

**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 Date/Opening</b>
<b>DCO 4798P15</b>  <b>₹ 2000.00</b>	Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for 2 years extendable by another 01Year.	<b>12.09.2014 to 13.10.2014 upto 1530 Hrs</b>  <b>₹ 24,550.00</b>  <b>14.10.2014</b>

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

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

M/s.  
India

TENDER NOTICE NO.: DCO4798P15

Date: 08.09.2014

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
To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for a period of 02 years and extendable by another 01(One) year	: At Contractor's Workshop.	Two years	14.10.2014 24,550.00 (RUPEES TWENTY-FOUR THOUSAND FIVE HUNDRED FIFTY 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,  
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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.

HEAD-CONTRACTS  
For HEAD-CONTRACTS

OIL INDIA LIMITED  
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Contracts Department,  
Duliajan, DISTRICT: DIBRUGARH  
ASSAM, PIN: 786602

WORKS CONTRACT

DCO4798P15

DESCRIPTION OF WORK/SERVICE :-

To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for a period of 02 years and extendable by another 01(One) year

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 Thekadars and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.

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

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

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

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

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

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

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

20. Special Conditions

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

completion certificate from concerned department.

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

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

## 21. ARBITRATION :

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

Place of Arbitration : DULIAJAN .

## 22. FORCE MAJEURE :

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

## 23. LB VERIFICATION REPORT AND SECURITY REVIEW :

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

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

## 25. SET OFF CLAUSE :-

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

## 26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

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

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

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

Contractor

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Company



SIGNED & DELIVERED FOR AND  
ON BEHALF OF

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----- by the hand

of -----  
its Partner/Legal Attorney

And in presence of

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

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

Date\_\_\_\_\_

-----  
(Signature of Contractor or  
his legal Attorney)

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(Full Name of Signatory)

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(Seal of Contractor's Firm)

-----  
(Signature of witness)

-----  
(Full Name of Signatory)

Address:

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(Signature of Acceptor)

Designation \_\_\_\_\_

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

**WORKS CONTRACT**

Tender No. DCO4798P15

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	To rewind,3 phase, 400V,50 Hz, squirrel cage induction Motor from 0.25HP to 1 HP	Number	25.000		
20	Same as above,but from range of 2 to 3 HP , 3 Phase,400volts,50 Hz ,Squirrel Cage Induction Motor .	Number	35.000		
30	Same as above,but of 5 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	20.000		
40	Same as above,but of 7.5HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	5.000		
50	Same as above but of 10HP,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	6.000		
60	Same as above but of 12.5 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	20.000		
70	Same as above but of 15 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	4.000		
80	Same as above but of 20 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	6.000		
90	Same as above but of 30 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	5.000		

100	Same as above but of 40 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	15.000
110	Same as above but of 70/75 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	2.000
120	Same as above but of 100/120 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	4.000
130	Same as above but of 180 HP ,3 Phase,400volts,50 Hz,Squirrel Cage Induction Motor.	Number	2.000
140	To rewind Submersible Pump Motor in the ranges from 1 HP to 5 HP	Number	20.000
150	To repair submersible pump motor of 20 HP.	Number	16.000
160	To repair Submersible Pump Motor in the range of 1 HP to 5 HP	Number	6.000
170	To repair submersible pump motor of 20 HP.	Number	6.000
180	To rewind the armature of 3 Phase, 400 Volts, 50Hz., 6KVA/7.5KVA alternator.	Number	2.000
190	Same as above but to rewind the armature of 3 Phase, 400 Volts, 50Hz., 15KVA alternator.	Number	6.000
200	Same as above but to rewind the armature of 3 Phase, 400 Volts, 50Hz., 30KVA alternator.	Number	6.000
210	Same as above but to rewind the armature of 3 Phase, 400 Volts, 50Hz., 63KVA alternator.	Number	6.000
220	Same as above but to rewind the armature of 3 Phase, 400 Volts, 50Hz., 125KVA alternator.	Number	3.000
230	Same as above but to rewind the armature of 3 Phase, 400 Volts, 50Hz., 270KVA alternator.	Number	2.000
240	To rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 6 kVA /7.5 kVA alternator comprising 4 nos. of coils	Number	2.000

250	Same as above but to rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 15 kVA alternator comprising 4 nos. of coils	Number	6.000
260	Same as above but to rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 30 kVA alternator comprising 4 nos. of coils	Number	6.000
270	Same as above but to rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 63 kVA alternator comprising 4 nos. of coils	Number	2.000
280	Same as above but to rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 125 kVA alternator comprising 4 nos. of coils	Number	4.000
290	Same as above but to rewind the Field Coil of 3 Phase, 400 Volts, 50Hz, 270 kVA alternator comprising 4 nos. of coils	Number	2.000
300	To rewind the Exciter Armature of 15 kVA Alternator	Number	20.000
310	Same as above but to rewind the Exciter Armature of 30 kVA alternator	Number	20.000
320	Same as above but to rewind the Exciter Armature of 63 kVA alternator	Number	20.000
330	Same as above but to rewind the Exciter Armature of 125 kVA alternator	Number	15.000
340	Same as above but to rewind the Exciter Armature of 270 kVA alternator	Number	6.000
350	To rewind the Exciter Field of 15 kVA Alternator	Number	4.000
360	Same as above but to rewind the Exciter Filed of 30 kVA alternator	Number	6.000
370	Same as above but to rewind the Exciter Filed of 63 kVA alternator	Number	6.000
380	Same as above but to rewind the Exciter Filed of 125 kVA alternator	Number	4.000
390	Same as above but to rewind the Exciter Filed of 270 kVA alternator	Number	4.000
400	To rewind 1 Phase, 230V, Transformer of 36-72 Battery	Number	4.000

410	Charger To rewind Field Coils of 1 Phase, 230V, 0.5 kVA Alternator	Number	4.000
420	To rewind Armature of 1 Phase, 230V, 0.5 kVA Alternator	Number	4.000
430	To repair & rewind of 1 Phase, 230V, 50Hz Squirrel Cage Induction Motor of 0.08HP to 2 HP capacity	Number	100.000
440	To Rewind Ceiling Fan	Number	400.000
450	To Rewind Exhaust Fan	Number	100.000

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Total Amount(Rs):

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

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.: DCO4798P15

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#### **Spl Terms and conditions:(SCOPE OF WORK)**

1. The contractor shall supply all the materials required for rewinding e.g. supper enameled copper wires, slot insulation, varnish and other insulating materials.
2. Supper enameled copper wire shall be of reputed make, conforming to IS-4800 with latest amendments. Class of insulation of copper wires shall be F/H or as per class of insulation of the equipment.
3. Insulating varnish shall be of reputed make and conform to IS specification.
4. Slot insulation shall be class F/H or as per class of insulation of the equipment.
5. Scrap copper wires generated from the burnt out/old defective winding shall be retained by the contractor. Accordingly, the quoted rate shall take into consideration the cost of scrap copper retained by the contractor.
6. For item No. 160 & 170 the contractor shall have to supply materials like thrust bearing, bush bearing, top covers, circ-clip, ball retainer and other materials required for repairing the submersible motors.
7. For item No. 430 the contractor shall have to supply materials like Capacitor, Centrifugal Switch, Bearing, Terminal Block & other materials required for repairing the 1 Phase, 230Volts, 50Hz, Squirrel Cage Induction Motor.
8. Before taking delivery of the equipment from OIL, the components are to be checked and defective parts are to be recorded.
9. The contractor shall undertake the following works during rewinding.
  - i) Open up the motor/alternator etc. and remove old/burnt windings.
  - ii) Remove old slot insulation and clean the slots thoroughly.
  - iii) Use new approved insulating materials in the slots as per class of insulation.
  - iv) Rewind with supper enameled copper wires of correct gauges, nos. of turns, weight and of reputed make. As and when required, OIL engineer will inspect the repair job/materials at the repairer's workshop.
  - v) Varnish the winding. Varnish is to be thoroughly impregnated by spray/manual method and dry out properly.
  - vi) Carry out IR test with 500V insulation tester and submit the test results along with the equipment after rewinding.
  - vii) Deliver the equipment in working condition after testing.
10. The equipment will be assembled & tested by our Workshop's personals for checking the performance. If the

performance is found unsatisfactory, the contractors shall take back the equipments for rewinding/repairing at their own cost.

11. No work shall be eligible for payment till the same is accepted as satisfactory by the engineer who will certify for payment.

12. Once the material is handed over to the contractor, the contractor shall be responsible for the safe custody of the materials. Any loss or damage of materials in his custody, the contractor will compensate the cost against the claim made by the company for loss or damage materials.

13. Contractor shall collect the materials to be rewound from the Oil's Electrical Workshop as and when required and shall return the same within four weeks after rewinding. However in case of emergency the materials should be returned in seven days after rewinding. Transportation to & fro from Electrical Department to contractor's works shall be sole responsibility of the contractor.

14. The rewound/repared items should be guaranteed for period of one year against quality of materials, repair/rewinding from date of satisfactory acceptance.

15. The contractor should have necessary workshop rewinding and testing facilities and competent skilled manpower to carry out the jobs satisfactorily.

16. At the time of delivery of the equipment after repair /rewinding, the party shall furnish all the information (IR value & resistance/phase) and data related to the equipment repaired.

17. The bidder should have sufficient floor area of work shop and submit the list of equipment for winding machine & testing facility like multi meter, insulation tester, micro ohmmeter and varnishing facility with documentary evidence.

18. If the Contractor fails to the rewound motors/alternator/machines etc within the stipulated period of one month as mentioned in the Contract, OIL reserve the right and Contractor will be penalized for delay in supply of repaired/rewound materials; 10% of the individual item of contract value for further 10-30 days. Party should be asked to clarify for justification of delay. OIL may/may not consider for delay of supply materials.

19. The Bidder should have a electrical work shop with minimum seven years of experience and also infrastructure facility for carrying out repair/rewind of squirrel cage induction motors, submersible pump motors, armature, field coils, exciter armature, exciter field of alternator and transformer of battery chargers, ceiling fan, exhaust fan etc. The employees of workshop shall be skilled, well trained, experienced personnel and shall have resources to carry out the jobs satisfactorily. Documentary evidence should be submitted.

20.HSE CLAUSES: Safety points:

a)It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub-sub contractors.

b)While collecting & returning the materials safely at Electrical Workshop as mentioned in point no.13 above, the contractor's persons shall handle the materials. They should operate our lifting equipment for loading & unloading. For safe operation of the above, every person deployed by the contractor has to follow the following safe operating procedures & points which shall be included in the contracts documents.

i.Every person deployed by the contractor must wear safety gadgets like Protective footwear, Safety Helmet & Hand Gloves to be provided by the contractor. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available.

But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work.

All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

- ii. Before entering the vehicle inside the workshop, ensure that the brake of the vehicle is in working condition.
- iii. The vehicle should not be crossed beyond the permitted/earmark area.
- iv. Put stopper below the front & rear wheel of the vehicle.
- v. Tie the lifting sling & "D" shackle to the lifting hook of the equipment properly
- vi. No body should stand nearby/below the crane, while lifting the equipments.
- vii. Lift the equipments with slow speed.
- viii. Materials should be lifted vertically & horizontally avoiding angular pulling
- ix. Remove the Sling & Shackle after proper placing of the equipments on the vehicle/floor.
- x. The lifting tackles, equipment should be physically checked before its use & the defect if any should be rectified.
- xi. The entire loading/unloading operation is to be carried out under the constant supervision of a competent person.
- xii. Contractor has to deploy only medically fit crews for loading and unloading of to be repaired/repairs machines from the Contractor's carrier vehicles at Electrical Workshop premises.
- c) 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 as IME.
- d) Contractor has to maintain a record of persons employed by him & inform the company.
- e) Contractor shall have to report all sorts of near misses, incident, accidents that may occur during the execution of the jobs (Loading/unloading of materials/machines at Electrical Work Shops) to the company's representative/installation manager at Electrical Workshop.
- f). Any compensation arising out of any accident of the contractor's personnel while carrying out the job will be paid by the contractor.
- g). Any compensation to the contractor personnel arising out of the job whether related to pollution, safety, or health will be paid by the contractor only.
- h). A contractor employee must, while at work, take reasonable care for the health and safety who are at the employee's place of work and who may be affected by the employee's act or omissions at work.
- i). A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
- j). In case contractor is found non-compliance of HSE laws as required, company will have the right for directing the contractor to take action to comply with the requirements and for further non-compliance, the contractor will be penalized prevailing relevant acts/rules/regulations.
- k). It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager / Safety Officer / Engineer / Official / Supervisor/Junior Engineer for safe operation.
- l). When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE measures; Company will have the right to direct the contractor to cease work until the non-compliance is corrected.
- m). For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.
- n). The Contractor should prevent the frequent change of his contractual employees as far as practicable.
- o). The Contractor should frame a mutually agreed bridging document between OIL and the Contractor with roles & responsibilities clearly defined.

The following BRC/BEC will govern the evaluation of this tender:

#### **A) BID REJECTION CRITERIA (BRC):**

1.1 The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. 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.

I) Bidder must have relevant experience in carrying out similar nature of job with Central Govt./Govt. PSU/State Govt. Organisation in last 7(seven) years ending last date of the month previous to the one in which applications are invited. Should have successfully completed similar works of value-

1) In single contract of minimum value of Rs.39,25,000.00

Or

2) In two contracts of minimum of Rs.24,53,150.00

Or

3) In three contracts of minimum value of Rs.19,62,500.00.

II) The average annual turnover of the bidder for last 3 (three) years ending 31st March'2014 must be a minimum of Rs.14,71,900.00

The bidder must submit all necessary documents related to experience & turnover in duplicate.

**Note :** " **Similar nature of job**" mentioned above means, experience in electrical works involved with Repair/Rewinding of Squirrel cage induction motors, Submersible pump motors, brushless/slipring type alternator, transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials.

### III) Technical requirements of the bidders:

The Bidder should have valid Electrical Contractor's License issued or recognized by Govt. of Assam.

### IV. DOCUMENTARY EVIDENCE:

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

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

OR

ii) Attested Copy of Audited Profit and Loss account for last 03(three years) ending March'2014.

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

(a) For OIL Contracts, copy of "Certificate of Completion (COC)"/ "Certificate of Payment (COP)"/ "Service Entry Sheet (SES)s" of successfully completed job must be submitted as per BRC Clause 1.1.3 above. It may be clearly noted that simply mentioning of OIL Contract Number/Work Order number will not be accepted.

(b) For other contractors, Contract Completion certificate should clearly show the following:

- o Gross value of the job done.
- o Contract number & Date
- o Nature of Job done
- o Contract Period.

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

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

**B) BID EVALUATION CRITERIA (BEC):**

The bids conforming to the 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.

2.1 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 SOQ of the tender documents.

2.2 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.

**BB. COMMERCIAL:**

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

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

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

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

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

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

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

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

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

2.0 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.

**General:**

a. **The bidder shall submit Copies(Attested/Self Attested) of PAN card, Service Tax registration, Vat registration, Provident Fund Code number (Direct Code)/ or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them.**

b. In case bidder takes exception to any clause of Tender 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. In case any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the

d. The originals of such documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

Contractor

To  
 HEAD-CONTRACTS  
 Oil India Limited  
 DULIAJAN

SUB:SAFETY MEASURES  
Tender No : DCO4798P15

Description of work/service :

To Repair/Rewind Squirrel cage induction motors, Submersible pump motors, Armature, Field coils, Exciter armature, Exciter field of alternator and Transformer of battery chargers, Ceiling fan, Exhaust fan etc. including supply of materials for a period of 02 years and extendable by another 01(One) year

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