

OIL INDIA LIMITED
(A Government of India Enterprise)
CONTRACTS DEPARTMENT
P.O. DULIAJAN – 786602, ASSAM

OIL INDIA LIMITED (OIL) invites sealed bids from eligible Bidders/ Firms for the following services under single stage composite bid.

IFB No./ Bid Document Cost	Service Requirements	Issue of Bid Document/ Bid Security/ Bid Closing Date/Opening
DCO 3385P15 ₹ 500.00	Maintenance and Extension of Computer Network Cabling for OIL's Computer Network for period of 03 years	02.05.2014 to 02.06.2014 upto 1530 Hrs ₹ 9900.00 03.06.2014

Bid Documents (non-transferable) can be obtained from the office of Head (Contracts), Oil India Limited, P.O. Duliajan, Assam-786602 from MONDAY to FRIDAY during office working hours on application alongwith Bid Document Cost (non-refundable) through a Crossed Demand Draft / Banker's cheque in favour of 'Oil India Limited' **payable at Duliajan** on any Schedule Bank. The details of IFB are available at Website www.oil-india.com.

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

M/s.
India

TENDER NOTICE NO.: DCO3385P15

Date: 28.04.2014

OIL INDIA LIMITED invites SEALED TENDERS from experienced and approved Contractors/Firms for the under mentioned work:

DESCRIPTION OF WORK/ SERVICE.	LOCATION	CONTRACT PERIOD	i)Bid Closing/ Opening date ii)Earnest money deposit
Maintenance and Extension of Computer Network cabling for OIL's computer network.	Duliajan, Digboi, Moran and near by OIL field installations, including Arunachal Pradesh	Three (3) years, extendable by one (1) year	03.06.2014 9,900.00 (RUPEES NINE THOUSAND NINE HUNDRED

- a) Earnest money deposited/Not deposited vide D.Draft/B.Cheque/Money Receipt
No. _____ dated _____ of _____
- b) Security Deposit will be Non-interest bearing 2.1/2% of the total contract price.
- c) Conditional/Non Conditional offer as per letter attached.

2.0 SEALED ENVELOPES Containing the Tender shall be marked with the above Tender Number and description of work and addressed to the

HEAD-CONTRACTS
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All tenderers shall deposit the requisite EARNEST MONEY alongwith the Tender in the form of Demand Draft/Banker's Cheque/Bank Gurantee in favour of M/s Oil India Limited and payable at DULIAJAN. This Earnest Money shall be refunded to all unsuccesssful tenderers, but is liable to be forfeited in full or part, at Company's discretion , as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected.

The bids are to be submitted in duplicate. (One in original and one photocopy of the original).

3.0 Tenders will be received upto 12:45 PM (IST) on the date as mentioned above and opened on the same day at 01:00 PM (IST) at HEAD-CONTRACTS's office before any attending tenderers.Tender box is placed at the office of Head(Contracts). However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bundh / Strike or any other reason,the tenders will be received and opened on the following working day at the same time except on Saturdays.

4.0 The rates shall be quoted per unit as specified in the Schedule of Work (Part II) and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialed. In case of discrepancy the unit rate quoted in words shall be

considerated to be correct.

5.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.

6.0 (a) No Tenderer must withdraw the tender after its public opening. Any such withdrawal will make the tenderer liable of forfeit his/her/their Earnest Money in full and debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6 (six) months.

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

7.0 The tender must be valid for 180 (One hundred & eighty) days from the date of opening of the tender.

8.0 Conditional tenders are liable to be rejected at the discretion of the Company.

9.0 Tenders can be dropped at the box placed at the office of Contract Department or can be sent by registered post addressed to

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so as to reach his office before scheduled closing date and time. Company will not be responsible for any postal delay or non-receipt of the same.

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

11.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.

01. In case of Sole Proprietorship Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

02. In case of HUF-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

03. In case of Partnership Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

04. In case of Co-Operative Societies-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

05. In case of Societies registered under the Societies Registration Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

06. In case of Joint Stock Companies registered under the Indian Companies Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

07. In case of Trusts registered under the Indian Trust Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed

and copies Service Tax and Central Excise Registration Certificate.

12.0 The selected tenderer will be required to enter into a formal contract, which will be based on their tender i.e O.I.L's Standard Form of Contract.

13.0 The successful tenderer shall furnish a Security Deposit in the form of Demand Draft / Banker's Cheque / Cash as specified above before signing the formal contract. The Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.

14.0 The amount of retention money shall be released after 6 (six) months from the date of completion certificate from the concerned department.

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

16.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

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

18.0 DISCOUNTS / REBATES.

1.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.

1.2 Post bid or conditional discounts / rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate, the contract shall be awarded after taking into consideration such discount / rebate. These provisions shall be incorporated suitably in the Bid Document

19.0 BACKING OUT BY BIDDER

In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

20.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA

In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be debarred for 2(two) years from the date of default.

21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

HEAD-CONTRACTS
For HEAD-CONTRACTS

OIL INDIA LIMITED
 (A Govt. of India Enterprise)
 Contracts Department,
 Duliajan, DISTRICT: DIBRUGARH
 ASSAM, PIN: 786602

WORKS CONTRACT

DCO3385P15

DESCRIPTION OF WORK/SERVICE :-

Maintenance and Extension of Computer
 Network cabling for OIL's computer network.

GENERAL CONDITIONS OF CONTRACT(GCC)

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

WITNESSETH:

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

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

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

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

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

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

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work

of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.

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

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

4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

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

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

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed thereunder.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

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

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

8. The duration of the contract shall be 156 weeks from the commencement date mentioned in the work order. The contractor must complete the work within the contract period. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5%

of total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

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

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

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

10. The tendered all-inclusive Price (i.e. the Contract price) is Rs. _____
(Rupees _____

_____ only.) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

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

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

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

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

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

15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.

16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities.

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

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

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

20. Special Conditions

a) The amount of retention money shall be released after 6(six) months from the date of issue of

completion certificate from concerned department.

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

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

21. ARBITRATION :

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

Place of Arbitration : DULIAJAN .

22. FORCE MAJEURE :

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

23. LB VERIFICATION REPORT AND SECURITY REVIEW :

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

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

25. SET OFF CLAUSE :-

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

26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

27.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

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

Contractor

4

Company

SIGNED & DELIVERED FOR AND ON BEHALF OF

----- by the hand

of -----
its Partner/Legal Attorney

And in presence of

Date : _____

SIGNED & DELIVERED FOR & ON BEHALF OF OIL INDIA LIMITED

Date _____

(Signature of Contractor or his legal Attorney)

(Full Name of Signatory)

(Seal of Contractor's Firm)

(Signature of witness)

(Full Name of Signatory)

Address:

(Signature of Acceptor)

Designation _____

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

WORKS CONTRACT

Tender No. DCO3385P15

SOQ - Schedule of Work, Unit, Quantities, Rates and Prices.

Service Line No.	Description of Work	Unit in Words	Quantity	Rate per Unit (Figures & Words)	Amount
10	Cutting, Laying, wiring of CAT-5e/CAT-6	Meter	50,000.000		
20	Fixing and Mounting of Networking Device	Number	150.000		
30	Crimping of RJ-45 connector	Number	3,000.000		
40	Fixing and Connecting information outlet	Number	1,000.000		
50	Supply & Fixing of PVC conduits	Meter	5,000.000		
60	Supply & Fixing of PVC conduits	Meter	20,000.000		
70	Maint. of end-user network connection	Number	2,500.000		
80	Maintenance of ADSL connectivity.	Number	150.000		
				Total Amount(Rs):	

Note :- Bidder must include all liabilities including statutory liabilities in their quoted rates.

OIL INDIA LIMITED
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 Contracts Department,
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WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO3385P15

Maintenance and extension of Computer Network cabling for OIL's computer network

1.0 Scope of Work

Maintenance and extension of indoor UTP or STP cable and residential ADSL connectivity for the computer network in the field headquarters of Oil India Limited at Duliajan and other operational areas of Oil India Limited in Assam and Arunachal Pradesh for a period of three (3) years as defined under the head "Responsibilities of Contractor" in clause 4 of this document.

2.0 Time Frame

2.1 The contract will start within a maximum of 1 (one) month from the date of issue of LOA and will be valid for three (3) years.

3.0 Extension

3.1 OIL will have the option of extending the contract by an equal or reduced quantity of service items as may be required by the company, on the same terms and conditions, for a further period of one year.

4.0 Responsibilities of Contractor

4.1 Maintenance

4.11 The contractor will be responsible for maintaining indoor UTP and STP copper cable laid through PVC pipe/channel, troubleshooting connectivity problems in connections from Switches/ Routers/ Media Converters etc. to user equipment like PCs/ Laptops/ Servers/ Printers/ VoIP devices, etc. installed in various offices of OIL in Duliajan, Digboi, Moran and remote production installations like OCS and GCS in Assam and Arunachal Pradesh. The contractor will also be responsible for installation and maintenance of ADSL modems and end-to-end ADSL link from DSLAM installed in OIL telephone exchange to bungalows/ other offices located in OIL office / housing area. The total number of network nodes whose connectivity is to be maintained is 2500 and total number of ADSL links to be maintained is 150. The maintenance job will include the following:

- a) Detection of fault location in a connection from Switch/ Router etc. to end-user equipment like PC/ Laptop/ Server/ Printer/ VoIP device, etc.
- b) Replacement of an existing cable in case of a cable fault. Cable required for replacement will be supplied by OIL.
- c) Re-termination of cable on RJ-45 connector/ Termination Box if necessary. Replacement connector and termination boxes will be supplied by OIL.
- d) To check-up and correct, if necessary, network setup & proxy server setup in end-user equipment.
- e) Testing and locating fault in ADSL connectivity provided in offices / bungalows in OIL, and rectification of the same. In case ADSL modem or filter needs replacement, the same will be supplied by OIL.
- f) To checkup and correct, if necessary, ADSL modem setup at bungalows in OIL housing area/ offices of OIL.

- g) To checkup and correct, if necessary, connectivity at DSLAM installed in OIL Telephone exchange.
- h) In case of maintenance of ADSL link, in case the fault is due to a problem in OIL's telephone cable, the same will be repaired by OIL at its own cost.
- i) Any other job required for restoring network connectivity between the end points of the UTP/ STP cable segment between Switch/ Router etc. to the end-user equipment.

4.12 The contractor has to provide the necessary technical manpower (minimum three numbers of technicians) for carrying out the above jobs. The technicians have to report to the concerned official of IT Department on every working day as per OIL working hours. In case any technician is found to be technically unsuitable for the job by IT Department, it will be informed to the contractor in writing. In such a case, the contractor has to replace the technician within 48 hrs. of reporting.

4.13 The technicians mentioned in 4.12 above must have cell phones available with them so that IT officials can contact them anytime during office hours. The cell phone numbers have to be submitted to IT Department at the time of issue of work order.

4.14 All equipment/ tools necessary for carrying out the above-mentioned jobs including ladders, etc. have to be provided by the contractor.

4.15 In case any replacement of cable, connector, I/O box, switch, router, ADSL modem, ADSL filter, etc. is required for rectifying a fault, the same will be supplied by OIL at its own cost.

4.16 In case network connectivity is disrupted because of a fault in the NIC (Network Interface Card) of the end-user equipment, the contractor will not be responsible for the repair of the same.

4.2 Extension

4.21 In case a new connection has to be provided to end-user equipment from an existing switch/ router etc., the cable route for the same will be surveyed by the contractor jointly with OIL's representative and the cable has to be laid out as per the mutually agreed route.

4.22 OIL shall arrange for site clearance, wherever necessary, for the cable route.

4.23 The contractor shall be responsible for the following:

4.23.1 Cutting, laying and wiring of UTP/ STP CAT-5e, CAT-6 cables through PVC conduits/ PVC Channels as per quantity defined in schedule of work.

4.23.2 Fixing and Mounting of Ethernet Switches/ HUB/ Routers/ ADSL Modems and other networking devices.

4.23.3 Crimping of RJ-45 connector to UTP/ STP cables following standard wiring and color conventions.

4.23.4 Fixing and connecting information outlets (I/O) to UTP cables following standard wiring and color conventions.

4.23.5 Fixing & connecting of UTP patch panels as per standard industry practices.

4.23.6 Fixing of PVC conduits and/ or channels as per directive of OIL's IT personnel with proper saddling for laying UTP/STP cables.

4.23.7 Marking of end-points of the cable at switch / Router / Hub end and End-User Equipment end.

4.24 The contractor will supply all required PVC conduits, PVC channels, saddles and other fixing material required to carry out the scheduled length of cabling work. The material thus supplied must have BIS markings, wherever applicable.

4.25 However, all cables, connectors, patch panels, information outlets, networking devices like switches, routers, ADSL Modems, ADSL filters etc. required for the extension job will be supplied by OIL at its own cost.

4.26 The contractor will make all reasonable efforts to retain the aesthetics of the work area while carrying out such cabling/ conduit jobs.

4.3. General

- 4.31 The contractor will provide all necessary tools, ladders and testing equipment required for fixing of the cables and other accessories. All these tools should be in proper working condition.
- 4.32 The contractor will arrange transport for shifting of material and his technicians for carrying out the job under the contract, within Duliajan and within a distance limit of 5 KM in and around Duliajan. However, in case any job has to be carried out at Moran, Digboi, South Bank office or field offices like OCS/ GCS etc., transport for men and material will be provided by OIL.
- 4.33 The contractor will arrange to collect and transport necessary cables, connectors, network devices etc. (other than what is required to be supplied by him within the scope of the contract) required for carrying out the job as per the scope of work mentioned in this contract, from OIL's IT Department at his own cost.
- 4.34 Any defects in items supplied as mentioned in 4.24 above and also defects appearing in cabling/ fixing works or connections within six months of carrying out the job shall be rectified by the contractor at his own cost.
- 4.35 After being awarded the contract, the contractor must set up his office in Duliajan (if he has not already done so) and submit his office address and telephone number to IT Department.
- 4.36 The contractor or his work representative must report at IT Department on every OIL working day by 7.30 AM.
- 4.37 All jobs allocated to the contractor will have to be completed to the satisfaction of OIL.
- 4.38 The contractor will be permitted a mobilization period of 1 (One) day from the date of allocating an extension job.
- 4.39 The contractor has to submit periodic status/ progress reports of jobs being carried out by him against this contract. The reporting interval will be decided mutually between OIL and the contractor. For maintenance the contractor will be responsible for submitting a written report after completing a maintenance job, as per the format supplied by OIL.
- 4.40 The contractor has to take care not to damage any walled surface during laying of indoor UTP/ STP cable. In case of any such damage, the contractor has to repair the same and repaint the wall surface at his own cost.

5.0 Award of Job and Penalty

- 5.1 Both Maintenance and Extension work will be issued to a single contractor.
- 5.2 The contractor will be requested to carry out the jobs under the scope of the contract vide a written request by OIL mentioning details including the expected start and completion date for the job, estimated quantum of job etc. The mobilization period as applicable as per this contract shall be considered while giving such dates.
- 5.3 After completion of the job, the contractor will return the job card mentioning actual quantum of work carried out by him and duly certified by OIL's IT engineer.
- 5.4 Material for carrying out the job will be issued to the contractor prior to commencement of any work on the basis of estimated quantum of work. Any excess material left after completion of job as per actual quantum of work done by the contractor, has to be returned by the contractor to IT department.
- 5.5 For any extension job, if the contractor cannot complete the job within seven days of requested completion date, then a penalty of Rs. 500/- (Rupees Five Hundred Only) per day will be levied for every single day exceeding seven days from the requested completion date.
- 5.6 For any maintenance job, if the contractor cannot complete the job within 1 day of requested completion date, then a penalty of Rs. 500/- (Rupees Five Hundred Only) per day will be levied for every single day exceeding 1 (One) day from the requested completion date.
- 5.7 However, under no circumstances, total penalty levied on the contractor on the basis of 5.1 & 5.2 can exceed 15% of total contract value.

6.0 Warranty

- 6.1 The contractor will provide 6 (Six) month's warranty for any extension job. In case of any fault (in the job carried out) within warranty period, the contractor has to repair/ replace the termination at his own cost.
- 6.2 The contractor has to provide 1 (One) year warranty for any PVC conduit/ Channel saddling job carried out by him for cable laying. In case of any fault in saddling within warranty period, the contractor has to repair/ replace the saddles at his own cost.

7.0 Safety

7.1 The contractor will take all measures necessary to protect the personnel, work and facilities and will observe safety rules and regulations of OIL while carrying out the jobs against this contract.

7.2 All protective gear like safety belts, safety helmets, safety boots, etc., as stipulated by the safety guidelines of OIL, have to be provided by the contractor to his personnel, as and when required. In case the contractor fails to provide such safety gear, OIL shall provide the same and the cost will be deducted by OIL from the contractor's bill against this contract.

7.3 The contractor will report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and then immediately take the first emergency control steps conforming to good operations practice and safety regulations.

7.4 The contractor will perform each job in such a manner as will prevent damage to the company's property.

7.5 Any permanent damage/ loss to the company's installations, assets and equipment, due to negligence of the contractor's personnel under this contract, will have to be remedied by the contractor entirely at his own cost.

7.6 The contractor has to obtain written approval/ security pass for his personnel from concerned authorities before carrying out jobs within the purview of this contract in any protected area of OIL.

8.0 Responsibilities of OIL

8.1 OIL will provide access to the locations wherever cabling is to be carried out. However, in case a security pass is required from OIL's Security Department or OIL's CISF unit to work in the area, the contractor has to apply to the concerned authority through IT department providing all necessary details of personnel employed by him for this contract.

8.2 OIL will provide any networking devices like Switches, Routers, Hubs, Information Outlets (I/O), RJ-45 Connectors, UTP/ STP cable to the contractor for carrying out the jobs under this contract.

8.3 While fixing any new networking device, if any new/ additional power outlet/ extension board is required, OIL's IT Department will arrange the same in liaison with OIL's Electrical Department. All other tools, equipment and material required for carrying out the job has to be provided by the contractor.

8.4 In case any job has to be carried out at Moran, Digboi, South Bank office or field offices like OCS/ GCS, Arunachal Pradesh, etc., transport for men and material will be provided by OIL.

8.5 In case of maintenance of ADSL link, if the fault is due to a problem in OIL's telephone cable, the same will be repaired by OIL at its own cost.

9.0 Terms of Payment

a) The Fixed charges against Maintenance services (Item no.70 and 80) will be paid on a quarterly basis after successful completion of each quarter. The contractor will submit an invoice against maintenance services after every quarter from the date of start of the contract.

b) The charges against extension services (Item no. 10 to 60) will be paid against actual quantum of job carried out on a quarterly basis after successful completion of each quarter. The contractor will submit an invoice, mentioning jobs done in the previous quarter against extension services.

10. Cancellation of Contract

If the performance of the contractor is found to be unsatisfactory, OIL reserves the right to terminate the contract at any time during the contract period. In such case, the contractor will be informed in writing by OIL about termination of the contract and the reason(s) for termination.

The following BRC/BEC will be applicable under the IFB:

BID REJECTION CRITERIA (BRC):

The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected:

l) Bidder must have relevant experience of having successfully completed "similar works" with PSUs / Central

Govt. / State Govt. Organization/Public Limited Company in last 7(Seven) years ending the last day of the month previous to the one in which bids are invited of value :

- a) Single contract of minimum value of Rs. 15,84,000.00
OR
- b) Two contracts of minimum value of Rs. 9,90,000.00 each
OR
- c) Three contracts of minimum value of Rs. 7,92,000.00 each

Similar nature of job mentioned above means experience in Maintenance and extension of Computer Network cabling.

II) Technical Requirement for Bidders (eligibility criteria)

1.1 The bidder must have a minimum of one year experience of laying indoor UTP cable for computer networks, Termination of UTP cable at I/O box/ Switch / Patch Panel etc., fixing of Networking devices like Switches, Routers, etc.

1.2 The bidder must have minimum 1 (One) year experience of installing, configuring and troubleshooting of ADSL Modems and DSLAM for data connectivity through telephone line and related jobs.

1.3 The bidder must have minimum 1 (One) year experience of maintaining UTP CAT-5 and CAT-6 based switched network having minimum 500 nodes.

1.4 Documentary evidence against clause 1.1, 1.2 and 1.3 in the form of a contract document, work order, etc. in the name of the bidder has to be submitted along with the bid.

1.5 Bids submitted without mentioning the rate against each item mentioned in the tender will be rejected

(III) Bidder must have Average Annual financial turnover as per audited annual reports for the last 3(Three) accounting years, ending 31st March 2013 should be at least Rs. 5,94,000.00

(IV) Bidder must submit all necessary documents related to experience and turnover.

II) DOCUMENTARY EVIDENCE

A. For proof of Annual Turnover any one of the following documents/ photocopies(**self-attested/attested**) must be submitted along with the bid:-

i) A certificate issued by a practicing Chartered/ Cost Accountants Firm with membership no. certifying the Annual Turnover and nature of business.

OR

ii) Attested Copy of Audited Profit and Loss account for last 03(three years) ending March'2013.

(B) For proof of requisite Experience, any one of the following documents/photocopies (**self-attested/attested**) must be submitted along with the bid:

1. In case of OIL contractor, copy of 'Certificate of Completion (COC)'/ 'Certificate of Payment (COP)' of jobs successfully completed/ Service Entry Sheets, of jobs successfully completed, during last 7(seven) years ending the last day of the month previous to the one in which bids are invited. It may be clearly noted that simply mentioning of OIL CCO Number/Workorder will not be accepted.

2.0 For other bidders, Completion certificate issued by any other Public Sector Undertaking / Govt Organization/Public Limited Company stating :

Gross value of the job done.
Nature of Job done
Contract Period.
Contract Number

C) Non- submission of the above documents as specified in BRC above will result in rejection of bids.

D) Bid documents purchased from OIL only will be considered as valid. Documents directly downloaded from WEBSITE or any other source will be summarily rejected. Bidder to submit the purchased bid document from OIL duly signed with seal, while submission of offers with credentials

(B) BID EVALUATION CRITERIA (BEC):

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

(i) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the tender.

(ii) OIL will not be responsible for delay, loss or non receipt of applications (for bidding documents) sent by mail and will not entertain any correspondence in this regard.

(iii) Bidders are advised not to indicate any separate discount. Discount if any should be merged with the quoted offer. Discount of any type indicated separately will not be taken into account for evaluation purpose. However, in the event of such offer without considering discount is found to be lowest, OIL shall avail such discount at the time of award of contract.

(iv) In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.

BB. COMMERCIAL:

1.1 Bids are invited under Single Composite bid system i.e., Technical as well as Commercial details together in single offer.

1.2 Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

1.3 Bid security shall be furnished as part of the technical bid. Any bid not accompanied by the proper bid security will be rejected, except those are exempted.

1.4 The Bid documents are not transferable. Bids submitted by parties to whom Tender was not issued will be rejected.

1.5 Bids received after the scheduled bid closing date and time will be rejected outright.

1.6 Any bid received in the form of Telex /Cable /Fax /E-Mail /Courier will not be accepted.

1.7 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.

1.8 Bids shall be typed or written in indelible ink failing which the bid will be rejected.

1.9 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder and should be initialed by the bidder. Any bid not meeting this requirement shall be rejected.

General:

a. The bidder shall submit Copies(**Attested/Self Attested**) of PAN card, Service Tax registration Certificate,

OIL INDIA LIMITED
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

WORKS CONTRACT

Schedule of company's Plants, Materials and Equipments

Tender No.: DCO3385P15

1. UTP Cable
2. UTP Patch Cord
3. I/O Box
4. RJ 45 / RJ 11 Connector
5. Switch / Router
6. ADSL Modem
7. ADSL Filter

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO3385P15

Description of work/service :

Maintenance and Extension of Computer
 Network cabling for OIL's computer network.

Sir,

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

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorised persons who would be supervising the jobs on day to day basis from our end are the following

- i) _____
- ii) _____
- iii) _____

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

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations,1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date_____

M/s_____

CONTRACTOR
 FOR & ON BEHALF OF