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against contractor and / or its underwriters, servants, agents, nominees, assignees, contractors and subcontractors for loss or damage to the equipment of Company and/or its contractors or subcontractors when such loss or damage or liabilities arises out of or in connection with the performance of the Contract.

23.7 The Company hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against contractor and / or its underwriters, servant, agents, nominees, assignees, contractors and subcontractors for injury to, illness or death of any employee of the Company and of its contractors, subcontractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract.

24.0 **CONSEQUENTIAL DAMAGE:**

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

25.0 **WITH-HOLDING:**

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

- (a) For non-completion of jobs assigned as per the Contract.
- (b) Contractor's indebtedness arising out of execution of this contract.
- (c) Defective work not remedied by Contractor.
- (d) Claims by sub-contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.
- (e) Failure of Contractor to pay or provide for the payment of salaries / wages, contributions, unemployment, compensation, taxes or enforced savings with-held from wages etc.
- (f) Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools or machinery.
- (g) Damage to another Contractor of Company.
- (h) All claims against Contractor for damages and injuries, and / or for non-payment of bills.
- (i) Any failure by Contractor to fully reimburse Company under any of the indemnification provisions of this contract. If, during the progress of the work Contractor shall allow any indebtedness to accrue for which Company, under any circumstances in the opinion of Company may be primarily or contingently liable or ultimately responsible and Contractor shall, within five days after demand is made by Company, fail to pay and

discharge such indebtedness, then Company may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

(j) With-holding will also be effected on account of the following :

- 1) Garnishee order issued by a Court of Law in India.
- 2) Income-tax deductible at source according to law prevalent from time to time in the country.
- 3) Any obligation of Contractor which by any law prevalent from time to time to be discharged by Company in the event of Contractor's failure to adhere to such laws .

25.1.1 When all the above grounds for with-holding payments shall be removed, payment shall thereafter be made for amounts so with-held.

25.2 Notwithstanding the foregoing, the right of Company to withhold shall be limited to damages, claims and failure on the part of Contractor which is directly / indirectly due to some negligent act or omission on the part of Contractor relating to the Contractor's obligation on the Contract.

26.0 **MISCELLANEOUS PROVISIONS :**

(A)

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

(B)

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

**27.0 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.

**28.0 INSURANCE IN RESPECT OF DAMAGE TO PERSONS & PROPERTY :**

The Contractor shall be responsible for all/any injury to persons and/or damage to things, structures, or property which may arise due to his negligence or of his any nominated sub-contractor's employees. Whether such injury or damage arise from carelessness, accident or any other causes whatsoever in any way connected with the carrying out of this Contract.

29.0 The Contractor shall indemnify OIL against all claims which may be made against OIL by any member of the public or other third party in respect of anything which may arise in respect of the works or in correspondence thereof and shall remedy at its own expense. The Contractor shall similarly indemnify OIL against all claims which may be made upon OIL whether under the currency of this Contract or at common law in respect of any employees of the currency of this Contract or at common law in respect of any employees of the Contractor or any sub-contractor and shall remedy at his own expense.

**30.0 ADDITIONAL CONDITIONS:**

Any additional terms and conditions agreed upon between OIL and the Contractor shall also form a part of this Contract.

31.0 The Contractor shall be responsible for complying with all regulatory/mandatory rules & regulations with respect of his employees or those of his sub-contractors at OIL's site. The Contractor shall indemnify OIL from all suits arising out of non-compliance of rules and regulations with respect to personnel employed by him at the employer's site.

**(END OF SECTION – IV)**

## **SECTION – V**

### **SCOPE OF WORK**

1.0 Oil India Limited intend to enter into a contract for carrying out various day to day electrical maintenance, electrical repair job and various installation job in its permanent /temporary residential premises, all office establishments in Delhi/Noida. If any other houses/flats/offices is acquired by OIL during the currency of the contract, that too may be required to be maintained as per rates of the contract at the sole option of OIL. **Specifications of various items to be used for the various works under the contract and their approved brands are given in the Proforma-III** enclosed to Bid documents. Successful bidders must use only these approved brands of materials while executing various jobs.

#### **2.0 PROCEDURE OF WORK :**

2.1 A complaint register shall be kept at the Residential Complex by the contractor in which officers / residents shall enter their complaints. Contractor's supervisors shall inspect the register daily and complaints shall be attended on the same day or within stipulated period as directed by EIC. For complaints which can not be attended immediately, the supervisor shall indicate likely date by which the complaints shall be attended. Against the same complaint, if the concerned engineer is not in agreement with the supervisor about the date by which the said complaint can be attended, he shall enter the new date against the complaint and the Contractor shall be bound to attend the complaint by such date. Supervisor shall obtain signature of the official / residents of the flats/premises in the complaints register after attending the complaints wherever possible and also put up challans in which signature of the residents / officials is to be obtained for the complaints attended. Based on these signed challans, contractor shall prepare and submit the bill along with all the challan for each work done, on the bill form to be made available by the department. The bill shall be passed for payment only after verification of the bills by the concerned department.

2.2 During execution of work, if a job or a complaint is encountered, the rate for which is not available in the contract, the same shall be paid as extra item and payment shall be made as per CPWD 2012 SOR or MRP only which one is lower. Proof of MRP is to be provided by the contractor.

2.3 During the execution of work, if any permission is required from local bodies, the same shall be obtained by the contractor without any extra cost. However, if any statutory payment (s) / fee (s) is/are required to be paid by the contractor, the same shall be reimbursed by OIL, on production of receipt / vouchers.

2.4 The contractor shall remove all the debris from the work site to outside of the colony/premises upto any distance, without creating any nuisance to anyone and no extra payment will be paid on this account.

2.5 The contractor or his representative shall report to SE(Civil) or the officer in charge in his office daily on all working days for necessary instructions.

**(END OF SECTION -V)**

## SECTION – VI

### **BIDDING INSTRUCTIONS**

Bidders have to quote their offer in percentage above or below the **Schedule of Rates** given vide **Appendix-I** of Bid document. This will be applicable for all the rates mentioned in Appendix-I. Bidders have to fill up (quote) the bidding format enclosed as **Appendix-II**.

If the rates of the bidder are above the indicated Schedule of Rates ,the bidder should indicate the percentage with( + ) sign i.e. if the rates of the bidder are “A%” above the Schedule of Rates ,they should mention as “+A%”

If the rates of the bidder are below the indicated Schedule of Rates ,the bidder should indicate the percentage with( - ) sign i.e. if the rates of the bidder are “A%” below the Schedule of Rates they should mention as “-A%” .

Quoted rates should be exclusive of all taxes and duties etc. Bidders to mention taxes & duties separately in percentage(%) in **Appendix-II**.

**(END OF SECTION-VI)**

## **SECTION – VII**

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

WHEREAS, (Name of Bidder)\_\_\_\_\_ (hereinafter called "the Bidder") has submitted his bid dated (Date) \_\_\_\_\_ for the provision of House keeping 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 \_\_\_\_\_, 2011.

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, on tender document;
  - OR
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders on tender documents.
- (3) If it is found that a Bidder has furnished fraudulent document/informations, the Bid Security shall be forfeited and the party will be debarred for a period of 3(three) years from date of detection of such fraudulent act.

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 both of the two 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.

**(END OF SECTION-VII)**



## **SECTION – VIII**

### **FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)**

To : (Name of Company \_\_\_\_\_)  
(Address of Company \_\_\_\_\_)

WHEREAS (Name and address of Contractor) \_\_\_\_\_  
(hereinafter called as "Contractor") had undertaken, in pursuance of Contract No. \_\_\_\_\_ dated  
\_\_\_\_\_ 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 by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee, NOW HEREOF we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of (Amount of Guarantee) \* \_\_\_\_\_ (in words) \_\_\_\_\_ such sum 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 the 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 modifications of the terms of the contract or of the work to be performed there-under or of any of the contract documents which may be made between you and Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee is valid until the date (.....) six month after Contract completion.

#### **SIGNATURE & SEAL OF THE GUARANTOR**

Name of Bank

Address

Date

\* An amount is to be inserted by the Guarantor, representing the percentage of the Contract price specified in the forwarding letter, and denominated either in the currency of the Contract or in a freely convertible currency acceptable to the Company.

**NOTE : Bidders are NOT required to complete this form while submitting the Bid.**

**(END OF SECTION-VIII)**

**SECTION – IX**  
**SAMPLE FORM OF CONTRACT**

THIS AGGREEMENT is made on the ..... day of..... 2011, between (Name of Company)- \_\_\_\_\_ of (Mailing address of Company) \_\_\_\_\_, hereinafter called "the Company", of the one part and (Name of Contractor) \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

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

NOW THIS AGREEMENT WITNESSETH as follows:

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

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

SIGNED, SEALED AND DELIVERED.

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

On behalf of the Contractor  
in the presence of:

**(END OF SECTION - IX)**

## **SECTION – X**

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

1.1 The Average Annual Financial Turnover as per Audited Annual Reports of the bidders for the last three accounting years should be at least Rs. 8.60 lakh.

For proof of Annual Financial Turnover, attested copies of either of the following documents to be submitted along with the Techno-Commercial Bid :

- a) A certificate issued by a practicing Chartered /Cost Accountants firm ,certifying the Annual turnover of the bidder for last three accounting years previous to the current accounting years,duly signed and sealed and with membership no. of the above firm and also nature of business.

OR

- b) Self attested copy of Audited balance sheet and profit and loss account.

1.2 The bidder must have experience of having successfully completed similar works during the last 7 ( seven) years ending 30.04.2014, of value either of the following :

- i. Three similar completed works each costing not less than Rs 11.50 lakh.

Or

- ii. Two similar completed works each costing not less than Rs 14.40 lakh.

Or

- iii. One similar completed work costing not less than Rs 23.00 lakh.

#### **Note:**

a)SIMILAR WORKS : Similar nature of work means to carry out maintenance jobs with auto ON/OFF power control mechanism between state grid power supply & captive power supply for multistoried office building/any prestigious building/ hospital/ hotels/ commercial complex/ multistoried housing complex etc.

b) Documents establishing successful execution of contracts of similar nature must be submitted along with the Techno-Commercial Bids. These documents should be in the form of copies of relevant pages of the contract & Payment certificate/completion certificate issued by the client. The payment certificate/completion certificate must contain description of work, period of contract and Gross value of work done.

1.3 The bidders should possess valid electrical contractor license issued by UP/Delhi State Licensing Board. An attested copy of the same must be enclosed along with the Technical Bid. Technical Bids not accompanied by copy of above licence will be rejected.

1.4 The bidder must quote their Price- Bids on the basis of % (percentage) above or below the internal estimates provided in the bidding format vide Appendix-II enclosed with the tender document. Price Bid received in any other form will be rejected.

1.5 Bids must be valid for a minimum period of 120 days from the scheduled Bid Closing date. Bids with inadequate validity will be rejected.

1.6 Bidder shall furnish the “Bid Security” for the amount as specified in “Covering Note” in Section-I. Bid security must be submitted in the manner mentioned in Para 9.0 of Section-II of Bid document. Any bid not accompanied by Bid Security along with the Technical Bid will be rejected.

1.7 Offers received in any form, other than through OIL e-Portal will be rejected. Any bid containing a false statement shall also be rejected.

1.8 The rate in percentage quoted by the bidders must be held firm during the term of the contract and not be subjected to any variation except as per the provision of the contract. Bids with adjustable price terms will be rejected.

1.9 Any bid received by the company after the deadline for submission of bids prescribed herein will be rejected.

1.10 Bid Security ,if furnished in the form of Bank Guarantee ,then the Bank Guarantee must be valid for a period of 150 days from the scheduled Bid Closing date.

1.11 There must be no exception to the following Clauses of Terms & Conditions of tender including sub-clauses, as applicable, otherwise the Bid will be rejected.

- |                                       |                      |
|---------------------------------------|----------------------|
| - Performance Security Deposit Clause | - Termination Clause |
| - Tax Liability Clause                | - Arbitration Clause |
| - Force Majeure Clause                | -Liability Clause    |
| - Liquidated Damage Clause            | - Penalty clauses    |

1.12 No deviations or exception will be accepted in the clauses covered under BRC/BEC.

1.13 Unsolicited Bids will be rejected straight away.

1.14 All the conditions of the contract to be placed with the successful bidder are given in various Sections of this bid documents. Bidders should state their compliance/non compliance to these clauses in Proforma-I enclosed. 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.

**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)**

The bids conforming to the Scope of Work, Terms and Conditions stipulated in the bid document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria described hereunder.

- 2.1 Bids will be technically evaluated as per the requirements of the tender. The bid should meet the requirements and specifications of the Bid Document.
- 2.2 Bids conforming to the technical specifications, the terms and conditions stipulated in the tender document and conforming to the Bid Rejection Criteria will be evaluated to determine the lowest bidder.
- 2.3 The Price- Bids will be evaluated on the basis of % (percentage) above or below the internal estimates provided in the bidding format (Appendix-II) enclosed with the tender document and the lowest bidder will be evaluated accordingly.
- 2.4 The estimated quantities indicated in the internal estimate are for evaluation purpose only . The actual utilisation of services may be more or less depending upon the requirement during the contract period and the payment will be made for the quantity of services rendered by the contractor.
- 2.5 **OIL reserves the right to award contracts to more than one bidder. The lowest bidder(L1) will be awarded with 60% of the total estimated value of the work. Remaining 40% of the work will be awarded to L2 bidder, subject to matching their rates with the lowest bidder.**
- 2.6 **In case of single offer against the tender, contract for 100% of the tender value will be awarded to the single bidder, provided the single offer received is found technically acceptable and quoted rates are reasonable.**
- 2.7 Any additional information, terms or conditions included in the online Price-Bid will not be considered by OIL for evaluating of the tender.

\*\*\*\*\*

## **PROFORMA-I**

### **STATEMENT OF COMPLIANCE**

**(Only exceptions/deviations to be rendered)**

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

**(Authorised Signatory)**

**Name of the bidder**\_\_\_\_\_

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/ deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their technical 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.

**(END OF SECTION - X)**

## **PROFORMA-II**

### **SPECIFICATION OF MATERIALS & THEIR APPROVED BRANDS TO BE USED FOR ALL WORKS UNDER THE CONTRACT ARE AS UNDER :**

1.2 Specification of materials & their approved brands to be used are as under:

#### **Sl. Specification of Materials**

#### **Approved Brands**

- |   |   |
|---|---|
| 1. Wires  | : PVC insulated copper:Finolex/Havells/Anchor/Kalinga or equivalent     |
| 2. Cables (armored)   | : Gloster/Nicco/Havells/Evershine/KDK or equivalent                     |
| 3. A.C Starter, Plug Socket                                   | : Legrand/Crabtree/Northwest/MK or equivalent.                          |
| 4. Light&Power switch, socket, top plug, combined box, holder | : Anchor/Roma/North West, Phillips, Havells, Modular Type or equivalent |
| 5. Telephone Socket   | : RJ-11 Crabtree/Anchor/Roma or equivalent                              |
| 6. DB MCB box   | : Legrand/ Havell's/Standard or equivalent                              |
| 7. MCB/MCCB   | : Legrand/Havell's/Standard or equivalent                               |
| 8. Telephone cable  | : D-Link/Netco/National/Havells or equivalent                           |
| 9. Light fitting  | : PHILIPS/Wipro/Bajaj/Havells or equivalent                             |
| 10. Fuse Switch   | : L&T / Havells/Standard or equivalent                                  |
| 11. Telephone Connector                                       | : Corn or equivalent  |
| 12. Exhaust fan   | : Crompton/Orient/Khaitan   |
| 13. P.V.C tape  | : Steel Greep or equivalent   |
| 14. Call bell   | : Anchor or equivalent  |
| 15. Cable Lug   | : Dowell's/Johanson or equivalent                                       |
| 16. Cable gland   | : Brass heavy type good quality   |
| 17. Distribution board  | : MDS / Havells/Legrand or equivalent                                   |
| 18. MS conduit  | : Heavy duty with ISI mark 16 SWG AKG                                   |
| 19. Starter & single phasing preventer                        | : SEIMENS/L&T/Havells or equivalent                                     |
| 20. Pipe PVC Rigid Conduit                                    | : Kalinga/Super/AKG or equivalent                                       |
| 21. PVC fitting for Rigid                                     | : Kalinga/Super/AKG or equivalent                                       |
| 22. PVC Roll Pipe   | : Super Dalda/Kalinga/KKG or equivalent                                 |
| 23. PVC conduit pipe & fittings                               | : Kalinga Super/AKG or equivalent                                       |
| 24. Fan regulator   | : Anchor/Roma/North West or equivalent                                  |
| 25. Bulb, CFL, Tube light, Choke, Starter                     | : Philips/Bajaj/Crompton/Havells or equivalent                          |
| 26. Geyser elements/thermostat assembly, tank                 | : Bajaj/Recold/Crompton or equivalent                                   |

**( End of Proforma –II )**

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## APPENDIX-II

### BIDDING FORMAT FOR e-TENDER NO. CLI 4720 P14 .

<b>Total Estimated Cost :</b>  (calculated as per the Schedule of Rate & the estimated quantity given in the Schedule of Rates in Appendix-I enclosed to Bid Documents.	<b>47,99,991.72</b>	<b>In INR</b>
<b>Bidders to quote in Percentage above (+) or below (-) the Total Estimated Cost.</b>		<b>In %</b>
<b>Taxes</b> ( Bidder to quote in percentage)		<b>In %</b>
<b>Service Taxes</b> ( Bidder to quote in percentage)		<b>In %</b>
<b>Total quoted cost :</b> ( Not to be filled up by the bidders. Will be calculated by us . )		<b>In INR</b>

**Note:**

1. If the rates of the bidder are above the indicated Schedule of Rates, the bidder should indicate the percentage with (+) sign in the place provided above i.e. if the rates of the bidder are “A%” above the Schedule of Rates, they should mention as “+A” in the place provided above.
2. If the rates of the bidder are below the indicated Schedule of Rates, the bidder should indicate the percentage with (-) sign in the place provided above i.e if the rates of the bidder are “A%” below the Schedule of Rates, they should mention as “-A” in the place provided above.
3. Bidders should clearly mention all applicable Taxes/Duties including Service Tax separately in the above Bidding Format which will be loaded to their quoted price while evaluating their offers.

( End of Appendix –II )



## **APPENDIX- III**

### **Guidelines to bidders for participating in OIL's e-Procurement tenders**

#### **Bid invitations (Tenders)**

The details of e-Procurement tenders can be accessed from our e-Procurement site. <https://etender.srm.oilindia.in/irj/portal>

To view e-Procurement tenders you need to login using your login id & password to view all tenders available for you.

If you do not have a user id, please click on Guest login button to view available open tenders.

#### **Pre-requisites to submit tenders on line through e-Procurement Portal**

Bidders should have a valid User Id to access OIL e-Procurement site.

Bidders should have a legally valid Class 3 digital certificate with Organizations Name 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.

Tender fee must have been paid, if applicable for the Bid Invitation. If Bidder is exempt from paying tender fee, Bidder must hold exemption from the Tender Officer.

Bidder should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.

#### **Instructions for obtaining Digital Certificate**

In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid digital certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. (<http://www.cca.gov.in/>)

#### **Steps for obtaining Digital Certificate**

Visit the site of the licensed CA using internet browser.

Apply online for a class 3 digital certificate for the designated individual with organization name. Ensure the Digital Certificate is legally valid in India.

For making payment and submission of documents required for issue of the Digital Certificate, follow the instructions on the CA's website.

Use the class 3 Digital Certificate thus obtained for online bidding on OIL e-Procurement site.

#### **Links to some licensed CA's are provided below**

1. [TCS](#)
2. [Safescrypt](#)
3. [MTNL Trustline](#)
4. [\(n\)Code Solutions](#)
5. [e-mudhra](#)

#### **Technical Settings**

1. **Web Browser Supported:** Microsoft IE Ver 6.0 or higher recommended

2. **Java:** To view some of the components, you need to install Java Internet component JDK 5.0 from <http://java.sun.com/javase/downloads/index.jsp>
3. **Proxy:** If you are unable to access OIL e-Procurement site or Bid Documents, check if you are using proxy to connect to internet or if your PC is behind any firewall. Contact your system administrator to enable connectivity. Please note that standard Port for HTTPS (443) connectivity should be enabled on your proxy/firewall. Dial-up internet connectivity without Proxy settings is another option.
4. **Pop-ups:** Pop-ups should be enabled on OIL e-Procurement URL and Bid Documents URLs. This is required to view tender documents.
5. **Recommended Screen Resolution:** 1024 by 768 pixels.
6. **Internet Speeds:** If you are experiencing slow connectivity to OIL e-Procurement, then contact your system administrator/ISP provider for desirable speeds.
7. **Active-x controls:** Maintain the settings as described in Internet Explorer settings document to enable digital signature signing and verification.

Parameter	Value
Allow Script lets	Enable
Automatic prompting for ActiveX controls	Enable
Binary and script behaviors	Enable
Download signed ActiveX controls	Enable
Download unsigned ActiveX controls	Enable
Initialize and script ActiveX controls not marked as safe	Enable
Run ActiveX controls and plug-ins	Enable
Script ActiveX controls marked safe for scripting	Enable
Use Pop-up Blocker	Disable

8. **Digital signature client SW/component :** To use Digital Signature, a client level Software is required. This is third party software from Safescrypt. This is installed automatically, once you start working on OIL's e-procurement system. A popup will come before it starts installation. You need to ensure you have administrative rights on the PC or the laptop. This installation is one time activity for a PC or Laptop.

**( End of Appendix –III )**

**FORM -I**  
**( of Section-IV)**

**DETAILS OF EQUIPMENT LIKELY TO BE USED IN CARRYING OUT THE WORK**

<u>Sl. No.</u>	Name of equipment	Quantity in Nos.	Capacity/ Type.	Age	Condition of equipment	Status (Presently owned	Status Leased	Status (To be purchase)	Current location	Remarks
1	2	3	4	5	6	7	8	9	10	11
1	1000V Megger									
2	500V Megger									
3	Earth Resistance Tester									
4	Digital Ammeter									
5	Digital Voltmeter									
6	Digital Clip on meter(Tong Tester)									
7	Crimping Tools upto 240sq. mm cable.									
8	Hand Drill Machine									
9	4(Four) Leg Ladder									

Signature of Bidder(s)

**FORM 'A'**  
**( of Section-IV)**

**DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST**  
**7(SEVEN) YEARS ENDING 31.08.2014.**

Sl. No.	Name of Work/ Project and location	Name of owner or sponsoring organisation	Cost of Work in lakhs	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/in progress with details *	Name & address/ Telephone No. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

\*Please indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s)

Page no. 43 of 47

**FORM 'B'**  
**( of Section-IV)**

**DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL**  
**TO BE EMPLOYED FOR THE WORK**

Sl. No.	Designation	Total number of personnel	Number available for this work.	Name	Qualification	Profess ional experie nce and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Bidder(s)

**FORM 'C'**  
**( of Section-IV)**

**STRUCTURE & ORGANISATION**

1	Name & address of the Bidder	
2	Telephone No./Fax No.	
3	Legal status of the bidder (attach copies of original document defining the legal status)	
	a) An Individual	
	b) A proprietary firm	
	c) A firm in partnership	
	d) A limited company or Corporation	
	e)	
4	Particulars of registration with various Government bodies(To attach attested photocopy of registration)	
	<b>Organisation / Place of registration</b>	<b>Registration No.</b>
	i)	
	ii)	
	iii)	
5	Name of concern Directors & officers with designation to be mentioned	
6	Designation of individuals authorized to act for the organization	
7	Was the bidder ever required to suspend any job for a period of more than six months continuously after you commenced the job. If so,give name of the project and reason of suspension of work.	
8	Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion.. If so give name of the project and reason for abandonment.	
9	Has the bidder or any constituent partner in case of partnership firm, ever been debarred/blacklisted for tendering in any organization at any time . If so give name of the project and reason for abandonment.	
10	Has the bidder or any or any constituent partner in case of partnership firm, ever been convicted by a court pf law. If so,give details.	
11	In which field of Electrical Engineering installation the bidder has specialization and is interested.	
12	Any other informations considered necessary but not included above may also be mentioned .	

Signature of Bidder(s)

**FORM ‘ D’**  
**( of Section-IV)**

PERFORMANCE REPORT OF WORKS REFERED TO IN FORM A & B

1. Name of work / project & Location :
2. Agreement No. :
3. Estimated Cost :
4. Tendered Cost :
5. Date of start :
6. Date of completion :
  - i) Stipulated date of completion :
  - ii) Actual date of completion :
7. Amount of compensation levied for delayed completion,if any :
8. Amount of reduced rate items,if any :
9. Performance Report :
  - i) Quality of work : Very Good/Good/Fair/Poor.
  - ii) Financial soundness : Very Good/Good/Fair/Poor.
  - iii) Technical proficiency : Very Good/Good/Fair/Poor.
  - iv) Resourcefulness : Very Good/Good/Fair/Poor.
  - v) General behavior : Very Good/Good/Fair/Poor.

Executive Engineer or Equivalent

Date of issue : \_\_\_\_\_

**FORM 'E'**  
**( of Section-IV)**

**PROJECT UNDER EXECUTION OR AWARDED**

Sl. No.	Name of Work/ Project and location	Name of owner or sponsoring organisation	Cost of Work in lakhs	Date of commencement as per contract	Stipulated date of completion	Updated percentage of progress of work	Slow progress if any ,and reasons thereof.	Name & address/ Telephone No. of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Bidder(s)



**APPENDIX-I****SCHEDULE OF RATES****( e-TENDER NO. CLI 4720P15)**

<b>MISCELLANEOUS ELECTRICAL MAINTENANCE JOBS IN ITS RESIDENTIAL COMPLEXES/ HOUSES AND OFFICE ESTABLISHMENT IN NOIDA / DELHI AGAINST e-TENDER NO. CLI 4720P15</b>					
<b>Sl. No.</b>	<b>Description of Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
1	Wiring for circuit/ submain wiring along with 2 X 4 sq. mm + 1 X 4 sq. mm earth wire of sizes FR PVC insulated copper conductor, single core cable in surface/PVC channel/PVC conduit as required.	Metre	170	260.13	44222.10
2	Wiring for circuit/ submain wiring along with 2 X 6 sq. mm + 1 X 6 sq. mm earth wire sizes of FR PVC insulated copper conductor, single core cable in surface/PVC channel/PVC conduit as required.	Metre	170	339.99	57798.30
3	Wiring for circuit/ submain wiring alongwith 2 X 10 sq. mm + 1 X 10 sq. mm earth wire sizes of FR PVC insulated copper conductor, single core cable in surface/PVC channel/PVC conduit as required.	Metre	170	454.08	77193.60
4	Wiring for light point/ fan point/ exhaust fan point/ call bell point with 2x1.5 sq.mm FR PVC insulated copper conductor single core cable in surface / recessed medium class PVC conduit, with piano/modular type switch, phenolic laminated sheet, suitable size M.S. box and earthing the point with 1.5 sq.mm. FR PVC insulated copper conductor single core cable etc. as required.	Point	170	706.22	120057.40
5	Supplying and drawing 2 x 1.5 sq. mm of FR PVC insulated copper conductor, single core cable in the existing surface/ recessed steel/ PVC conduit as required.	Metre	170	38.22	6497.40
6	Supplying and drawing 4 Pair 0.5 sq mm FR PVC insulated annealed copper conductor, unarmored telephone cable in the existing surface/ recessed steel/ PVC conduit as required.	Metre	170	27.38	4654.60
7	Supplying and drawing co-axial TV cable RG-6 grade, 0.7 mm solid copper conductor PE insulated, shielded with fine tinned copper braid and protected with PVC sheath in the existing surface/ recessed steel/ PVC conduit as required.	Metre	170	25.10	4267.00
8	Supplying and fixing of 20 mm sizes of medium class PVC conduit along with accessories in surface/recess including cutting the wall and making good the same in case of recessed conduit as required.	Metre	170	64.46	10958.20
9	Supplying and fixing 5/6 amps piano type switch/socket on the existing switch box/ cover including connections etc. as required.	Each	170	33.66	5722.20

10	Supplying and fixing 2 way 5/6 amps piano type switch/socket on the existing switch box/ cover including connections etc. as required.	Each	170	40.50	6885.00
11	Supplying and fixing 15/16 amp piano type switch/socket on the existing switch box/ cover including connections etc. as required.	Each	170	70.17	11928.90
12	Supplying and fixing 3 pin 5/6 amp outlet piano type socket on the existing switch box/ cover including connections etc. as required.	Each	170	40.50	6885.00
13	Supplying and fixing 3 pin 15/16 piano type socket on the existing switch box/ cover including connections etc. as required.	Each	170	83.29	14159.30
14	Supplying and fixing Telephone socket on the existing switch box/ cover including connections etc. as required.	Each	170	55.33	9406.10
15	Supplying and fixing TV antenna socket on the existing switch box/ cover including connections etc. as required.	Each	170	45.64	7758.80
16	Supplying and fixing Bell push on the existing switch box/ cover including connections etc. as required.	Each	170	41.64	7078.80
17	Supplying and fixing modular 5/6 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.	Each	170	85.57	14546.90
18	Supplying and fixing modular 15/16 switch/ socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.	Each	170	124.36	21141.20
19	Supplying and fixing modular 3 pin 5/6 amp socket on the existing modular plate & switch box including connections but excluding modular plate etc. as required.	Each	170	109.53	18620.10
20	Supplying and fixing modular 3 pin 15/16 amp socket outlet on the existing modular plate & switch box including connections but excluding modular plate etc. as required.	Each	170	167.71	28510.70
21	Supplying and fixing modular Bell push on the existing modular plate & switch box including connections but excluding modular plate etc. as required.	Each	170	112.38	19104.60
22	Supplying and fixing stepped type electronic fan regulator on the existing modular plate switch box including connections but excluding modular plate etc. as required.	Each	170	367.37	62452.90
23	Supplying and fixing 3 pin, 5A ceiling rose on the existing junction box/ wooden block including connection etc as required.	Each	170	38.79	6594.30
24	Supplying and fixing /bakelite brass/batten/angle/ pendant holder including connection etc. as required.	Each	170	71.88	12219.60
25	Erection of wall bracket light/ceiling light fittings and fixing of all sizes and shapes containing upto two GLS lamps per fitting, complete with all accessories including connection etc. as required.	Each	170	44.50	7565.00

26	Supplying and fixing call bell/ buzzer suitable for single phase, 230 volts, complete as required.	Each	170	176.27	29965.90
27	Providing and fixing plain 16/0.20mm (0.50sqmm) twin flat flexible, FR PVC insulated, copper cable, in PVC sleeve of suitable size on the floor/ wall, or side of the table/ door etc. as required.	Metre	170	21.68	3685.60
28	Installation only, testing and commissioning of pre-wired, fluorescent fitting / compact fluorescent fitting of all types, complete with all accessories and tube etc. directly on ceiling/ wall, including connection with 1.5 sq. mm FR PVC insulated, copper conductor, single core cable and earthing etc. as required.	Each	170	79.29	13479.30
29	Installation, testing and commissioning of ceiling fan, including wiring the down rods of standard length (upto 30 cm) with 1.5 sq. mm FR PVC insulated, copper conductor, single core cable, including providing and fixing phenolic laminated sheet cover on the fan box etc. as required.	Each	170	112.95	19201.50
30	Installation of exhaust fan Upto 450 mm sweep in the existing opening, including making good the damage, connection, testing, commissioning etc. as required.	Each	170	185.97	31614.90
31	Supplying and fixing Single pole 5 amps to 32 amps rating, 240/415 volts, miniature circuit breaker suitable for inductive load of poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	160.87	27347.90
32	Supplying and fixing Double pole 5 amps to 32 amps rating, 240/415 volts, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	432.40	73508.00
33	Supplying and fixing Triple pole and neutral 5 amps to 32 amps rating, 240/415 volts, "C" curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	824.87	140227.90
34	Supplying and fixing single pole blanking plate in the existing MCB DB complete etc. as required.	Each	170	6.27	1065.90
35	Supplying and fixing 40 amps rating, double pole, 240 volts, isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	279.52	47518.40
36	Supplying and fixing 40 amps rating, four pole, 415 volts, isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	632.06	107450.20
37	Supplying and fixing 63 amps rating, double pole, 240 volts, isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	345.69	58767.30

38	Supplying and fixing 63 amps rating, four pole, 415 volts, isolator in the existing MCB DB complete with connections, testing and commissioning etc. as required.	Each	170	642.33	109196.10
39	Supplying and fixing plastic gang box for single 5A switch and socket	Each	170	42.73	7264.10
40	Supplying and fixing plastic gang box for two 5A switch and socket	Each	170	48.97	8324.90
41	Supplying and fixing plastic gang box for single 15A switch and socket	Each	170	62.69	10657.30
42	Supplying and fixing 4 way MCB distribution box with metal door	Each	170	1,909.25	324572.50
43	Supplying and fixing 8 way MCB distribution box with metal door	Each	170	2,338.45	397536.50
44	Supplying and fixing 12 way MCB distribution box with metal door	Each	170	2,775.11	471768.70
45	Supplying and fixing 75mm / 100mm dia wooden / PVC round blocks on ceiling/walls etc.	Each	170	47.71	8110.70
46	Supplying and fixing 16 A, 415 Volts kit Kats fuse including removal of existing kitkat. (Porcelain base/bakelite)	Each	170	162.70	27659.00
47	Supplying and fixing 32A, 415 Volts kit Kats fuse including removal of existing kitkat. (Porcelain base/bakelite)	Each	170	225.08	38263.60
48	Supplying and fixing 63A, 415 Volts kit Kats fuse including removal of existing kitkat. (Porcelain base/bakelite)	Each	170	389.77	66260.90
49	Supplying and fixing 100 A, 415 Volts kit Kats fuse including removal of existing kitkat. (as per site requirement)	Each	170	624.32	106134.40
50	Supplying and fixing 200 A, 415 Volts kit Kats fuse including removal of existing kitkat. (as per site requirement)	Each	170	957.44	162764.80
51	Supplying and fixing Tube Light D Super 80 Linear Fluorescent tube 36 watts 4' long	Each	170	89.26	15174.20
52	Supplying and fixing Tube Light D Super 80 Linear Fluorescent tube 18 watts 2' long	Each	170	80.53	13690.10
53	Supplying and fixing Copper Ballast 18/36 watts	Each	170	207.18	35220.60
54	Supplying and fixing Starter 18/36 watts 220/240 volt	Each	170	32.47	5519.90
55	Supplying & fixing electric bulbs GLS Clear 25/40/60/100 W, 240V	Each	90	38.71	3483.90
56	Supplying & fixing halogen bulbs 500/1000 W 240 V	Each	90	224.01	20160.90
57	Rewinding including supply of materials of ceiling/exhaust fans all types all diameters and sweeps, complete including taking out and reinstallation of fan.	Each	90	595.78	53620.20
58	Oiling and greasing of all type of fans including taking out & reinstallation including supply of necessary materials.	Each	90	87.46	7871.40
59	Supplying and fixing bush for ceiling fans/exhaust fans including removal of fan and refixing the same.	Each	90	140.46	12641.40

60	Supplying and fixing ball bearing of suitable size for ceiling fan/exhaust fans including removing the fans and reinstalling.	Each	90	227.79	20501.10
61	Repairing of fan regulators including removal reinstallation and connections complete.	Each	90	62.94	5664.60
62	Dismantling & refixing of existing fan & light fixtures.	Each	90	162.56	14630.40
63	Supplying and fixing suitable "hylam Bakelite" sheet cover only. The rate to include necessary cutting for 5A/15A switch/socket/Fan regulator & screws, washes etc. complete.	Sq. cm	141.27	0.45	63.57
64	Installation only ceiling fan 48"/52" sweep or exhaust fans all type, all diameters, and sweeps including. Fan regulator & necessary wire. The rate to include taking out and dismantling old fans and regulators and storing the same in OIL store as directed.	Each	95	81.28	7721.60
65	Supplying & fixing HPSV/MH Ballast BJS 400 SV/MH for 400 Watts sodium vapour light	Each	95	3,797.24	360737.80
66	Supplying & fixing Chock for 70 Watts sodium vapour light	Each	95	1,239.58	117760.10
67	Supplying & fixing Ignitor for 400 Watts sodium vapour light	Each	95	611.53	58095.35
68	Supplying & fixing Ignitor for 70Watts sodium vapour light	Each	95	330.81	31426.95
69	Supplying & fixing Bulb for 400 Watts sodium vapour light	Each	95	1,017.01	96615.95
70	Supplying & fixing Bulb for 70Watts sodium vapour light	Each	95	393.20	37354.00
71	Providing and fixing of call bell	Each	95	80.77	7673.15
72	Supplying & fixing Chock for 250 Watts mercury vapour street light fittings	Each	95	2,468.51	234508.45
73	Supplying & fixing Bulb for 250 Watts mercury vapour street light fittings	Each	95	567.87	53947.65
74	Supplying and fixing of 11 W, Normal CFL lamps	Each	95	248.39	23597.05
75	Supplying and fixing of 15 W, Normal CFL lamps	Each	95	260.87	24782.65
76	Supplying and fixing of 18 W, Normal CFL lamps	Each	95	310.78	29524.10
77	Fixing Airconditioner on the existing hole with new frame and teakwood ply/moulding	Each	95	904.61	85937.95
78	Supplying and fixing 3 PIN PLUG TOP 6 A	Each	90	88.02	7921.80
79	Supplying and fixing 3 PIN PLUG TOP 16 A	Each	90	111.72	10054.80
80	Supplying and fixing CFL, 4W to 36W , 4PIN	Each	90	205.29	18476.10
81	Supplying and fixing CFL 11W, 14W and 18W Choke	Each	90	305.10	27459.00
82	Supplying and fixing 14/28 watts electronic ballast for T 5 tubelight fitting	Each	90	336.30	30267.00
83	Supplying and fixing 14/28 watts Tube light for T 5 fitting	Each	90	149.15	13423.50
84	Supplying, laying, testing and commissioning of 1100V Grade, PVC Armored AL. Cable, Size :3.5C X 50 sq. mm	Metre	90	580.62	52255.80

85	Supplying, laying, testing and commissioning of 1100V Grade, PVC Armored AL. Cable , Size :3.5C X 95 sq. mm	Metre	90	799.25	71932.50
86	Supplying and fixing Metal Clad Plug 20A	each	90	230.25	20722.50
87	Supplying and fixing Socket for Metal Clad Plug 20A	each	90	242.72	21844.80
88	Installation cost of 25 ltr. Storage type Geyser, 2 KW with nuts & fasteners as required.	Each	90	267.83	24104.70
89	Supplying and fixing Powder coated MS box with 16 Amp socket and top plug and 25/32 Amp MCB for A/C	Each	90	1124.42	101197.80
90	Providing and fixing Combined box with 15 Amp Swith and Socket including connection	Each	90	282.15	25393.50
91	Providing and fixing 5Amp Bed switch including connection	Each	87	66.80	5811.60
92	Providing and fixing Modular type Regulator for ceiling fan including connection	Each	90	653.20	58788.00
93	Providing and fixing DP switch 32 A with neon indicator including connection	Each	90	598.30	53847.00
		TOTAL (RS.)			4,799,999.72

( END OF APPENDIX-I )