

**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.

<b>IFB No. / Bid Document Cost</b>	<b>Service Requirements</b>	<b>Issue of Bid Document / Bid Security / Bid Closing / Opening Date &amp; Time</b>
<b>DCO3527P15 ₹ 2000.00</b>	Renovation of Team-Centre, Geology & Reservoir Department.	<b>12.05.2014 to 16.06.2014 (upto 15:30 Hrs) / ₹ 18000.00 / 17.06.2014 (12:45 Hrs / 13:00 Hrs)</b>

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](http://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.: DCO3527P15

Date: 09.05.2014

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
RENOVATION OF TEAM-CENTRE, GEOLOGY & RESERVOIR DEPARTMENT.	TEAM-Centre, R&D Building, G&R Department, Oil India Limited, Duliajan.	45 Days from the date of issue of LOA	17.06.2014 18,000.00 (RUPEES EIGHTEEN THOUSAND ONLY)

- 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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Contracts Department,  
Duliajan, DISTRICT: DIBRUGARH  
ASSAM, PIN: 786602

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 Mobilization against the contract must be completed within 15 days from the date of issue of LOA.

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

DCO3527P15

DESCRIPTION OF WORK/SERVICE :-

RENOVATION OF TEAM-CENTRE, GEOLOGY & RESERVOIR DEPARTMENT.

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 **45 days** from the date of issue of LOA. 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 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

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Contractor

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Company

ON BEHALF OF

(Signature of Contractor or his legal Attorney)

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----- by the hand

-----  
(Full Name of Signatory)

of -----  
its Partner/Legal Attorney

-----  
(Seal of Contractor's Firm)

And in presence of

-----  
(Signature of witness)

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

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(Full Name of Signatory)

Address:

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(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. DCO3527P15

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	DISMANTLING: Dismantling existing partition, consoles, doors, cabinets etc. and keeping the same away, if required as directed.	Lumpsum	1.000		
20	WALL PANELLING: Removing existing paneling and making new wall paneling with matching laminate as per layout design complete with necessary accessories etc. as required and good finishing.	Square foot	955.000		
30	REPAIRING OF FALSE CEILING: Repairing/replacing part of the existing false ceiling as per design with matching good finishing.	Square foot	1,000.000		
40	WALL TO WALL CARPETING: Providing and laying on floor synthetic texture finish PVC of minimum 2mm thick. 50 x 50mm size tiles carpet/ceramic tiles as per approved design complete with good finishing. (Individual costs for both PVC & Ceramic tiles options to be indicated. However, OIL will retain the discretion for the selection of either option).	Square foot	2,400.000		
50	PARTITION WALL: Providing and making 50mm thk. Partition wall upto	Square foot	453.000		

	ceiling ht. made of combination of glass & block board /laminated as per layout design. Second option for cost of Itching glass to be furnished.		
60	DOORS: Providing and fixing 40mm thk. Door with combination of glass/ block board with laminated sheet on either sides as per design complete with locking arrangement,handle, door closer etc.Second option for cost of Itching glass to be furnished.	Number	4.000
70	ENTRANCE DOOR: Relocation of existing entrance door to a new position, sealing sealing/walling the same. Providing and fixing in position 12mm thk. glass door with 50mm x 150mm wooden rail on top and bottom fixed on hydrolic floor spring complete with polishing on wood work and all hardware accessories.(Size-7'-0" x 3'-6").Second option for cost of Itching glass to be furnished.	Number	2.000
80	VERTICAL WINDOW BLINDS : Providing and fixing in position 100mm wide fabric vertical blind of matching design complete with good finishing.	Square foot	160.000
90	SUPERVISION CONSOLE: Providing and placing at site 1400mm X750mm(rectangular workspace, 750mm ht. Tbaile Top 40mm thk. All sides finished with Laminated sheet modular design with Drawer unit consist of 3 nos. Drawers with central locking system on castor wheel. Metal keyboard and CPU trolley are to be provided complete with	Number	1.000

100	<p>good finishing.</p> <p>OFFICE CUBICLES: Providing and installing Panel/Tile based office cubicals with wire management facilities as per layout Design 5'-9" x 6'-0" size and partition upto minimum 5' ht. alongwith two items as below.</p> <p>a) Table Top: Providing and fixing in position (1400mm x 600mm) table top 40mm thick. with post forming laminate of approve shade and design complete with necessary hardwares modular type including keyboard pull-out tray.</p> <p>b) Drawers Unit: Providing drawer units with three nos. drawers with central locking system with lock type Castor wheel fully finish with laminated sheet complete with necessary hardwares modular design. CPU trolley and metal keyboard are to be provided complete.</p>	Number	12.000
110	<p>OFFICE CUBICLE FOR SENIOR EXECUTIVE : Providing and installing Panel/Tile based office cubicals with wire management facilities as per layout Design 8'-6" x 6'-0" size and partition upto 7'-0" ht.(ceiling height) consisting of two items as under Item in line no.120(a &amp; b).</p>	Number	1.000
120	<p>WORKSTATION UNITS: Providing and installing Panel/Tile based Workstation Units with 1200 ht. partition and 40mm thk. table top(1800mmX600mm) with 8mm thk. fabric soft tiles on partition all modular type</p>	Number	11.000

	with 3nos drawer units on castor wheel locking type, metal key board & CPU trolley are to be provided all finished with white laminated complete with good finishing. The wire management facilities are also to be provided as per layout		
130	CONFERENCE TABLE : Providing and placing in position conference Table size 2400mm x 1200mm x 750mm 40mm thick. Post formed laminated finish table top of approved shade as per design and all exposed edge are covered with P.V.C. edge banding of similar colour complete with all accessories modular type.	Providing Number	1.000
140	RECEPTION TABLE: Providing and placing on site reception table 1200mm x 675mm x 1200mm ht. for visitor top and 750 ht. for working top fully finished with laminated sheet with drawer unit, metal keyboard & CPU trolley complete with good finishing.	Providing Number	1.000
150	CEILING MOUNTED PROJECTION & SCREEN SYSTEM : Providing ceiling mounted Projection in conference room with VUEGUARD fitting which can tilt (-) 15 degree to (+) 15 degree, swivel 360 degree, with Mitsubishi Projector x D25OUST XGA/2600 ANSI LUMENS and 86" (6'-0" x 4'-6") 4.3 Ratio Synchro Motor with remote Control System Complete with installation.	Number	1.000
160	PAINTING: Painting the wall/ceiling with best quality plastic emulsion paint of required shade with roller application and good	Square foot	3,350.000

	finishing over surface preparation as required.		
170	ELECTRICAL WORKS: Repairing electrical fittings as and where required with similar fitting with wiring. Inceasing the illumination of the existing lighting facility by neccesry repair/cleaning(maximum 50 nos of dual tube light assembly).	Lumpsum	1.000
180	FILE CABINETS:Providing and fixing on position 04 nos. file cabinet 1350mm ht. 400 mm depth and 1200 mm wide and 02 nos. smaller cabinets (as per sketch) made of 19 mm block board with shelves at 350mm c/c all sides and insides to be finished with laminated sheet complete with all accessories, hardware and good finishing.	Number	6.000
190	OVERHEAD STORAGE:Providing 750mm ht. over head storage above Cubicle table top at 1500mm ht. from floor level, modular type with one shelve and shutters with locking arrangement complete. (Size 1200mm x 350mm x 750mm ht.).	Number	12.000
200	OVERHEAD STORAGE CABINETS:Providing and fixing of over head storage cabinet, modular type with shelves and shutters as per design of size 12'x2'x1.5'.	Number	1.000
210	STORAGE CABINET:Providing and fixing of storage cabinet from floor to ceiling hieght, modular type with shelves as per design of size 7.5'x4.5'x1.5'.	Number	1.000

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Total Amount(Rs):

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

### WORKS CONTRACT

#### Special Conditions of Contract(SCC)

Tender No.: DCO3527P15

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- 1.0 All materials and labour cost (both skilled and unskilled) to be borne by the contractor.
- 2.0 All rates quoted should be inclusive of taxes levied by central and state governments or any other competent authorities from time to time and will be borne by the contractor. The rates should be inclusive of all tax liabilities.
- 3.0 Job to be completed and within 45 days from the date of issue of LOA by the contractor.
- 4.0 Bidders are to quote for jobs against each line items. However OIL will retain the discretion for jobs to be considered.
- 5.0 **BID REJECTION CRITERIA:**

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

- 5.1 Average annual turnover during the last 3(three) financial years ending **31st March 2013** should be at least **Rs. 10,51,000.00 (Rupees Ten Lakhs Fifty One Thousand Only)**.

Documentary evidence must be submitted along with bid, otherwise the bid will summarily be rejected. The prove of annual turnover should be either in the form of attested/self-attested copies of audited profit and loss account and balance sheet or certification from chartered/cost accountant and firms indicating the membership number and firm registration number.

- 5.2 The bidder should have experience in carrying out similar nature of jobs in PSUs/Central/State Govt./MNC's/Hotels (min.3 star) etc. having the experience of successfully completed following assigned similar works during the last 7 (seven) years ending on last day of the month previous to the one in which tenders are invited:

- a) One similar completed work costing not less than **Rs. 28.03 lakhs (Rupees Twenty Eight Lakhs Three Thousand only)**  
 Or  
 b) Two similar completed works each costing not less than **Rs. 17.52 lakhs (Rupees Seventeen Lakhs Fifty Two Thousand only)**  
 Or  
 c) Three similar completed works each costing not less than **Rs. 14.02 lakhs (Rupees Fourteen Lakhs Two Thousand only)**

#### NOTE TO ABOVE CLAUSE NO. 5.2:

- a. "Similar nature of jobs/Similar works" means the following nature of job:

Interior designing and decoration job including material supply related to any of the following-

- (i) Modular office
- (ii) Computer Centre
- (iii) Standard Bank
- (iv) Guest House or equivalent
- (v) Hotel (minimum 3 star)

b. Documentary evidence in support of experience must be provided along with the bid, otherwise the bid will summarily be rejected. The documentary evidence must be in the form copies (self attested/ attested) of job completion certificate/gross payment certificate etc. as applicable showing amongst others the following:

- (i) Gross value of job done/gross payment certificate within the time span as per NIT.
- (ii) Nature of job done.
- (iii) Time span of job done.

**Only LOI (Letter of Intent)/LOA (Letter of Award), Work Order copy is not acceptable.**

5.3 The bidder must have established & recognised organisational and professional set up with professional and technical staff with architectural background and with adequate relevant job experience. The bidder must submit details of experience and list of professional staff along with bid.

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

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

5.6 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.

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

5.8 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.

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

5.10 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.

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

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

5.13 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

#### 5.14 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.

#### 6.0 **BID EVALUATION CRITERIA:**

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 Bid Evaluation Criteria given below.

6.1 To ascertain the inter-se-ranking, the comparisons 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, Rate and Price) of the tender.

#### NOTE TO ABOVE CLAUSE NO. 6.1:

a. Bidders are to quote against each line items, without which the bid will be considered as non-responsive and rejected. Bidder must include all liabilities including statutory liabilities but excluding service tax in their quoted rates. 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.

b. Bidders to also state the service portion of their quoted rates against required line items in Part-II. However the same will not be considered for evaluation.

6.2 The status of successful bidders will be determined as L1, L2, L3, L4 etc. on the basis of acceptable lowest total amount quoted worked out as per BEC criteria 6.1 above.

6.3 The lowest evaluated bidder (L1 bidder) will be offered the contract for "RENOVATION OF TEAM CENTRE, GEOLOGY & RESERVOIR DEPARTMENT".

6.4 In case, if L1 bidder happens to be two or more than two, contract will be awarded on the basis of lottery.

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.: DCO3527P15

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NOT APLICABLE

To  
 HEAD-CONTRACTS  
 Oil India Limited  
 DULIAJAN

SUB:SAFETY MEASURES  
Tender No : DCO3527P15

Description of work/service :

RENOVATION OF TEAM-CENTRE,  
 GEOLOGY & RESERVOIR  
 DEPARTMENT.

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