

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

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

IFB No./ Bid Document Cost	Service Requirements	Issue of Bid Document/ Bid Security/ Bid Closing Date/Opening
DCO 5293P15 ₹ 500.00	Hired services for maintenance of source water systems for water injection stations in and around NHK field for a period of 02 years and extendable by another 01 year at the discretion of OIL	12.11.2014 to 15.12.2014 upto 1530 Hrs ₹ 5,700.00 16.12.2014

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 on application alongwith Bid Document Cost (non-refundable) through a Crossed Demand Draft / Banker's cheque in favour of 'Oil India Limited' **payable at Duliajan** on any Schedule Bank. The details of IFB are available at Website www.oil-india.com.

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

M/s.
India

TENDER NOTICE NO.: DCO5293P15

Date: 05.11.2014

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
Hired services for maintenance of source water systems for water injection stations in and around NHK field	Water Injections stations including upcoming WI installations and satellite water supply installations in and around Duliajan.	2 Years and Extendable by one more year at the description of OIL.	16.12.2014 5,700.00 (RUPEES FIVE THOUSAND SEVEN HUNDRED

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

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

HEAD-CONTRACTS
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All tenderers shall deposit the requisite EARNEST MONEY alongwith the Tender in the form of Demand Draft/Banker's Cheque/Bank Gurantee in favour of M/s Oil India Limited and payable at DULIAJAN. This Earnest Money shall be refunded to all 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

considerated to be correct.

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

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

(b) Once a withdrawal letter is 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
(A Govt. of India Enterprise)
Contracts Department,
Duliajan, DISTRICT: DIBRUGARH
ASSAM, PIN: 786602

WORKS CONTRACT

DCO5293P15

DESCRIPTION OF WORK/SERVICE :-

Hired services for maintenance of source water systems for water injection stations in and around NHK field

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 :-

SIGNED & DELIVERED FOR AND

Contractor

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Company

ON BEHALF OF

(Signature of Contractor or
his legal Attorney)

----- by the hand

(Full Name of Signatory)

of -----
its Partner/Legal Attorney

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date : _____

(Full Name of Signatory)

Address:

(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Designation _____

Date_____

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

WORKS CONTRACT

Tender No. DCO5293P15

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	Lifting and lowering of pump, motor, column pipe, etc. The job involves lifting /lowering of pump assembly, motor along with the column pipes/shafts with other associated fittings like pump head, bearings, couplings, shafts etc. Lifting and lowering of pump assembly and motor are considered as one single job. The job also involves removing and fixing of CGI sheet of the pump house, replacement of leaky gland packing, tightening and re-fixing of valve glands etc. associated with the pump. The area of operation of the above job will be confined within an average distance of 50 Km. from the Industrial area main gate. To and fro transportation of men and materials to the site will be provided by the contractor	Job	90.000		
20	Replacement of Replacement of pump, column, shaft etc. The job involves replacement of motor, pump, column pipe along with top shafts and other associated fittings like rubber bush,	Job	90.000		

	<p>bearing, gland, gland packing etc. Dismantling of dog clutch and assembling of dog clutch (after replacement of motor) is also included in the job. This job includes the replacement of gland including the fixing/replacement of packing. Necessary column pipes, shaft/top shaft and other associated fittings, gland and required packing for the job will be supplied by OIL. Old worn out column pipes, shafts/top shafts and associated fittings, glands etc., shall be transported to OIL's godown after replacement of the new parts. To and fro transportation of men and materials to the site will be provided by the contractor.</p>		
30	<p>Servicing/repair of surface filter.</p> <p>The job includes the opening of all the individual filters, proper cleaning of the same with water or suitable media as suggested by OIL representative, assembling of all filters and hooking up the same with the delivery line of the DTW. Replacement of any damage filter or any associated fittings shall also be carried out by the contractor. This includes replacement of valves/flanges etc. along with some minor repairing job for the same. For the above job to and fro transportation of men and materials to the site will be provided by the contractor.</p>	Job	60.000
40	<p>Welding job for the surface filter/DTW.</p>	Job	35.000

	Welding job, if any, required during servicing of DTW/Surface Filters etc. shall be carried out by the contractor. Welding machine with consumables will be provided by OIL		
50	Development of sick well by air lifting. The job involves lifting of motor, pump assembly, making all necessary arrangements for air lifting as directed by company's representative including operation of air compressor set. Compressor, consumables and necessary pipe fittings will be supplied by the Company. On completion of well development job, the pump assembly shall be lowered/boxed up. Thereafter, the well shall be placed for the inspection by the company's representative to assess the performance of the well and party shall accomplish further rectification job if any, as per the direction of Company's representative. For the above job to and from transportation of men and materials to the site will be provided by the contractor	Job	40.000

Total Amount(Rs):

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

OIL INDIA LIMITED
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Contracts Department,
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WORKS CONTRACT

Special Conditions of Contract(SCC)

Tender No.: DCO5293P15

Special Terms and Conditions(Scope of work):

- 1.0 To and fro Transportation of contractor's men, materials, tools, tackles, etc. including company's materials required for the job to various work sites are to be arranged by the contractor at his own cost. Only the Air Compressor for air lift as and when required shall be provided by the Company at site.
- 2.0 The contractor should ensure safety and security of the contractor's men and materials including company's material required for the job during transportation and at work sites while working.
- 3.0 The tools, tackles such as tripod, chain pulley, sling, clamps, tong etc. required for the job are to be arranged by the contractor.
- 4.0 The contractor should be capable of taking up jobs at 2/3 work sites at a time.
- 5.0 Other spares, fittings and consumables not mentioned in para 3.0 above such as pumps, shafts, couplings retainer, rubber bushings etc. will be supplied by the company to the contractor at free of cost.
- 6.0 The contractor has to take extra precaution in lifting and lowering of pump in the DTW. In case of any damage done to the company's materials due to mishandling by the contractor's personnel, the value of the materials will be deducted from the contractor's account or the contractor has to replace the materials at his own cost to continue the work without any disruption.
- 7.0 The contractor will be issued separate work order for particular job indicating starting and completion date.
- 8.0 The contractor has to complete the entire job of lifting and lowering of pump assembly (item no1) in maximum period of 3 days after receiving the work order. However this does not include development of sick wells by air lifting.
- 9.0 In case of development of sick wells by air lifting, company's authorized representative will decide the no of pipe to be lowered inside the well and the amount of air pressure to be used and the contractor has to follow the same accordingly.
- 10.0 Duration of air lifting will also be decided by company's representatives.
- 11.0 During development of sick wells by air lifting, if any damages occur to the well under servicing due to the negligence of the contractor, the contractor will be penalized. Modalities of penalty will be assessed by the representative of OIL.
- 12.0 The contractor has to provide appropriate safety gears such as safety helmet, safety boot, hand gloves etc. to each of his working personnel at his own cost. If the contractor fails to supply adequate safety gears and company have to supply the safety gears than the cost of the safety gears supplied by the company will be deducted from the contractor's account/ bill.

13.0 The contractor's supervisor and working personnel should follow the instruction of company's authorized representative while carrying out the job.

14.0 The contractor or his authorized representative should visit every day to the office of the Head (Field Engg) to keep stock of the job.

15.0 After carrying out the services, the contractor should handover the DTW/Surface Filter to the company's representative for inspection. The company's representative will examine the performance of the Well/Filter and the pumping system and if he finds that performance is not satisfactory, the contractor has to carry out the job again at his own cost.

16.0 Contractor must have an office at Duliajan for better liaison.

17.0 All local problem shall have to be resolved by the contractor if arises during the execution of the job.

18.0 The contractor should quote reasonably after going through the detail involvement of the job. For this he may contact the concern dept to have better knowledge of job involved.

19.0 Contractor has to obtain Group Insurance Policy to take care of any compensation arising out of the Service being provided as applicable to the workers.

20.0 Welding job, if any, required during servicing of DTW/Surface Filters etc. shall be carried out by the contractor. Welding machine with consumables will be provided by OIL.

21.0 Job Descriptions:

21.1 Lifting and lowering of pump, motor, column pipe, etc.

The job involves lifting /lowering of pump assembly, motor along with the column pipes/shafts with other associated fittings like pump head, bearings, couplings, shafts etc. Lifting and lowering of pump assembly and motor are considered as one single job. The job also involves removing and fixing of CGI sheet of the pump house, replacement of leaky gland packing, tightening and re-fixing of valve glands etc. associated with the pump. The area of operation of the above job will be confined within an average distance of 50 Km. from the Industrial area main gate. To and fro transportation of men and materials to the site will be provided by the contractor.

21.2 Replacement of Replacement of pump, column, shaft etc.

The job involves replacement of motor, pump, column pipe along with top shafts and other associated fittings like rubber bush, bearing, gland, gland packing etc. Dismantling of dog clutch and assembling of dog clutch (after replacement of motor) is also included in the job. This job includes the replacement of gland including the fixing/replacement of packing. Necessary column pipes, shaft/top shaft and other associated fittings, gland and required packing for the job will be supplied by OIL. Old worn out column pipes, shafts/top shafts and associated fittings, glands etc., shall be transported to OIL's godown after replacement of the new parts. To and fro transportation of men and materials to the site will be provided by the contractor.

21.3 Servicing/repair of surface filter.

The job includes the opening of all the individual filters, proper cleaning of the same with water or suitable media as suggested by OIL representative, assembling of all filters and hooking up the same with the delivery line of the DTW. Replacement of any damage filter or any associated fittings shall also be carried out by the contractor. This includes replacement of valves/flanges etc. along with some minor repairing job for the same. For the above job to and fro transportation of men and materials to the site will be provided by the contractor.

21.4 Welding job for the surface filter/DTW.

Welding job, if any, required during servicing of DTW/Surface Filters etc. shall be carried out by the contractor.

Welding machine with consumables will be provided by OIL.

21.5 Development of sick well by air lifting.

The job involves lifting of motor, pump assembly, making all necessary arrangements for air lifting as directed by company's representative including operation of air compressor set. Compressor, consumables and necessary pipe fittings will be supplied by the Company. On completion of well development job, the pump assembly shall be lowered/boxed up. Thereafter, the well shall be placed for the inspection by the company's representative to assess the performance of the well and party shall accomplish further rectification job if any, as per the direction of Company's representative. For the above job to and fro transportation of men and materials to the site will be provided by the contractor.

22.0 In case service of this contract is required to be extended in OIL's Moran Field, the transportation for the men, materials, tools, tackles etc. will be provided by the company.

Safety Precautions

1.0 The contractor personnel have to abide by all relevant statutory safety and environment rules, regulations applicable codes and standards (i.e. OMR, OISD standards, BIS etc.). Also the contractor will have to supply the necessary PPEs like safety boots, gum boots, hand gloves, safety goggles, safety helmet, safety belts, etc. to his workmen and should ensure strict use of the same.

2.0 Necessary Cold /Hot work permits are to be obtained from authorized OIL's personnel before starting of the job.

3.0 While carrying out welding and cutting jobs, the contractor should strictly enforce the guidelines as stated in OMR - 1984 and SOP-OIL, Vol-II.

4.0 The oxy-acetylene cutting sets will have to be fitted with flash back arrestors in the regulator side as well as nozzle side.

5.0 The contractor shall engage only skilled, capable and competent personnel who are fully conversant with the job. Before starting the job, the contractor shall submit the list of competent personnel with valid experience certificates, who will carry out the job.

6.0 During transportation of column pipes, pumps, Motor, and other equipment by road, they should be tied up securely with rope/ chain on trailers/truck, to prevent toppling over of the items on bumpy/damaged roads. The column pipe, pump, motor etc should be loaded & unloaded carefully to prevent damage and accident.

7.0 Necessary sign boards/ warning signals etc should be used while working. The said sign boards/ warning signals shall have to be arranged by the contractor.

8.0 First aid box is to be arranged by the contractor for each gang working at site and same have to be carried by contractor's personnel to the site while carrying out the job.

9.0 Under no circumstances LPG should be used for gas cutting purpose.

10.0 The contractor shall clear away all the rubbish and surplus materials from the site on completion of work and shall have to leave the site clean and tidy.

11.0 Tool Box Meeting to be held regularly by the contractor's personnel.

12.0 The contractor has to ensure complete safety of the personnel engaged by him, and of all the equipment they will handle and must take full responsibility for their safety.

- 13.0 The contractor has to ensure the quality and reliability of all the tools, equipment and instruments they use.
- 14.0 The contractor has to provide suitable facility such as Drinking Water, Toilets, Lighting, and Canteen etc for their working personnel.
- 15.0 The contractor personnel have to take every possible care to keep the environment clean and free from pollution.
- 16.0 The contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan ready to counter.
- 17.0 While providing the services, the contractor personnel have to follow the procedures and systems taking all control measures in all the stages of works to avoid any untoward incidents/accidents.
- 18.0 The contractor shall have to report all sorts of near misses, incidents and accidents to Installation Manager/ departmental representative of Field Engineer dept.
- 19.0 The contractor should give OIL in writing with document that the persons employed by him are trained (MVT & refresher) prior to their engagement.
- 20.0 For any clarification with regard to the above, the contractor may contact Head-Field Engineering /concerned Engineer /DSO of Field Engineering Department.
- 21.0 The Contractor personnel should strictly follow the safe operating practices of maintenance of DTW pump. The contractor has to collect the written safe operating practices from concerned departmental representative.
- 22.0 All the personnel to be engaged for the job under this contract should first undergo safety training/briefing prior to starting the job. The safety training will be conducted by DSO (FE) and same has to be recorded in writing.

Following BRC/BEC will govern the IFB

A) BID REJECTION CRITERIA (BRC):

I) The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the tender. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidder(s) without which the same will be considered as non-responsive and rejected.

1.0 The bidder should have experience and expertise in successfully completing similar nature of works during last 07 (Seven) years ending last day of the month previous to the one in which bids are invited which should be either of the following and documentary evidences to this regard must be submitted along with Bid:

- i) Three similar completed works, each costing not less than Rs 4,53,700.00
- OR
- ii) Two similar completed works, each costing not less than Rs 5,67,150.00
- OR,
- iii) One similar completed work, costing not less than Rs 9,07,400.00

1.1 Minimum average annual turnover of the bidder for the last three completed financial years as on March'2014 should be at least Rs 3,40,300.00

Note:- "**Similar nature of job**" mentioned above means experience in maintenance of source water deep tube wells for water injection and maintenance of water supply system which includes lifting and lowering of DTW pump assembly, developing of DTW & cleaning of surface filters and other associated job related to maintenance of

water supply job in State Govt./PSUs/Central Govt. Organisations.

(ii) The bidder must submit the following as documentary evidence duly attested/self attested for experience:

(a) For OIL Contracts, copy of "Certificate of Compliance (COC)"/ "Certificate of Payment (COP)"/ "Service Entry Sheet (SES) s" of successfully completed job must be submitted as per requirement of BRC Clause 1.0 above. It may be clearly noted that simply mentioning of OIL Contract Number/Work Order number will not be accepted.

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

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

DOCUMENTARY EVIDENCE

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

(a) A certificate issued by a practicing Chartered/Cost Accountants Firm with membership no. and Firm's registration no certifying the Average Annual Turnover.

OR

(b) Attested copy of Audited Profit and Loss account for last three (03) years ending 31st March, 2014.

(ii) Non- submission of the above documents as specified in BRC clause above may result in rejection of bids.

iii) Documents purchased from OIL only will be considered as valid. Documents directly downloaded from "OIL website" or any other source will be summarily rejected.

B) BID EVALUATION CRITERIA (BEC):-

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

1.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the service items as mentioned in the Scope of Work/Schedule of Rates of the tender.

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.

3.0 In case of identical lowest offered rate by more than 01(one) bidder is received, the selection will be made by draw of lot amongst the bidders offering the same lowest price.

C) 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 /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.

D) 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 clauses in the BRC shall prevail.

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.

To
 HEAD-CONTRACTS
 Oil India Limited
 DULIAJAN

SUB:SAFETY MEASURES
Tender No : DCO5293P15

Description of work/service :

Hired services for maintenance of source water systems for water injection stations in and around NHK field

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