

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

**E-TENDER NOTICE**

OIL INDIA LIMITED (OIL) invites Bids from experienced Service Providers through its E-Procurement portal [“https://etender.srm.oilindia.in/irj/portal”](https://etender.srm.oilindia.in/irj/portal) for the following services under **Single Stage Two bid** system.

<b>1.0 IFB No.</b>	<b>CDI8532P16</b>
Service Requirement	Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam
Cost of Bid Document	<b>₹ 5000.00</b>
Bid Security(EMD)	<b>₹ 4,95,000.00</b>
Period of Sale of Bid Document/Issue of User ID & Password	<b>28.11.2015 TO 29.12.2015(15:30Hrs)</b>
Bid Closing / Opening Date & Time	<b>05.01.2016 (11:00 Hrs / 14:00 Hrs)</b>

2.0 For participation, Cost of Bid Document (Non-Transferable and Non-refundable) by way of Demand Draft / Banker's Cheque from any Scheduled Bank in favour of OIL INDIA LIMITED and **payable at Duliajan**, along with the application(s) on applicants letter pad with a request for USER ID & PASSWORD is to be submitted /sent to reach the **Office of Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602** within the period of sale (inclusive both the days i.e. start date & end date) of Bid document. *Alternatively, applicants already having User ID & Password for OIL's E-procurement portal can register against the IFB and pay the requisite Bid Document cost through the online payment gateway provided in the E-procurement portal.*

2.1 In case the Bidder(s) send their application for Bid Documents in sealed envelopes, the following must be super scribed on the envelope along with the name & registered postal address of the bidder in typed format or in clear legible handwriting:

“Application & Tender Fees, IFB No.: CDI8532P16

Description of Services: Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam”

2.2 Amongst others, the Bidder(s) must also provide the following information in the application for request for Bid documents: (i) Valid e-mail ID (ii) Registered Postal Address with PIN code (iii) Vendor Code with OIL (if available) (iv) Mobile No. /Telephone No/Fax No.

3.0 No physical Bid documents will be provided. On receipt of requisite Bid Document Cost (in case Cost of Bid Document is submitted in the form of Demand Draft / Banker's Cheque), USER\_ID and initial PASSWORD will be communicated to the bidder through e-mail at the e-mail address provided along with request for Bid documents as mentioned in 2.2 (i) above and will

be allowed to participate in the bidding through OIL's E-Procurement portal.

**3.0 EXEMPTION OF TENDER FEE:**

3.1 If the bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006 and is registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises, then they are exempted from payment of tender fees for the items/services for which they are registered. Copy of valid Registration Certificate, must be enclosed along with the application for issuing tender documents and the Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.

**3.2** Public Sector Units (PSU) are also exempted from payment of tender fee.

4.0 The details of IFB can be viewed using "Guest Login" provided in the E-Procurement portal and also in OIL's web site [www.oil-india.com](http://www.oil-india.com). The link to OIL's E-Procurement portal has also been provided through OIL's web site [www.oil-india.com](http://www.oil-india.com)

Note: All corrigenda, amendments, time extension, clarifications etc. if any to the above tender will be hosted on OIL's website and in the e-portal <https://etenders.srm.oilindia.in/irj/portal> only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated.

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

OIL INDIA LIMITED invites ON-LINE BIDS from eligible Bidders/Firms for the following mentioned works/services under **SINGLE STAGE – 2 BID System** through its e-Procurement site:

**DESCRIPTION OF WORK/ SERVICE:**

*Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam*

**IFB NO:** CDI8532P16

**Type of IFB:** Single Stage- Two Bid System

**LOCATION:** Duliajan, Assam

**CONTRACT PERIOD:** 36(Thirty Six) Months from date of commencement to be mentioned in work order.

**Pre-bid conference:** 16.12.2015 at 9-30 Hrs (IST)

**Last Date of receipt of Pre-Bid: Queries** 15.12.2015 up to 3:30 Hrs (IST)

**Venue of Pre-Bid Conference:** Duliajan (Exact venue shall be communicated to the prospective bidders nearer the time)

**BID CLOSING/ OPENING DATE & TIME:** 05.01.2016(11:00HRS/14:00 HRS)

**Bid Submission Mode:** Bid should be submitted online in OIL's E-Procurement portal

**Bid Opening Place :** Office of the Head-Contracts

Oil India Limited  
Duliajan – 786602, Assam

**Bid Validity :** 180 days from Bid opening Date

**BID SECURITY AMOUNT:** Rs.4, 95,000.00 (Rupees Four Lakhs Ninety Five Thousand) Only

**AMOUNT OF PERFORMANCE SECURITY:** 2.5% of total Contract Value (As per clause No.13 below)

1.0 Submission of Bid Security:

a) Bid Security deposited vide D.Draft/B.Cheque /Bank Guarantee No.\_\_\_\_\_ dated\_\_\_\_\_ of\_\_\_\_\_

Original hard copy of (a) should reach the office of HEAD-CONTRACTS on or before Bid opening date and time (12:45Hrs) or *it can be paid through the online payment Gateway against this Tender*, otherwise Bid will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid documents.

b) Bidders to confirm that in the event of award of Contract, bidder will submit Performance Security Deposit @ 2.5% of contract price and this will not earn any interest.

2.0 (a) SEALED ENVELOPES containing the Bid Security, Printed catalogue and Literature, if called for in the tender shall be marked with the above IFB Number and description of work and submitted in the office of :

HEAD-CONTRACTS  
CONTRACTS DEPARTMENT  
OIL INDIA LIMITED  
Duliajan – 786602  
Assam.

**All bidders shall deposit the requisite BID SECURITY in the form of Demand Draft/Banker's Cheque/Bank Guarantee (BG should be valid for minimum 210 days from the date of opening of Technical bid) from a Nationalised Bank/Scheduled bank in favour of M/s Oil India Limited and payable at DULIAJAN or *it can be paid through the online payment Gateway against this Tender*.** This BID SECURITY shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or

part, at Company's discretion, as per Clause No. 7(a), 14, 15 & 16 below. **Bids without BID SECURITY in the manner specified above will be summarily rejected.**

(b) EXEMPTION FROM SUBMISSION OF BID SECURITY:

Central Govt. offices and Central Public Sector undertakings are exempted from submitting Bid Security.

If the bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, then they are also exempted from submitting Bid Security. Bidding MSEs shall have to submit a Copy of valid Registration Certificate clearly indicating the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.

In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

3.0 **Pre-Bid Conference:**

3.1 A **pre-Bid conference** will be held at **Duliajan on 16.12.2015** or on the dates as indicated in the online tender for providing clarifications to prospective bidders on Bid Rejection Criteria (BRC)/Bid Evaluation Criteria (BEC), Terms of Reference/Technical Specifications, Terms and conditions of the IFB to enable them to understand the exact service requirement of the Company. ***The parties who purchase the bid documents are invited to the Pre-Bid conference.*** For details of the venue, bidders may contact the office of **Head-Contracts**, Oil India Ltd., P.O. Duliajan-786602, **Phone:** 91-374-2808650/2800548, **Fax#** (91)374-2803549, **E-mail:** joydebnath@oilindia.in.

3.2 At the most 2 (two) representatives from each prospective bidder shall be allowed to participate in the pre-bid conference. All costs for attending the pre-bid conference shall be to prospective bidders' account.

3.3 *The prospective bidders shall submit their queries through E-mail / Fax / Courier addressed to Head-Contracts, Oil India Ltd., Duliajan-786602, Assam prior to the date of pre-bid conference and such queries must reach OIL's office at Duliajan latest by 15.12.2015 or the date as mentioned in the on-line tender. OIL shall provide clarifications to the queries in the pre-bid conference. OIL will not be responsible for non-receipt or late receipt of*

any bidder's query in OIL's office. A soft copy of the queries in the word file shall also be submitted by the parties.

**4.0 Bid should be submitted online up to 11:00 AM (IST) (OIL's e-procurement Portal Server Time) on the date as mentioned and will be opened on the same day at 02:00 PM (IST) at Office of the Head-Contracts in presence of authorized representative of the bidder.**

**5.0 The rates shall be quoted as specified in the "PRICE BID FORMAT" and to be uploaded in attachment under Notes & Attachments tab.**

The bid and all uploaded documents must be digitally signed using **"Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization name)]** as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

**Digital Signature Certificates having "Organization Name" field as "Personal" are not acceptable. However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable.**

The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of "Class -3" with Organizations name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

**6.0** The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

**7.0 (a)** No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his/her/their BID SECURITY in full and debarred from participation in future tenders, at the sole discretion of the company.

**(b)** Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

8.0 Conditional bids are liable to be rejected at the discretion of the Company.

9.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un-priced bid documents.

a. In case of Sole Proprietorship Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

b. In case of HUF, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

c. In case of Partnership Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

d. In case of Co-Operative Societies, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

e. In case of Societies registered under the Societies Registration Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

f. In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential

address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

g. In case of Trusts registered under the Indian Trust Act, Copies of Telephone (Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

10.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.

11.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

12.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

13.0 The successful bidder shall furnish a **Performance Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee as specified above before signing the formal contract.** The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Performance Security Money shall not earn any interest.

14.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security shall be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

15.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or Performance Security is not submitted as per terms of the Contract within the stipulated time, Bid Security shall be forfeited and the bidder shall be debarred for 2 (two) years from the date of default.

16.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished



fraudulent documents / information, the Bid Security/Performance Security shall be forfeited and the bidder / the party/the contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

**17.0 The tender will be governed by:**

**Forwarding Letter.**

**Instruction to Bidders**

**BRC-BEC**-Bid Rejection Criteria & Bid Evaluation Criteria.

**Part - I** - General Conditions of Contract. (GCC)

**Part - II** - Schedule of Work, Unit and Quantity (SOQ)

**Part - III** - Special Conditions of Contract (SCC)

**Part-IV**-Schedule of company's Plants, Materials and Equipments-

**Part-V**-Safety Measures (SM)

**Part-VI-Integrity Pact (Applicable for this IFB)**

**Performa and Annexures**

**18.0 THE INTEGRITY PACT IS APPLICABLE AGAINST THIS TENDER:**

**OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “Part-VI Integrity Pact” of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory (Digitally Signed). The Proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid.**

Note: Following person has been appointed as Independent External Monitor: SHRI RAJIV MATHUR, IPS (Retd.), E-Mail ID: rajivmathur23@gmail.com

**SPECIAL NOTE:**

**GUIDELINES FOR PARTICIPATING IN OIL’S E-PROCUREMENT :**

To participate in OIL’s E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Bidders must have a valid User Id to access OIL e-Procurement site. Bidders can click on **Guest** login button to view the available open tenders in the E-portal. Bidders shall request OIL through E-mail or fax or letter along with the

cost of bid documents as indicated in the NIT for issue of the **USER ID** for accessing and submitting against the E-procurement tender. The User ID shall be issued to the eligible bidders through email **on receipt of the requisite cost of the bid document**. In case any bidder is exempted from paying the tender fee, they should request OIL with supporting documents for issue of the User Id on free of charge basis. The detailed guidelines are available in OIL's e-procurement site.

**Please note that all tender forms (Bid Documents, Integrity Pact, Proforma & Annexures) and supporting documents are to be submitted through OIL's E-Procurement site only except Original Bid Security and any other document if specified in the IFB which are to be submitted in sealed envelope super scribed with tender no. and due date to : The Head Contract, Contracts Department, Oil India Limited, Duliajan- 786602.**

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications. Offers sent without the requisite value of prescribed bid security (if called for in the bid) in original will be ignored straightway.

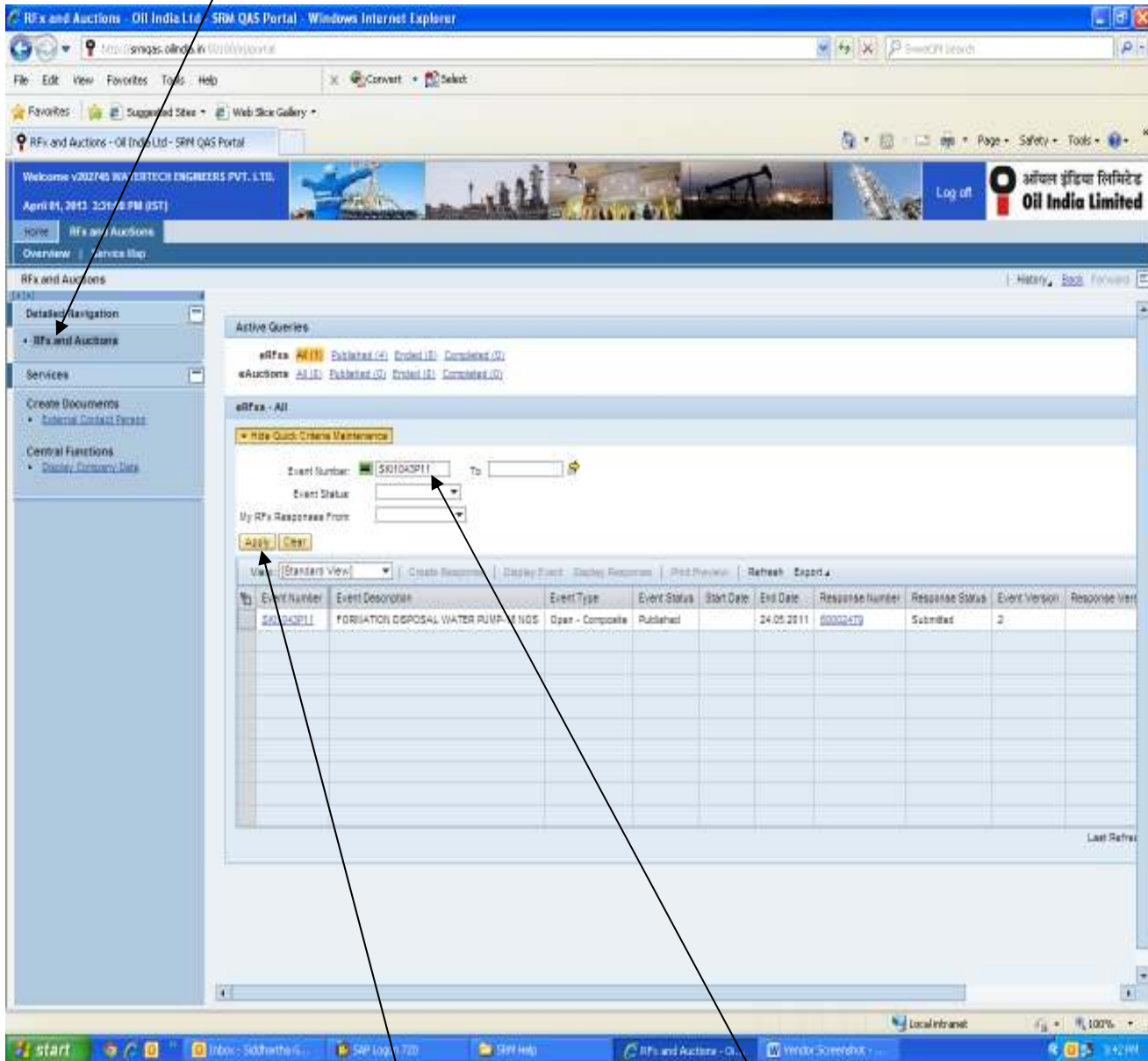
**19.0 The tender is invited under SINGLE STAGE 2- BID SYSTEM.** The bidder has to submit the “**Un-Priced Techno-Commercial**” and “**Price-Bid**” through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender portal. **The Technical Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender are to be uploaded under Technical RFx Tab.** The Price Bid rates shall to be quoted as specified in the “**PRICE BID FORMAT**” and to be attached as attachment under the **Notes & attachment tab.** **The price quoted in the “PRICE BID FORMAT” will only be considered for evaluation.**

**Please note that no price details should be uploaded under Technical RFx. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment under Notes & Attachment Tab. Offer not complying with above submission procedure will be rejected.**

A few screen shots to find out the required IFB is shown below.

1.

Select RFX and Auction Tab



3.

Please enter the IFB No. here & Click Apply Tab

2.

After following the above mentioned steps, the details of the IFB under RFX information will be displayed as shown in the page below.

**Display RFX :**

Verify Signature of RFX Print Preview Close Remove Export

RFX Number: SD07155P13 RFX Name: SD RFX Open Compressed Bio 1B0T RFX Status: Published RFX Start Date: Submission Deadline: 12/04/2013 11:00:00 INDIA Remaining Time: 10 Days 18:25:18  
 RFX Owner: IIR Andro Bidder RFX Version Number: 2 RFX Version Type: Active Version

**RFX Information** Items Notes and Attachments

RFX Parameters Questions Note and Attachments Conditions

Time Zone: INDIA  
 Start Date: 00:00:00  
 Submission Deadline: 12/04/2013 11:00:00  
 Opening Date: 12/04/2013 14:00:00  
 Currency: INR  
 Price Bid Opening Date:  
 Pre-Bid Conference Time: 00:00:00  
 Pre-Bid Conference Date:  
 Last Time of Tender Fee Payment: 11:00:00  
 Last Date of Tender Fee Payment: 12/04/2013  
 Last Time to receive RBC queries: 00:00:00  
 Last Date to receive RBC queries:  
 Contract Details: IIR  
 Contract Details: IIR 1  
 Earnest Money Deposit - USD: 12,500.00  
 Earnest Money Deposit - INR: 8,888,000.00

Valuation Type: NON ELIGIBLE FOR NIL DUTY/DEEMED EXPORT  
 Bank Guarantee: APPLICABLE @18% OF ODR VAL  
 Integrity Pool: Not Applicable  
 EMD Validity Period: 12/04/2013  
 Tender Type: ICB (International Competitive Bidding)  
 Tender Fee in USD: 1,000.00  
 Tender Fee in INR: 85,000.00  
 Price Bid Opening Time: 00:00:00

**Partners and Delivery Information**

Details Add Send E-Mail Call Clear Filter Settings

Function	Number	Name	Phone Number
Requester		Ext req transfer user SERVICE_R3	
Goods Recipient		Ext req transfer user SERVICE_R3	
Ship-To Address		Assam- Services	2800414
Location		Raxaul- Services	2800414

**NB: All the Bids must be Digitally Signed using “Class 3” digital signature certificate with Organizations Name (e-commerce application) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.**

## HEAD-CONTRACTS

## **INSTRUCTIONS TO BIDDERS**

1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **2.0 BIDDING DOCUMENTS**

2.1 The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points
  - (i) Company's IFB No.
  - (ii) Bid closing date and time
  - (iii) Bid opening date, time and place
  - (iv) Bid submission place
  - (v) Bid opening place
  - (vi) The amount of Bid Security
  - (vii) The amount of Performance Guarantee
  - (viii) Quantum of liquidated damages for default in timely mobilizations
- b) Instructions to Bidders
- c) General Conditions of Contract (**Part-I**)
- d) Schedule of Work, Unit, Quantities, Rates and Prices (**Part- II-SOQ**)
- e) Special Conditions of Contract (**Part-III-SCC**)
- f) Schedule of company's Plants, Materials and Equipments-( **Part-IV**)
- g) Safety Measures (**Part-V-SM**)
- h) Integrity Pact (**Part-VI**)
- i) Price Bid Format
- j) BRC/BEC
- k) (**Proforma & Annexures**).

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

### **3.0 TRANSFERABILITY OF BID DOCUMENTS:**

3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been

issued.

3.2 Unsolicited offers will not be considered and will be rejected straightway.

#### **4.0 AMENDMENT OF BIDDING DOCUMENTS:**

4.1 At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.

4.2 The Addendum will be sent in writing through post / courier / Fax/e-mail to all prospective Bidders to whom Company has sent the bid documents and also be uploaded in the OIL's e-portal in the C-folder under the tab "Amendments to Tender Documents". The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-Tender portal [C-folder under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids.

#### **5.0 PREPARATION OF BIDS**

5.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.

5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal.

#### **6.0 BID FORM:**

6.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished as attachment in the e-portal.

#### **7.0 BID PRICE:**

7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.

7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.

7.3 **Since the tender is invited under SINGLE STAGE 2- BID SYSTEM and such no price details should be uploaded/mentioned under Technical RFx Tab. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment header under the notes and attachment tab. Offer not complying with above submission procedure will be rejected.** Kindly refer the screen shots below.

Click on this tab to upload Price Bid

Response

**Edit RFx Response:**

Submit | Read Only | Print Preview | Check | Technical RFx Response | Close | Save | Delete | Verify signature | Sign Response

RFx Response Number: 6886122 | RFx Number: 577 | Status: Saved | Submission Deadline: 06/03/2013 09:00:00 NDA | Opening Date: 06/03/2013 09:00:00 NDA | Remaining Time: 0 Days 03:19:18  
 RFx Owner: WSRM\_31007 | Total Value: 0.00 BIR | RFx Response Version Number: Active Version | RFx Version Number: 2

RFx Information | Item | Notes and Attachments | Conditions | Summary | Tracing

Basic Data | Questions

Question	Reply	Comment
exclusive Test:	<input checked="" type="radio"/> Yes <input type="radio"/> No	yes
HAVE YOU SUBMITTED THE ORIGINAL BID BOND:	<input checked="" type="radio"/> Yes <input type="radio"/> No	yes
INDICATED IAC IS INCLUDED IN THE FOR PRICE:	<input checked="" type="radio"/> Yes <input type="radio"/> No	yes
FROM OCEAN FREIGHT: <input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	yes
HAVE YOU MENTIONED THE TM CHARGE: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU INDICATED THE TOLERANCE OF QUANTITY: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU INDICATED HANDLING CHARGE FOR RAIL DESPATCH:	<input checked="" type="radio"/> Yes <input type="radio"/> No	yes
HANDLING CHARGE INCASE OF INDIAN BIDDER: 2000	<input type="text" value="2000"/>	yes
HAVE YOU SUBMITTED THE SAMPLE:	<input type="radio"/> Yes <input checked="" type="radio"/> No	no
HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRG (COMMERCIAL): <input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	
HAVE YOU QUOTED THE PRICES WITH ALL LIABILITIES INCLUDING STATUTORY LIABILITIES: <input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Page: 9 of 9 | Words: 1 | English (India)

20/51  
05-03-2013



Next Screen on clicking Notes & attachment Tab and go to edit mode

Bidders can insert comments here

RFx and Auctions - OIL India Ltd e-Procurement System - Microsoft Internet Explorer

RFx and Auctions | History | Back | Forward

Display RFx Response:

RFx Response Number: 80006427 RFx Number: Status: Saved Submission Deadline: 28.03.2013 11:00:00 INDIA  
Opening Date: 07.03.2013 14:00:00 INDIA Remaining Time: 2 Days 01:41:02 RFx Owner: Total Value: 0.00 INR  
RFx Response Version Number: Active Version RFx Version Number: 6

RFx Information | Items | Notes and Attachments | Summary | Tracking

Notes

Assigned To: Category: Text Preview:

Assigned To	Category	Text Preview
Document Header	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	

Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning | Details | Owner Configuration Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PRICE BID	PRICE BIDDING FORMAT	1	06	32		03.03.2013		

Created on

1

2

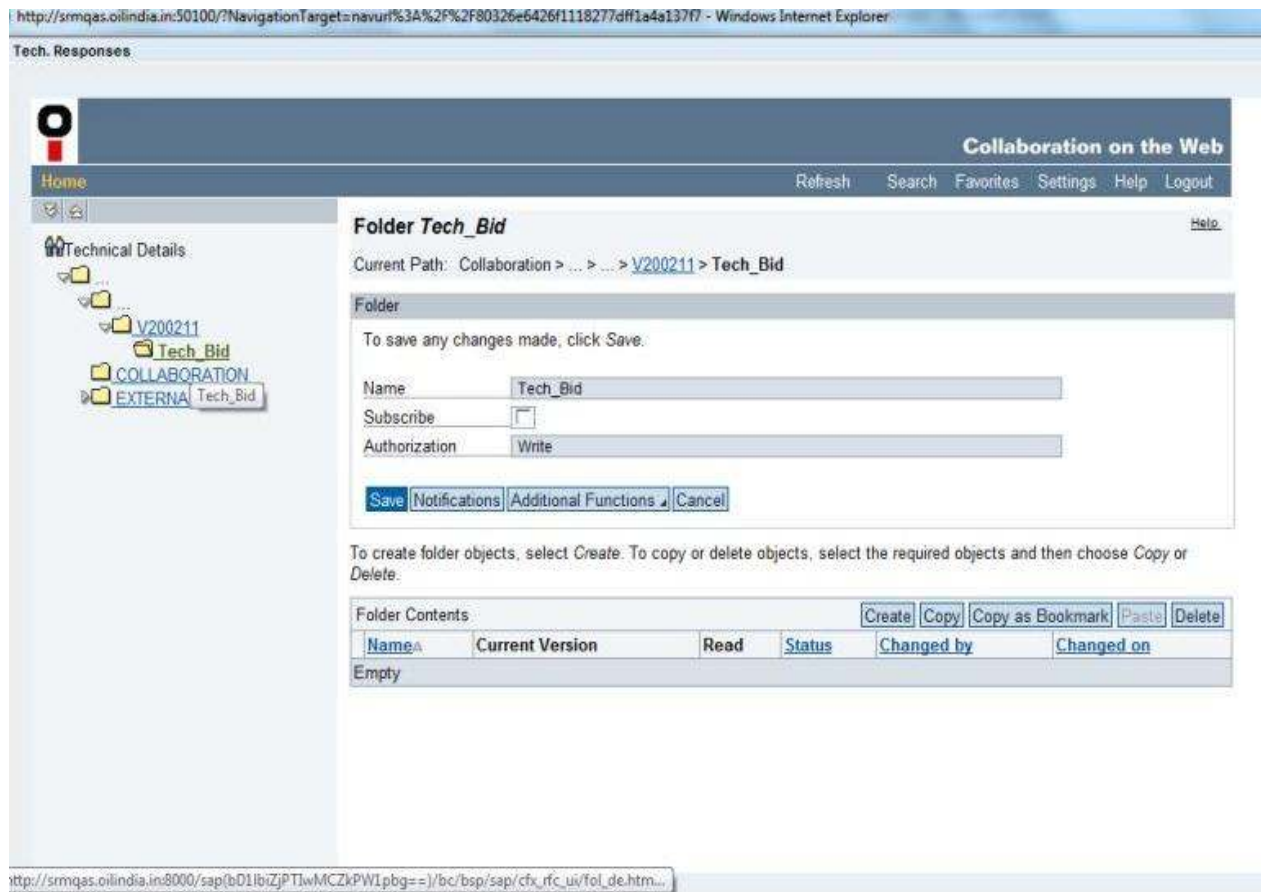
Price Bid Format to be attached here after digitally signing the attachment



**Create Technical Rfx response ( creating Technical Rfx response is mandatory)**

To create Technical Rfx response click on [Technical Rfx Response](#) , at the top of the Response.(Refer screen shot on Page no:3)

System will redirect you to the C-folder in new window( Screen shot Below)





## 8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

**9.0 PERIOD OF VALIDITY OF BIDS:**

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9.2 In exceptional circumstances, the OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.

**10.0 FORMAT AND SIGNING OF BID:**

10.1 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed (digitally) by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

**11.0 SUBMISSION OF BIDS.**

11.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates [e commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India(RCAI), Controller of Certifying Authorities(CCA) of India before bid is uploaded.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employees.

11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company (OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company (OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company (OIL) may sustain on account thereof.

11.2 Timely submission of the bids is the responsibility of the Bidder should be submitted before the bid closing date and time. Company shall not be responsible for any delay.

11.3 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

11.4 Bidder shall submit the Bid, duly completed in terms of the Bid Document.

## **12.0 DEADLINE FOR SUBMISSION OF BIDS:**

12.1 Bids should be submitted on-line up to 11.00 AM (IST) (Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

12.2 No bid can be submitted after the submission dead line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

12.3 The documents(if any) in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

## **13.0 LATE BIDS:**

13.1 Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.

## **14.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

14.1 Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

14.2 No bid can be modified / withdrawn subsequent to the deadline for submission of bids.

14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

**15.0 EXTENSION OF BID SUBMISSION DATE:**

15.1 Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and/or Time due to any reasons. In case of receipt of only one Bid on the Bid Closing Date and Time, OIL may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time, will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted by the system.

**16.0 BID OPENING AND EVALUATION:**

16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Performa-II) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. **In technical bid opening date, only Technical RFx will be allowed to open by the system.** Bidders therefore should ensure that techno-Commercial bid is uploaded under the **Technical RFx** Tab Page only **and no price should be mentioned anywhere under the Technical RFx.**

16.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above

16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3

16.6 To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

16.7 Prior to the detailed evaluation, OIL will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. OIL's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

16.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

16.9 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

## **17.0 EVALUATION AND COMPARISON OF BIDS:**

17.1 The OIL will evaluate and compare the bids as per Priced Bid Format of the bidding documents.

17.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.

17.3 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract,

and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

**18.0 CONTACTING THE COMPANY:**

18.1 Except as otherwise provided in Clause 14.0 above, no Bidder shall contact OIL on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by OIL vide sub-clause 16.6.

18.2 An effort by a Bidder to influence OIL in the bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

**19.0 AWARD CRITERIA:**

19.1 OIL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

**20.0 OIL' S RIGHT TO ACCEPT OR REJECT ANY BID:**

20.1 OIL reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for OIL's action.

**21.0 NOTIFICATION OF AWARD:**

21.1 Prior to the expiry of the period of bid validity or extended validity, OIL will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

21.2 The notification of award will constitute the formation of the Contract.

**22.0 SIGNING OF CONTRACT:**

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of the agreement or send the Contract Form provided in the Bidding Documents, along with the General & Special Conditions of Contract,

Technical Specifications, Schedule of rates incorporating all agreements between the parties.

22.2 Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder shall sign and date the contract and return it to OIL. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

22.3 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by OIL. OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

### **23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**

23.1 If it found that a bidder has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

### **24.0 BID DOCUMENT:**

Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

**25.0 Mobilization Period:** 1(One) month from the date of issue of LOA.

&&&&&&&&&&&&& END OF ITB &&&&&&&&&&&&&



**SUBMISSION OF BID, BID REJECTION CRITERIA (BRC), AND BID EVALUATION CRITERIA (BEC) FOR THE BIDDER**

**A.SUBMISSION OF BID:** Bids can be submitted by an individual firm/company or Firms/ companies under consortium as:

**1. Bids from Consortium:**

In case, the bidder is consortium of companies, the following requirement should be satisfied by the bidder:

i) Maximum members of partners in the consortium should not exceed more than 3(three) bidders.

ii) Any one of the consortium members individually shall have to meet the financial criteria as per **Para B.4** below and the same or any other consortium member individually should meet the Experience criteria as per **Para B.2** below.

iii) Consortium bids shall be submitted with **Memorandum of Understanding** between the consortium members duly signed by the authorized executive of the consortium members clearly defining the role/scope of work of each partner/member, binding the members jointly and severally to the responsibility for discharging all obligations under the contract and identifying the Leader of consortium. Unconditional acceptance of full responsibility by the leader of the consortium for executing the "scope of work" of this tender document till the end of the contract period under this tender shall be submitted along with the technical bid. The memorandum of understanding between the consortium members should be **duly Notorised by Notary person**.

iv) Only the Leader of the consortium shall buy the bid document, submit bid and sign the contract agreement (in the event of award of contract) on behalf of the consortium.

v) The Bid Security shall be in the name of the Leader of the consortium with specific reference to consortium bid and name & address of consortium members. Similarly the Performance Security shall be in the name of the Leader of the consortium.

2. Any party, who is extending technical support as a consortium member shall not be allowed to submit an independent Bid or with another consortium against the tender and such bids shall be rejected straightway.

**B.BID REJECTION CRITERIA (BRC):**

**B.1: BID REJECTION CRITERIA (BRC):** The bid shall conform generally to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the services offered do not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected.

**B.2: EXPERIENCE CRITERIA:**

The bidder shall have experience of successfully completed Internal or External Electrification Works of Residential/Commercial/Industrial complexes with or without Civil construction in any Central Govt. /State Govt./PSU/Public Limited Company during last 7 years ending last day of month previous to the one in which applications are invited and should have successfully completed works of value as given below:

Three completed jobs each costing not less than the amount equal to Rs.3,95,76,104.00(Rupees Three Crore Ninety Five Lakhs Seventy Six Thousand One Hundred Four) only each

OR

Two completed jobs each costing not less than the amount equal to Rs.4,94,70,130.00(Rupees Four Crore Ninety Four Lakhs Seventy Thousand One Hundred Thirty)only each

OR

One completed job each costing not less than Rs.7, 91, 52,208.00 (Rupees Seven Crore Ninety One Lakhs Fifty Two thousand Two Hundred Eight) only

**B.3: TECHNICAL REQUIREMENT FOR BIDDERS:** The Bidder should have valid Electrical Contractor's License issued or recognized by Govt. of Assam.

**B.4: FINANCIAL REQUIREMENTS FOR BIDDERS:**

The average annual financial turnover during the last three accounting years reckoned from bid closing date, should not be less than Rs.2,96,82,078.00 (Rupees Two Crore Ninety Six Lakhs Eighty Two Thousand Seventy Eight) only - as per the audited accounts.

**B.5: DOCUMENTARY EVIDENCE:**

a. For proof of Annual Turnover as per **Para B.4** above, copies of Audited Profit & Loss Account for the last three completed accounting years reckoned from bid closing date need to be submitted. In the event of a Bid by a consortium, these documents need to be submitted for one of the Partner - to ascertain the meeting of the financial criteria.

b. For proof of requisite experience as per **Para B.2** one of the following documents/photocopies has to be submitted along with the bid:-

i) In case of OIL Contractors , copy of Certificate of Completion (COC)/Certificate of Payment (COP) of Jobs successfully completed, in last 7(seven) years ending last day of the month previous to the one in which bids are invited, showing gross value of job done.

ii) Copies of Certificate of completion issued by Govt. PSUs / Central Govt. /Public Ltd Company/State Govt. Organization in last 7 (seven) years ending last date of the month previous to the one in which applications are invited showing the following :

- a) Gross value of the job done and
- b) Nature of Job done
- c) Contract Period.

d) Contract Number & Date

iii) Copy of Consortium Agreement with details of Individual Partners, Partnership Deed/s / Memorandum and Articles of Association.

iv) Copy of valid Electrical Contractor License issued or recognised by Govt. of Assam

### **C.BID EVALUATION CRITERIA (BEC):**

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

1. The bidder shall quote for (i) Replacement of electrical wiring system including supply of materials and (ii) Buyback of old electrical wiring items as indicated in the tender specifications.

To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items (i.e. schedule of works, units, quantity, rates) subtracting the amount for buyback as per **PRICE BID FORMAT** of the Tender.. The lowest (L1) bidder shall be awarded the contract provided they meet the other qualifying criteria listed in the tender document.

2. .In case of identical lowest offered rate (L1) by more than 1(One) bidder, the selection will be made by draw of lot amongst the parties offering the same lowest price.

3. Purchase preference to Micro and Small Enterprises registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME:

In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.

In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions than the contractor shall provide

Complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the sub-contractor to OIL .

Note: Documents required to be submitted by MSEs: Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with

District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies.”

**D. COMMERCIAL:**

1. Bids are invited under Single Stage Two bid system.
2. Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
3. Bid security (EMD) shall be furnished as part of the technical bid. Any bid not accompanied by the proper bid security (EMD) will be rejected, except those are exempted.
4. The system will not permit to submit any bids after the scheduled bid closing date and time.
5. Any bid received in the form of Telex /Cable /Fax /E-Mail /Courier will not be accepted.
6. Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.
7. Bidders must quote clearly and strictly in accordance with the Price Bid Format of the bidding document; otherwise the bid will be summarily rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the item, NIL should be mentioned against such part of work.
8. Bidder must accept and comply with the following clauses as given in the Bidding Document in toto, failing which offer will be rejected-
  - a) Performance Bank Guarantee clause
  - b) Force Majeure clause
  - c) Tax liabilities clause
  - d) Arbitration clause
  - e) Applicable Law
  - f) Liquidated Damage clause
  - g) Integrity Pact
9. The Company also reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder. The bidder must confirm their acceptance to this clause in their respective bids.

10. Original bid shall be digitally signed and uploaded by the bidder or his authorized representative, failing which the bid will be rejected.

11. **INTEGRITY PACT:** The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Part-VI of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid

**E. GENERAL:**

1. Bidders should provide self attested/attested copies of Service Tax Registration Certificate, VAT registration Certificate, PAN Card, P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him/her, the same has to be provided by him/her before signing of contract agreement and issue of Work Order by OIL.)

2. In case bidder takes exception to any clause of tender document not covered under BEC/BRC, then the company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by the company. The loading so done by the company will be final and binding on the bidders.

3. To ascertain the substantial responsiveness of the bid the company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the company, failing which the bid will be rejected.

4. In case any of the clauses in the BRC contradict with other clauses of bid document elsewhere, than the clauses in the BRC shall prevail.

5. OIL will not be responsible for delay or non-receipt of applications for participating in the bid and will not entertain any correspondence in this regard.

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

7. The bids not conforming to complete scope of work will be rejected.

\*\*\*\*\*End of BRC-BEC\*\*\*\*\*

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

**DESCRIPTION OF WORK/SERVICES:-**

Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam

**GENERAL CONDITIONS OF CONTRACT (GCC)**

MEMORANDUM OF AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ Between OIL INDIA LIMITED a Company incorporated under the Companies Act 1956 and having its Registered Office at Duliajan in the District of Dibrugarh, Assam (hereinafter called Company ) of the one part and Shri/Smti \_\_\_\_\_ and Shri/Smti \_\_\_\_\_ carrying on business as partners /proprietor under the firm name and style of M/s. \_\_\_\_\_ with the main Office at \_\_\_\_\_ in the District of \_\_\_\_\_ aforesaid ( hereinafter called 'Contractor') on the other part.

**WITNESSETH:**

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at \_\_\_\_\_ .

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed.

4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

or any other Acts or Statute not here in above specifically mentioned having bearing over engagement of workers directly or indirectly for execution of work. The Contractor shall not make the Company liable to reimburse the Contractor for the statutory increase in the wage rates of the Contract Labour appointed by the Contractor. Such Statutory increase in the wage rates of Contract Labour shall be borne by the contractor.

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

8. The duration of the contract shall be **156 weeks** from the commencement date mentioned in the work order. The Contractor must complete the work within the contract period. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c ) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) of the total contract cost subject to a maximum of 7.5% of the total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the Company whose decision in this regard will be final.

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the



company attributable to such delay. The company's decision in this regard shall be final.

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots, or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighborhood.

10. The tendered all-inclusive Price except Service Tax (the Contract price) is Rs. XXXXXXXXXX(Not to be filled up by the bidder. This will be entered at the time of Signing of the agreement) but the Company shall pay the Contract or only for actual work done at the all-inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not oftener than monthly, up to the amount of 92.5% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

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

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

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

15. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount

of the contract specified in the contract is inclusive of all tax liabilities but excluding Service Tax. Service Tax if applicable shall be, to the Company's account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.

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

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

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

**19.1 GENERAL OBLIGATIONS OF COMPANY:**

COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

- i) Pay the Contractors in accordance with terms and conditions of the contract.
- ii) Allow access to Contractors and their personnel, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.

**20. Special Conditions**

- a) The amount of retention money shall be released after 6(six) months from the date of issue of completion certificate from concerned department.
- b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- c) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to applicable P.F. Contribution.

**21. ARBITRATION:**

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

**22. FORCE MAJEURE:**

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

**23. I.B. VERIFICATION REPORT AND SECURITY REVIEW:**

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

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

**25. SET OFF CLAUSE:-**

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

**26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

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

**27.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILISATIONAND/ OR COMPLETION OF WORKS AND SERVICES**

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

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

SIGNED & DELIVERED FOR AND  
ON BEHALF OF

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

-----

-----by the hand of

-----  
its Partner/Legal Attorney

And in presence of

-----

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

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

\_\_\_\_\_

Date \_\_\_\_\_

-----  
(Full Name of Signatory)

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

-----  
(Signature of witness)

-----  
(Full Name of Signatory)

Address:

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-----  
(Signature of Acceptor)

Designation

**1. Pre-Bid Conference.**

It is proposed to hold a pre-bid conference with the bidder to enable them to seek clarification on the technical specification and tender documents that they may consider necessary for submission of tenders (technical bid & price bid). All clarifications sought for, will be finalized during the pre-bid conference and confirmatory minutes for the pre-bid conference will be circulated among all bidder who have been issued the tender documents irrespective of the fact they have attended the pre bid conference or not. The date and time of pre-bid conference will be informed to the bidder at the time of issue of the tenders or will be informed later on. It is up to the prospective bidder to take part in the pre-bid conference. Non-attendance of pre-bid conference does not debar the prospective bidder from participating & submission of tender. No separate pre-bid conference will be conducted for the firms who do not attend the pre-bid conference on the date & time fixed for the purpose.

2. The bidder shall specify the make and model/type of electrical items along with the offer. The bidder shall give an undertaking that materials shall be procured from manufacture or their authorized dealer. Documentary evidence shall be submitted before starting the rewiring work.

3. The contractor shall get the samples of all the items, approved from the Office of Head- Electrical before bulk purchasing of the materials required for rewiring.

4. All materials and works shall be guaranteed for one year from the date of handover to OIL.

5. Technical leaflets/catalogues are to be supplied for each item along with the offer.

**A. TERMS AND CONDITION RELATED TO ELECTRICAL ASPECTS:****1.0 General.**

1.1 Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of Quantities, specifications of work, drawings and any other document forming part of this contract wherever the context so requires.

1.2 Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.

1.3 Where any portion of the General Conditions of Contract is repugnant to or at variance with any provisions of the Special conditions of Contract, then unless different intention appears, the provisions of the Special Conditions

of Contract shall be deemed to override the provision(s) of General Conditions of Contract only to the extent that such repugnance or variance cannot be reconciled with the tender conditions of contract and shall be to the extent of such repugnance of variations, prevail; it being understood that the provisions of General Conditions of Contract shall otherwise prevail.

1.4 Wherever it is stated anywhere in this tender document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected/carried out by the contractor at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context.

1.5 The materials, design and workmanship shall satisfy the relevant Indian Standards, the job specifications contained herein & codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard/Specifications/Codes of practice for detailed specifications covering any part of the work covered in this tender, the instructions/directions of Company will be binding on the Contractor.

1.6 The items given under Schedule of Quantity shall be read in conjunction with scope of work, scope of supply (by Company as well as by Contractor) and job specifications and in case of any irreconcilable conflict between them the provision in the item under "Schedule of Quantity" will override the corresponding provision only if the scope of work, scope of supply and job specifications, which cannot be reconciled in such cases the decision of Company shall be final and binding on the contractor.

1.7 In case of contradiction between Indian Standards, General Conditions of Contract, Special Conditions of contract, Specifications Drawings, Schedule of Quantity, the following shall prevail in order of precedence.

1.7.1 Letter of Intent / Detailed Letter of Intent along with statement of Agreed, variations and its enclosures.

1.7.2 Schedule of Quantity.

1.7.3 Special Conditions of Contract.

1.7.4 Job specifications in General Condition of Contract.

1.7.5 Indian Standard/Technical/Material Specifications.

## **2.0: LOCATION OF SITE AND SITE PARTICULARS:**

2.1: The site of work is A, B and C types of Quarters located at OIL HOUSING COLONY DULIAJAN.

2.2: The prospective Bidder shall be deemed to have visited the site and familiarized himself thoroughly with the site conditions and job details before submitting the tender. Non familiarity with the site conditions will not

be considered a reason either for extra claims or for not carrying out the work in strict conformity with the drawings and specifications.

### 3.0: STATUTORY REQUIREMENT FOR WORK.

3.1: The contractor should have valid Electrical Contractor License issued or recognized by Electrical Licensing Board, Govt. of Assam.

3.2: Contractor shall employ work persons with valid wireman license issued or recognized by Electrical Licensing Board, Govt. of Assam to carry out all electrical jobs and shall employ one supervisor holding valid supervisory certificate of competency issued or recognized by Govt. of Assam for supervision of electrical jobs.

3.3: All the permits, passes, police verification certificates and labour clearance required for contractor's employees are to be arranged by the contractor.

4.0: Electrical power required for wiring purpose like use of drilling machine or any tools shall be made available at the site. The Contractor shall have to arrange for the required switch board with proper safety device like RCBO, MCCB / MCBs to take power from the existing source.

### 5.0: SCOPE OF SUPPLY:

Company does not envisage supplying any material for this work & contractor has to arrange all materials at his own & the rates quoted shall deem to include the same for completing the jobs as per the tender specifications with all accessories even though it is especially not mentioned in the tender.

### 6.0: SCOPE OF WORK:

6.1: Brief details of work to be carried out by the contractor are as described below. This will include supply, storage, laying, installation, jointing and testing, obtaining approvals, testing and commissioning and completion of different works. The work shall be carried out as described in Schedule of Quantities (SOQ), specifications, and drawings.

6.2: The scope of work shall cover complete electrification works of the Quarter. The broad items/activities covered under internal electrical works shall include the followings:

6.2.1: Preparation of layout/ single line diagram/ wiring diagram of each type of Quarter

6.2.2: Dismantling of existing wirings / fittings/DBs, fans and service line etc.

- 6.2.3: Supply and laying/fixing of service lead-in, cables, MCB,DB etc.
- 6.2.4: Supply of all wiring materials like copper cable, casing capping etc. and complete wiring of Quarter and connection with existing energy meter and including power supply.
- 6.2.5: Supply and fixing of electrical fittings, lamps and fixtures, fans etc.
- 6.2.6: Supply of earthing materials and earthing of the Quarters including earth excavation.
- 6.2.7: Testing of the electrical system and submission of test reports.
- 6.2.8: Repairing and painting of the portion of the wall damaged during dismantling and rewiring/re-fixing of electrical items.
- 6.2.9: Buy-back of old wiring materials, fittings, fixtures etc. as per list.
- 6.2.10: Clearing of all the scrap generated during the dismantling work.

#### 7.0 SCHEDULE OF QUANTITIES/RATE.

7.1 The quantities shown against the various items are only approximate and may vary to any extent. Any increase or decrease in the quantities shall not form the basis for alteration of rates quoted and accepted including where low/high rates have been quoted by the successful bidder.

7.2 The Engineer in Charge reserves the rights to interpolate or extrapolate the rate for any new item of work not finding a place in the Schedule of Quantity, for similar items of lower and or higher magnitude available in the Schedule of Quantity.

7.3 In case any activity though specifically not covered in Schedule of Quantity description but the same is covered under scope of work/spec./drawing etc. no extra claim on this account shall be entertained.

#### 8.0 PRICE VARIATION.

Price quoted shall be "FIRM PRICES" as indicated in General Conditions of Contract during Contract period or any extension granted and no material or labour escalation shall be admissible on any account whatsoever.

#### 9.0 MEASUREMENTS, BILLING & TERMS OF PAYMENT:

9.1: All works shall be measured in metric system and payment shall be made based on actual work done.

9.2: Payment shall be made against completed Quarter only.

9.3: 90% of payment against each completed Quarter shall be made after joint measurement and remaining 10% shall be made after submission of COMPLETION DOCUMENTS as mentioned in Para 13.

#### 10.0: FINAL BILL.

The final bill shall be submitted by the Contractor within three months of physical completion of the work or within one month of the date of the final certificate of completion furnished by the Company whichever is earlier. No further claims shall be made by the Contractor after submission of the final bill.



Payments of those items of the bill in respect of which there is no dispute and of items in dispute, for quantities and rates as approved by Company, will as far as possible be made within 6 months, the period being reckoned from the date of receipt of the bill by the Company, complete with no claim and no dues by the contractor.

**11.0: LIQUIDATED DAMAGES FOR DELAY INMOBILISATION AND /OR COMPLETION OF WORKSAND SERVICES:**

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

**12.0: CONTRACT DRAWINGS AND DOCUMENTS:**

The contractor shall submit the following within one month from the date of signing of contract agreement to OIL for approval:

- i) Work plan for completing the work within the contract period.
- ii) Single line diagram, wiring diagram, layout drawings and G.A drawings with proper dimensions, legends and bill of materials.
- iii) Make, model/type of electrical and telephone items.
- iv) Copy of supervisory certificate of competency and workman permit of the personnel to be engaged by the contractor.

**13.0: COMPLETION DOCUMENTS:**

The contractor shall submit 4 (four) copies of as built layout drawings to OIL after completion of the work in each Quarter. These complete drawings/documents shall give the following information:

- 13.1: Layout of all electrical items like MCB, DB, Light Fittings, fans, Earthing etc. - Quarter type wise.
- 13.2: Single Line Diagram of Quarter type wise.
- 13.3: Wiring Diagram Quarter type wise.
- 13.4: Test reports for each Quarter.
- 13.5: Guarantee certificate of electrical items like Light fitting, ceiling fan, exhaust fan, MCB, DB, Earth electrode etc for each Quarter.
- 13.6: Specification of all the items with quantity in Quarter wise.
- 13.7: Test report on earthing for each Quarter.

**14.0: TECHNICAL REQUIREMENTS & MEASUREMENT SYSTEM.**

This chapter covers the general technical requirements and measurement system of the various components in Internal Electrical Installation works.

**14.1: TERMINOLOGY**

14.1.1: Point wiring: A point (other than socket outlet point) shall include all work necessary in carrying out the complete wiring to the following outlets from the controlling switch or MCB.

14.1.2: Ceiling rose for ceiling/exhaust fan points, prewired light fittings, and call bells.

14.1.3: Back plate (in the case of stiff pendants).

14.1.4: Lamp holder (in the case of goose neck type wall brackets, batten holders and fittings which are not prewired).

14.1.5: Unless and otherwise specified, there shall be no linear measurement for point wiring for light points, fan points, exhaust fan points and call bell points etc. These shall be measured by counting only and it shall be in numbers. The bidder shall quote in considering APWD point using FRLS/HFFR copper conductor.

14.2: Wiring for socket outlet points:

Light plug point 6 A, Power point 6/16A, 20A metallic socket with RCBO wiring shall be measured as total length of wiring of total No. of power points as specified in SOQ and shall be measured on linear basis along the run of wiring depending on the actual number and sizes of wires run .

14.3: CIRCUIT AND SUBMAIN WIRING:

14.3.1: Circuit wiring: Circuit wiring shall mean the wiring from the distribution board up to the 1st tapping point in the switch box from where point wiring starts.

14.3.2: Circuit wiring shall be measure in meters and payment shall be made based on actuals.

14.3.3: Sub-main wiring: Sub-main wiring shall mean the wiring from one main/distribution switchboard to another.

14.3.4: Measurement of sub-main wiring shall be per meter basis and payment shall be made on actuals.

14.4: OTHER WIRING WORKS:

Except as specified above for point wiring, circuit wiring, socket outlet wiring and sub-main wiring, all other types of wiring shall be measured separately on linear basis along the run of wiring depending on the actual number and sizes of wires run.

14.5: SYSTEM OF DISTRIBUTION AND WIRING:

14.5.1: System design and location of boards, plug points etc shall be as per design approved by OIL.

14.5.2: The contractor shall first start the wiring job in a particular Quarter on a sample basis and complete the jobs as per the OIL's instructions. The contractor has to start the wiring jobs in the next similar type of Quarter only after obtaining the design, layout and wiring jobs approved from OIL.

14.5.3: The loads of the circuits shall be divided, as far as possible, evenly between the numbers of ways of the distribution boards, leaving at least one spare circuit for future extension.

14.5.4: Lights, fans, call bells shall be wired in point wiring and light plug point shall be wired in the 'lighting' circuits.

14.5.5: 16A or 20 A metallic sockets outlets and other power outlets shall be wired in the 'Power' circuits.

14.5.6: The wiring throughout the system shall be such that there is no break in the neutral wire except in the form of linked MCB's. RCBO's etc.

14.5.7: The wiring shall be in surface casing-capping. Due consideration shall be given for neatness, good appearance and safety.

14.5.8: When wiring cables are to pass through a wall, these shall be taken through a protection PVC pipe tube of suitable size such that they pass through in a straight line without twist or cross in them on either end of

such holes. These pipes along with its fittings/accessories at various intervals (approved make) shall be supplied by the contractor and price of the pipes are to be considered in the offered rate.

14.5.9: No bare conductor in phase and / or neutral or twisted joints in phase, neutral, and / or protective conductors in wiring shall be permitted. There shall be no joints in the through-runs of cables. If the length of final circuit or sub main is more than the length of a standard coil, thus necessitating a through joint, such joints shall be made by means of, approved mechanical connectors in suitable junction boxes. Termination of multi stranded conductors shall be done using suitable crimping type thimbles.

14.5.10: 'Lighting' circuit shall not have more than a total of 10 points of light, fan and socket outlets, or a total connected load of 800W, whichever is less.

14.5.11: 'Power' circuit shall have only one outlet per circuit.

#### 14.6: CONFORMITY TO IE ACT AND STANDARDS:

14.6.1: All electrical works shall be carried out in accordance with the provisions of CEA Regulations 2010, BIS standard, National Electric Code & National Building Code.

#### 14.7: WORKING IN OCCUPIED QUARTERS

14.7.1: Work shall be executed with minimum inconvenience to the occupants. The work shall be programmed in consultation with Engineer-in Charge and the occupant.

14.7.2: Handling of furniture in a Quarter required for rewiring job shall be done by the contractor. All the existing furniture's like Bed, Sofa set, Dining table, chair shall be covered with a polythene sheet to prevent ingress of dust. The contractor shall take extreme care to avoid any damage to the items of Quarters. After completion of day's work, the contractor shall remove all the scrap and dismantled material and clean and mop the rooms/space with a wet cloth where rewiring jobs are done.

14.7.3: Rewiring job shall be carried out keeping continuity of power supply required for light, fan, refrigerator and other essential equipment. At the end of each day's work, the contractor shall keep the power supply arrangement to the Quarter/rooms/veranda/kitchen/bathrooms etc. in such a way that the occupants can stay in the Quarter with proper illumination and use all electrical items.

14.7.4: Completing the rewiring work in an occupied Quarter may take longer time and more manpower compared to a vacant Quarter. The contractor should keep this in mind while quoting and deploy man power accordingly.

#### 14.8: COMPLETION OF JOB

14.8.1: The contractor shall engage working personnel in such a way that the wiring job including supply of materials completed within 36 months from the date of signing of the contract.

14.8.2: Contractor shall engage working personnel with requisite license, skill & competency. Any incident happens due to inadequate skill and competency, the contractor shall be held responsible.

14.8.3: In case of job is delayed due to reason related to OIL, time escalation shall be given at the same rate, terms & condition.

**14.9: GENERAL REQUIREMENTS OF COMPONENTS:**

14.9.1: Quality of materials: All materials and equipment supplied by the contractor shall be new. They shall be of such design, size and material as to satisfactorily function under the rated conditions of operation and to withstand the environmental conditions at site.

14.9.2 Ratings of components: All components in a wiring installation, conductors, switches and accessories shall be of appropriate ratings of voltage, current, and frequency, as indicated in SOQ.

14.9.3 Interchangeability: Similar parts of all switches, lamp holders, distribution boards, switchgears, ceiling roses, brackets, pendants, fans and all other fittings of the same type shall be interchangeable in each installation.

14.9.4 All the items shall be brand new and as per specification.

14.9.5 Bidder shall confirm for energy efficiency of items wherever stipulated in the specifications.

**14.10 CABLES:**

14.10.1 Wiring cables: All wiring cables shall be BIS marked, FRLS, single core, PVC insulated, PVC sheathed, 1100V grade, FIA, TAC, IS-694 approved with flexible copper stranded conductor. The smallest size of conductor for 'lighting' circuits shall have a nominal cross sectional area of be 1.5 sq mm. The minimum size of conductor for 'power' wiring shall be 4 sq mm.

14.10.2 Size of FRLS cables: 1.5 mmsq FRLS for point wiring, 2.5 mmsq FRLS cable for circuit wiring, 4 mmsq FRLS cable for power wiring.

14.10.3: Incoming cable: Incoming cable specification shall be as follows:

14.10.3.1: 1.1 KV grade PVC insulated and PVC sheathed, armored Aluminum conductor, BIS 1554 part 1 approved cable. Marking: Manufacture's name, voltage grade, size of cable, cable length in meters after equal intervals and year of manufacture shall be embossed distinctly on the outer sheath of the cable at regular intervals throughout the length of the cable. Cable shall be so constructed that its outer side is completely round in shape.

14.10.3.2 Size of cables:

i) 3C x 10 mmsq PVCA Aluminium cable.

14.10.3.3 Installation of cable: Cable shall be laid on ground, RCC trenches, G.I Pipe, soil trenches, cable trays and on walls as per the site conditions. Installation shall include supply of all materials/ accessories required for:

i) Laying of cables in underground trench:

The normal size of trench will be 45 cm width and 75 cm depth for LT cable.

The pit size will be 120 cm to 150 cm, diameter with same depth of trench.

After leveling and dressing of the trench, cable shall be laid with a sand

cushioning of 75mm below and above the laid cable. Bricks will be placed crosswise above the sand cushioning and back fill the trench with earth.

#### 14.11 PVC Casing and Capping

14.11.1 Fixing casing-capping : PVC casing and capping shall be BIS marked & of standard material free from defects of any kind. PVC casing and capping should be strong and properly fitted so as to hold wires laid in it 70% to its full capacity.

14.11.2: The earth continuity wire shall be provided in the casing throughout the length of wiring. The size of earth continuity wire shall be same size with the main wire for circuits. All metallic parts, switchboards, light fittings and power sockets shall be connected to the earth wires and the connection shall be electrically and mechanically sound.

14.11.3: Size and Measurement: The width, depth and thickness of PVC casing and capping shall be as given below:

14.11.3.1 25mm x 10mm x 1.2mm thick

14.11.3.2 40mm x 20mm x 1.5mm thick

14.11.3.3 20mm x 10mm x 1.2m thick

14.11.4: The maximum number of PVC insulated 650/1100V grade copper conductors that can be drawn in a given size of casing capping should not be more than 70% of its cross sectional area.

14.11.5: Casing and capping system shall be complete in all respects, including their accessories.

#### 14.12 Ceiling fan.

Ceiling fans including their suspension shall conform to relevant BIS: 374. The minimum distance between fan blades and the ceiling should be about 0.3 meters. Fan shall be capacitor type, 1400 mm of sweep. All ceiling fans shall be wired to ceiling roses or to special connector boxes, and suspended from hooks or shackles, with insulators between hooks and suspension rods. There shall be no joint in the suspension rod. Ceiling fan shall be connected from ceiling rose/ connector by using 1.5 mmsq copper flexible cable/cord. Make and specification of ceiling fan shall be as per acceptable make of Electrical items Specification of Ceiling Fan:

a) Type of Fan: Electric ceiling fans shall be capacitor type, with double ball bearing complete with capacitor, 300 mm down rod, canopies, three number blades made of aluminum alloy, suitable for operation on single phase, AC 230Volt, 50Hz supply and shall conform to IS: 374/1979 (Reaffirmed 2005).

b) Type of Motor: Single phase Permanent split capacitor type, number of poles- 14, degree of protection class 1 with basic insulation.

c) Power supply: 230 +/- 10 Volt, single phase, AC, 50 Hz.

d) Power factor at rated voltage & maximum speed: 0.9 min.

e) Size: 1400 mm, +/- 5 mm, SWEEP.

f) Rated Air Delivery: Minimum 245 m<sup>3</sup>/min.

g) Bearings: Double ball bearing, Material of the top & bottom bearings shall be Hardened High Carbon Steel.

h) Maximum Power Input: 66 Watt at maximum speed & at rated voltage.

i) Rated speed in rpm at rated voltage: 280 ± 10% rpm.

- j) Size, thickness and material of the down rod: 300 mm, 1.6 mm and ERW pipe with proper mounting arrangements.
  - k) Canopy: A cover shall be provided to partly or wholly conceal the hook and the shackle.
  - l) Material of construction of motor enclosure shall be Mild Steel (MS) and Colour: White.
  - m) Earthing: Fan shall be provided with an earthing terminal or contact, which shall be indelibly marked with the symbol.
  - n) The Suspension system of the ceiling fan shall be of adequate strength and shall withstand a minimum tensile load of 1000 kg without breakage and a torsion load of 500 kg cm without breakage. Each fan shall be supplied along with the following items for suspension of the fan:
    - i) Mounting bolt & nut: 3 set with 1 no hole in each for fixing split pin (The hole shall be approximately at a distance of 4 mm from the nut end).
    - ii) Rubber bushing: 1 no.
    - iii) Split pin: 3 nos, split pin size: (Length: 41 mm, 2 mm Dia) shall be properly inserted to the hole of the mounting bolt.
  - o) One complete set of above items [ i), ii) & iii)] shall be supplied extra as spare.
  - p) Capacitors :( Rating: 2.5 micro-farad + 5 %, 440 V AC) shall be easily replaceable and placed at a sufficient distance from the winding, so that its maximum safe working temperature is not exceeded.
    - i) One no. capacitor shall be supplied extra along with each ceiling fan.
    - ii) Capacitors shall comply with IS: 1709-1960 with latest amendment.
  - q) Regulator:
    - i) Deluxe Model, Electronic type Fan Regulator with Steps. The regulator shall be capable of reducing the speed of at least 50% of the full speed at the rated voltage. Fans shall be capable of running on all the running positions of the regulator at the rated voltage & shall conform to IS: 11037/1984 (Reaffirmed 2005).
    - ii) The regulator shall have an OFF position preferably next to the lowest speed contact, and shall be provided with not less than five running positions except in case of continuously variable speed regulators.
    - iii) The regulator handle or knob shall either be of insulating material, or if metal, shall be adequately insulated electrically and thermally so that its temperature rises above ambient is limited to 20 Degree Celsius. Knob diameter should be min 25 mm. Graduations shall be marked on the knob and base plate to indicate selected speed step position.
    - iv) The regulator shall be 100 Watt, rated 230 Volts.
- Fan Regulators: Electronic modular type fan regulator shall be as per acceptable make of electrical items .Fan regulator shall be fixed in the switch board as per the ceiling fan circuit shown in the drawing.

#### 14.13 Light Fittings.

The type of fittings shall be as specified in tender documents. Wires used within prewired fittings shall be flexible with PVC insulation and 14/0.193 mm (minimum) copper conductors. The leads shall be terminated on built-in-terminal block, ceiling rose or connector, as required. An earth terminal with suitable marking shall be provided for each fitting for discharge lamps.

**14.14 MCB Distribution Boards.**

The types, ratings and/or categories of switchgear and protective gear shall be as specified in the SOQ. RCCBs/RCBO where specified, shall conform to the requirements of current rating, fault rating, single phase or three phase configuration and sensitivity laid down in the SOQ. While each outgoing way of distribution board (DB) shall be of miniature circuit breaker (MCB) as specified, and of suitable rating on the phase conductor, the corresponding earthed neutral conductor shall be connected to a common neutral terminal block and shall be capable of being disconnected individually for testing purposes. Single core 16 mmsq multistrand copper cables with connecting terminal shall be used for connecting bus bar.

**Independent earth terminal block:**

Every distribution board (single phase as well as 3 phase) shall have an earth terminal block identical to, but independent from neutral terminal block, to enable termination of protective (loop earthing) conductors (incoming as well as outgoings) individually by screwed connection and without twisting. Earthing terminal (1 for single phase and 2 for 3 phases) shall be provided on the metal cladding of switches and DB's for body earthing. These shall be suitably marked.

Knock out holes, with or without end plates as per standard design of manufacturers, shall be provided in the metal cladding of switches and DBs for termination of conduits/cables.

**PRE-WIRED MCB DISTRIBUTION BOARDS:**

Pre wired MCB DB's shall be only provided where specified.

The complete board shall be factory fabricated and shall be duly pre wired in the works, ready for installation at site.

The board shall be of wall mounted, cubical type construction, fabricated out of 1.6mm thick sheet steel, with stove enameled paint finish.

The board shall also be provided with a loose wire box as a compartment for the complete width and, depth of the board, and of minimum height of 125mm in case of TPN DB's, and 100mm in case of SPN DB's.

The board shall be provided with a hinged cover of 1.6mm thick sheet steel in the front. Only the knobs of the MCB's shall protrude out of the front covers through openings neatly machine made for the purpose.

Knock out holes at the bottom, and detachable plate with knock out holes at the top of the board shall be provided.

Each distribution board shall be provided with a circuit list giving details of each circuit which it controls and the current rating of the circuit, and the size of the MCB.

The board shall be complete with the following accessories:

- a) 100 A copper bus bar(s).
- b) Neutral link.
- c) Common earth bar.
- d) DIN bar for mounting MCB's.
- e) Screw type terminal connectors suitable for incoming and outgoing cables.

f) Earthing stud(s).

g) Proper name plates/tags/ferrules to be provided where-ever necessary or as instructed by the engineer in-charge.

The board shall be fully prewired with single core PVC insulated copper conductors/insulated solid copper links, and terminated on to extended type terminal connectors, suitable for connections to the sizes of the respective conductors. '

All incoming and outgoing wiring to the pre wired MCB, DB's shall be terminated only in the extended terminal connectors to be provided within the DB. The terminal connectors shall, therefore, be so provided as to facilitate easy cable connections and subsequent maintenance.

A common copper earth bar shall be provided within the loose wire box. The common neutral bar as well as the terminal connectors shall, however, be provided within the main compartment just below the loose wire box.

#### 15.0 MINIATURE CIRCUIT BREAKERS (MCB's):

'C' series MCB's shall be invariably used for all loads.

Ratings (A), number of poles, type as MCB or isolator, etc. shall be as specified in the SOQ. The MCB's shall be of minimum 10KA rupturing capacity.

16.0 Earthing: Supply and erection of earth electrode: Chemical Earthing with G.I. pipe, 3.0 meter long, 50 ± 5 mm diameter including accessories and providing brick enclosure with removable cover plate. The removable cover plate shall have lifting hook. Earthing work shall be done as per relevant IS standard.

GI Earth Electrodes: Earth electrode made of GI pipe 3.0 meter long x 100 mm ID, minimum 5 mm pipe wall thickness. Each electrode shall have four nos. of L- shaped connectors made from 50 x 6 mm GI strap welded on the top side of electrode for connection purpose. Each side of the connector shall be 150 mm long. GI pipe electrodes shall be cut tapered at the bottom, and provided with holes of 16 mm dia, drilled not less than 10 cm from each other. The weld shall be complete along the jointing surface. The weld shall be cleaned of slug and then coated with aluminium based/ bituminous paint for rust protection. There shall be two holes of 16 mm dia on the connection surface of the connector. GI Pipe shall be ISI marked, heavy grade. Make of GI pipe: TATA/Jindal/ SAIL/ Hindustan pipes.

16.0 SAFETY REQUIREMENTS: Safety provisions in conformity with CEA regulations 2010 shall generally be under taken by the contractor to avoid any accidents during the execution of jobs.

Safety measures to be taken by the Contractor:

a) While carrying out a job, contractor personnel must isolate live parts by switching off incoming power supply or by removing fuses. Testing tools like test lamps etc. must be used before start of work for ascertaining non-availability of power.

b) When a ladder is used, one person shall be engaged at all times for holding the ladder and if the ladder is used for carrying materials as well,



suitable footholds and handholds shall be provided on the ladder and the ladder shall be used at an inclination not steeper than 45° from horizontal.

c) The contractor shall submit one undertaking on safety measures to be adopted at site that he himself is aware of all electrical/safety and other hazards associated with the execution of the contract and has understood the necessary safety requirements to be adopted and that he/she shall not violate:

- i) Stated safety procedures.
- ii) Statutory rules and regulation.
- iii) Shutdown procedure.
- iv) Company (OIL) and departmental procedure while execution of the contract and carrying out any job that he/she shall be responsible and accountable for violation.
- v) Contractor must employ a competent person as his/her own supervisor for supervising the jobs under the contract. The supervisor should possess valid electrical supervisor's license of competency which shall be valid for operating in Assam.
- vi) Contractor should have an office setup at Duliajan for easy and fast movement/processing of manpower, materials and related matters.
- vii) The number of work persons hired/engaged by the contractor shall depend on the quantum and/or exigency of jobs. Company engineer/company supervisor may direct the contractor/contractor's supervisor to hire more persons if considered essential.

16.1 General HSE points to be adopted by the Contractor:

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

16.1.2: Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

16.1.3: The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed.

16.1.4: The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.

16.1.5: Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.

16.1.6: Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.

16.1.7: All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME & PME.

16.1.8: It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager / Safety Officer / Engineer / Official / Supervisor/Junior Engineer for safe operation.

16.1.9: Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

16.1.10: Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

16.1.11: The contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of OIL.

16.1.12: The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.

16.1.13: If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.

16.1.14: The health checkup of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.

16.1.15: To arrange daily tool box meeting and regular site safety meetings and maintain records.

16.1.16: Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.

16.1.17: A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

16.1.18: A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

16.1.19: Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.

16.1.20: In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/Rules/Regulations.

16.1.21: When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE measures company will have the right to direct the contractor to cease work until the non-compliance is corrected.

16.1.22: The contractor should prevent the frequent change of his contractual employees as far as practicable.

16.1.23: The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.

16.1.24: For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/pertaining to Health, Safety and Environment.

17: Scrap /buy back Items.

a. All the scraps eg: dismantled wiring items, bells, main switch, switchboards, DB's, fans, fixtures, fittings, tube light etc. shall be taken by the contractor. The quantity of the items like ceiling fan, tube lights are

indicated Quarter wise in sub Para 18.1 ,18.2 and 18.3 and 18.4 , also in Annexure 1.

- b. The bidder has to quote for scrap/buy back items Quarter wise.
- c. The custody of the dismantled scrap or buy back items has to be immediately taken by the contractor on "as is where is basis", at the time of dismantling.
- d. The scrap shall be cleared immediately after dismantling.
- e. The contractor shall be responsible for any loss/damage after the dismantling of items.
- f. The scrap items may vary in the Quarter, however minimum quantity shall be as follows.

18.1 A Type Quarter - Numbers

SL NO	ITEMS PER QUARTER	QUANTITY
1	1X18/20 W TUBE LIGHT	3
2	1X36/40 W TUBE LIGHT	4
3	Ceiling fan	2
4	16 A SPN Main Switch	1

18.2 B Type Quarters - Numbers

SL NO	ITEMS PER QUARTER	QUANTITY
1	1X18/20 W TUBE LIGHT	3
2	1X36/40 W TUBE LIGHT	4
3	Ceiling fan	3
4	16 A SPN Main Switch	1

18.3 C TYPE Quarters - Numbers

SL NO	ITEMS PER QUARTER	QUANTITY
1	1X18/20 W TUBE LIGHT	3
2	1X36/40 W TUBE LIGHT	4
3	Ceiling fan	3
4	16 A SPN Main Switch	1

19.0 List of Acceptable make /model of electrical items:

i) SINGLE CORE COPPER FRLS INSULATED STRANDED FLEXIBLE 1100 V GRADE CABLE AS PER IS 694:FINOLEX / HAVELL'S /L&T/POLYCAB

ii) COPPER LUGS.: DOWELL/JAINEX/SCHNEIDER (MERLIN GERIN)

iii) PVC CASING CAPPING BIS approved make: PRESTO PLAST/AKG/PLAZA/ RICHA

iv) METAL CLAD SWITCH SOCKET UNIT- 20/25 Amps.

LEGRAND/SCHNEIDER (MERLIN GERIN)/SIEMENS

- v) CEILING FAN, 1400 mm Sweep, White in Color.  
HAVELLS (Pacer)/BAJAJ (Kassels)/ORIENT (PSPO)/USHA Striker/Sonata Hi-Speed)
  - vii) LIGHT FITTINGS SIMILAR TO PHILIPS MAKE:
    - a) 1x28W T5 Box type CRCA T/L fitting (Crompton Greaves cat no: T5JB1328EB) or equivalent.
    - b) 1x14W T5 Box Type CRCA T/L fitting (Crompton Greaves cat no: T5JB13114EB) or equivalent.
  - ix) MCB'S & MCB DBs (10KA, C-curve, IP54): SCHNEIDER /SIEMENS / LEGRANDS
  - x) Modular switches/Socket/Box Make & Model.
    - i) LEGRAND (Myrus)
    - ii) SCHNEIDER (Vivace)
    - iii) CRABTREE (Murano)
  - xi) Modular Fan regulator 100/120W.
    - i) LEGRAND(Myrus)
    - ii)SCHNEIDER(Vivace)
    - iii)CRABTREE(Murano)
  - d) Armoured Aluminium cable make: NICCO /ASIAN /UNIVERSAL /RPG /INCAB /POLYCAB/ANKUR/NECAB
- OTHER ITEMS: AS APPROVED BY THE ENGINEER-IN-CHARGE OF OIL OR AS PER SOQ AND SPECS.

**Quarter wise list of electrical items and accessories for buyback:**

1. A Type Quarter -582 no's.

SL NO	ITEM	QUANTITY
1	1X18 W TUBE LIGHT	3
2	1X36 W TUBE LIGHT	4
3	Ceiling fan	2
4	16A,SPN Main Switch	1

2. B Type Quarter -270 no's

SL NO	ITEM	QUANTITY
1	1X18 W TUBE LIGHT	3
2	1X36 W TUBE LIGHT	4
3	Ceiling fan	3
4	16A,SPN Main Switch	1

3. C TYPE Quarters -146 no's

SL NO	ITEM	QUANTITY
1	1X18 W TUBE LIGHT	3
2	1X36 W TUBE LIGHT	4
3	Ceiling fan	3
4	16A,SPN Main Switch	1

**Checklist to be submitted by the bidder**

[The following check list must be completed, where-ever applicable and is to be submitted with the offer. Please indicate Yes or No to the following questions, in the right hand column]

Please indicate YES/NO against each clause		
1	Whether bidder submitted experience certificate for last 7 years in any Central Govt. /State Govt./PSU/Public Limited Company as per NIT.	YES/NO
2	Whether the valid Electrical Contractor License submitted issued or recognised by Licensing Board, Govt. of Assam along with the offer.	YES/NO
3	Whether bidder had submitted copy of Consortium Agreement with details of Individual Partners, Partnership Deed/s / Memorandum and Articles of Association.	YES/NO
4	Whether submitted documents reflecting last three years Annual turnover of Bidder.	YES/NO
5	Whether bidder shall complete the contract within the contract period of 3 years.	YES/NO
6	Whether bidder quoted for buyback of old items as per Annexure-1.	YES/NO
7	Whether bidder attended the pre bid conference as per NIT.	YES/NO
8	Whether bidder shall procure the items from OEM / authorised dealer/channel partner.	YES/NO
9	Whether bidder shall submit technical leaflets/catalogues along with the offer.	YES/NO
10	Whether bidder agrees to Payment Terms as per NIT.	YES/NO
11	Whether bidder agrees to Penalty Terms as per NIT.	YES/NO
12	Whether bidder agrees that job shall be carried out in occupied bungalows as per NIT.	YES/NO
13	Whether bidder agrees to provide to sample for approval before purchasing the material in bulk.	YES/NO
14	Whether bidder agrees to guarantee all material for one year from the date of handover to OIL.	YES/NO
15	Whether bidder shall engage technician having valid Electrical wireman license issued or recognised by Electrical Licensing Board, Government of Assam.	YES/NO
16	Whether bidder shall engage supervisor having valid Supervisor's Certificate of Competency, issued or recognised by Electrical Licensing Board, Government of Assam.	YES/NO
17	Whether bidder has submitted the following documents along with the bid for panels. i.) Source (manufacturers/channel, partner /authorized dealer), of procurement of panels along with supporting documents. ii.) Copy of Type test certificate of similar panels from CPRI or any NABL (National Accreditation Board for Testing and Calibration Laboratories) for Ingress Protection, short time current withstand test and temperature rise test. iii.) Performance certificates for similar type of work, 415V AC, L.T PCC/PMCC/MCC /Switchboards/Feeder Pillars in any central Govt, Govt PSU, Public Limited Companies during last 7 years, ending last day of month previous to the one in which applications are invited.	YES/NO
	Whether bidder agrees to submit following document within	

18	<p>one month of signing the agreement</p> <p>i) Work plan for completing the work within contract period.</p> <p>ii) Single line diagram, wiring diagram and layout diagram of each type of bungalow/panels.</p> <p>iii) Make, model/type of electrical items.</p>	YES/NO
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OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Duliajan, Assam

Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam

Part-II Schedule of Work, Unit and Quantity-SOQ(Please do not quote any rate here)

S.Line	Description of Services	Quantity	UOM
10	<b>Point wiring:</b> Wiring for light point/ fan point/exhaust fan point/ call bell point with 3x1.5 sq.mm PVC insulated single core unsheathed industrial (Multistrand) cable FRLS conforming to IS 694:1990 with flexible bright annealed electrolytic copper conductor for voltage grade 1100 volts( Finolex/Havells/Polycab/L&T.) in surface with flat 20mm ISI marked casing 'n' capping (AKG/Presto Plast/Plaza or equivalent make approved by OIL.)etc. complete. (identical size phase ,neutral and earth wires ,colour code for phase: Red/Yellow/Blue, Neutral :Black and for earth :Green respectively)	14,804.00	NO
20	<b>Light plug point wiring:</b> Wiring with 3x1.5 sq.mm PVC insulated single core unsheathed industrial(Multistrand) cable FRLS conforming to IS 694:1990 with FRLS PVC insulated single core copper conductor for earthing for voltage grade 1100 volts( Finolex/Havell's/Polycab/L&T ) in surface with flat 20 mm ISI marked casing 'n' capping (AKG/Presto Plast/Plaza or equivalent make approved by OIL.) system, including connection as required.(identical size phase ,neutral and earth wires ,colour code for phase: Red/Yellow/Blue, Neutral :Black and for earth :Green respectively)	37,010.00	M
30	<b>Circuit wiring:</b> Wiring for drawing sub main line with 2x2.5 sq.mm + earth continuity with 1x1.5 sqmm PVC insulated single core unsheathed industrial(Multistrand) cable FRLS conforming to IS 694:1990 with flexible bright annealed electrolytic copper conductor for voltage grade 1100 volts( Finolex/Havall's/Polycab/L&T make approved by OIL.) in surface with flat 20 mm ISI marked casing 'n' capping (AKG/Plaza/Presto Plast or equivalent make approved by deptt.) including earth continuity.(Colour code for phase:	44,080.00	M

	Red/Yellow/Blue, Neutral :Black and for earth :Green respectively)		
40	<b><u>Power wiring:</u></b> Wiring for drawing sub main line with 2x4 sq.mm + earth continuity with 1x2.5 sqmm PVC insulated single core unsheathed industrial(Multistrand) cable FRLS conforming to IS 694:1990 with flexible bright annealed electrolytic copper conductor for voltage grade 1100 volts( Finolex/Havells/Polycab/L&T) in surface with flat 20 mm ISI marked casing 'n' capping (AKG/Plaza/Presto Plast/ or equivalent make approved by OIL.) including earth continuity.(colour code for phase: Red/Yellow/Blue, Neutral :Black and for earth :Green respectively)	39,920.00	M
50	<b><u>S/F of 1 x 28 W T5 Batten type fitting:</u></b> Supply and fixing of CRCA box type T5 luminaires 230 V AC complete with all accessories such as low THD Electronic ballast,28 W lamp, connector etc. suitable for fixing directly on wall/ceiling including connection cable, as approved by OIL prewired with 1.5 sq mm P.V.C. insulated Single Core copper conductor as required and as directed by the department. Light shall be similar to Crompton Greaves cat no: T5JB1328EB or equivalent. Make: Philips/Crompton/GE/Bajaj/Havells	3,410.00	NO
60	<b><u>S/F of 1 x 14 W T5 Batten type fitting:</u></b> Supply and fixing of CRCA box type T5 luminaires 230 V AC complete with all accessories such as low THD Electronic ballast, 14 W lamp, connector etc. suitable for fixing directly on wall/ceiling including connection cable, as approved by OIL prewired with 1.5 sq mm P.V.C. insulated Single Core copper conductor as required and as directed by the department. Light shall be similar to Crompton Greaves cat no: T5JB13114EB or equivalent. Make: Philips/Crompton/GE/Bajaj/Havells	4,990.00	NO
70	<b><u>S/F of Ceiling fan:</u></b> Supply and fixing of 1400 mm Sweep, 230 V AC and 60 W (Havells(Pacer)/Bajaj(Kassels)/ORIENT(PSPO)/USHA(Striker/Sonata Hi-Speed),A.C. Ceiling fan complete with all accessories like down rod, canopy etc. with making necessary connections as approved by OIL as required and as directed by the Department(Without regulator).Detail specification is given in Special terms & condition.	2,412.00	NO
80	<b><u>S/F of 12 way SPN MCB DB:</u></b> SPN MCB DB -Supplying, installation and fixing of 12	998.00	NO

	way double door , single pole and neutral, sheet steel, MCB distribution board, 240 volts, on surface , complete with 100 A tinned 10 way copper busbar, 10 way neutral busbar, 10 way earth bar, din bar, detachable gland plate, interconnections, phosphatized and powder painted including earthing etc. as required. DB shall have following as incomer :63 A RCBO, sensitivity 100mA -1 nos. Outgoings are 10 A MCB ,C curve-6nos,20 A MCB,C curve- 4 nos.Make of RCBO, MCBs and box shall be of same make and shall be Schneider/ Siemens/Indo Asian/Legrand or Approved by OIL. DB shall be similar to Legrand cat no- 6077 13		
90	<b><u>S/F of 63 A 3 pole MCCB Isolator:</u></b> Supply and fixing of panel mounting open execution 35 KA 50 Hz 3P MCCB Isolator, without enclosure of 63 A capacity complete with making necessary connection as approved, and as specified and directed by the OIL. Fixing of MCCB in Item no 100. Model similar to Legrand make 4200 83 or equivalent of Legrands /Schneider /Siemens /ABB	998.00	NO
100	<b><u>S/F of Enclosure for MCCB:</u></b> Enclosure for MCCB:Enclousre suitable for mounting 3 pole ,63 A MCCB. Material of the enclousre shall be of sheet steel, phosphatised, powder painted and it shall be of single door surface mounting type with a provision for operating without opening the door.It shall be mounted on wall with grouting nuts & bolts as reqd. Item number 90 shall be fixed on the enclosure. Enclosure shall have knockout entry for cable glanding in botom and top side. Cable gland of required size shall be supplied for cable glanding along with the enclosure. Complete with making necessary connection as approved, specified and directed by OIL (ABB,Schneider, Legrand)	998.00	NO
110	<b><u>S/F of Ceiling rose with mounting PVC Sq:</u></b> Supplying and fixing 3 pin, 5 amp ceiling rose on the Square box.	15,968.00	NO
120	<b><u>S/F of Modular fan Regulator:</u></b> Supply and fixing of electronic type 100/120 Watt , 4 step, Modular fan speed controller 2-module. Model range Legrand ,Schneider, Crabtree including making necessary connection as per approved by OIL	2,412.00	NO
130	<b><u>S/F Modular blank plate:</u></b> Supply and fixing of blank plate single in modular switch	13,972.00	NO

	system, model range Legrand, Schneider, Crabtree including making necessary connection as per direction of Engineer in Charge.		
140	<b><u>S/F of 6 amps switch:</u></b> Supplying and fixing of 6 Amp one way modular clip in switch, model range legrand, Schneider, Crabtree including making necessary connection as per approved by OIL	19,212.00	NO
150	<b><u>S/F of 3 pin 6 amp socket:</u></b> Supply and fixing of socket outlet 6 Amps 3 pin universal combine shuttered complete, model range legrand, Schneider, Crabtree including making necessary connection as per approved by OIL	7,984.00	NO
160	<b><u>S/F 25 A RCBO Metal Plug Socket:</u></b> Supply and fixing of Surface type 25A metallic plug/socket DB complete with 25A Plug and Socket and 25 A DP RCBO,100mA sensitivity for AC. Make: Schneider/Legrand/Siemens or approved by OIL	998.00	NO
170	<b><u>S/F of 16 amp switch:</u></b> Supply and fixing of 16 amps one way modular clip in switch, model range Legrand , Schneider,Crabtree including making necessary connection as per approved by OIL	998.00	NO
180	<b><u>S/F of 5 pin 6/16 amp socket:</u></b> Supply and fixing of socket outlet 6/16 Amps 5 pin combine shuttered complete, Model range Legrand, Schneider, Crabtree including making necessary connection as per approved by OIL	998.00	NO
190	<b><u>S/F of Bell push:</u></b> Supply and fixing of 6 amps one way modular clip in bell push switch, model range Legrand, Schneider, Crabtree including making necessary connection as per approved by OIL	998.00	NO
200	<b><u>S/F of of 8 Module board:</u></b> Supply and fixing including and fixing of 12 module horizontal surface Moulded PVC boxes for Model range Legrand , Schneider , Crabtree in surface system complete as per approved by OIL	2,662.00	NO
210	<b><u>S/F of 4 Module board:</u></b> Supply and fixing of 4 module horizontal surface Moulded PVC boxes for Model range Legrand, Schneider , Crabtree	998.00	NO

	in surface system complete complete as per approved by OIL		
220	<b><u>S/F of 3 Module board:</u></b> Supply and fixing of 3 module horizontal surface Moulded PVC boxes for Model range Legrand, Schneider , Crabtree in surface system complete complete as per approved by OIL	4,408.00	NO
230	<b><u>S/F of Junction Box for MCB DB:</u></b> Supply and fixing PVC box of 250 mm X 300 mm X 60 mm deep (nominal size) on surface. This PVC box will be used as a junction box for MCB DB. Make: Presto Plast /AKG /Richa or approved by OIL	998.00	NO
240	<b><u>S/F of Earth electrode:</u></b> "Earth electrode -Earthing with G.I. earth pipe 2.5 metre long, 50 mm dia including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe etc. with charcoal/ coke and salt as required.Make of pipe:Jindal/Tata"	998.00	NO
250	<b><u>Supply &amp; stringing of 3 x 10 mmsq Cable:</u></b> "Supply , stringing and connection from overhead line pole to individual house with 3 x 10 mmsq Cable , PVC insulated with inner sheath of either extruded regenerated rubber or thermoplastic material galvanised steel tape/wire armoured, PVC overall sheathed with stranded aluminium conductor and having the following specification Size : 3c x 10 mm sq.Grade : 1100 V. Cable shall be binded with 6 SWG GI wire for stringing. The cable should conform to IS:1554/1964 with latest amendments. The cable must bear voltage grade, size, manufacture name & IS marking/monogram embossed on the outer surface. Make: ""NICCO /ASIAN /UNIVERSAL/RPG/INCAB/ POLYCAB / ANKUR /NECAB ""."	34,930.00	M
260	<b><u>Laying &amp; Fixing of cable in wall:</u></b> Laying and fixing of one number Armoured PVC insulated and PVC sheathed power cable of 1.1 KV grade on wall surface/ Tray as required of size upto 35 mmsq.	4,990.00	M
270	<b><u>Dismantling of items:</u></b> Dismantling of all type of Tube light(18 W/ 36 W)/Ceiling fan/Exhaust Fan / CFL / Wiring (Batten / Casing capping /Conceal wiring )/Main Switch/MCB DB/ Switch Board/Call bell etc.	998.00	NO

280	<b><u>S/F of 8 Module plate with cover:</u></b> Supply and fixing of 8 module front plate with cover of suitable colour on horizontal surface of Moulded PVC boxes for Model range Legrand , Schneider , Crabtree in surface system complete as per approved by Oil.	4,990.00	NO
290	<b><u>S/F of of 4 Module plate with cover:</u></b> Supply and fixing of 4 module front plate with cover of suitable colour on horizontal surface of Moulded PVC boxes for Model range Legrand , Schneider , Crabtree in surface system complete as per approved by OIL	998.00	NO
300	<b><u>S/F of of 3 Module plate with cover:</u></b> Supply and fixing of 3 module front plate with cover of suitable colour on horizontal surface of Moulded PVC boxes for Model range Legrand , Schneider , Crabtree in surface system complete as per approved by OIL	4,990.00	NO
<b>TOTAL₹</b>			
<b>Buyback of old Electrical equipments( Quarterwise )</b>			
310	A-Type Quarters	582	NO
320	B-Type Quarters	270	NO
330	C-Type Quarters	146	NO
BUY BACK TOTAL - ₹ ( A-Type Quarter + B-Type Quarter + C-Type Quarter )			
<b>GRAND TOTAL₹</b>			

**NOTE**

1. Bidder to quote Unit Rate for a particular item as per above price bid format.
2. Bidders are requested to quote exclusive of Service Tax. Service Tax, if applicable shall be to the Company's Account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.
3. Bidder must include all liabilities including statutory liabilities in their quoted rates except Service Tax.
4. To ascertain the inter-se-ranking, comparison of the responsive bids will be made on the GRAND TOTAL Value of the bid as per the Price Bid Format. Grant Total value is obtained after subtracting the Buyback amount from the Total quoted amount .Purchase preference to MSEs as per BEC Clause 3. will be provided.
5. Bidders are required to quote for buyback of old electrical equipments Quarterwise as per details in SCC Clause 17 and Annexure-1.

\*\*\*\*\* End of SOQ\*\*\*\*\*

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

Schedule of company's Plants, Materials and Equipments: SCPME: PART-IV

Not Applicable

**TO,  
HEAD-CONTRACT  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of work/service:**

Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam.

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 authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

- c) Due notice would be given for any change of personnel under item(b) above.
- d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. 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) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date\_\_\_\_\_

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

FOR & ON BEHALF OF BIDDER



**INTEGRITY PACT**

Between

Oil India Limited (OIL) hereinafter referred to as "The Principal"

And

( **Name of the bidder** ).....hereinafter referred to as "The Bidder/Contractor"

**PREAMBLE:**

The Principal intends to award, under laid down organizational procedures, contract/s for

*Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam. **(IFB No. CDI8532P16)***

The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organisation "Transparency International" (TI). Following TI's national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(A) The Principal commits itself to take all measures necessary to prevent Corruption and to observe the following principles:-

1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
3. The Principal will exclude from the process all known prejudiced persons.

(B) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India,

or if there be a Page 2 of 6 substantive suspicions in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

### **Section 2 - Commitments of the Bidder/Contractor**

- (A) The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (B) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future Contracts**

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or risibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

1. If the Bidder/Contractor has committed a transgression through a violation of

Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

#### **Section 4 - Compensation for Damages**

1. If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to 3 % of the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.
3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

#### **Section 5 - Previous transgression**

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **Section 6 - Equal treatment of all Bidders/Contractor/Subcontractors**

1. The Bidder/Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### **Section 7 - Criminal charges against violating Bidders/Contractors/ Subcontractors**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

#### **Section 8 - External Independent Monitor/Monitors (Three in number depending on the size of the contract) (To be decided by the Chairperson of the Principal)**

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
8. The word 'Monitor' would include both singular and plural.

#### **Section 9 - Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairperson of the Principal.

#### **Section 10 - Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.



**PROFORMA - I**  
**BID FORM**

To  
THE HEAD (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. DULIAJAN  
DIST. DIBRUGARH  
ASSAM # 786 602

Sub: IFB No. : **CDI8532P16**

Dear Sir,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_ (Price not to be indicated) \_\_\_\_ stated below or such other sums as may be ascertained in accordance with the Price Bid Form attached herewith and made part of this Bid:

We undertake, if our Bid is accepted, to commence the work within (\_\_\_\_) days calculated from the date of issue of Company's LOA.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Signature and seal of the Bidder: \_\_\_\_\_

(In the capacity of) : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

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**PROFORMA – II**

**LETTER OF AUTHORITY**

To,  
THE HEAD (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. DULIAJAN  
DIST. DIBRUGARH  
ASSAM # 786 602

Sir,

Sub: IFB No. **CDI8532P16**

1.0 We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorized to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Invitation No.:\_\_\_\_\_ for 'Replacement of electrical wiring with new surface type wiring, fixing of new MCCB, MCBDB, electrical fixtures/fittings, lamps, fans etc. in occupied Quarters of Oil India Limited, at Duliajan and Moran, Assam.'

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Yours Faithfully,

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
For & on behalf of: \_\_\_\_\_

Note: This letter of authority shall be printed on letter head of the Bidder and shall be signed by a competent person to bind the Bidder.

.....



**PROFORMA - III****STATEMENT OF NON-COMPLIANCE****(Only exceptions/deviations to be rendered)**

1.0 The Bidder shall furnish detailed statement of **exceptions/deviations**, if any, to the tender stipulations, terms and conditions in respect of each Section of Bid Document in the following format:

<b>Section No.</b>	<b>Clause No. (Page No.)</b>	<b>Non-Compliance</b>	<b>Remarks</b>

**Authorised Person's Signature:** \_\_\_\_\_**Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_**Seal of the Bidder:**

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the “**Statement of Compliance**” in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

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**ANNEXURE- I**

[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD  
FOR E-REMITTANCE]

Name:

FULL Address:

Phone Number :

Mobile Number :

E-mail address:

Fax Number :

Bank Account Number (in which the Bidder wants remittance against  
invoices):

Bank Name :

Branch :

Address of the Bank:

Bank Code :

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank :

PAN Number :

Service Tax Registration Number:

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Signature of Vendor with Official Seal

Note: This declaration shall be printed on letter head of the Bidder and shall  
be signed by a competent person.

\*\*\*\*\*

**ANNEXURE- II****FORM OF BID SECURITY (BANK GUARANTEE FORMAT) or Any other  
format acceptable to Oil India Ltd.**

To:  
M/s. OIL INDIA LIMITED,  
For Head(Contracts),  
Duliajan, Assam, India, Pin - 786 602.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company)'s Tender No. **CDI8532P16** KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of (\*\_\_\_\_\_ ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the common seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 2014.

THE CONDITIONS of these obligations are:

- (1) If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
  - (a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter), without Company having to substantiate its demand provided that in its demand Company will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

**PERFORMA & ANNEXURE****CDI8532P16**

This guarantee will remain in force up to and including the date (\*\*--/--/--) and any demand in respect thereof should reach the Bank not later than the above date.

Notwithstanding anything contained hereinabove:

- (i) Our liability under the guarantee shall not exceed \_\_\_\_\_
- (ii) This Bank Guarantee shall be valid only up to \_\_/\_\_/\_\_
- (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if we receive a written claim or demand on or before \_\_/\_\_/\_\_

SIGNATURE AND SEAL OF THE GUARANTORS \_\_\_\_\_

Name of Bank & Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

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

Place: \_\_\_\_\_

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

\* The Bidder should insert the amount of the guarantee in words and figures.

\*\* Date of expiry of Bank Guarantee should be minimum 30 days after the end of the validity period of the Bid i.e minimum 210 days validity.

**Note for the bidders:**

**Bid Security:** If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the BG issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the BG can be obtained.

**Performance Security:** If Bank Guarantee is submitted towards 'Performance Bank Guarantee', then bidders have to ensure that the BG issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the BG can be obtained.

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