

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 / Opening Date & Time
DCO3422P15 ₹ 500.00	Mechanical Cleaning of Aerial Coolers of Gas Compressor units.	05.05.2014 to 09.06.2014 (upto 15:30 Hrs) / ₹ 5600.00 / 10.06.2014 (12:45 Hrs / 13:00 Hrs)

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

PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.

HEAD-CONTRACTS

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

M/s.
India

TENDER NOTICE NO.: DCO3422P15

Date: 30.04.2014

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
Mechanical Cleaning of Aerial Coolers of Gas Compressor units.	OIL operational areas in Upper Assam.	2(Two) years.	10.06.2014 5,600.00 (RUPEES FIVE THOUSAND SIX 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
OIL INDIA LIMITED
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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 unsuccessful 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

considered 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 received 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.

CHIEF MANAGER CONTRACTS (O)
For HEAD-CONTRACTS

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

WORKS CONTRACT

DCO3422P15

DESCRIPTION OF WORK/SERVICE :-

Mechanical Cleaning of Aerial Coolers of Gas Compressor units.

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 104 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 Thekaders 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 but excluding Service Tax. **Service Tax if applicable shall be, to the Company's account. However, Service Tax portion payable directly by the Service provider(if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.**

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. I.B. 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 :-

SIGNED & DELIVERED FOR AND

Contractor

4

Company

ON BEHALF OF

(Signature of Contractor or his legal Attorney)

----- by the hand

(Full Name of Signatory)

of -----
its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation _____

Date _____

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

WORKS CONTRACT

Tender No. DCO3422P15

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	Cleaning of units with type A Coolers	Number	40.000		
20	Cleaning of units with type B Coolers	Number	5.000		
30	Mobilisation charges	Lumpsum	1.000		
40	Initial Medical Testing	Lumpsum	1.000		
50	Overhead	Lumpsum	1.000		
				Total Amount(Rs):	

Note :- Bidder must include all liabilities including statutory liabilities in their quoted rates but excluding Service Tax. **Service Tax if applicable shall be, to the Company's account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.**

OIL INDIA LIMITED
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WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO3422P15

1.0 Description:

In a gas compressor package, there are separate cooling water circuits for the Engine and the Compressor. Such a cooling water circuit comprises of pump, piping, Engine or Compressor water jacket, heat exchanger for lube-oil coolers and finned tube bundles of the aerial cooler. With passage of time, there is deposition of hard sticky scales comprising of iron oxide, silica etc. in the internal surface of piping, cooler tubes, Engine / Compressor water jackets, heat exchanger of Lube-oil cooler etc. Such deposits are undesirable as they reduce the efficiency of the Cooling system thereby resulting in shutdown of the gas compressor package due to High Temperature.

(A) Mechanical Cleaning of above will involve following special jobs by the vendor:

- i) Dismantling of water piping, water jacket cover of compressor cylinders, lube-oil coolers of engine and compressor and cooler header plugs.
- ii) Cleaning of water jackets of compressor accessible from the water jacket covers/plugs/manholes.
- iii) Cleaning of water surge tanks.
- iv) Cleaning of internals of the water piping; in the event of non availability of facilities required for cleaning the internals at site, the party may take the dismantled piping to their works for cleaning the same with due permission from OIL.
- v) Cleaning of tube bundles (both internal and external) of lube-oil coolers by dismantling (wherever possible).
- vi) Cleaning of internal surfaces of the aerial cooler tube bundles using suitable mandrel, teflon/non metallic brush, high pressure water jet at site.
- vii) Cleaning of fins of the aerial cooler tube bundles using chemicals (e.g. TEEPOL / CHEMOLA or equivalent) and high pressure steam. For this purpose high pressure steam with chemical will be made available by OIL. If OIL is not able to supply high pressure steam for reasons beyond its control, in such a case cleaning of the aerial cooler tube bundles will be carried by brush etc, using chemicals and water only.
- viii) Straightening of fins of the aerial cooler tube bundles using steel comb and brush.
- ix) Replacement of damaged valves and fittings of the water piping (if required). For this all materials i.e. valves, fittings, piping etc. will be provided by OIL.
- x) Refitting of all the cleaned components, so as to render the unit operable after water filling.
- xi) On completion, if any leakages/no improvement in cooling efficiency is observed, the party will have to rectify/redo the cleaning operation at its own cost.

(B) After completion of above jobs, each gas compressor unit will be checked and operated for assessing its improvement in cooling efficiency. After assessing the performance, OIL's Engineer will certify as "job completed" for subsequent release of payment.

(C) Based on the job involvement in servicing / cleaning, the Aerial Coolers of Gas Compressor units located at various Gas Compressor Stations (GCSs) are categorized as the following types:

- (i) Type A: Coolers of units with Compressor make Atlas Copco / BPCL / IR / Worthington and Engine make Waukesha L7042, L5790, L5108 or Caterpillar G399, G3516.
- (ii) Type B: Coolers of units with Compressor make BPCL / IR with Electric Motor or Waukesha L3711

engine.

Interested bidders with due credentials, may contact Head Production-Gas for assessment of each type of cooler prior to quoting.

(D) The contract will be awarded for a period of 2(two) years.

Total No. of units to be cleaned are:

(a) Type A: 40 nos.

(b) Type B: 05 nos.

(E) Distances of all GCSs except Moran are roughly within 40 Kms from Duliajan. GCS Moran is at a distance of approximately 100 Kms from Duliajan.

(F) Time is the essence of this contract. As such cleaning of 1(one) unit is to be completed within 8(eight) days for type A and 6(six) days for type B in normal condition. In the event of extension beyond the stipulated days of time, the party to explain the reason of delay. Delay due to reason beyond the control of the contractor will only be accepted without penalty. Without sufficient reason, any delay in completion of a unit beyond 10 days, will be penalized with a rate equal to the rate/day of servicing/cleaning the unit. However maximum penalty imposed, will be limited to 25% of the cost of servicing/cleaning the unit.

(G) The contractor shall have to make Group Insurance for the persons engaged for the entire period of contract and the contractor shall produce a copy of the same on finalization and before commencement of the job.

(H) All Statutory permissions, certifications etc from Competent Authority must be obtained by the party prior to commencement of the job and to be submitted to OIL for verification and record.

(I) The party must strictly adhere to all safety norms and regulations as guided by various statutory bodies like OISD, OMR, and DGMS etc. Contractor shall also obtain "Cold Work Permit" from the Installation Manager prior to start of job in GCSs.

(J) PPE (Personal Protective Equipment) for all contractors' personnel carrying out the job at site, is a must, and shall be arranged by the contractor.

(K) Work is to be carried out during office hours only i.e from 7 AM to 3 PM on week days except Saturday. For Saturday the working time will be from 7 AM to 11 AM. For working on sundays, holidays and time beyond the working hours, prior permission from OIL will have to be obtained.

(L) All the required tools, equipments, consumables, transportation, lodging and boarding for contractor's personnel etc shall be arranged by the contractor.

(M) OIL will supply compressed air (approx 7.0 - 12.0 Kg/cm² pressure), water, high pressure steam, chemicals for cleaning, and replacement of valves and fittings for water piping. However, small nuts, bolts etc, if required to be provided by the party.

(N) The party to stand guarantee for the proper functioning of the Cooling System of the Gas Compressor package for a minimum period of 6(six) months from the date of job completion and handing over to OIL. In case of any leaks developing in the Cooling System / deterioration of the cooling efficiency during this period, the party has to repeat the job free of cost.

(O) Throughout the period of contract, the party must be available to carry out the servicing/cleaning jobs, as per contract, when asked by OIL. Failure on the part of the contractor to respond to OIL's call for carrying out any servicing/cleaning job may lead to termination of the contract.

2.0 HSE Points:

- (1) The contractor shall engage only skilled, capable and competent personnel who are fully conversant with the job including use of appropriate PPE and first aid firefighting equipment.
- (2) The contractor should deploy a competent person through-out the contract under whose constant supervision only, the jobs will be carried out.
- (3) The contractor should deploy only MVT (Mines Vocational Training) trained persons for carrying out the jobs.
- (4) The contractor has to keep a register of the persons employed by him/her.
- (5) The contractor's personnel has to abide by all relevant statutory safety and environment rules, regulations, applicable codes and standards (i.e. OMR, OISD standards, BIS ,EP Act etc.).
- (6) Necessary Cold / Hot work/Electrical isolation/ energisation / Work at Height/Vehicle Entry permits, etc are to be obtained from authorized personnel before starting of the job(s).
- (7) The health check up of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The initial medical check up to be carried out are-
 - i) General medical examination.
 - ii) Audiometry testing.
 - iii) Visual Examination, i.e to include both near and distant vision.
 - iv) X-Ray, Chest PAVIEW.
 - v) Blood routine examination(C Hemoglobin, Total count, DLC, ESR)
 - vi) Urine routine examination.
 - vii) Random blood sugar, serum, urea, creatine etc.
 - viii) ECG.
- (8) The contractor has to ensure that suitable facilities such as Drinking Water, Canteen, Toilets etc is available to his/her working personnel.
- (9) The contractor has to ensure the quality and reliability of all the tools, equipment and instruments used by his/her personnel.
- (10) The contractor will have to supply the necessary approved type PPEs (Personal Protective Equipments) like safety boots, hand gloves, safety goggles, safety helmet, safety belts, etc. to his workmen at his own cost and should ensure strict use of the same. If the Contractor fails to provide the safety items as mentioned to his workers the contractor may apply to the Company (OIL) for providing the same. OIL will provide the same if available, but in turn OIL will recover the actual cost of the items by deducting from the Contractors' bill.
- (11) First aid box is to be provided by the contractor and same has to be kept ready at work site for contractor's personnel while carrying out the job.
- (12) Smoking and the use of naked lights is strictly prohibited inside the GCS.
- (13) For working at elevated locations, use of approved Full Body Harness as specified in OMR - 1984, is mandatory.
- (14) The contractor has to ensure and take full responsibility of the complete safety of the personnel engaged by him/her.
- (15) The contractor's personnel have to take every possible care to keep the environment clean and free from

pollution.

- (16) Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.
- (17) Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.
- (18) The contractor shall have to report all incidents including near miss to Installation Manager / Departmental representative of Production (Gas) deptt.
- (19) The contractor shall inspect and have certification of all tools (hand operated as well as mechanically operated) being used. Defective tools shall be immediately removed.
- (20) The contractor shall ensure that appropriate warning signboards or tags are displayed.
- (21) To ensure that the workers understand the work to be done, the hazards that may be encountered, and the proper precautions/procedure for carrying out the work safely.
- (22) To arrange daily tool box meeting and regular site safety meetings and maintain records.
- (23) The contractor has to submit the Mines return to the Mines Safety Directorate in prescribed format.
- (24) To assess the hazards associated with jobs in consultation with all concerned and establish safe working procedure including identification of the escape routes.
- (25) Similar HSE Plan should be implemented at the sub-contractors' level if any and compliance with the HSE Plan is to be the sole responsibility of the Contractor.
- (26) For any clarification with regard to the above, the contractor should contact MSO Production Gas Department.

3.0 The bidder shall submit Bank Account number, VAT Regd. number, Service tax registration no., copy of PAN card, a valid Provident Fund Code number (Direct Code)/ or certificate issued by appropriate authority / a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).

4.0 BID REJECTION CRITERIA (BRC):

4.1 The bid shall conform generally to the specifications and terms and conditions laid down in the Bid Documents. Bids will be rejected in case services offered do not conform to the requirements 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.

4.2.1 The bidder shall have minimum experience in successfully completing jobs of a SIMILAR nature of the following magnitude during the last 07 (seven) years ending Bid Closing date:

- (i) One single contract of minimum value of **Rs 8,91,000.00 (Rupees Eight Lakhs Ninety One Thousand) only.**
- Or
- (ii) Two single contracts of minimum value of **Rs 5,57,000.00 (Rupees Five Lakhs Fifty Seven Thousand) only, each.**

Or

(iii) Three single contracts of minimum value of **Rs 4,45,500.00 (Rupees Four Lakhs Forty Five thousand Five Hundred) only, each.**

"SIMILAR nature" mentioned above means jobs involving servicing and cleaning of cooling system (internal and external) comprising of Heat Exchangers / Aerial Coolers / piping / water jackets etc.

4.2.2 The bidder should have an average annual turnover during the last 03 (three) years ending **31-03-2013** at least of **Rs 3,34,100.00 (Rupees Three Lakhs Thirty Four Thousand One Hundred) only.**

4.2.3 Bidders must have suitable trained and experienced manpower for carrying out the servicing and cleaning jobs. The manpower deployed must include, besides others, 1(one) Supervisor and 1(one) Fitters having prior experience of carrying out servicing / cleaning jobs of Heat Exchangers / Aerial Coolers. The bidder to confirm the same at the time of bidding for our acceptance of their offer. The bidder shall submit the list of manpower to be deployed before commencement of the job. Failure to do so shall make the contract liable for termination.

4.2.4 Bidders must have required infrastructure with all tools etc for carrying out the required servicing and cleaning jobs. The bidder to confirm the same at the time of bidding for our acceptance of their offer.

4.2.5 Cleaning of 1(one) unit of type A is to be completed within 8(eight) days and type B is to be completed within 6(six) days in normal condition. In the event of extension beyond the stipulated days of time, the party to explain the reason of delay. Delay due to reason beyond the control of the contractor will only be granted. Without sufficient reason, any delay in completion of a unit beyond 10 days, will be penalized with a rate equal to the rate/day of servicing/cleaning the unit. However maximum penalty imposed, will be limited to 25% of the cost of servicing/cleaning the unit. The Party to confirm acceptance of this clause.

4.2.6 Bids will be rejected if it is not accompanied with adequate documentary proof (Refer Note A & B below) in support of experience and turn-over as mentioned in Para 4.2.1 and 4.2.2 above.

Note:

(A) For proof of requisite experience (Para 4.2.1) copies (attested / self-attested) of any one of the following documents must be submitted along with the bid:

i) In case of OIL contractors, copy of "Certificate of Completion" (COC)/ "Service Entry Sheet" (SES) of jobs successfully completed during the last seven years ending bid closing date, showing gross value of job done. It may be clearly noted that simply mentioning of OIL CCO Number will not be accepted.

ii) Certificate issued by competent authority of any other Public Sector Undertaking/ Govt. Department (for jobs successfully completed during the last seven years ending bid closing date), showing:

- a) Gross value of job done; and
- b) Nature of job done; and
- c) Time period covering the financial year(s) as per the NIT.

(B) For proof of Annual turnover, any one of the following document/photocopy (attested / self-attested) must be submitted along with the bid.-

i) A certificate issued by a practicing Chartered / Cost Accountant with membership number and Firm Registration No., certifying Average Annual Turnover

Or,

ii) Audited Balance Sheet and Profit & Loss Account.

4.2.7 Any bid containing fraudulent document/information will be rejected and action will be taken as per the terms of the tender.

4.2.8 Bids containing preconditions, if any, will be summarily rejected and no correspondence for any deviation/correction in this regard will be entertained thereafter.

4.2.9 The bidder shall furnish Bid Security for the amount as indicated along with Bid. Any bid not accompanied by a proper bid security will be rejected.

4.2.10 The Bid Documents are not transferable. Bids submitted by parties who have not been issued the Bid Documents from the Company will be rejected.

4.2.11 The bid shall be typed or written in indelible ink and the original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected.

4.2.12 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.

4.2.13 The bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections must be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

4.2.14 Bidders must quote clearly and strictly in accordance with the price schedule of Bidding Documents; otherwise, the bid will be rejected.

4.2.15 Any bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected.

4.2.16 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected.

- Performance Security Clause
- Tax liabilities Clause
- Insurance Clause
- Force Majeure Clause
- Termination Clause
- Liquidated damages Clause
- Penalty clause

4.2.17 GENERAL:

- a) Bidders shall have to categorically quote the rates for their offer and confirm that the rates shall remain firm during the contract period and not subject to variation on any account.
- b) In case bidder takes exception to any clause of Bidding Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/ modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- c) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
- d) In case, any of the clauses in the BRC contradict with other clauses of Bidding Document elsewhere, then the clauses in the BRC shall prevail.
- e) Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation. Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.
- f) 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.

5.0 BID EVALUATION CRITERIA:

4.1 The bids conforming to the technical specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.

4.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.

4.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

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.: DCO3422P15

NOT APPLICABLE

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO3422P15

Description of work/service :

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