

**OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPT, DULIAJAN**

**COVERING LETTER / INSTRUCTION TO BIDDERS (ITB)**

OIL INDIA LIMITED invites online bids from interested persons for the under mentioned work as under:-

<b>Tender No. / IFB No.</b>	<b>DCT5088P15</b>
<b>Description of Work / Service</b>	Hiring services of the following readily available vehicles at Company's offered rates for OIL's seismic survey operations 2014-15 in Assam & Arunachal Pradesh for 6 months extendable by 2 more months. Tata DI 207 / Mahindra Utility / Bolero Camper (Double Cab) = 6 nos. 2WD (Tata Sumo / Bolero) = 13 nos. Tata 709 Pickup (Double Cab) = 3 nos. Truck = 1 no. Mini Bus (22-seater) = 2 nos. Tata DI/Utility/Camper (single cab) may also be considered in case of insufficient DI / Utility / Camper (double cab). Likewise Tata 709 Pickup (Single Cab) may be considered in case of insufficient Tata 709 Pickups (double cab).
<b>Location of Work</b>	Tinsukia, Dibrugarh, Sivasagar & Jorhat districts of Assam & Arunachal Pradesh in OIL's operational areas.
<b>Period of Contract</b>	6 (six) months extendable by 02 (two) months
<b>Period of Sale of Applications</b>	04.11.2014 to 15.11.2014 (office working days / hours)
<b>Period of Submission of Applications</b>	05.11.2014 to 15.11.2014 (office working days / hours)
<b>Last Date of Submission of Applications</b>	15.11.2014 (office working hours)
<b>Tender Fee</b>	Rs 500.00 (Rupees five hundred only)
<b>Application Submission Mode</b>	To be submitted at the office of Head-Contracts, Contracts Dept, Oil India Ltd, Duliajan – 786602, Assam

- 2.0** For participation, the interested Bidder(s) should submit an application along with the requisite Tender Fee of Rs 500/- being the cost of Bid Documents at Contracts Dept, Duliajan within the period of sale (inclusive of both start & end dates) of Bid document. The applications should be addressed to Head-Contracts, Contracts Department, Oil India Limited, Duliajan, District: Dibrugarh, (Assam), PIN-786 602. The cost of Bid Documents (non-transferable and non-refundable) is to be paid by Demand Draft / Banker's Cheque / Pay Order from any Nationalised Bank in favour of OIL INDIA LIMITED and payable at Duliajan. Applicants can also deposit the tender fee directly in the bank branches of Duliajan viz. UBI / UCO / SBI / ALLAHABAD BANK (Duliajan / AGCL / Tipling Tinali) / CENTRAL BANK OF INDIA / CANARA BANK / INDIAN BANK / UNION BANK OF INDIA / INDIAN OVERSEAS BANK through Pay-in-Slip mode and proof of such deposit must be furnished along with the application of tender documents.
- 3.0** Upon receipt of the bid document cost of Rs 500/-, following bid documents will be issued :-  
 (a) Application Format containing the Application Number.  
 (b) Affidavit Format to be submitted by each applicant.  
 (c) Non-Dependent Joint Declaration Format for applicant whose parents are OIL employees.
- 4.0** The applicants will have to submit each of the Application Format, Court Affidavit and Joint Declaration (if applicable) in the prescribed manner and complete in all respects along with all the relevant vehicle documents within the appointed last date of submission as mentioned in the NIT. Duplicate copy of the Application Format (Annexure-A) shall be returned to the applicant. The applications will be scrutinized and selection will be made solely as per technical criteria & procedures and only those applicants fulfilling the criteria & conditions prescribed will be provisionally selected and considered for further processing.
- 5.0** If the above documents are found to be in order, the party shall then have to deposit Performance Security for an amount of **Rs 10,000/-** (Rupees ten thousand) only in the prescribed manner.
- 6.0** After submission of Performance Security, the party shall then be considered for issuance of Letter of Award.
- 7.0** The parties to whom LOAs have been issued will then have to sign the formal contract agreement and report to Head-Geophysics for placement of the vehicles within 02(two) weeks from the date of issue of LOA.
- 8.0** The contract shall be made in line with approved rates, terms and conditions of the tender. The details of the tender may be viewed at OIL's website [www.oil-india.com](http://www.oil-india.com) and may also be viewed at the notice board of Contracts Dept, Oil India Ltd, Duliajan.

- 9.0** Also, though the actual total requirement of vehicles to be hired in different categories is **25 nos**, it is however proposed to keep an additional 5 (five) successful applicants in a waiting list against each category of vehicle with validity upto 31.01.2015. This is required in case the provisionally selected applicants are unable to provide the required transport services.
- 10.0** In case of any unprecedented Bundh / Holiday on the last date of submission and /or receipt of applications mentioned in the NIT, the same shall be extended to the next working day.
- 11.0** **PERFORMANCE SECURITY DEPOSIT** : The Performance Security Deposit is to be deposited solely in the prescribed "Pay-in-slip" mode available at **Duliajan Branches** of UBI / UCO / SBI / ALLAHABAD BANK (Duliajan/ Tipling Tinali/ AGCL) / CENTRAL BANK / CANARA BANK / INDIAN BANK / UNION BANK OF INDIA / INDIAN OVERSEAS BANK in favour of OIL INDIA LIMITED, DULIAJAN. Applicants not depositing Security Deposit in the above prescribed manner will not be accepted. Refund of Performance Security Deposit will be made after successful completion of the contract in the name of applicant as per the bank details provided in the application.
- 12.0** The rates, terms & conditions of the contracts are as per MoS dtd 24.01.2014 and as detailed in SCC.
- 13.0** **TECHNICAL CRITERIA / SPECIFICATIONS FOR HIRING** :- Applicants shall have to fulfill the following technical criteria specifications as under :-
- (i) **Sumo / Bolero = 13 nos** : **Vehicles with vintage prior to 2009 will not be considered.** Hiring shall be done in order of year of make with latest vintage and latest registration being given the highest ranking if two or more bidders offer vehicles with same vintage. The Sumo/Bolero vehicles may either be AC or non AC vehicles and rates shall be same for both AC and/or non AC.
- (ii) **DI / Utility / Camper (Double Cabin) = 6 nos** : **Vehicles with vintage prior to 2005 will not be considered.** The vehicles will be hired in order of year of make (less vintage will get higher priority) and vehicles with latest registration shall be given highest ranking if two or more bidders offer vehicles with same vintage.  
**Note** : In case adequate number of these vehicles are not available, then **DI / Utility / Camper (Single Cabin)** will be given next preference but vintage prior to **2009** will not be considered.
- (iii) **Pickup Tata 709 (Double Cabin) = 03 nos** : **Vehicles with vintage earlier than 2005 will not be considered.** The vehicles will be hired in order of year of make (less vintage will get higher priority) and vehicles with latest registration shall be given highest ranking if two or more bidders offer vehicles with same vintage.  
**Note** : In case adequate numbers of these vehicles are not available, then **Pickup Tata 709 (Single Cabin)** will be given next preference but vintage prior to **2009** will not be considered.
- (iv) **Truck = 01 no** : **Vehicles with vintage prior to 2009 will not be considered.** The vehicles will be hired in order of year of make and vehicles with latest vintage and latest registration shall be given highest ranking if two or more bidders offer vehicles with same vintage.
- (v) **Mini Bus (22 seater) = 02 nos** : **Vehicles with vintage prior to 2009 will not be considered.** The vehicles will be hired based on year of make with latest vintage and latest registration being given highest ranking if two or more bidders offer vehicles with same vintage.
- 14.0** **BID REJECTION CRITERIA (BRC)** :- The applications shall generally conform to the technical specifications outlined under para 13.0 above with rates, terms and conditions as offered by Company.
- (a) Applicants will be rejected in case vehicles offered do not conform to the required parameters stipulated in the technical specifications mentioned above.
- (b) The principle of one-person one-vehicle only against each category of vehicle will be applicable to this tender.
- (c) Vehicles registered as commercial / professional vehicles only will be considered.
- (d) The applicant shall fill up the requisite application form in all respects and also submit the requisite affidavit and other relevant declaration formats with proper & correct details affixing his/her signature on the application form. The same should be submitted at the office of Head-Contracts within the stipulated period mentioned in the NIT. Applications shall not be issued after the last date of sale of documents nor applications received for submission after the last date stipulated in the NIT.

- (e) The vehicle must be registered in the applicant's name only with authentic vehicle documents like Regd Certificate, Insurance, Fitness Certificate, Road Permit, Pollution etc. which should be valid & up to date. Failure to comply with the same shall lead to rejection of the applicant.
- (f) Applications will be rejected if the applicant's address happens to be of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market" & "Public Bus Stand", Duliajan). However, this clause shall not be applicable for Sons/Daughters of OIL employees in service who are not dependent of OIL employee as per OIL's policy. For non-dependent Son(s)/Daughter(s) of OIL employees, a joint declaration in the form of an affidavit affirming that the said applicant is "non-dependant" shall be submitted by the applicant & his/her parent as per specified format. The applicant will be considered for issuance of LOA only after confirming that the joint declaration is in order.
- (g) If the applicant happens to be an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking, same shall be rejected.
- (h) Applications shall be received from individuals only. If application is found to be from any firm / organization / enterprise / company then it shall be rejected.

**15.0 IMPORTANT NOTES :-**

**The tender will be governed by the following bid documents as below :-**

- Covering Letter / ITB** - Covering Letter with Instructions to Bidders (ITB).
- General Conditions of Contract** - GCC
- Schedule of Work, Unit and Quantity** - SOQ
- Special Conditions of Contract** - SCC
- Safety Measures** - SM
- Annexures** - Application Format (Annexure-I), Bidder Details (Annexure-II), Court Affidavit (Annexure-III), Non-Dependent Joint Declaration Format (Annexure-IV).

**The complete tender details may be viewed in OIL's website <http://www.oil-india.com/> under National Tenders section.**

- 16.0 TRANSFERRABILITY OF BID DOCUMENTS** : The applications / bid documents are not transferrable and can be submitted only in the name of the bidder in whose name the bid has been issued. Unsolicited offers will not be considered and shall be rejected outright.
- 17.0 AMENDMENTS** : No application can be modified or withdrawn after the last date for submission of application. During any time prior to the deadline for submission of bids, the Company may, for any reason whatsoever at its own initiative or otherwise, modify the tender documents by issuance of an Addendum or Corrigendum. In such an event, the same shall be notified and/or displayed in the notice board of the office of Head-Contracts, OIL, Duliajan, Assam / OIL's website under National Tender section.
- 18.0 NOTIFICATION OF RESULTS** : OIL shall display the results of successful applicants in the notice board at the office of Head-Contracts, Oil India Ltd, Duliajan, Assam.

**HEAD – CONTRACTS**  
**FOR RESIDENT CHIEF EXECUTIVE**

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I hereby submit my application for participating in the above tender with details as below :-

- a) Type of Vehicle applied for : .....
- b) Registration Number : .....
- c) Name of Registered Owner : .....
- d) Vehicle Model / Make : .....
- e) Month & Year of Manufacture : .....
- f) Date of Registration : .....
- g) Engine Number : .....
- h) Chassis Number : .....

Paste recent colour photograph of Applicant
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1.	Full Name of Applicant (in CAPITAL letters)			
2.	Father's Name (in CAPITAL letters)			
3.	Sex (Tick <input checked="" type="checkbox"/> ) in appropriate box	Male <input type="checkbox"/>		Female <input type="checkbox"/>
4.	Date of birth of Applicant	D D      M M      Y Y Y Y <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
5.	Address of Applicant:- Village/ Town: _____ P.O: _____ P.S : _____ District: _____ PIN: _____ Telephone No / Mobile No: _____ E-Mail ID : _____			
6.	OIL Vendor Code No : (if available, please provide or else tick <input checked="" type="checkbox"/> No)	If Yes (Code No) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No <input type="checkbox"/>	
7.	Whether working in Central Govt/State Govt/PSU (Tick <input checked="" type="checkbox"/> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8.	Whether dependent of any employee in Central Govt/State Govt/ PSU (Tick <input checked="" type="checkbox"/> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9.	Whether non-dependent son/daughter of OIL Employee (Tick <input checked="" type="checkbox"/> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10.	Cost of Bid Documents for an amount of Rs 500/- (Rupees Five Hundred only) submitted vide:- Demand Draft No / Bankers Cheque No / Pay in Slip No. _____ _____ dated _____ Name of Bank _____			
11.	Copies of vehicle documents submitted (Tick <input checked="" type="checkbox"/> )	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Self Declaration:** The information furnished by me in this format and enclosures are true and correct and I am solely responsible for their accuracy. In case any information provided by me is found to be false, my application is liable to be rejected and contract if any awarded to me shall also be terminated. I further hereby confirm my acceptance to all the rates, terms and conditions of the above noted tender.

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

\_\_\_\_\_  
(Signature of the Applicant)

Application Receipt No: \_\_\_\_\_ Received by \_\_\_\_\_ Office Seal:

**ANNEXURE – II**  
**FORMAT FOR BIDDER DETAILS**  
(To be filled up by the Bidder / Applicant)  
**(TENDER NO : DCT5088P15 )**

To affix recent  
passport size  
color photograph  
of Applicant

Name of the Bidder/Applicant : \_\_\_\_\_

Father's Name: \_\_\_\_\_

Husband's Name (if applicable) : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_

Registered Postal Address with PIN Code : \_\_\_\_\_

\_\_\_\_\_

Telephone No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Fax No : \_\_\_\_\_

Vendor Code No. with OIL (if available): \_\_\_\_\_

PAN No : \_\_\_\_\_

VAT Regn. No (if available) : \_\_\_\_\_

Service Tax Regn. No (if available) : \_\_\_\_\_

**BANK DETAILS OF BIDDER:-**

(a) Name of Bank, Branch Code & Address : \_\_\_\_\_

\_\_\_\_\_

(b) Account Type (Savings/Cash credit/Current) : \_\_\_\_\_

(c) Account No. (as appearing on cheque book) : \_\_\_\_\_

(d) IFSC Code of the Branch (For RTGS) : \_\_\_\_\_

(e) IFSC Code of the Branch (For NEFT) : \_\_\_\_\_

(f) 9 Digit MICR No of Bank & Branch as appearing on the cheque : \_\_\_\_\_

Yours faithfully,

Signature : \_\_\_\_\_

Name of Bidder / Applicant (in Capital Letters): \_\_\_\_\_

FORMAT FOR COURT AFFIDAVIT

(Annexure – III)

(TENDER NO : DCT5088P15)

In the Court of the Magistrate at ..... Date .....

I, Sri / Smti ..... S/o / D/o .....(Father's Name) by religion  
....., aged..... years, by occupation ....., resident of  
..... P.O..... P.S..... Dist ..... State  
....., do hereby solemnly affirm and declare an oath as follows: -

- 1) That the deponent is presently residing at the above address with the family members.
- 2) That the deponent is not an OIL employee in service.
- 3) That the deponent is not a dependant of any OIL employee in service.
- 4) That the deponent is not an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking.

5) That the deponent's age on the date of submission of application under the tender is not below 18 years.

6) That the deponent desires to supply one number  
.....,(Category of Vehicle), ..... (Make & Model Number),  
.....(Month & Year of Manufacture),  
..... (Vehicle Regd No) with all standard fittings & accessories as supplied by the manufacturer and as specified in the NIT (Tender No DCT5088P15), to be stationed at any place of OIL's operational areas in Assam.

7) That the deponent's address is not the same with any of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market & "Public Bus Stand", Duliajan)

OR

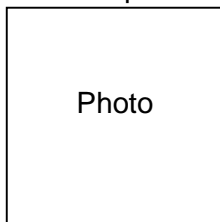
\* That the deponent's address is one of the OIL's Quarters / Settlement area / OIL Premises as the deponent is son / daughter residing with OIL employee but not dependent on the said employee as per OIL's policy. (Separate "Joint Declaration" by the deponent & the said employee of Oil India Limited is attached.

8) That the deponent has fully understood & agreed to accept the rates, terms and conditions of the above tender, is fully conversant with the general terms and conditions of transport service contracts and also agrees to abide by the same throughout the contract period (including any extension of the contract if granted by OIL in future).

The above statements are true to the best of my knowledge, belief and information.

In case the above statement of mine is found to be false / incorrect at any point of time, the contract shall stand terminated and Company shall be at liberty to initiate necessary action as deemed fit against me.

The deponent Sri / Smti ..... signs as .....



.....  
.....

Passport size photo of the Applicant affixed herewith.

Identified by ..... (ADVOCATE) (DEPONENT)

Signed and sworn before me by the above named deponent on being Identified by Sri  
..... Advocate ..... on .....

\* If applicable only

MAGISTRATE / NOTARY

**JOINT DECLARATION IN THE FORM OF AFFIDAVIT BY THE APPLICANT'S PARENT WHO IS AN OIL EMPLOYEE & THE APPLICANT**

**(ANNEXURE - IV)**

**TENDER NO : DCT5088P15**

Hiring the services of .....

We, (1)Sri/Smt \_\_\_\_\_, age \_\_\_\_\_, son of Sri \_\_\_\_\_, and (2) Sri/Smt..... both resident of \_\_\_\_\_ P.S. \_\_\_\_\_ & P.O. \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_ do hereby solemnly affirm and declare on oath as follows:-

1. That, above named deponent at (1) is an employee of Oil India Limited (OIL) having OIL Regd. No./Salary Code ..... and resides at OIL Qtr No ..... (detailed address) at Duliajan/Moran/Digboi.
2. That, above named deponent at (2) is the son/daughter of the above named deponent at (1)
3. That, aforementioned son/daughter is residing together with his/her parent at the aforesaid OIL Qtr.
4. That, aforementioned son/daughter has participated in the **Tender No. DCT5088P15** floated by Oil India Limited for Hiring the Services of .....
5. That, aforementioned son/daughter is not a dependent son/daughter as per the existing OIL policy.

The above statements are true to the best of our knowledge, belief and information and nothing material has been concealed.

The Deponents Sri \_\_\_\_\_ and Sri....., signs as

**DEPONENTS**

1) \_\_\_\_\_  
2) \_\_\_\_\_

**VERIFICATION**

We, Sri \_\_\_\_\_ and Sri.....the above named deponents, do hereby verify on oath that the contents of the affidavit above are true to my personal knowledge and nothing material has been concealed or falsely stated. Verified at \_\_\_\_\_this \_\_\_\_\_day of \_\_\_\_\_

**DEPONENTS**

1) \_\_\_\_\_  
2) \_\_\_\_\_

**IDENTIFIED BY:**

(\_\_\_\_\_)

**ADVOCATE:**

Signed & sworn before me by the above named deponents on being identified by Sri \_\_\_\_\_, Advocate

**NOTARY (Signature with Seal)**

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

**Tender No: DCT50881P15**

**DESCRIPTION OF SERVICES :-**

Hiring the services of readily available vehicles for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh as under:-

- (i) DI/Utility/Bolero Camper (Double Cab) = 6 nos
- (ii) 2WD (Tata Sumo / Bolero) = 13 nos
- (iii) Tata 709 Pickup (Double Cab) = 3 nos
- (iv) Truck = 1 no
- (v) Mini Bus = 2 nos

Note : Tata DI/Utility/Camper (single cab) may also be considered in case of insufficient DI / Utility / Camper (double cab). Likewise, Tata 709 Pickup (Single Cab) may be considered in case of insufficient Tata 709 Pickups (double cab).

**GENERAL CONDITIONS OF CONTRACT – GCC**

This service contract agreement (herein after referred to as Contract') made on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_ between OIL INDIA LTD, a body corporate and established under the Companies Act 1956, having its registered office at Duliajan, Assam, PIN - 786602 (hereinafter called 'Company' which expression shall unless otherwise provided, include its executors, successors, administrators and permitted assignees) on one part

AND

Shri/Smti/M/s..... (Vendor Code: \_\_\_\_\_) carrying on business as proprietor/partners/Company under the name and style of \_\_\_\_\_ and having his/her/their Registered/Main Office in the State of \_\_\_\_\_ and governed by the Indian Laws (hereinafter called the "Contractor") which expression unless repugnant to the context shall include its Executors, Successors, Administrators and permitted Assigns on the other part.

Whereas, the Company desires to hire the above mentioned services.

Whereas, the Contractor represents that he/she/they has/have adequate capacity to undertake the aforesaid service and is equipped with fully trained personnel capable of adequately operating and providing the required services.

**NOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

**1.0 DEFINITION AND CONDITIONS GOVERNING THE SERVICES**

In this contract, unless the context otherwise requires:

1.1 **"AGREEMENT"** means this service agreement.

1.2 **"AREA OF OPERATIONS"** means the Company's oilfield operations in the State of Assam.

1.3 **"BASE STATION"** means the station as set out in Part-II hereof where the vehicle(s)/equipment shall be permanently based, (i.e. based for minimum period of 10 (Ten) days at a stretch) which may be changed at the discretion of the Company.

1.4 **"BID OPENING DATE"** means the date on which the Tender was opened by the Company against the finalisation of this agreement.

**Contractor**

**Company**



Tender No: DCT50881P15

1.5 **"BREACH OF CONTRACTUAL OBLIGATION"** means amongst others also the following:

- i) Carriage of unauthorised passengers by the Transport Supplier while under this agreement with the Company;
- ii) Unauthorised use of the vehicle(s)/equipment when released to the Transport Supplier for undertaking its deployment for any other business purpose;
- iii) Withdrawal of vehicle(s)/equipment from the service before expiry of the term of this Agreement for any reason whatsoever without the consent/instruction of the Company Engineer and;
- iv) Failure of the Transport Supplier to place the vehicle(s)/equipment for periodic inspection as per schedule as directed by Company's Engineer.
- v) Failure to park the vehicle(s)/equipment after release on close of working hours at place designated by Company's Engineers.
- vi) The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.

1.6 **"COMPANY"** means Oil India Limited.

1.7 **"COMMENCEMENT OF SERVICE"** means the date of placement of the first vehicle/equipment under this Agreement.

1.8 **"COMPANY ENGINEER"** means the following:

- i) Head – **Geophysics** or his nominee in case of the following events:
  - a) Initial and subsequent inspection of vehicle(s)/equipment ;
  - b) Scrutiny of documents regarding Transport Supplier's compliance with the requirements under this agreement for permits, licenses, insurance documents, employees roster etc.;
  - c) Initial placement of vehicle(s)/equipment with a user department  
or  
Daily allocation of vehicle(s)/equipment in the area of operations of the Company;
  - d) Release of vehicle(s)/equipment upon conclusion of this agreement;
  - e) Assessment of time to be allowed for repairs in case of accident;
  - f) Release of vehicle(s)/equipment and termination of this agreement in case of complaints as to its deteriorated mechanical condition  
or  
Unruly behaviour of the crew or repeated defaults by the Transport Supplier; and
  - g) Instruct Transport Supplier to replace by more suitable hand of Driver(s)/crew engaged for operating the vehicle/equipment.
- ii) The Head of the User Department or his/her nominee in case of the following :
  - a) Normal day-to-day operation of service after placement under the respective department;
  - b) Release of vehicle(s)/equipment for maintenance/inspection/fuelling
  - c) Release of vehicle(s)/equipment for daily/periodic fuelling;
  - d) Allotment of daily duties and timings for reporting and release;
  - e) Certification of daily log sheets;
  - f) Authentication of monthly statement-cum-bill
  - g) Determination of undisputed instances of shutdown or standby, liquidated damages and penalties for defaults on breach of contract.
- iii) Head-Contracts in case of the following events :
  - a) Release/forfeiture of Security Deposit/Earnest Money;

**Tender No: DCT50881P15**

b) Any dispute under this Agreement as to the Transport Supplier's obligations or otherwise;

c) Determination of instances of shut down or stand by due to Force Majeure, Bundhs etc. or defaults or otherwise in case of dispute by the Transport Supplier.

1.9 **CREW:** Means Supervisors, Operators, Drivers, Handymen/ Helper(s)/Jugalees attached to the vehicle(s)/equipment, as defined in the Clause: 1.13, 4.10.

1.10 **"DUE DATE OF PLACEMENT"** means the date stipulated in Clause No.8, Part-II hereof.

1.11 **"DETERIORATED CONDITION OF VEHICLE/EQUIPMENT"** means any vehicle(s)/equipment found not acceptable to Company's Engineer after mechanical inspection or/and vehicle(s)/equipment found to be unworthy of undertaking the services envisaged under the provisions of this Agreement or/and vehicle(s)/equipment which is/are facing repeated breakdown due to inadequate, improper and timely repairs and maintenance and / or vehicle(s)/equipment refused by the Company's Engineer/user department as being unfit.

1.12 **"DAILY LOG BOOK"** means the format as may be certified by the Company's Engineer on a day-to-day basis during the tenure of this Agreement.

1.13 **"DRIVER / OPERATOR"** means an individual possessing sound mental and physical health who must be in possession of an appropriate professional Driving License and P.S.V. Badge issued by the Regional Transport Authority who is having jurisdiction over the area of operations of the Company, who is (are) engaged by the Transport Supplier and provided with the service envisaged under this Agreement, cost whereof included in the fixed charge per month.

1.14(A) **"DEFAULT"** means any of the following commissions or omissions by the Transport Supplier or his/her crew which will lead to shut down of vehicle(s) and/or breach of contractual obligations :-

- a) Delay in initial placement of vehicle(s) beyond the stipulated date;
- b) Unsuitability of the Driver or assigned/Attendant and/or working crew;
- c) Drunkenness and intoxication of the driver and/or the Attendant/crew;
- d) Non-availability of vehicle(s)/equipment due to any reason, whatsoever, including but not limited to the following conditions:-
  - i) Deteriorated mechanical condition of the vehicle(s)/equipment and/or breakdown;
  - ii) Due to inadequate routine maintenance
  - iii) Time taken for routine servicing / maintenance in any particular month in excess of time allowed for such maintenance in any month
- e) Non-possession of valid permits and licenses for the crew and vehicle(s)/equipment;
- f) Non-supply of fuel;
- g) Delay in placement of vehicle(s)/equipment on any day as per the instruction of the Company's Engineer and or unauthorised and untimely release of vehicle(s)/equipment on any day without prior permission and authorisation from the Company Engineer during the tenure of this Agreement;
- h) If the Transport Supplier bases the vehicle(s)/equipment at a station other than the stipulated Base Station without the authorisation of the Company Engineer;
- i) Non-availability of vehicle(s)/equipment due to defects detected upon periodic inspection/tests by the Company;
- j) Non-rectification of defects expeditiously upon detection by the Company Engineer upon inspection/test undertaken by the Company;
- k) Non-availability of equipment/vehicle(s)/ crew beyond 48(Forty Eight) Hours allowable for repair / maintenance time per month;

**Tender No: DCT50881P15**

- l) Non-availability of the vehicle(s)/equipment or crew when required by the Company's Engineer; and
- m) Failure on part of the Transport Supplier to discharge his/her obligations as set out in Clause 4.0 hereof and/or failure on part of the Transport Supplier to abide with particular instructions as set out in Clause 5.0 hereof and/or failure on part of the Transport Supplier to obey the instruction of the Company's Engineer as set out in Clause 6.0 hereof.
- n) Any other acts or omissions by the Transport Supplier or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.
- o) Non-availability of equipment/vehicle(s)/crew when the Company's operations are normal;
- p) Non-availability of services due to unauthorised/lightening strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.

1.14(B) In case of default not leading to shutdown, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s)/equipment shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

1.15 **"FIXED CHARGE PER MONTH"** means fixed charge mentioned under of Part-II (SOQ) hereof which will be inclusive of depreciation, parking fee if applicable, all applicable taxes & duties including VAT as applicable, insurances, wages and other emoluments of Operator/Driver(s) / Helper(s) / Jugalees and other operation staff/crew inclusive of relief Operator/Driver(s)/Helper(s)/ and other operating staff/crew, which the Transport Supplier will have to engage and provide at all times essentially for the continuous operation of the service envisaged under this Agreement. The Transport Supplier shall have to ensure full compliance with Motor Vehicles Act 1988 and Motor Transport Workers Act 1961 and the Rules framed there under all other applicable statutory acts as may be in force from time to time governing the engagement of staff, Statutory/weekly offs, holiday, overtime, annual leave, uniforms etc. No other separate charges on such accounts will be payable by the Company at any point of time during the tenure of the Contract and same, if any, shall have to be borne entirely by the Transport Supplier. The Fixed Charges payable under this Agreement shall be deemed to be inclusive of all payments to be borne by the Transport Supplier on all such accounts. Fixed charge also includes the cost of consumables and fuel as may be required for stipulated normal hours of duty at a stationary place when there is no km run.

1.16 **"HOLIDAY"** means the National Holiday defined under the Motor Transport Workers Act, 1961 as may be in force from time to time, which the Transport Supplier would be required to give to his/her Crew as per the aforesaid Act.

1.17 **"NORMAL HOURS/TIMINGS OF DUTY"** means the duty hours, which may be stipulated or instructed by the Company's Engineer.

1.18 **"HANDIMEN/HELPER/JUGALEE"** means such crew engaged by the Transport Supplier and provided with the vehicle/equipment, cost whereof is included in the Fixed Charge per month.

1.19 **"INSPECTION"** means initial/periodic inspection carried out by the Company's Engineer to ascertain road worthiness of the vehicle(s)/equipment along with necessary Permits, Insurance etc. for the vehicle(s)/equipment as well as all the Crew engaged against this contract. The Company's decision in this regard shall be final.

1.20 **"INSURANCE"** means comprehensive insurance of the vehicle(s)/equipment and shall include insurance of the crew.

1.21 **"LICENCE AND PERMITS"** means any and all of the following which must be valid and updated periodically by the Transport Supplier to the satisfaction of the Company:-

- a) Professional driving license(s) and P.S.V. badge(s) for the driver(s)/Operator(s);

**Tender No: DCT50881P15**

- b) Registration Book(s) with endorsement of Road Tax;
- c) Permits for plying the vehicle(s)/equipment for commercial purpose as may be required;
- d) Road permits;
- e) Fitness Certificate
- f) Comprehensive insurance certificate(s) both for vehicle(s)/equipment as well as Crew;
- g) Any other as required under law in force;
- h) Pollution under control certificate

1.22(a) **"LIQUIDATED DAMAGES"** means pro-rata fixed charge per hour rate payable by the Transport Supplier in case of Default as mentioned in Para 1.14(A) sub clause (b) to (n) which shall be levied for the shutdown period on the basis of 0.5(Zero Point Five) times the rate subject to maximum of 12(Twelve) hours in a month arrived at on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per clause No.1.27 will only be applicable.

1.22(b) **"SPECIAL LIQUIDATED DAMAGES"** means the amount payable by the Transport Supplier in case of default as mentioned in para 1.14 (A) sub clause (o) & (p) which shall be levied at the rate of twice the prorata fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.

1.23 **"LEAVE"** means Annual Leave to be granted to the Crew who are employees of the Transport Supplier as per the stipulations of The Motor Transport Workers Act, 1961 as may be in force from time to time.

1.24 **"MONTHLY KILOMETREAGE STATEMENT CUM BILL"** means the format specified by the Company.

1.25 **"HELPER/MAZDOOR"** means an unskilled labourer employed by the Transport Supplier who may be engaged as per the requirements of the Company from time to time along with vehicle/equipment, in respect of whom payments shall be made as per the rates of Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time in force under the MTV Act from time to time.

1.26(a) **"PRO-RATA FIXED CHARGE PER DAY"** means the Fixed Charge per month as per item 12(i) of Part-II, divided by 30(Thirty) days.

1.26(b) **"PRO-RATA FIXED CHARGE PER HOUR"** means the amount accrued at per Clause 1.26(a) divided by 24 (Twenty Four) hours.

1.27 **"PENALTY"** means the amount payable by the Transport Supplier in the event of breach of contract as stated in clause 1.14 which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.

1.28 **"REGISTRATION"** means the vehicle(s)/equipment having registration in the name of the Supplier(s)/Firm with the R.T.O./D.T.O. having jurisdiction in the area of operations of the Company.

1.29 **"RUNNING CHARGE PER KILOMETER"** means the rates stipulated in Item-20 of Part-II (SOQ) hereof and shall be deemed to include all the expenditures of the Transport Supplier viz., cost of fuel, tyre/tube, battery & consumables like lubricants etc. and other maintenance expenditures including accessories as applicable towards movement of the vehicle(s)/equipment.

1.30 **"STIPULATED HOURS OF SERVICE PER DAY"** means hours of duty per day, normal hours/timings of duty whereof shall be determined by the Company's Engineer for which fixed charge shall be payable.

**Tender No: DCT50881P15**

1.31 **"STATUTORY ACTS"** means all the State and Central Government statutes and regulations effecting the operation of the services under this Agreement as may be in force from time to time and shall particularly include but not be limited to the following:

- a) The Motor Vehicle Act, 1988,
  - b) The Motor Transport Worker's Act, 1961,
  - c) The Contract Labour (Regulations & Abolition) Act, 1970,
  - d) The Minimum Wages Act, 1948
  - e) The Employees Provident Fund & Miscellaneous Act, 1952,
  - f) The Oil Mines Act, 1972 and Oil Mines Regulation, 1984,
  - g) The Workmen Compensation Act, 1923 &
  - h) Industrial Disputes Act, 1947
  - i) Industrial Employment (Standing Order Act, 1946)
  - j) Inter-state Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
  - k) Payment of Wages Act, 1936
  - l) Any other Act as applicable from time to time.
- The Transport Supplier shall be solely responsible for compliance with all statutory acts at all time during the tenure of the service Agreement.

1.32(a) **"SHUT DOWN"** means disruption/non-availability of the Transport Service due to any of the defaults in Clause 1.14(A).

1.32(b) **"SHUT DOWN"** shall also mean the non-availability of the Transport service due to an accident.

1.33 **"STAND BY"** means any of the following :-

- a) Payable fixed charge although the services are not available due to the following:-
  - i) For maintenance up to 48(Forty Eight) hours per month, counted from the beginning of the month, the Company shall pay the fixed charge on certification from the Head of the User Department that the shutdown was due to maintenance of the vehicle(s)/equipment. This facility will be limited to maximum of 4 (Four) instances in calendar month. Any excess shut down over 48 hours for maintenance shall be treated as default and Clause No.1.22 shall be applicable. Accumulation may be allowed up to a maximum of 4 (Four) days i.e., 96 (Ninety Six) hrs in a space of 3 (Three) months which the Transport supplier will notify in writing at least 5 (Five) days in advance. In case it is not availed in a space of 3 (Three) months the facility will stand lapsed for that period. Shut down due to minor breakdown of the vehicle(s)/equipment (i.e., punctured tyre, minor mechanical adjustment etc.) involving downtime up to a maximum of 1 (One) hour shall not be included in the 48 (Forty Eight) hours time or counted towards shutdown which shall be allowed not more than 3 (Three) instances in a calendar month.
  - ii) Re-fuelling time for the vehicle(s)/equipment stationed at Duliajan which shall not be more than 30 (Thirty) minutes and not involving more than 5 (Five) km at any instance subject to a maximum of 8 (eight) re-fuelling in a calendar month. For vehicle(s)/equipment stationed at other base station the time and kms will be determined by the Company's Engineer considering the distance from the nearest petrol pump and subject to the maximum of 8 (Eight) re-fuelling in a calendar month. In exceptional cases where running of the vehicle(s)/equipment is/are more than 3500 (Three Thousand Five Hundred) Km/month, the Head of the User Department will determine the additional no. of re-fuelling required. This Kilometer and time will not be charged to the Transport Supplier.

1.34 **"STATUTORY OFF"** means the off day per week or the compensatory off day in lieu thereof which the Transport Supplier is required to give to his/her operating crew as per the Motor Transport Workers Act, 1961 in respect of which adequate relief driver/crew shall be provided at no extra cost.

1.35(a) **"TAXES AND DUTIES"** means APGT Tax, Road Tax, Fitness Fee, Road Permit Fee, Registration Fee, Inter-State Permit Fee, VAT for vehicle(s)/equipment and crew etc. as may be

**Tender No: DCT50881P15**

due and payable by the Transport Supplier entirely at his/her own cost towards operation of the services envisaged under this agreement.

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

Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall entirely rest upon the Contractor.

1.35(b) Taxes and duties shall also mean deduction of Tax at source from the payments made to the Transport Supplier towards operation of the services envisaged under this Agreement at the rates as may be in force from time to time under the Income Tax Act, 1961 or any other Act which requires deduction of tax at source which may be in force from time to time.

**2.0 DESCRIPTION OF WORK: -**

2.1 All work performed by the Transport Supplier shall be continuous, on day to day basis as set down in Schedule of Service, Units and Rates described in Part-II hereof which Part-II forms and constitutes part and parcel of this Agreement, read in conjunction with the particular specification and instruction contained in Part-III hereof which Part-III also forms and constitutes a part and parcel of this Service Agreement. All the 3 (Three) Parts of this service agreement will be read and construed together with the related Annexure.

2.2 Transport Supplier shall provide the transport service with vehicle(s)/equipment as determined in Part-II hereof and shall be responsible for all actions necessary for day to day running and maintaining the services on a continuous basis in an efficient and adequate manner. The Transport Supplier shall be responsible for timely payment of all applicable taxes, fees, insurances for smoothly operating the services envisaged under this agreement including all capital investments and operating expenses as may be necessary and incidental in relation thereto.

2.3 The rates agreed/accepted by the Transport Supplier as set-out in Part-II hereof are inclusive of all expenses mentioned hereof and such other similar charges as may be required including payment to his/her operator(s), Driver(s), Crew and other staff as per the provisions of the Motor Vehicles Act, 1988 and other Statutory Acts. The rates stipulated in Part-II hereof shall be firm and final and no escalation whatsoever except as may be stipulated otherwise shall be admissible on any account.

2.4 The Transport Supplier shall supply and maintain the services of all vehicles EVERY DAY with Operators, Driver(s), Attendant(s), Helper(s) / Jugalees/Mazdoor(s) (wherever applicable) as may be required by the Company.

2.5 The Transport Supplier shall hereby undertake to pay to his/her Crew/Staff reasonable/fair wages which are not less than the wages payable under the Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time during the currency of this agreement. He further undertakes to pay all his/her operating staff working under this Agreement the due wages in time including any arrears of wages, if any, which may arise due to amendments in future to the above mentioned Act.

3.0 **MANNER OF CONDUCTING WORK:** The Transport Supplier shall carry out all operations hereunder with due diligence, in a safe and workmen like manner and in accordance with the accepted practice and safety rules of the Company in the area of its operations.

**4.0 OBLIGATIONS OF THE TRANSPORT SUPPLIER:**

4.1 The Transport Supplier shall observe and abide by all the Statutory Acts and shall be primarily and solely responsible for observance of the rules and regulations stipulated hereunder.

4.2 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of vehicle(s)/equipment or operations of the services envisaged under this agreement including liability under the Statutory Act or any other liability as may arise due to operation of this agreement and the Company shall not be held liable or responsible for any such claim in any manner whatsoever. The Statutory requirements and obligations to be performed under the Statutory Acts affecting the operations of the services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility. Be it stated particularly that the Transport Supplier hereby undertakes to fully implement entirely at his/her own cost all the provisions of the Motor Transport Workers Act, 1961 and other Statutory Acts as may be in force from time to time and the rules framed there under as may be applicable to the operation of the service envisaged under this agreement in the area of operations of the Company.

4.3 The Company shall not be liable for any dues, statutory or otherwise claimed by the employees/workmen employed by the Transport Supplier for the services rendered under this agreement and all such claims, statutory or otherwise or operation of any settlement or award in favour of the employees/workmen employed by the Transport Supplier will be solely against the Transport Supplier and not against the Company. Be it expressly stated that any demands whether present or future by the employees deployed by the Transport Supplier against the services envisaged under this agreement shall have to be settled and satisfied by the Transport Supplier solely and in the event of any loss or inconvenience or disruption that may result because of any non-settlement of such demands which may lead to a disruption of service envisaged under this Agreement shall also be deemed as a default.

4.4 The Company shall neither entertain any demands from the employees of the Transport Supplier nor deal directly or indirectly with any recognised or un-recognised unions of such employees. Be it expressly stated that it shall be primarily and solely the responsibility of the Transport Supplier to deal, interact and settle any demands or disputes of his/her employees individually or through any unions or otherwise and the Company shall not mediate in this matter at all.

4.5 Any unsettled disputes between the Transport Supplier and his/her employees leading to a legal or illegal strike by them would have to be settled by the Transport Supplier expeditiously. In the event of such a strike, whether legal or illegal, the vehicle(s)/equipment shall be treated as shut down. Any failure on the part of the Transport Supplier to settle the disputes expeditiously or with reasonable dispatch which results in interruption of the services envisaged under this Agreement would be considered as a default under this agreement and the agreement would be terminated at the discretion of the Company. The Transport Supplier shall, however, be given reasonable opportunity by the Company to explain that the cause of the dispute was not due to delay on his/her part or due to failure to implement the statutory obligations under the Statutory Acts as stipulated hereof. In the event if it is proved that the Transport Supplier was in default as mentioned here above, the Company shall have the option to terminate the Agreement forthwith and the Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

4.6 The Transport Supplier shall ensure that the vehicle(s)/equipment deployed under this service agreement do not cause any damage to the Company's properties. In the event of any such damages, the cost of repair in respect thereof as determined by the Company's Engineer shall be deducted from the Transport Suppliers outstanding bills. The Company's decision in this regard shall be final and binding.

4.7 Any normal hours/timings of duty will be decided by the Company's Engineer and shall be binding on the Transport Supplier. The normal hours of duty/timings may be changed from time to time at the discretion of the Company and the Transport Supplier shall be obliged to accept such changes.

**Tender No: DCT50881P15**

4.8(a) The Transport Supplier will park the vehicle(s)/equipment at his/their own parking yard or at Company's yard as directed by the Company's Engineer at the end of the day's work. The Transport Supplier found violating this will be liable for breach of Contract.

4.8(b) The Transport Supplier may be asked by Company's engineer to make his/their own arrangement for parking the vehicle/equipment within 5(five) km. from the Industrial Gate of the base station on round the clock basis with ready availability of the services of the crew in such a manner that the vehicle(s)/equipment can be deployed for any specified duties immediately on receipt of the instructions from the Company's Engineer.

4.9 The Transport Supplier must place the vehicle(s)/equipment for duties in time on any particular day as per the instructions of the Company's Engineer. In the event of failure to adhere to the foregoing or in the event of unauthorised release of vehicle(s)/equipment before completion of the normal duty hours, the vehicle(s)/equipment shall be treated as shut down and will attract the liquidated damages for each such failure.

4.10 The vehicle/equipment should be supplied with the services of Operator / Drivers / Handymen / Helpers / Supervisor /Attendant on duty hours basis, cost in respect thereof is included in that fixed charge per month as per clause No.1.15.

4.11 The Transport Supplier shall keep the vehicle(s)/equipment roadworthy throughout the contract period by complying with the statutory requirement, failing which the vehicle(s) will be treated as shut down.

4.12 The Transport Supplier should ensure that the Driver(s)/Helpers/Jugalees/Mazdoors (as applicable) are available every day, i.e. on Holidays, Sundays, off days or during leave of the regular drivers/crew as per the requirements of the Company's Engineer. In the event of failure to do so would tantamount to a default and the vehicle(s)/equipment shall be treated as shut down, in which case the liquidated damages shall be deducted from the Transport Supplier.

4.13 The Transport Supplier must maintain a register incorporating particulars with the name(s) of the Operator / driver(s) / handymen / Attendant(s) / Crew engaged by the Transport Supplier and the aforesaid be required to sign the register maintained for this purpose, for monitoring their daily attendance, off days; holidays and leave roster etc. This will ensure proper roster of the crew in respect of compliance with the various Statutory Acts. This register must be available for inspection by the appropriate authorities as and when required. The Transport Supplier will be required to submit a certificate to the Company every month along with the Monthly Statement-Cum Bill in the specified format to the effect that all statutory requirements effecting the operations of the service under this agreement under various Statutory Acts have been complied with.

4.14 The Transport Supplier shall undertake only journeys authorised by the Company's Engineer. Any unauthorised journeys shall be treated as breach of Contract and shall attract penalty for each such occurrence without prejudice to the Company's right to terminate the agreement without any compensation to the Transport Supplier on any account whatsoever.

4.15 The Transport Supplier would be required to submit the statement of payments made to his/her crew employed on the Service envisaged under this agreement as and when required by the appropriate authorities.

4.16 The Transport Supplier shall indemnify the Company against any claims by the driver(s)/crew on account of payment of wages, bonus, perquisites etc.

4.17 The Transport Supplier shall operate the service envisaged under this Agreement in an efficient, workmen like manner as per the instructions of the Company's Engineer. The Transport Supplier shall abide by the Company's Engineer instructions always and ensure continuous uninterrupted service on day-to-day basis.



**Tender No: DCT50881P15**

**5.0 PARTICULARS, SPECIFICATIONS AND INSTRUCTION TO THE TRANSPORT SUPPLIER:-**

5.1 The Transport Supplier shall instruct his/her crew suitably to ensure that while driving speed limits as enforced are necessarily observed. Any breach of law due to violation of the speed limits shall have to be redressed by the Transport Supplier entirely at his/her own cost.

5.2 The vehicle(s)/equipment described/set out in Part-II hereof must be equipped with all standard fittings, instruments etc., and shall be at all times fully conform with all provisions of the Motor Vehicles Acts, 1988.

5.3 The vehicle(s)/equipment must all times be comprehensively insured against all risks.

5.4 The Operators / Driver(s) must possess valid and relevant permits and professional licenses.

5.5 The vehicle(s)/equipment must be registered with the DTO and periodic requirements of fitness, test, must be complied with the evidences produced to the Company's Engineer in this regard as and when required by him.

5.6 The vehicle(s)/equipment must at all times be licensed by the appropriate Govt. authority having jurisdiction in the operating areas of the Company to ply on commercial basis and to carry passengers including crew and goods as applicable and within the designed load capacity.

5.7 The Transport Supplier must ensure timely renewals of all licenses and permits within the due dates.

5.8 The Transport Supplier shall provide at his/her own cost the accommodation/housing for his/her employees, sheds for repairing and servicing of vehicle(s)/equipment, land/garages for parking of the vehicle(s)/equipment (wherever applicable) in and around the base station.

5.9 During the course of the day-to-day operations, the vehicle(s)/equipment may be required to ford or ferried through various rivers. The Transport Supplier will not object to such crossing and shall not be entitled to any additional charges.

5.10 The vehicle(s)/equipment must be maintained in first class road worthy condition along with uniform standards of safety and comfort to passengers as initially provided for at the time of acceptance of the vehicle(s) on the date of placement.

5.11(a) Hour meter, Speedometer and kilometreage gauge must be maintained at a high standard of accuracy. Any defects noticed by the Company's Engineer at the initial and subsequent periodical inspection must be rectified forthwith by the Transport Supplier at his/her own cost. Until such rectification, the readings of the instrument will be subject to such correction factor as may be determined by the Company's Engineer. The Company's decision in this regard shall be final and binding on the Transport Supplier.

5.11(b) Monthly payments shall accordingly be regulated according to the corrected readings.

5.12 All employees of the Transport Supplier who are deployed under this service agreement must observe the security and safety rules of the Company when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from security considerations must be replaced by the Transport Supplier.

5.13 All vehicles / equipment must carry special nameplates or marking for the purpose of identification as directed by the Company's Engineer. Wherever required, all vehicles must also be provided with the towing hook. All expenses on account of the foregoing shall be borne by the Transport Supplier entirely on his/her own cost.

**Tender No: DCT50881P15**

5.14 The Transport Supplier shall not refuse the vehicle(s)/equipment to be driven by the Company's operator / driver(s) / officer(s) in case of emergency when Transport Supplier's operator / driver(s) is/are not available for any reason.

5.15 The Transport Supplier shall not refuse parking of any vehicle at such places as may be directed by the Company's Engineer.

5.16 **"OIL INDIA LIMITED"** must be painted prominently in the wind glass frame and number plate of all vehicles.

5.17 The Transport Supplier shall furnish together with related power of attorney the names and specimen signature(s) of the authorised representative(s) who will be overall in charge of the Transport Supplier's organisation to carry out its obligations including preparation of bills, receipts of cheques etc.

5.18 The Transport Supplier's representative(s) shall report every day to the Transport Office of the Company for receiving instruction for duties of equipment / vehicle allotted for the day-to-day operations.

5.19 The Transport Supplier must furnish to the Company upon initial placement of the equipment / vehicle(s), the name(s) of the Operators, Supervisor(s), Driver(s), Handymen, Helper(s), crew as may be applicable together with particulars of their driving license(s) etc. In case any changes are made in the crew deployed under this agreement at any time during the tenure of this contract, the Transport Supplier must notify the Company in writing and furnish similar particulars as required hereof in respect of the replacement(s).

**6.0 RIGHTS OF COMPANY'S ENGINEER:-**

6.1 The Company's Engineer shall upon initial placement of equipment / vehicle(s) check all the relevant documentation and duly inspect/test the same before accepting it for the services under this agreement. Such inspection/test shall be carried out entirely at the Transport Suppliers' risk and cost. Any equipment / vehicle found deficient or defective in any manner will not be acceptable till such deficiency is completely rectified to the satisfaction of the Company's Engineer.

6.2 The Company's Engineer shall arrange for allocation of the equipment / vehicle(s) duty to the various departments if so desired.

6.3 Upon deployment of the equipment / vehicle(s) to a specified department if required, the transport service shall have to be provided by the Transport Supplier to the satisfaction of the Company's Engineer.

6.4 The Company's Engineer shall have power amongst others as follows:-

a) Fix the normal duty hours/timings of the Transport Supplier and regularly monitor the same;

b) Instruct the Transport Supplier from time to time for such further inspection as may be necessary for the proper and adequate supply of services and for keeping such records as are deemed necessary.

c) Instruct the Transport Supplier to replace by more suitable hands any of his/her crew engaged for running/operating the equipment / vehicle(s) or for general management of the service when such person is found unsuitable for the purpose of rendering efficient service to the Company under this agreement. Be it expressly stated that the Company shall not be responsible or liable in the event of any action by the Transport Supplier against his/her employees or workmen in any manner whatsoever arising out of their removal or replacement.

d) Instruct the Transport Supplier to remedy breach of contract and levy any penalty in relation thereto.

**Tender No: DCT50881P15**

- e) Refuse the services of any equipment / vehicle(s) found in deteriorated conditions and orders the Transport Supplier to rectify the defects or arrange for replacement till such default is remedied.
- f) Instruct the Transport Supplier to park the equipment / vehicle(s) at a specified place within the Company's premises or at the Transport Supplier's works.
- g) Instruct the Transport Supplier to utilise the services beyond the stipulated hours of service.
- h) Instruct the Transport Supplier to undertake authorised journeys to specified destination(s) and carry the authorised passengers or goods as the case may be.
- i) Instruct the Transport Supplier to go out of station for overnight halt(s).
- j) Undertake periodic inspection of the equipment / vehicle(s) as per programmed as may be decided by him/her. Such inspection shall be carried out in the presence of the Transport Supplier or in presence of his / her authorised representative. Such inspection/ test carried out by the Company shall be at the Transport Supplier's cost and risk.
- k) Instruct the Transport Supplier to remedy/rectify expeditiously and defects revealed upon periodic inspection/test carried out by the Company. Such rectification shall be at the Transport Supplier's cost entirely.
- l) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which the defects as aforesaid which have been detected upon inspection/test periodically by the Company which have remained unrectified.
- m) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which defects have been found upon periodic inspection from the service under this agreement till such time as the same are rectified.
- n) Check the hourmeter, speedometer and kilometer readings and notify any defects and determine any correction factor on the statement-cum-bill in case the readings are found to be defective.
- o) Instruct the Transport Supplier to furnish the names of all operator, driver(s) and crew with full particulars at the time of commencement of the service or on any occasion when such operator / driver(s)/crew are required to be replaced for any reason.
- p) The Company's Engineer shall clearly indicate the total shut down hours in a month due to maintenance of the equipment / vehicle(s) and/or default with reason in the monthly statement which will be treated as final for determining liquidated damages or penalty, if any.

6.5 The Transport Supplier would at all times obey the instructions of the Company's Engineer and ensure compliance of the above mentioned orders and instructions.

**7.0 SECURITY DEPOSIT:**

7.1 The transport supplier shall upon acceptance of the tender, pay to the Company within two weeks of issue of Letter of Award (LOA) a Security Deposit amounting to Rs 10,000.00 (Rupees ten thousand only) / ~~7.5% of one year contract value (for Hiring the services of Cranes) / 2.5% of total contract value (for Hiring the services of vehicles & equipments other than Cranes)~~ by way of ~~DEMAND DRAFT / BANKER'S CHEQUE / BANK GUARANTEE~~ valid beyond six months of the full tenure of the contract payable at Duliajan from any Nationalised Bank / PAY-IN-SLIP mode available at Duliajan bank branches of UCO, SBI, UBI, Allahabad Bank (Duliajan/Tipling Tinali/AGCL), Indian Bank, Central Bank of India, Canara Bank, Indian Overseas Bank, Union Bank of India, in favour of OIL INDIA LIMITED, DULIAJAN as a guarantee against timely placement of all vehicles in an acceptable condition and as a guarantee towards smooth operation of the services envisaged under the agreement. This money shall not bear any interest and will be refunded only upon successful completion of the tenure of the contract (including any extension being granted) after deduction/recovery, if any. Failure to provide the aforesaid security amount would render the party liable for rejection apart from any other actions the company may take at its sole discretion.

7.2 The Security Deposit shall be forfeited in case of the occurrence of the following events:-

- (a) In case of non placement of equipment/ vehicle(s) as per agreement, in full at the sole discretion of the Company.
- b) In case of any event occurring as envisaged in clause No.8.1 hereof;

**Tender No: DCT50881P15**

and/or

c) In case of any event occurring as envisaged in clause No.8.1 hereof, where the outstanding bills are not adequate to recover the damages to the extent of such shortfall;

d) In case of premature termination due to default or breach of contract by the Transport Supplier.

7.3 In the event of an occurrence as envisaged in clause No.7.2 (b) & (c), the Transport Supplier will have to furnish additional Security Deposit in the manner prescribed to the extent of amount forfeited. Failure on the part of Transport Supplier to comply with this would render this agreement liable for termination whether partially or fully at the sole discretion of the Company, without prejudice to the right of the Company to take any other action or such default including but not limited to forfeiture of the entire security deposit. The Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

7.4 Provided that in case of delay beyond 3 (three) months from the due date of placement, this agreement shall automatically stand terminated to the extent of the non-performance. This will be without prejudice to the right of the Company to terminate the agreement earlier with 1 (One) month's due notice. The Transport Supplier will not be entitled to any damages or compensation whatsoever on account of such termination.

8.0 The Transport Supplier shall commence the supply of regular and continuous service by placing the equipment / vehicle(s) as per this agreement on and with effect from the due date of placement. Any delay in placement of equipment / vehicle(s) for whatsoever reasons beyond the stipulated due date of placement will call for forfeiture of Security Deposit as stipulated hereof without prejudice to any other rights of the Company reserved in this Agreement.

8.1 The Transport Supplier shall supply and maintain the services of all the equipment / vehicles in normal service EVERY DAY with drivers and attendant crew (wherever applicable) as required by the Company. In the event of a default leading to a shut down the Transport Supplier shall not be paid the daily pro-rata fixed charge for the day(s) or part thereof and also be liable to pay to the Company liquidated damages. Such damages will be recovered normally from the Transport Supplier's outstanding bills for the specific shut down vehicle(s). However, in case the outstanding bill for such shut down vehicle(s) (kept off road) is not adequate for such recovery, the Company will have the right to recover the damages from the bills of other vehicles under the agreement, if any. This is without prejudice to the Company's right to recover the amount in any other manner as laid out in the law including appropriation of the Security Deposit towards such outstanding.

8.2 In case of default not leading to shut down, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s) shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

8.3(a) In case of accidents and consequent non-availability of equipment / vehicle(s), pro-rata fixed charges will be deducted but the same will not attract liquidated damages if the Transport Supplier notifies in writing to the Company with adequate proof about the accident, copy of FIR (FIRST INFORMATION REPORT) lodged by the Transport Supplier, MVI (Motor Vehicle Inspector) report and copy of garage certificate(in case of damage of vehicles) shall be required as mandatory in addition to other proof to be submitted and accepted by Head-User Department. If satisfied with the documents submitted, Head-User Dept shall waive the liquidated damage and his decision in this regard shall be final and binding on the part of the contractor. However, this will not be applicable in case of:

(i) Accidents caused by rough/rash driving or because of negligence of the driver engaged

**Contractor**

**Company**

**Tender No: DCT50881P15**

(ii) Where a FIR is lodged by a third party and services of the equipment / vehicle(s) is/are not available for formalities to be observed as per the laws of the land. In such a situation the equipment / vehicle(s) will be treated as shut down and will attract liquidated damages in addition to deduction of pro-rata fixed charges.

8.3(b) In case of accidents or otherwise leading to damage/breakdown of the equipment / vehicle(s) the time required to repair and place back the equipment / vehicle(s) into Company's service shall be decided by the Company's Head-Transport which shall be final and not alterable. On expiry of such allotted time, pending placement of equipment / vehicle(s) liquidated damages will be recovered in addition to the deduction of pro-rata fixed charges.

8.3(c) In case of Bundhs, Rasta Roko, and Strike etc. called by other organisation and if the equipment / vehicle(s) is/are not available for operations due to absence of operator / driver or otherwise the equipment / vehicle(s) will be treated as shut down and pro-rata fixed charge will be deducted. However, if Company feels such shut down could have been avoided liquidated damages will be imposed and shall be recovered from the subsequent bills of the Transport Supplier with proper intimation. It is to be clearly understood that 48 (Forty Eight) hours time allotted per month for general maintenance without deduction of pro-rata fixed charge will not be adjusted against such bandh/strike period.

**9.0 TERMINATION:**

In the event of the Transport Supplier's failure to place equipment / vehicles in due time or render proper services as per terms of this Agreement, the Company reserves the right to terminate wholly or partially the Agreement with 30 (Thirty) days notice in writing and on the expiry of this notice period, this service Agreement shall stand terminated or modified for the reduced number of equipment / vehicle(s) and Transport Supplier shall not be entitled to any damage or compensation on account of such termination or reduction in number of equipment / vehicle(s) or otherwise from any cause arising whatsoever.

9.1 The Company may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Transport Supplier to terminate this Agreement in whole or in part if the Transport Supplier fails to perform any of his/her obligations under this agreement or if the Transport Supplier does not cure his/her failure immediately upon receipt of notice from the Company or during any such time as the Company may authorise in writing after receipt of default notice from the Company.

9.2 In the event of Company terminates the contract in whole or in part pursuant to clause No.9.1, the Company may procure, upon such terms and in such manner as may deem appropriate similar services shall be liable for any excess costs incurred by the Company in this regard. However, the Transport Supplier shall continue performance of the Contract to the extent not terminated.

9.3 The Company may at any time terminate the contract giving a written notice to the Transport Supplier without compensating him, if the Transport Supplier becomes bankrupt or otherwise insolvent, provided such termination will not prejudice or effect any right of action or remedy which occurred or will occur thereafter to the Company.

9.4 The Company may send written notice to the Transport Supplier; terminate the agreement, in whole or in part at any time for its convenience. The notice of termination shall specify that the termination is for Company's convenience, the extent to which performance of service under this agreement is terminated and the date which such termination becomes effective, which will be at least 45 (Forty Five) days after the date of the notice of termination. If the Company exercises this right, it shall pay the Transport Supplier in accordance with the provisions of this agreement for the services satisfactorily rendered up to the date of termination. The Transport Supplier will not be entitled to any damages or compensation on account of such termination.

**Tender No: DCT50881P15**

9.5 This Agreement shall stand partially or fully terminated in case of default due to delay in placement of vehicle beyond 3(Three) months from the due date of placement stipulated hereof and the Transport Supplier shall be debarred at the discretion of the Company from quoting against any future contract for a period not exceeding 2(Two) years for such default. Such termination will be without prejudice to the Company to forfeit the Security Deposit also.

10.0(a) The Company will make monthly payment subject to adjustment / deduction as necessary for the services rendered in each calendar month and will endeavour to pay before expiry of 30 (Thirty) days from the date of submission of monthly statement-cum-bill for the month for every equipment / vehicle on the basis of accepted rates calculation as mentioned in Part-II (SOQ) of this Service Agreement. The above period shall be counted from day when all statements in respect of all equipment / vehicles to be deployed under this Agreement are received by the Company.

10.0(b) At the end of the month, the Transport Supplier will have to submit the monthly statement-cum-bill in triplicate. Along with the monthly statement-cum-bill, the Transport Supplier will also submit to the User Department a certificate every month confirming compliance with the statutory requirement and in absence of the said certificate, bill will not be processed for payment and any delay arising out of the same shall be attributable to the Transport Supplier.

10.0(c) Monthly statement / bills submitted by the Transport Supplier will be cross checked by the Company with the records maintained by the Company. Wherever discrepancies are found the Company would have right to make necessary corrections in the statement/bill submitted by the Transport Supplier before certifying/countersigning the same for processing payment.

10.0(d) A daily logbook will be maintained in triplicate. The Transport Supplier's representative or his/her operator / driver should collect the original and a copy of the daily logbook has to be submitted with statement-cum-bill for claiming payment.

**STATUTORY OBLIGATIONS OF TRANSPORT SUPPLIER:**

11.0 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of the equipment / vehicles or operation of the services envisaged under this Agreement including liability under the Motor Vehicles Act, Payment of Bonus Act, Workmen's Compensation Act, Payment of Wages Act or any other statutory liabilities as may be in force from time to time and whatsoever. The Statutory requirements and obligations to be performed under the above Acts or any other enactment affecting the operation of services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility.

12.0 **FORCE MAJEURE:** means except or otherwise specified in the event of either party being rendered unable by force majeure to perform any obligations required to be performed by them under this Agreement, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The terms "Force Majeure" as employed herein shall include Acts of God, War, Revolt, Riots, Fire, Flood, illegal & unlawful Strikes, Bundhs, Sabotage, failure or destruction of roads, culverts or bridges over or on which Transport Supplier's equipment / vehicle(s) is/are or are to travel. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby shall notify the other party in writing within 48 (Forty Eight) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of his/her claim. The Force Majeure (Exemption) clause of International Chamber of Commerce (ICC Publication No. 421) will be applicable under this contract.

**13.0 ARBITRATION AND CONCILIATION:**

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Indian Arbitration and Conciliation Act, 1996. The venue of arbitration will be **Duliajan, Assam**. The award made in pursuance thereof shall be binding on the parties.

Tender No: DCT50881P15

**14.0 LIABILITY & INDEMNITY:**

14.1 Except as otherwise expressly provided, neither the Company or its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss or damage to the equipment / vehicle(s) or loss or damage to the property of the Transport Supplier or his/her contractors, sub-contractors, irrespective of how such loss is caused and even if caused by the negligence of the Company and/or his/her servants, agents, nominees, assignees unless caused by wilful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.2 Neither the Company nor its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever from injury to, illness, or death of any employee of the Transport Supplier irrespective how such injury, illness or death is caused by wilful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.3 Except as otherwise, expressly provided, neither the Transport Supplier nor his/her servants, agents, nominees, contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss of or damage to the equipment and/or loss to the property of the Company irrespective of how such loss or damage is caused unless caused by wilful or gross negligence of the Transport Supplier or his/her servants, agents, nominees, assignees, contractors and sub-contractors. The Company shall protect, defend, indemnify and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.4 Neither the Transport Supplier nor his/her servants, agents, nominees, assignees, contractors, sub-contractors shall have any liability or responsibility to whomsoever for injury to, illness, or death to any employee of the Company, irrespective of how such injury, illness or death is caused unless caused by wilful or by gross negligence by or his/her servants, agents, nominees, assignees, contractors or sub-contractors and assignees and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

**14.5 INDEMNITY AGREEMENT:**

14.6 The Transport Supplier agrees to protect, defend, indemnify and hold the Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, costs, liens and judgment of every kind and character, without limit, which may arise in favour of the Transport Supplier's employees, agents, contractors and sub-contractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations / services contemplated hereby, regardless of whether or not the said claims, demands or causes of action arise out of negligence or otherwise, in whole or in part, or other faults.

14.7 The Company agrees to protect, defend, indemnify and hold the Transport Supplier harmless from and against all claims, suit, demands, and causes of action, liabilities, expenses, costs, liens and judgment of sever kind and character, without limit. Which may arise in favour of the Company's agents, contractors and sub-contractors or their employees on account of bodily injury, death or damage to personnel/property as a result of the operations contemplated hereby regardless of whether or not the said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part, or other faults.

**14.8 INDEMNITY APPLICATION:**

The indemnities given herein above, whether given by the Company or the Transport Supplier shall be without regard to fault or to the negligence of either party even though said loss,

**Tender No: DCT50881P15**

damage, liability, claim, demand expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

**14.9 INSURANCE:-** The Transport Supplier shall arrange comprehensive insurance to cover all risks in respect of personnel, passenger, materials equipment and vehicle(s) belonging to the Transport Supplier or his/her contractors or sub-contractors during the currency of the agreement and shall provide certificates of such insurance.

**15.0 TAXES & LEVIES:**

**15.1** Corporate taxes and other duties including Income-Tax arising out of this agreement shall be borne by the Transport Supplier as per the laws that may be in force from time to time.

**15.2** Company shall withhold Income tax as per rates, which may be in force from time to time as may be applicable to the operational services under this agreement.

**16.0 ASSIGNMENT:**

**16.1** The Transport Supplier shall not assign his/her rights, duties and obligations arising under this agreement and sublet to any third person or party except in respect of payments to be received by Transport Suppliers, if acceptable to the Company.

**17.0 SUB-CONTRACT:**

**17.1** The Transport Supplier shall not sub-contract all or any part of the work envisaged under this Agreement.

**18.0 STATUTORY OBLIGATIONS:**

**18.1** The Transport Supplier shall bear all other expenditure, which may be deemed necessary or required towards fulfilment of his/her obligations under the Statutory Acts during the tenure of this service agreement.

**19.0 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)."

**20.0 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.

**21.0 LIQUIDATED DAMAGES FOR DELAY IN PLACEMENT/ MOBILISATION OF EQUIPMENTS/ VEHICLES AND/OR COMPLETION OF WORKS AND SERVICES:**

Liquidated Damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in placement of vehicle(s)/ equipments(s) for Company's services/ Contract mobilization/completion date subject to a maximum ceiling of 7.5% of first year Contract value including mobilization cost, if any (for Hiring the services of Cranes)/ 7.5% of estimated total contract value (for Hiring the services of vehicles/ equipments other than Cranes).



**GCC**

**Tender No: DCT50881P15**

IN WITNESS whereof the parties hereinto set their hands and seals the day and year first above written.

SIGNED & DELIVERED FOR AND ON BEHALF OF -----

(Signature of Contractor or his/her/  
their legal Attorney)

\_\_\_\_\_  
BY THE HAND OF HIS/ HER/ THEIR PARTNER/  
LEGAL ATTORNEY.

-----  
(Full Name of Signatory)  
(Seal of Contractor's Firm)

And in presence of

\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Name of Witness)

Date \_\_\_\_\_

-----  
(Full Name of Signatory)  
Address:-

\_\_\_\_\_  
(Signature of Acceptor)

SIGNED & DELIVERED FOR AND ON  
BEHALF OF OIL INDIA LIMITED.

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

Designation: \_\_\_\_\_

**SOQ**

**Tender No: DCT5088P15**

**SCHEDULE OF SERVICES [TATA DI / UTILITY / CAMPER] (DOUBLE CAB / SINBLE CAB) :-**

1. Hiring the services of readily available **TATA DI / UTILITY / CAMPER (DOUBLE CAB / SINBLE CAB)** for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.
2. Vintage of Equipment / Vehicle(s) : Readily available vehicles **TATA DI / UTILITY / CAMPER (DOUBLE CABIN)** of vintage not earlier than **01.01.2005** will be given first preference. In case adequate number of double cabin vehicles is not available, then **TATA DI / UTILITY / CAMPER (SINGLE CABIN)** will be hired of vintage not earlier than **2009**.
3. Tenure of Agreement : 6 (Six) months from the date of placement of vehicle with a provision of extension by 2 (two) more months at the same rates, terms and conditions as approved by the Management.
4. Area of operations : Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh.
5. Application Sale/Receipt Dates : Sale of Applications : **04.11.2014 to 15.11.2014** (office hours only). Applications Submission of Applications : **05.11.2014 to 15.11.2014** Last date of submission : **15.11.2014**.
6. Tendered cost of fuel : Rs 61.84/litre (HSD)
7. Mobilisation Period : Two weeks from the date of issuance of LOA or earlier as per directive of Company representative
8. Periodic inspection / test : a) On initial placement; and b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
9. Normal hours/timings of duty/day : As may be stipulated by the Company's Engineer.
10. **SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES :-**

**TATA DI / MAHINDRA UTILITY / BOLERO CAMPER (DOUBLE / SINGLE CAB)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
10	Fixed Charge per month wef 1.1.2014 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	22,075.95
20	Running Charge per km at tendered price of fuel (HSD) @ Rs 61.84/litre.	Kilometer	7.30
30	Single OT for Driver w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
40	Double OT for Driver w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	80.25
50	Holiday OT for Driver w.e.f. 1.1.2014 on specified holidays	Hour	40.13

**Contractor**

**Company**

**SOQ****Tender No: DCT5088P15****TATA DI / MAHINDRA UTILITY / BOLERO CAMPER (DOUBLE / SINGLE CAB)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
70	Fixed Charge per month wef 1.1.2015 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	23,055.95
80	Single OT for Driver w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
90	Double OT for Driver w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	87.75
100	Holiday OT for Driver w.e.f. 1.1.2015 on specified holidays	Hour	43.88

**SOQ**

**Tender No: DCT5088P15**

**SCHEDULE OF SERVICES 2WD (TATA SUMO / MAHINDRA BOLERO) :-**

1. Hiring the services of readily available **2WD (TATA SUMO / MAHINDRA BOLERO)** for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.
2. Vintage of Equipment / Vehicle(s) : Readily available vehicles **2WD (TATA SUMO / MAHINDRA BOLERO)** of vintage not earlier than **01.01.2009**. Vehicles may be either AC or non AC and rates shall be same for both AC & non AC.
3. Tenure of Agreement : 6 (Six) months from the date of placement of vehicle with a provision of extension for another 2 (two) months at the same rates, terms and conditions as approved by the Management.
4. Area of operations : Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh.
5. Application Sale/Receipt Dates : Sale of Applications : **04.11.2014 to 15.11.2014** (office hours only). Applications Submission of Applications : **05.11.2014 to 15.11.2014** Last date of submission : **15.11.2014**.
6. Tendered cost of fuel : Rs 61.84/litre (HSD)
7. Mobilisation Period : Two weeks from the date of issuance of LOA or earlier as per directive of Company representative
8. Periodic inspection / test :
  - a) On initial placement; and
  - b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
9. Normal hours/timings of duty/day : As may be stipulated by the Company's Engineer.
10. **SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES :-**

**2WD (TATA SUMO / MAHINDRA BOLERO)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
10	Fixed Charge per month wef 1.1.2014 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	22,841.85
20	Running Charge per km at tendered price of fuel (HSD) @ Rs 61.84/litre.	Kilometer	6.79
30	Single OT for Driver w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
40	Double OT for Driver w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	80.25
50	Holiday OT for Driver w.e.f. 1.1.2014 on specified holidays	Hour	40.13

**Contractor**

**Company**

SOQ

Tender No: DCT5088P15

**2WD (TATA SUMO / MAHINDRA BOLERO)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
70	Fixed Charge per month wef 1.1.2015 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	23,821.85
80	Single OT for Driver w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
90	Double OT for Driver w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	87.75
100	Holiday OT for Driver w.e.f. 1.1.2015 on specified holidays	Hour	43.88

**SOQ**

**Tender No: DCT5088P15**

**SCHEDULE OF SERVICES (TATA 709 PICKUP- DOUBLE CAB / SINGLE CAB):-**

1. Hiring the services of readily available **TATA 709 PICKUP- DOUBLE CAB** for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.
2. Vintage of Equipment / Vehicle(s) : Readily available vehicles **TATA 709 PICKUP (DOUBLE CABIN)** of vintage not earlier than **01.01.2005**. In case adequate number of double cabin vehicles is not available, then **TATA 709 PICKUP (SINGLE CABIN)** will be hired of vintage not earlier than **2009**.
3. Tenure of Agreement : 6 (Six) months from the date of placement of vehicle with a provision of extension for another 2 (two) months at the same rates, terms and conditions as approved by the Management.
4. Area of operations : Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh.
5. Application Sale/Receipt Dates : Sale of Applications : **04.11.2014 to 15.11.2014** (office hours only). Applications Submission of Applications : **05.11.2014 to 15.11.2014** Last date of submission : **15.11.2014**.
6. Tendered cost of fuel : Rs 61.84/litre (HSD)
7. Mobilisation Period : Two weeks from the date of issuance of LOA or earlier as per directive of Company representative
8. Periodic inspection / test :
  - a) On initial placement; and
  - b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
9. Normal hours/timings of duty/day : As may be stipulated by the Company's Engineer.
10. **SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES :-**

**TATA 709 PICKUP DOUBLE CAB (DOUBLE CAB / SINGLE CAB)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
10	Fixed Charge per month wef 1.1.2014 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	27,432.75
20	Running Charge per km at tendered price of fuel (HSD) @ Rs 61.84/litre.	Kilometer	12.25
30	Single OT for Driver w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
40	Double OT for Driver w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	80.25
50	Holiday OT for Driver w.e.f. 1.1.2014 on specified holidays	Hour	40.13

**Contractor**

**Company**

SOQ

Tender No: DCT5088P15

**TATA 709 PICKUP DOUBLE CAB (DOUBLE CAB / SINGLE CAB)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
70	Fixed Charge per month wef 1.1.2015 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	28,412.75
80	Single OT for Driver w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
90	Double OT for Driver w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	87.75
100	Holiday OT for Driver w.e.f. 1.1.2015 on specified holidays	Hour	43.88

Contractor

Company

**SOQ**

**Tender No: DCT5088P15**

**SCHEDULE OF SERVICES (MINI BUS – 22 SEATER) :-**

1. Hiring the services of readily available **MINI BUS – 22 SEATER** for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.
2. Vintage of Equipment / Vehicle(s) : Readily available vehicles **MINI BUS – 22 SEATER** of vintage not earlier than **01.01.2009**.
3. Tenure of Agreement : 6 (Six) months from the date of placement of vehicle with a provision of extension for another 2 (two) months at the same rates, terms and conditions as approved by the Management.
4. Area of operations : Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh.
5. Application Sale/Receipt Dates : Sale of Applications : **04.11.2014 to 15.11.2014** (office hours only). Applications Submission of Applications : **05.11.2014 to 15.11.2014** Last date of submission : **15.11.2014**.
6. Tendered cost of fuel : Rs 61.84/litre (HSD)
7. Mobilisation Period : Two weeks from the date of issuance of LOA or earlier as per directive of Company representative
8. Periodic inspection / test : a) On initial placement; and b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
9. Normal hours/timings of duty/day : As may be stipulated by the Company's Engineer.
10. **SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES :-**

**(MINI BUS – 22 SEATER)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
10	Fixed Charge per month wef 1.1.2014 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	44,258.61
20	Running Charge per km at tendered price of fuel (HSD) @ Rs 61.84/litre.	Kilometer	13.67
30	Single OT for Driver w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
40	Double OT for Driver w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	80.25
50	Holiday OT for Driver w.e.f. 1.1.2014 on specified holidays	Hour	40.13
70	Single OT for Helper w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	15.00
80	Double OT for Helper w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	56.75

**Contractor**

**Company**



**SOQ****Tender No: DCT5088P15****(MINI BUS – 22 SEATER)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
90	Holiday OT for Helper w.e.f. 1.1.2014 on specified holidays	Hour	28.38
110	Fixed Charge per month wef 1.1.2015 (vehicle for 24 hrs & drivers normal duty for 8 hrs per day)	Month	45,891.94
120	Single OT for Driver w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
130	Double OT for Driver w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	87.75
140	Holiday OT for Driver w.e.f. 1.1.2015 on specified holidays	Hour	43.88
160	Single OT for Helper w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	15.00
170	Double OT for Helper w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	61.75
180	Holiday OT for Helper w.e.f. 1.1.2015 on specified holidays	Hour	30.38

**Contractor****Company**

**SOQ****Tender No: DCT5088P15****SCHEDULE OF SERVICES (TRUCK) :-**

1. Hiring the services of readily available vehicles **TRUCK** for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.
2. Vintage of Equipment / Vehicle(s) : Readily available vehicles **TRUCK** of vintage not earlier than **01.01.2009**.
3. Tenure of Agreement : 6 (Six) months from the date of placement of vehicle with a provision of extension for another 2 (two) months at the same rates, terms and conditions as approved by the Management.
4. Area of operations : Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh.
5. Application Sale/Receipt Dates : Sale of Applications : **04.11.2014 to 15.11.2014** (office hours only). Applications Submission of Applications : **05.11.2014 to 15.11.2014** Last date of submission : **15.11.2014**.
6. Tendered cost of fuel : Rs 61.84/litre (HSD)
7. Mobilisation Period : Two weeks from the date of issuance of LOA or earlier as per directive of Company representative
8. Periodic inspection / test : a) On initial placement; and b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.
9. Normal hours/timings of duty/day : As may be stipulated by the Company's Engineer.
10. **SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES :-**

**(TRUCK)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
10	Fixed Charge per month wef 1.1.2014 (vehicle for 24 hrs & driver/helper normal duty for 8 hrs per day)	Month	28,570.89
20	Running Charge per km at tendered price of fuel (HSD) @ Rs 61.84/litre.	Kilometer	16.81
30	Single OT for Driver w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
40	Double OT for Driver w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	80.25
50	Holiday OT for Driver w.e.f. 1.1.2014 on specified holidays	Hour	40.13
70	Single OT for Helper w.e.f. 1.1.2014 beyond 8 hrs normal duty & upto 9 hours	Hour	15.00
80	Double OT for Helper w.e.f. 1.1.2014 beyond 9 hrs duty	Hour	56.75

**Contractor****Company**

**SOQ****Tender No: DCT5088P15****(TRUCK)**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit of Words</b>	<b>Rate per Unit (Figs &amp; Words), Rs</b>
90	Holiday OT for Helper w.e.f. 1.1.2014 on specified holidays	Hour	28.38
110	Fixed Charge per month wef 1.1.2015 (vehicle for 24 hrs & driver/helper normal duty for 8 hrs per day)	Month	30,204.22
120	Single OT for Driver w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	21.25
130	Double OT for Driver w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	87.75
140	Holiday OT for Driver w.e.f. 1.1.2015 on specified holidays	Hour	43.88
160	Single OT for Helper w.e.f. 1.1.2015 beyond 8 hrs normal duty & upto 9 hours	Hour	15.00
170	Double OT for Helper w.e.f. 1.1.2015 beyond 9 hrs duty	Hour	61.75
180	Holiday OT for Helper w.e.f. 1.1.2015 on specified holidays	Hour	30.38

## SOQ

**Tender No: DCT5088P15**

11. **NOTES** :-

- (a) The Fixed Charges and Running Charges mentioned above are exclusive of VAT and Service Tax. Fixed Charge includes driver / helper / relief crew wages / insurance / uniform etc. and all other liabilities including statutory liabilities. Fixed Charges also includes vehicle for 24 hours availability with services of Driver / Helper / relief crew for 8 hours every day.
- (b) For light vehicles in the category of Sumo/Bolero/DI/Utility/Camper/Tata 709 Pickup, the Fixed Charge includes vehicle for 24 hrs. with services of driver / relief crew for 8 hours every day and driver / relief crew wages at the applicable rates of MoS dtd 24.01.2014 as per applicable year. For services of the vehicle with driver / relief crew beyond 8 hrs, the OT for driver / relief crew will be reimbursed by OIL at the applicable rates of MoS dtd 24.01.2014 as per applicable year.
- (c) For heavy vehicles in the category of Trucks and Mini Bus, the Fixed Charge includes vehicle for 24 hrs. with services of driver / helper / relief crew for 8 hours every day and driver / helper / relief crew wages at the applicable rates of MoS dtd 24.01.2014 as per applicable year. For services of Truck & Mini Bus with driver / helper / relief crew beyond 8 hrs, the OT for driver / helper / relief crew will be reimbursed by OIL at the applicable rates of MoS dtd 24.01.2014 as per applicable year.

12. The above rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement except in respect of the following as mentioned in para 13 below.

13. Variation in the offered running charge per km will be effective provided fuel (Diesel) price changes plus or minus 5% (five percent) over the tendered price of Diesel with respect to the original contracts considered at the time of approval. For **DI/Utility/Camper** (Double/Single Cabin) and **Sumo/Bolero** category, the variation will be calculated @ Rs 0.10/km for variation of Rupee 1.00 per litre of fuel price. For **Tata 709 Pickup** (Double/Single Cabin) and **Mini Bus** category, the variation will be calculated @ Rs. 0.17/km for variation of Rupee 1.00 per litre of fuel price. For **Truck**, the variation will be calculated @ Rs. 0.25/km for variation of Rupee 1.00 per litre of fuel price.

14. The daily wage rates & the OT rates of driver / helper / relief crew are liable to change depending on notifications issued by the Govt of India.

15. The contractor must also submit a Certificate (declaration as per format may be seen at the office of the Head-Contracts) duly signed by both the contractor & Driver/Helper along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the wages to driver/helper. Actual payment will be made by OIL only after receipt of proof of payment to the driver/helper i.e. photocopy of account payee cheques or bank transfer / e-remittance etc duly acknowledged by the driver/helper in the Certificate / Format for "Declaration of payment of wages to driver/helper. Further a declaration regarding payment of relief crew will be given by the contractor as per specified Proforma.

16. Service Tax if applicable shall be to the Company's account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence. Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In the absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall entirely rest upon the Contractor.

17. PF will be paid based on documentary evidence and payment of ESI which is sub-judice with the concerned ESI authority shall be as per advice of ER Department.

**Contractor**

**Company**

**SCC**  
**(Special Conditions of Contract)**

**Tender No: DCT5088P15**

- 1.0 The final agreement or contract shall consist of GCC, SOQ, SCC, SM and Application Format (Annexure-I), Bidder Details (Annexure-II), Court Affidavit (Annexure-III) & if applicable Non-Dependent Joint Declaration Format (Annexure-IV). The agreement shall be deemed to be a service contract since substantial control of the vehicle will rest upon the Service Provider/Contractor.
- 2.0 Primary location of the vehicle shall be in OIL's Geophysical operations in Tinsukia, Dibrugarh, Sivsagar and Jorhat districts of Assam & Arunachal Pradesh for the seismic period 2014-15.
- 3.0 Present requirement of different categories of vehicles under this tender is 25 nos with break-up as detailed under General Conditions of Contract (GCC). However 5 nos of additional vehicles against each category of vehicles shall be kept in the waiting list till 31.01.2015 to meet shortfall, if any, in case the provisionally selected applicants are unable to provide the required transport services.
- 4.0 The vehicle should be fitted with all standard fittings like foot-step etc as per applicability.
- 5.0 The contractor should be personally present at the time of placement of the vehicle.
- 6.0 The drivers of the vehicles must possess valid professional driving license of LMV or HMV category as the case may be and must have sufficient experience in that category. All guidelines issued by State/Regional Transport Authorities in respect of these vehicles, drivers/helpers etc. must be adhered/followed while performing the duties.
- 7.0 Before engaging any driver/helper at the time of initial placement or subsequently, the driver / helper name should be cleared by Geophysics Dept for credentials etc. The driver / helper / relief crew engaged by the contractor should be of good character, discipline and in good health. If the driver / helper / relief crew indulges in any theft, or other unlawful activities, action will be taken as per the law of the land. If the vehicle is seized by the Police or any other law enforcing agency for such activities, while on company's duty, it will be the responsibility of the contractor to deal with the matter. Under no circumstances, the vehicle should carry out / involve in any unlawful activities / duties. In the event of any such case, the contractor will be held responsible for the consequences.
- 8.0 In company's opinion, if a driver / helper is not attending duty properly or having bad credentials or found involved in theft or any other unlawful activities including drunken driving, he may not be issued any entry pass. In that event the contractor has to remove the driver / helper on getting advice from the company.
- 9.0 The vehicles must have full insurance including coverage for crew and the third party for the entire contract period to cover all risks.
- 10.0 The vehicles must be complete with all necessary permits etc. from Govt. Authorities of ASSAM & if required ARUNACHAL PRADESH for carrying crew and materials etc.
- 11.0 The contractor shall faithfully discharge his obligations under all laws for the time being in force; particularly the payment of wages act, minimum wages act, workmen's compensation act, motor vehicles act etc. and keep the vehicle and the employee therein fully covered of all risks and accidents. The contractor shall engage as many numbers of drivers as may be necessary to maintain uninterrupted supply of service of the vehicle for 8 hours daily or if necessary beyond the said period for minimum six days a week.
- 12.0 The crew should always wear proper uniform while attending duties.
- 13.0 Notwithstanding any clause of the contract, it will be terminated on account of any one of the following situations –
  - a) Deteriorated mechanical condition of the vehicle.
  - b) Frequent shutdown due to non-availability of fuel etc.
  - c) During the tenure of the contract, if it is found that the contractor submitted any false statement / document in the application / tender document.
  - d) **The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.** Change of ownership of vehicle at any time during the tenure of the contract period will lead to termination of the contract.
- 14.0 The company reserves the right to change the base station of the vehicle operation whenever necessary.
- 15.0 The entry passes for OIL's protected areas will be recommended to the appropriate authority, only for two persons against the contract i.e one for the driver & the other for the contractor or his authorised representative.

**SCC**  
**(Special Conditions of Contract)**

**Tender No: DCT5088P15**

**16.0 TERMS OF PAYMENT :-**

- 16.1 On receipt of the Monthly statement-cum-kilometreage Bill the Company's Engineer shall verify the same with the Daily Log Book and forward the same after making adjustment as may be necessary to the Finance Department of the Company for Payment. The Bill must be accompanied with the following:
- i) Daily Log Book in original for the month.
  - ii) Statutory compliance statement per proforma - IV & the declaration as per format regarding payment of salary/wages to driver / helper / relief crew.
- 16.2 The Company shall pay the Transport Supplier during the term of the contract the amounts due from time to time calculated according to the rates of payment set out hereof and in accordance with the other provisions of this agreement.
- 16.3 Payment of monthly bills, if undisputed, shall be made within 10 (Ten) days following the date of receipt of the same by the Company. The company shall within 10 (Ten) days of receipt of invoice notify the Transport Supplier or any item under dispute, specifying the reasons thereof, in which event, the disputed amount may be withheld till settlement of the dispute, but payment shall be made for the undisputed portion on or before the due date.
- 16.4 For the purpose of payment for the service rendered the Transport Supplier shall:
- i) Accept as final and daily logbook which must be signed on a daily basis by the Company's Engineer. Any deletions and/or over writings on the Daily Log Book must be avoided as far as practicable and if such deletions and over writings are incidenced, the same must be countersigned by the Company's Engineer, otherwise the Monthly kilometreage Statement-cum-bill shall not be accepted. Proforma-I must be made out in triplicate of which second copy be retained by the Transport Supplier for preparing the monthly kilometreage statement-cum-bill only at the end of each month. The original should be sent to Accounts Department and the first copy be retained by user / Transport department.
  - ii) a) Prepare monthly kilometreage statement-cum-bill and submit the same to the Company's Engineer for verification within 10 (Ten) days following the last date of the month. The monthly kilometreage statement-cum-bill must be accompanied with a certificate every month as per Proforma - IV towards his/her compliance with the Statutory Acts affecting the operation of this Service Agreement. The monthly bill should be claimed every month as mentioned. The contractor shall not be allowed to accumulate monthly bills. If the monthly bill is not claimed (for any particular month) within the next two months, the payment will get lapsed. The Company shall be at liberty not to make or process such belated monthly bill.
  - ii) b) The monthly kilometreage statement-cum-bill must include a factual record of based on daily log sheet for services rendered as per instructions of the Company's Engineer, i.e. for Company duty only and should exclude for payment the following:-
    - Such kilometreage and time as may be involved on standby where kilometreage done for refueling is in excess of 5 (Five) kms. Or time taken is more than 30 (Thirty) minutes. In case a vehicle is allocated for operation in Arunachal Pradesh, Company may have to supply fuel for the vehicle allocated against written request of the contractor and security money deposited for this purpose due to non availability of public fuelling station in nearby area (within 5 Km range). In the event of above, Company will not charge any additional amount over the prevailing fuel price.
    - Such hours/days or part thereof as may be involved on standby per month where time taken for routine servicing and maintenance exceeds 48(Forty Eight) hours (2 days).
    - Such hours/days or part thereof as may be involved in any month when the vehicle(s) was/were shut down due to default or otherwise.
  - ii) c) Accept such adjustments on the monthly kilometreage statement-cum-bill as the Company's Engineer may make on account of all or any of the following:-
    - A) Deductions for defaults / shut downs not shown correctly:
    - B) Deductions for liquidated damages & penalty for shut downs:
    - C) Deductions for penalties in case of breach of contract:
    - D) Adjustment of kilometreage and corrections as per Clause 5.11 of Part-I under General Terms and Conditions of Transport Contract.
    - E) Such other adjustments as the Company's Engineer shall consider necessary as per the requirements of the situation prevailing, the Company's decision in which regard shall be final.
- 16.5 Excepting the rates payable as per terms & conditions detailed in this tender document and for variation due to changes in fuel price as applicable, no other rates, charges etc. shall be payable to the contractor during the entire tenure of the contract.

**Contractor**

**Company**

**SCC**  
**(Special Conditions of Contract)**

**Tender No: DCT5088P15**

- 17.0 **MODE OF PAYMENT** : The payment of monthly Salary/ Wages to the driver/drivers/helper/ helpers must be made through account payee cheques or bank transfer / e-remittance etc. The contractor must also submit a certificate (declaration as per format) duly signed by both the contractor & driver / helper / relief crew along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the Salary/wages to driver / helper / relief crew as mentioned in Para-15 of SOQ of this agreement/tender document. The wages etc. due to the driver or drivers must be paid in full in time, as mentioned elsewhere in the agreement. If there is any complaint from the crew members, the Company will be at liberty to deduct the wages etc. from the monthly bill.
- 18.0 Refund of security deposit will be made within three months from the date of release of the vehicle after certification from Geophysics Department. Any belated claim will not be entertained.
- 19.0 For the days or part thereof when the services envisaged under this agreement are disrupted due to default / shut down etc. clause nos. 1.27 and 1.32 of Part I (GCC) of the agreement will be applicable.
- 20.0 In case of any situation not provided under this Agreement, the Company's Engineer or any other person authorised on his / her behalf by the Company, shall have the right to decide upon any further claim on the facts and circumstances, which shall be binding upon the Transport Supplier.
- 21.0 The Company at its own discretion reserves the right to extend the contract beyond the stipulated six months for another two more months at the same rates, terms and conditions.

22.0 **SAFETY MEASURES:**

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

- a) Only experienced and competent persons shall be engaged by me for carrying out work under the said contract.
  - b) I hereby accept the responsibility for the safety of all the personnel engaged by me and for the safety of the Company's person and property involved during the course of my working under this contract. I shall ensure that all the provisions involved under the Oil Mines Regulations, 1984 and other safety rules related to execution of my work would be strictly followed by my personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the services suspended till such time the rectification is completed by me and all expenditures towards this would be on my account.
  - c) I confirm that all persons engaged by me would be provided with the necessary Safety Gears / Uniform.
  - d) All losses caused due to inadequate safety measures or lack of supervision on my part would be fully compensated by me and the Company will not be responsible for any lapses on my part in this regard.
- 23.0 **Applicability of MoS dated 24.01.2014:** The rates, terms & conditions of the contracts are as per MoS dtd 24.01.2014 as follows:-
- (a) An **annual increase** in the daily rate of wages will be made effective from 01.01.2014 onwards till expiry of MoS as below :-
    - (i) **LMV/HMV Driver (Skilled)** : **Rs 30.00 per day**
    - (ii) **Helper (Unskilled)** : **Rs 20.00 per day**
  - (b) In the event of the applicable minimum wages as notified by the Central Govt. exceeding the prevalent daily wages for **Driver/Helper**, the daily wages will be **suitably enhanced** so as to meet the applicable minimum daily rate of wages notified by the Central Govt. authorities.
  - (c) The **Driver/Helper** will be entitled for **bonus @ 8.33%** of the daily wages subject to the wages ceiling under the Payment of Bonus Act, 1965 which has been included in the monthly wages of the driver/helper.

**Contractor**

**Company**

**SCC**  
**(Special Conditions of Contract)**

**Tender No: DCT5088P15**

- (d) The applicable daily rate of wages will be for **08(eight) hours of work for 06(six) days a week** which will be inclusive of rest day wages.
- (e) For all services **beyond 08(eight) hours of work** required for operational purpose, the **Driver/Helper** will be paid **overtime** at the applicable rates.
- (f) The **Driver/Helper** is entitled for a **weekly day of rest after working for 06(six) consecutive** days from the contractors engaging them and contractors shall provide **relief driver/helper** to run the services of the hired vehicles during the rest days. National Holidays mean **26<sup>th</sup> January, 15<sup>th</sup> August & 2<sup>nd</sup> October**. Festival holidays to be observed by the driver/helper will have to be declared in writing to **Head-Contracts / Head-Geophysics** by the contractor **within one week** of issue of Letter of Award (LOA).
- (g) The **Driver/Helper** will be extended **03(three) national holidays and 02(two) festival holidays in a calendar year** by the respective contractors.
- (h) The **Driver/Helper** will be granted **18(eighteen) days annual leave** with wages by the respective contractors which will be **non-cumulative and non-encashable**. The annual leave with wages can be availed **03(three) times** in a calendar year and it will not exceed **18 days** in a year.
- (i) The **Driver/Helper** will be extended **05(five) days of casual leave** by the respective contractors in a calendar year which will be **non-cumulative and non-encashable**. The casual leave cannot be combined with annual leave and cannot be availed for more than **03(three) days** at a time.
- (j) All concerned contractors shall deposit the **PF and EPF** with the PF authorities positively **on or before the 15<sup>th</sup> day** of the subsequent month and will submit the PF and EPF deposit **receipt** to the Company. On production of the receipt, the amount will be **reimbursed** to the contractors. For compliance to the provisions of the EPF & MP Act, the contractors will approach the concerned PF authorities.
- (k) The **LMV/HMV Driver** will be **insured** for an amount of **Rs 03(Three) Lakhs** and the **Helper** for an amount of **Rs 02(Two) Lakhs** under **Group Personal Accident Policy (GPAP)** by the concerned contractors for coverage under Employees Compensation Act, 1923. The annual premium will be **reimbursed** to the contractors by the Company on production of documentary evidence.
- (l) The **Driver/Helper** will be provided **uniform and shoes** by the concerned contractors and the expenditure towards the same will be reimbursed to them by the Company on submission of documents / proof of receipt as given below:-  
(i) 02(two) sets of uniform per year @ Rs 1500.00 x 2 : Rs 3,000.00  
(ii) 01(one) pair of shoe per year @ Rs 500.00 : Rs 500.00  
**Total : Rs 3,500.00 per year**
- (m) The **monthly disbursement of wages** to the **Driver/Helper** by the contractors will be made latest by 10<sup>th</sup> day of the subsequent month. The mode of disbursing the monthly wages to the **Driver/Helper** by the concerned contractors will be through account payee cheques or bank transfer / e-remittance as may be agreed upon mutually amongst themselves. The contractors will have to issue proper wages slip to the Driver/Helper containing therein all the requisite details such as income and deductions, if any.
- (n) The **Driver/Helper** will be extended the benefits under the **Employees State Insurance (ESI) Act**. However the decision on the implementation or otherwise will depend on the outcome of the litigation which is sub-judice with the concerned ESI authority.
- (o) The **Driver/Helper** engaged by the concerned contractors will be extended **medical treatment** in OIL Hospital at Duliajan in the event of any work accident arising out of the employment and in the course of employment.

**Contractor**

**Company**



**SCC**  
**(Special Conditions of Contract)**

**Tender No: DCT5088P15**

- (p)** The **Driver/Helper** will not be engaged by the concerned contractors on the following grounds:
- (i) On attaining the age of **60(sixty) years**.
  - (ii) \*The person is found **medically unfit**.
  - (iii) For any **riotous behavior and indiscipline**.
  - (iv) Any person with **adverse records**.

**\*Note:** The contractor will submit a Medical Fitness Certificate every 02(two) years in respect of the **Driver/Helper** engaged by them.

To  
HEAD-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN

SUB: SAFETY MEASURES  
Tender No : **DCT5088P15**

Description of work/service :

Hiring the services of readily available vehicles for a period of 6(six) months extendable by another 2(two) months for seismic survey operations 2014-15 to be stationed at any place of OIL's operational areas in Tinsukia, Dibrugarh, Sivasagar and Jorhat districts of Assam & Arunachal Pradesh.

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 person 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

M/s \_\_\_\_\_

Dated \_\_\_\_\_

CONTRACTOR  
FOR & ON BEHALF OF