



OIL INDIA LIMITED

BID DOCUMENT

Tender NO. : CGI 0754 P16

**HIRING OF 1 (ONE) NO. BRAND NEW 26
SEATER MINI BUS, MODEL EICHER
10.75E STARLINE BRAND, BS-III,
COMPANY BUILT BODY, DIESEL
DRIVEN FOR PLYING AT PS-7,
MADARIHAT FOR A PERIOD OF 4 (FOUR
) YEARS.**

Company: _____

Contractor : _____

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Instruction to bidders : Bidders are required to submit their bid through online with their quoted rates as per **Section-II** in **Price-Bid Format** along with all relevant documents as required.

1. Covering Letter with Salient features

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**FORWARDING LETTER**

Sir,

1.0 OIL INDIA LIMITED (OIL), a “Navaratna” Category, Government of India Enterprise, is a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.

2.0 In connection with its operations, OIL invites Domestic Competitive Bids (DCB) from competent and experienced Contractors through OIL’s e-procurement site for **HIRING OF 1 (ONE) NO. BRAND NEW 26 SEATER MINI BUS, MODEL EICHER 10.75E STARLINE BRAND, BS-III, COMPANY BUILT BODY, DIESEL DRIVEN FOR PLYING AT PS-7, MADARIHAT FOR A PERIOD OF 4 (FOUR) YEARS**

You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL’s e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

- | | | | |
|--------|---|---|--|
| (i) | IFB No. | : | <u>CGI 0754P16</u> |
| (ii) | Type of IFB | : | <u>Single Stage-Single (Composite) Bid</u> |
| (iii) | Pre-Bid Conference Date | : | Not Applicable |
| (iv) | Venue of Pre-Bid Conference | : | Not Applicable |
| (v) | Last Date of Receipt of Pre-Bid Queries | : | Not Applicable |
| (vi) | Bid Closing Date & Time | : | As per online data |
| (vii) | Bid Opening Date & Time | : | As per online data |
| (viii) | Priced Bid Opening Date & Time | : | Same as Bid opening date & time |
| (ix) | Bid Submission Mode | : | Bid should be uploaded in OIL’s E-Procurement portal |
| (x) | Bid Opening Place | : | Office of the Chief Manager-Contracts
Oil India Limited, Pipeline Head Quarter
Guwahati-781171, Assam, India |
| (xi) | Bid Validity | : | 180 days from date of Closing of bid |

Company: _____

Contractor : _____

- (xii) Mobilisation Time : Not Applicable
- (xiii) Bid Security Amount : Rs. **1,17,900/-**
- (xiv) Bid Security Validity : 210 days from date of closing of bid
- (xv) Amount of Performance Guarantee : **10 %** of the annualized contract value
- (xvi) Validity of Performance Security : Up to **3 months** from date of completion of contract
- (xvii) Duration of the Contract : **4 (Four) Years**
- (xviii) Bids to be addressed to: : CHIEF MANNAGER(CONTRACTS)
OIL INDIA LIMITED
PIPELINE HEAD QUARTER
GUWAHATI-781171, ASSAM, INDIA

3.0 INTEGRITY PACT:

Applicable for this Tender. The Integrity Pact, duly filled up, must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Any Bid not accompanied by the Integrity Pact digitally signed by the bidder shall be rejected straightway. 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 signs the Bid.

4.0 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 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 the E-procurement tender. The User ID shall be intimated to the eligible bidders through email on receipt of the requisite cost of the bid document. In case any bidder is eligible for exemption from paying the tender fee, they should request OIL with supporting documents for issue of the User ID on free of charge basis. Bidders who do not have a User ID, can click on Guest login button to view the available open tenders. The detailed guidelines are available in OIL's e-procurement site. For any clarification in this regard, bidders may contact OIL.

- 5.0 Bids received after closing hours as stipulated above will not be accepted. OIL will not be responsible for any delay in submission of bid because of connectivity problem and/or any other reasons whatsoever.
- 6.0 E-mail/Fax/Telegraphic/Telephone bids will not be accepted.

Company: _____

Contractor : _____

- 7.0 The Prices along with price related conditions should be filled online Price format in available under **‘Notes and Attachment’**. All other techno-commercial documents other than price details to be submitted with un-priced bid as per tender requirement placed in the **‘Technical Bid’** folder.
- 8.0 The Prices along with price related conditions should be filled online. Please ensure that **TECHNO-COMMERCIAL UN-PRICED BID / ALL TECHNICAL DOCUMENTS RELATED TO THE TENDER** is uploaded in the **Technical RFX Response link** only. **Please note that no price details should be uploaded in Technical RFX Response link.** A screen shot in this regard is given below. However, we request bidders to go through OIL’s e – Portal / Website before uploading their bids for updated information regarding participation requirements and procedure for OIL’s e – tenders.

Display RFX Response:

Edit | Print Preview | Technical RFX Response | Close | Withdr

RFX Response Number 60006452 RFX Number TEST2 Status
RFX Owner WIPRO_TEST1 Total Value 0.00 INR RFX Resp

RFX Information | Items | Notes and Attachments | Condition

Basic Data | Questions

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

Terms of Payment: 9010 90% against despatch+10% after receipt

Service and Delive
Incoter
Status and Statist
Created C
Created E
Last Processed C
Last Processed E

▼ Partners and Delivery Information

Details Send E-Mail Call Clear

Function	Number	Name	Valid fr
The table does not contain any data			

On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Techno-Commercial Unpriced Bid” in the place as indicated below:

Edit RFx Response:

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

RFx Response Number 60006452 RFx Number TEST2 Status Withdrawn Submission RFx Response Version Number 2

RFx Owner WIPRO_TEST1 Total Value 0.00 INR

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

▼ Notes

Add ▲ Clear

Assigned To	Category	Description	File Name	Version	Processor	Checker
The table does not contain any data						

▼ Attachments

Sign Attachment | Add Attachment | Edit Description | Versioning ▲ | Delete | Create Qualification Profile

- 9.0 Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employee.
- 10.0 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.
- 11.0 OIL reserves the right to increase/decrease the quantum of job at the time of award of contract and it will be obligatory on the part of the successful bidder to accept the same at the offered rates.
- 12.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.
- 13.0 Offer must conform in all respect to the terms and conditions of the enquiry. Deviations, if any, must be clearly and specifically stated. Conditional bids are liable to be rejected at the discretion of the Company.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

Chief Manager (Contracts)
for General Manager (Pipelines)

Company: _____

Contractor : _____

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 TENDER FEE:**

2.1.1 Bidders interested to provide the services and interested to participate in the above tender are requested to submit the tender fee of **Rs. 1,000/- (Rupees One Thousand)** only by Demand Draft/Banker's Cheque favouring OIL INDIA LIMITED, Payable at Guwahati issued by any Scheduled Bank. NO OTHER MODE OF PAYMENT WILL BE ACCEPTED BY THE COMPANY.

2.1.2 Sealed envelopes containing the Tender Fee shall be marked with the above Tender Number and description of work and addressed to following:

Chief Manager (Contracts)
Oil India Limited
Pipeline Head Quarter, Narangi
P.O.: Udayan Vihar, Guwahati,
Assam – 781171

Tender fee shall reach the above address one week prior to Bid Closing date during working days (excluding Sundays/Holidays). Bidder whose Tender fee reach after the last date of received of tender fee as mentioned in online data shall not be allowed to participate in the bidding process.

2.2 EXEMPTION OF TENDER FEE and EMD:

- i) Micro & small Enterprises (MSME) / Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of tender fees/EMD for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents.
- ii) Public Sector Units (PSU) are also exempted from payment of tender fee & EMD.
- iii) Firms registered with NSIC, PSU's & Government Departments claiming exemption from payment of tender fee/EMD should submit their request with all credentials to the tender administrator at least 7 days in advance from the date of closer of sale of bid documents, to get access for participation in the tender.

Company: _____

Contractor : _____

- (iv) Tender documents provided to SSI Units registered with NSIC on free of charge basis shall submit their offer for the service for which they are registered. Their offer for other than the registered service shall not be acceptable. Their offer as service provider also will not be acceptable and shall be rejected straightway.

2.3 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 bids will not be considered and will be rejected straightway.

2.4 DOCUMENT:

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 Tender No.
 - ii) Bid closing date and time.
 - iii) Bid opening date, time and place.
 - iv) Bid submission place.
 - v) Bid opening place.

Part -I	: Instruction to Bidders
Part-II	: Bid Rejection/Evaluation Criteria
Section- I	: General terms and Condition of the Contract
Section- II	: Schedule of Quantities, Service/work and Rates
Section- III	: Special Condition of the Contract
Section- IV	: Terms of Reference
Section- V	: Schedule of Company's Materials, Plants & Equipments
Section- VI	: Safety Measure and Compliance
Section- VII	: Integrity Pact

Proforma - A	: Price Bid Format
Proforma - B	: Bid Form
Proforma - C	: Bank Guarantee format for Bid Security Deposit
Proforma - D	: Bank Guarantee format for Performance Security Deposit
Proforma - E	: Agreement Form
Proforma - F	: Statement of Compliance/Non-Compliance
Proforma - G	: Court Affidavit Format
Proforma - H	: Letter of Authority

Company: _____

Contractor : _____

- 2.5 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. 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 AMENDMENT OF BIDDING DOCUMENTS:

- 3.1 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.
- 3.2 *The Addendum will be uploaded and published in OIL's e-portal. However, Addendum shall be neither published in news paper nor sent to any of the participating Bidders. 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.*

4.0 PREPARATION OF BIDS

4.1 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.

4.2 BIDDER'S NAME & ADDRESS:

Bidders should indicate in their bids their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address.

5.0 DOCUMENTS COMPRISING THE BID:

- 5.1 Bids are invited under **Single Stage- Single bid System**. The bid along with all Annexure and copies of documents should be submitted in e-form only through OIL's e-bidding engine. The price bids submitted in physical form against procurement tenders shall not be given any cognizance. However the following documents should necessarily be submitted in physical form in sealed envelope superscribed as "Tender Number and due for opening on _____" The outer cover of the sealed envelope should duly bear the tender number and date of closing/opening prominently underlined, along with the address as under

Chief Manager (contracts), Oil India Limited
Pipeline Head Quarter, Narangi
P.O.: Udayan Vihar, Guwahati, Assam – 781171

5.2 Envelope:

- i) Containing Valid and proper Bid Security in Original as per **Clause 10.0** and should reach the office of Chief Manager (Contracts) before Bid closing date

Company: _____

Contractor : _____

and time, otherwise Bid will be rejected. ***A scanned copy of this document should also be uploaded along with the Un-priced (Technical) bid document.***

- ii) Any other document required to be submitted in original as per tender requirement.

Documents sent through E-mail/Fax/Telex/Telegraphic/Telephonic will not be considered.

5.3 E- FORM FOR ONLINE SUBMISSION:

5.3.1 TECHNICAL BID (Un-Priced) comprise of the following:

- i) Containing Certificate of Compliance in respect of BRC of the Bid Document as per **Part-II**.
- ii) Complete technical details of the services and equipment specifications with catalogue, etc
- iii) Documentary evidence established in accordance with clause **9.0** of this section.
- iv) Copy of Bid Security furnished in accordance with clause **10.0** of this section.
- v) Statement of Non-compliance (for Technical Non-compliance only) (except BRC) as per **Proforma-F**.
- vi) ***Original Affidavit in Court Stamp Paper of Rs. 20.00, duly attested by Notary as per the prescribed format in Proforma-G, failing which the bid will be considered as non responsive and summarily rejected.***
- vi) ***Copy of signed Bid document without indicating prices.***

5.3.2 COMMERCIAL/PRICE BID comprising of following:

Bidder shall quote their prices in the following Proforma and shall upload the same in the OIL's E-Portal :

- (i) Price-Bid Format as per **Proforma-A**
- (ii) Bid Form as per **Proforma -B**

The Priced Bid shall contain the prices along with the currency quoted and any other commercial information pertaining to the service offered.

NOTE:

Only **Envelope** mentioned in **clause 5.2 above** shall be submitted to Office of Chief Manager (Contracts), Oil India Ltd, Guwahati within Bid Closing Date and

TECHNICAL BID & COMMERCIAL / PRICE BID shall be submitted through e-tendering process.

6.0 BID FORM:

The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in their Bid.

7.0 BID PRICE:

7.1 *Unit prices must be quoted by the bidders both in words and in figures.*

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

7.3 All duties and taxes including VAT, , Contract Tax, Corporate income Taxes and other levies but **exclusive Service tax** payable by the successful bidder under the Contract for which this Bidding Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder, and the evaluation and comparison of bids shall be made accordingly. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

8.0 CURRENCIES OF BID AND PAYMENT:

8.1 Bid currency and payment shall be INR.

9.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:

These are listed in Part-II of the document.

10.0 SIGNING OF BID:

10.1 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 with Organizations Name [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.

If any modifications are made to a document after attaching digital signature, the digital signature shall again be attached to such documents before uploading the same.

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.

Company: _____

Contractor : _____

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

- 10.2 ***The original and all copies of the bid shall be typed or written in indelible inks and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the contract. The letter of authorisation (as per Proforma-H) shall be accompanying the Bid. All pages of the Bid, drawings and other accompanying documents except for un-amended printed literature, shall be initialed by the person or persons signing the Bid Document.***
- 10.3 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.
- 10.4 ***Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.***
- 10.5 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process will be rejected.

11.0 BID SECURITY:

- 11.1 Pursuant to clause **5.0** the Bidder shall furnish as part of its Technical bid, Bid Security for an amount of **Rs. 1,17,900/- (One Lakh Seventeen Thousand Nine Hundred)**
- 11.2 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant the security's forfeiture, pursuant to sub-clause **11.7**.
- 11.3 The Bid Security shall be denominated in the currency of the bid and shall be in one of the following form:
- (a) A Bank Guarantee in the prescribed format vide **Proforma-C** or in another form acceptable to the Company issued by any Scheduled Bank in India.
- The Bank Guarantee shall be valid for 30 days beyond the validity of the bids asked for in the Bid Document.
- Bank Guarantees issued by Banks in India should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.***
- (b) A Cashier's cheque or Demand Draft drawn on 'Oil India Limited' valid for 180 days from the date of issue and payable at Guwahati, Assam.

Company: _____

Contractor : _____

- 11.4 **Any bid not secured in accordance with sub-clause 11.1 and /or 11.3 shall be rejected by the Company as non-responsive.**
- 11.5 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days of expiry of the period of bid validity.
- 11.6 Successful Bidder's Bid Security will be discharged upon the Bidder's signing of the contract and furnishing the performance security.
- 11.7 The Bid Security may be forfeited:
- a) If any Bidder withdraws or modifies their bid during the period of bid validity (including any subsequent extension)
 - or**
 - b) If a successful Bidder fails:
 - i) **to sign the contract within stipulated reasonable time & within the period of bid validity, and/or**
 - ii) to furnish the Performance Security.
- 11.8 ***In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred for a period of 2(two) year to participate any future tender.***
- 11.9 ***Central Govt. offices and Central Public Sector undertakings are exempted from submitting Bid Security.***

12.0 PERIOD OF VALIDITY OF BIDS:

- 12.1 Bids shall remain valid for **180 days** after the date of bid opening (technical) prescribed by the Company.
- 12.2 In exceptional circumstances, the Company 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/email (or by Fax). The bid Security provided under **Clause 11.0** shall also be suitably extended. 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.
- 12.3 Bid Security shall not accrue any interest during its period of validity or extended validity.

13.0 All the conditions of the contract to be made with the successful bidder are given in various Sections of this document. Bidders are requested to state their compliance/ non-compliance to each clause as per **Proforma-F**.

14.0 Timely delivery of the bids is the responsibility of the Bidder. Company shall not be responsible for any delay.

Company: _____

Contractor : _____

15.0 DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by the company within Bid Closing Date as specified in the "Forwarding Letter".

16.0 LATE BIDS:

Any Bid received by the Company after the deadline for submission of bids prescribed by the Company shall be rejected.

17.0 MODIFICATION AND WITHDRAWAL OF BIDS:

17.1 The Bidder after submission of bid may withdraw its bid by written notice prior to bid closing.

17.2 The Bidder's withdrawal notice shall be prepared sealed, marked and dispatched in accordance with the provisions of Clause 5.1. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

17.3 No bid can be modified subsequent to the uploading in the e-tendering system.

17.4 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.

18.0 PRE-BID CONFERENCE/ MEETING:

Not Applicable for this Tender.

19.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:

If it is found that a bidder/contractor has furnished fraudulent information / documents, the Bid Security/Performance Security shall be forfeited 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.

20.0 OPENING AND EVALUATION OF BID:

20.1 Company will open the Bids in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter 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. Only one representative against each bid will be allowed to attend.

20.2 Bid for which an acceptable notice of withdrawal has been received shall not be opened. Company will examine bids to determine whether they are complete, whether

Company: _____

Contractor : _____

requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

- 20.3 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security and such other details as the Company may consider appropriate.
- 20.4 Company shall prepare, for its own records, document containing the information disclosed to those present in accordance.
- 20.5 To assist in the examination, evaluation and comparison of bids the Company may at its discretion, ask the Bidder for clarifications of its bid. 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.
- 20.6 Prior to the detailed evaluation, Company 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 deviations or reservation. A 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. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 20.7 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.
- 20.8 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.

21.0 OPENING OF COMMERCIAL/ PRICE BIDS:

- 21.1 ***Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.***
- 21.2 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.
- 21.3 ***Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, their bid will be rejected.***

Company: _____

Contractor : _____

22.0 EVALUATION AND COMPARISON OF BIDS:

- 22.1 The Company will evaluate and compare the bids as per **Bid Evaluation Criteria in Part-II** of the bidding documents.
- 22.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.
- 22.3 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.

23.0 CONTACTING THE COMPANY:

- 23.1 Except as otherwise provided, no Bidder shall contact Company 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 Company.
- 23.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

24.0 AWARD OF CONTRACT**AWARD CRITERIA:**

The Company 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.

25.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:

Company 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 Company's action.

26.0 NOTIFICATION OF AWARD:

- 26.1 Prior to the expiry of the period of bid validity or extended validity, the company will notify the successful Bidder in writing by registered letter or email or fax (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.
- 26.2 *The notification of award will constitute the formation of the Contract.*
- 26.3 Upon the successful Bidder's furnishing of Performance Security, the company will promptly notify each un-successful Bidder and will discharge their Bid Security.

27.0 SIGNING OF CONTRACT:

Company: _____

Contractor : _____

- 27.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful bidder for signing of the agreement or send the **Contract document** with General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.
- 27.2 Within 30 days of receipt of the final contract document, the successful Bidder shall sign and date the contract and return it to the company.

28.0 PERFORMANCE SECURITY:

- 28.1 Successful bidder shall be required to furnish an amount equivalent to **10%** of the annualized contract value as Performance Security Deposit within 30 days of notification of award of contract and before signing of the formal contract. In case of default the award of contract may be canceled and Security deposit forfeited. The Performance Security Deposit may be in the form of a Bank Guarantee issued by a Nationalized Bank, and shall remain valid for **3 (Three)** more months beyond validity of the contract. A copy of the Bank Guarantee format is enclosed as **Proforma –D.** The same will be discharged by company not later than 30 days following its expiry.
- 28.2 The performance security money shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill its obligations under the Contract.
- 28.3 Failure of the successful Bidder to comply with the requirements of clause **28.1** shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event the Company may award the contract to the next evaluated Bidder or call for new bid or negotiate with the next lowest bidder as then case may be.

29.0 INTEGRITY PACT:

Applicable for this tender. The Integrity Pact, duly filled up, must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Any Bid not accompanied by the Integrity Pact digitally signed by the bidder shall be rejected straightway. 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 signs the Bid.

30.0 COST OF BIDDING:

- 30.1 The bidder shall bear all cost associated with the preparation and submission of its bid and OIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 30.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid without seeking any clarifications.

Company: _____

Contractor : _____

31.0 SITE VISIT:

The Bidder, at the Bidder's own cost, responsibility and risk is encouraged to visit and examine the site of work and its surroundings, understand the logistics and obtain all information that may be necessary for preparing the Bid and entering into a Contract for the required services/work. The Contractor shall be deemed prior to Pre-Bid Conference & submitting their Bid to have:

- a) Inspected and examined the Site and its surroundings and carried out such surveys as it considers necessary;
- b) Satisfied itself as to the nature of the work and materials necessary for the execution of the Works;
- c) Satisfied itself as to the circumstances at the Site, including, without limitation, the ground and sub-soil, the form and nature of the Site and the climate and hydrological conditions of the Site;
- d) Satisfied itself as to the means of communication with and access to & through the Site, the accommodation it may require and the precautions and the times and methods of working;
- e) Obtained for itself all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the Contract price and its obligations under the Contract;
- f) Satisfied itself with all the Indian as well as local conditions, factors and legislation which may have any effect on the execution of the work covered under the Bid Document.
- g) Ascertained the general labour position at the Site and have understood the cost associated with engagement of the labours.

32.0 GENERAL :

- 32.1 The bids can only be submitted in the name of the Bidder who has been permitted to participate in the bid. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexures. It shall be complete and free from ambiguity, change or interlineations.
- 32.2 The bidder should indicate at the time of quoting against this tender their full postal and Fax/Email addresses.
- 32.3 The bid including all attached documents shall be digitally signed by duly authorized representative of the bidding company.

33.0 SPECIFICATIONS:

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/services to be executed under the contract.

Company: _____

Contractor : _____

- 34.0** The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased /issued along with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.
- 34.1. **In case of Sole Proprietorship Firm**-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.
- 34.2. **In case of HUF**-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.
- 34.3. **In case of Partnership Firm**-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.
- 34.4. **In case of Co-Operative Societies**-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.
- 34.5. **In case of Societies registered under the Societies Registration Act** -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.
- 34.6. **In case of Joint Stock Companies registered under the Indian Companies Act** - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address,E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.
- 34.7. **In case of Trusts registered under the Indian Trust Act** - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

Company: _____

Contractor : _____

BID REJECTION / EVALUATION CRITERIA:**1.0. BID REJECTION CRITERIA (BRC):**

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid 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. All the documents related to BRC shall be submitted along with the Techno-Commercial Bid.

1.1 Financial capability: Bidders must have;

- a) Average Annual financial turnover as per Audited Annual Reports for the last three accounting year ending **2014-2015** preceding scheduled bid opening date should be at least **Rs.17,68,300.00**
- b) For Proof of Annual Turnover any of the following documents /photocopy must be furnished
 - A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
 - Audited Balance Sheet and Profit & Loss account.

1.2 Experience: Bidders must have;

The bidder shall have successfully completed of the following magnitude during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

- (i) One similar completed works costing not less than **Rs. 7,36,750.00**
(Similar completed work means providing hired vehicle service)

Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

1.3 The Bidder must have a business office establishment for a least one year within 50 Km radius of the area of operation where the services need to be provided. Documentary evidence must be provided in the form of Municipality trade license or other such documents which satisfies as a proof of having the office establishment.

- (i) *Trade License issued by the local authority in the name of the Firm or*
- (ii) *Landline phone number in the name of the Firm or*
- (iii) *Electricity bill for last one year in the name of the Firm*

“Additionally, the names of the areas covering the 50 Km radius may be mentioned”.

- 1.4 ***All the supporting documents in compliance to BRC requirements under clause 1.1 & 1.2 above shall be scanned and uploaded along with the technical bid.***
- 1.5 ***Any bid not complying BRC requirements shall be summarily rejected.***
- 1.6 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 and such clarification fulfilling the BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.
- 1.7 In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

2.0 BID EVALUATION CRITERIA (BEC):

- 2.1 Bids conforming to the terms and conditions stipulated in the bid document and considered responsive and subject to qualifying the Bid Rejection Criteria will be considered for further evaluation.
- 2.2 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 of SOQ (i.e. **fixed monthly charge X 48 months, Running Charge per KM X the Estimated KM indicated i.e. 3500 Km/month**) of the tender.
- 2.3 Any discount/rebates offered shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate the contract shall be awarded after taking into consideration such discount/rebate after negotiation or otherwise.
- 2.4 Quoted rates must be in conformity with the applicable minimum wage as applicable other wise bid will be rejected.
- 2.5 ***In case more than one bidder emerges as lowest bidder due to equal rate quoted by the bidder, then the lowest bidder will be decided by draw of lots. Company's decision in this regard is final and binding to all bidders***
- 2.6 In case of tenders for Annual rate contracts / Maintenance and Service contracts, if the prospective bidder is executing rate / maintenance /service contract which is still running and the contract value / quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted satisfactory work / supply / service execution certificate issued by end user.

25.4 OTHER INFORMATION /DOCUMENTS:

Bidders are required to furnish the following information with relevant documents wherever necessary:

Company: _____

Contractor : _____

- (i) Tax Exemption Certificate, if any : Applicable / Not applicable
- (ii) CST registration No., if applicable :
- (iii) Local sales Tax registration, if applicable:
- (iv) PAN no.(photocopy of the PAN card required):
- (v) Service Tax registration No. , if applicable:
- (vi) VAT registration no. if applicable:
- (vii) Bank account No. With name of Bank, Type of account, Bank address.
- (viii) P.F. Code, if applicable:
- (ix) ***Price quotation of the offered vehicle from the Authorised Motor Vehicle Dealer along with the offer.***

Non Furnishing of the above information may be liable for rejection of the offer.

Company: _____

Contractor : _____

SECTION-I**GENERAL TERMS AND CONDITIONS****1.0 SCOPE OF WORK:**

HIRING OF 1 (ONE) NO. BRAND NEW 26 SEATER MINI BUS, MODEL EICHER 10.75E STARLINE BRAND, BS-III, COMPANY BUILT BODY, DIESEL DRIVEN FOR PLYING AT PS-7, MADARIHAT FOR A PERIOD OF 4 (FOUR) YEARS of latest make with all standard fittings including first aid box, fire extinguisher etc. with commercial registration and all other necessary permit for use on Company's duty in and around **PS-7, Madarihat, Oil India Limited, West Bengal.**

- 1.1 The contractor shall be responsible for day to day running and maintenance of the services in an efficient manner.
- 1.2 The contractor shall provide the required manpower like Drivers, supervisors, Helpers etc.
- 1.3 Maintenance of the vehicle shall be provided by the contractor at his own cost to keep the vehicles in sound mechanical and physical conditions.
- 1.4 Employment of drivers, helpers and payment of wages to the drivers of the vehicle provided against the contract shall be the responsibility of the contractor.
- 1.5 The vehicle provided should be covered by a valid comprehensive insurance policy.
- 1.6 The contractor shall be responsible inter-alia for meeting all the statutory requirements under Motor Vehicle Act and other Government regulations, rules, laws etc. during the contract period. Road Tax, Motor Vehicle Insurance Premium etc. for the vehicle provided under the contract should be arranged and paid for by the contractor.
- 1.7 **The services of the vehicle(s) provided under the agreement shall be for operation in West Bengal and vehicle must have the commercial number plate with valid permit all the time. All statutory taxes (viz Commercial Tax, Fitness etc) & levies shall be borne by the Contractor.**

2.0 DURATION OF THE CONTRACT:

The duration of the contract will be for a period of **4(Four) years.**

3.0 PERFORMANCE SECURITY DEPOSIT :

- 3.1 The contractor will furnish an amount equivalent to **10%** of the annualized contract value as Performance Security Deposit. Within two weeks of issue of Letter of acceptance and before signing of the formal contract. The Performance Security Deposit may be in the form of a Bank Guarantee (in the prescribed format enclosed in **Proforma-D**) issued by a Nationalized Bank, and shall remain valid for **Three(3)** more months beyond validity of the contract. In case the contract is extended the Performance Bank Guarantee will accordingly be extended suitably.

Company: _____

Contractor : _____

- 3.2 The Bank Guarantee will be discharged after successful completion of the contract and subsequent extensions if any. In the event of default in the execution of the contract by the contractor as per the terms and conditions of the contract the Bank Guarantee will be invoked either in part or in full.
- 3.3 The proceeds of the Performance security shall be payable to Oil India Limited as compensation for any loss resulting from the contractors failure to complete his obligations under the contract.
- 3.4 The Performance Security will not accrue any interest.

4.0 **TERMINATION:**

OIL shall reserve the right to terminate the contract in the event (i) the contractor fails to adhere to the specified terms and conditions (ii) when the performance of the contractor is un-satisfactory (iii) major contractual terms and conditions are violated by the contractor including but not limited to safety and other statute requirement (iv) insolvency by the contractor (v) non-requirement of the service (vi) On expiry of the contractual period and notwithstanding the Kilometer done the contract shall stand terminated automatically unless extended as per agreement. Furthermore, this contract may be terminated by either party with 90(ninety) days notice in writing and in that event neither party hereto shall claim or be entitle to any damage or compensation arising on any account whatsoever.

5.0 **LIQUIDATED DAMAGE(LD):**

- 5.1 "LIQUIDATED DAMAGES" in case of default shall be levied for the period of unscheduled shutdown period on the basis of 0.5 (Zero Point Five) times the monthly fixed rate subject to maximum of 12 (Twelve) hours in a month arrived at on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per **clause No.5.3** herein below will only be applicable.
-)
- 5.2 "SPECIAL LIQUIDATED DAMAGES" means the amount payable by the Transport Supplier in case of default arising out of Non-availability of vehicle(s)/crew when the Company's operations are normal and also Non-availability of services due to unauthorized / lightening strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown and shall attract Special Liquidated damage at the rate of **twice the pro- rata** fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.
- 5.3 "PENALTY" means the amount payable by the Transport Supplier in the event of breach of contract as stated in **clause 1.14 of Annexure-A** which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.

6.0 **PAYMENT TERMS:**

- 6.1 Payment will be made on monthly basis within 30-days from the date of receipt of undisputed bill duly certified by OIL's authorized representatives. The bills to be

Company: _____

Contractor : _____

submitted by the Transport supplier positively by 4th day of the subsequent month. For purpose of payment for the services rendered, the Transport supplier shall (a) accept as final the Log Sheets/Statements maintained by the Company (by Company's authorized representative) for day to day running of the vehicle and shall submit information and bills in such a manner as prescribed by the authorized representative of the company from time to time (b) exclude from his monthly bills such Kilometrage are involved on their own account such as garage, service etc.

- 6.2 In addition to above, contractor has to submit the documentary evidences in regards to payment make to driver and helper (if any) as per clause **3 & 4 of Section -II.**

7.0 **OBLIGATION OF THE CONTRACTOR**

Contractor shall, in accordance with and subject to the terms and conditions of the contract

- 7.1 Perform the work of providing the services described in the Scope of Work in a most economic and efficient manner.
- 7.2 The Contractor shall ensure that all men engaged by him are provided with appropriate protective clothing and safety wear in accordance with appropriate Governmental regulations and as per the terms of the contract. The Company's representative shall not allow / accept those men who are not provided with safety gears as applicable.
- 7.3 In order to promote, safeguard and facilitate the general, operational economic interest of the Company, during the continuance of this agreement the contractor hereby agrees and under takes not to take any direct or indirect interest and/or support, assist maintain or help any person or persons engaged in antisocial activities, demonstrations, riots, or in any agitation prejudicial to the Company's interest and any such event taking shape or form at any place of the Company's work and its neighborhood.
- 7.4 The Contractor and his workmen are to strictly observe the safety rules as per relevant Govt. Acts / Rules while executing the work.
- 7.5 In case of any doubt or dispute as to the interpretation of any Clause herein contained the decision of the Company's Engineer/authorized representative shall be final and binding on the Contractor.
- 7.6 The Transport Supplier shall have to ensure full compliance with Motor Vehicles Act 1988 and Motor Transport Workers Act 1961 and the Rules framed there under all other applicable statutory acts as may be in force from time to time governing the engagement of staff, their conditions of service which must include minimum wages as per the aforesaid Acts, Statutory/weekly offs, holiday, overtime, annual leave, uniforms etc. No other separate charges on such accounts will be payable by the Company at any point of time during the tenure of the Contract and same, if any, shall have to be borne entirely by the Transport Supplier. The Fixed Charges payable under this Agreement shall be deemed to be inclusive of all payments to be borne by the Transport Supplier on all such accounts. Any increase in the wages of the crew or any further benefits and perquisites accruing or arising to the crew subsequent to the date of this agreement due to revision in the minimum wages an applicable shall be borne solely by the contractor

Company: _____

Contractor : _____

and deemed to be included in the fixed charge per month. Fixed charge also includes the cost of consumables as may be required for stipulated normal hours of duty.

- 7.7 Allow the vehicle for periodic inspection as and when required by the Company's authorized representative/engineer
- 7.8 In the event of the vehicle for regular operation being out of order or otherwise not available, a suitable relief vehicle with sound mechanical and physical condition shall be place in service immediately as substitute.
- 7.9 The driver of the vehicle must be in possession of a valid Driving License issued by the competent authority authorizing to drive the type of vehicle under the contract agreement.
- 7.10 Details of the driver, like name, address and police verification report shall be submitted to the authorized representative/engineer of the company. The same is applicable for relief drivers also.
- 7.11 The Transport Supplier will not withdraw the contracted vehicle from services for any reason, not ply the vehicle for private purpose without the prior consent of the Company's authorized representative/engineer.
- 7.12 **Contractor shall have office or shall open an office in an around Ps-7, Madarihat , for day today communication and operation. This office shall be fully functional and operating condition for the entire duration of the contract.**

8.0 **GENERAL OBLIGATION OF THE COMPANY:**

Company shall, in accordance with and subject to the terms and conditions of this contract pay the contractor for the actual service rendered at the rates specified and/or amended /modified rates as applicable.

- 8.1 Allow the Transport Supplier 48 hours (cumulative) in a month as paid period (fixed Charge only) for servicing and running repair. However, the Transport supplier shall notify the same well in advance.

9.0 **AUTHORITY / POWER OF THE COMPANY'S AUTHORIZED REPRESENTATIVES:**

The authorized representative of the company shall have powers amongst others to:

- 9.1 Order the Transport supplier to remove immediately any cause of unsatisfactory performance of the vehicle and of the service
- 9.2 Order the Transport Supplier to remove /replace by more suitable hands and persons / drivers/ helpers /mechanic or any person if found unsuitable.
- 9.3 Advice the Transport Supplier from time to time such further instructions as felt necessary for the purpose providing proper and smooth/hassle free service as deemed necessary by the Company.

Company: _____

Contractor : _____

- 9.4 Release of the vehicle for monthly maintenance.
- 9.5 Certification of daily Log sheets
- 9.6 Authentication of monthly kilometerage statement cum bill
- 9.7 Determination of undisputed instances of shutdown or standby, Liquidated damage and penalty's for default on breach of Contract.

8.0 **FORCE MAJUERE:**

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

9.0 **SETTLEMENT OF DISPUTES :**

- 9.1 The service provider and the company shall make every effort to resolve amicably by direct informal negotiation at any disagreement arising between them under or in connection with the contract agreement.
- 9.2 In the event of any disagreement or dispute arising in connection with execution of the agreement which cannot be settled in an amicable manner between the service provider and the company, the matter shall be referred to Arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended upto date by any statutory modification or reenactment thereof for the time being in force.
- 9.3 Place of Arbitration: **GUWAHTI, PHQ.**

10.0 **AMENDMENTS :**

Amendments to any terms and conditions of this agreement, if any, can be carried out only through an "Amendment to Agreement" duly signed by authorized representative of the company and contractor.

11.0 **OTHER CONDITIONS**

- 11.1 All statutory taxes/levies by the Central, State Government or any other competent authority from time to time will be borne by the Transport supplier and the amount specified in the contract is inclusive of all tax liabilities. In case of any doubt or dispute as to the interpretation of any clause herein contained the decision of the Company shall be final and binding on you.
- 11.2 The vehicle shall at all times be owned and registered in the name of the Transport supplier by the appropriate authority.
- 11.3 The vehicles shall at all times be licensed by appropriate authority to ply on service agreement basis in all areas of Company's areas of operation in.
- 11.4 The vehicle shall at all times be insured against all risks.

Company: _____

Contractor : _____

- 11.5 The Transport supplier shall ensure that the vehicle provided shall be free from all financial and legal complications and encumbrance.
- 11.6 The vehicle has to be maintained in tip top running conditions during the entire contractual period. For this purpose, contractor shall obtain vehicle suitability certificate once in two months from Company's authorized representative.
- 11.7 With advance notice given to Company the contractor will be allowed 48 hours (cumulative) one day in a month as paid day (fixed charge) only for servicing and running repairs of the vehicle.
- 11.8 The speedometer and Kilometer record must be maintained at a very high standard of accuracy.

Company: _____

Contractor : _____

SECTION-II**SCHEDULE OF SERVICES AND RATES****DESCRIPTION OF SERVICES**

- 1.0 Supply of Transport services every day & night for continuous period of **4(Four) years with effect from 90 days from date of issue of Letter of Intent (LOI) issued by OIL with HIRING OF 1 (ONE) NO. BRAND NEW 26 SEATER MINI BUS, MODEL EICHER 10.75E STARLINE BRAND, BS-III, COMPANY BUILT BODY, DIESEL DRIVEN FOR PLYING AT PS-7, MADARIHAT FOR A PERIOD OF 4 (FOUR) YEARS**, with all standard fittings including first aid box, fire extinguisher etc. with commercial registration and all other necessary permit for use on Company's duty at **itsPs-7, Madarihat, Oil India Limited, West Bengal.**
- 2.0 For the services rendered the Transport supplier is entitle for payment at the following rates,

Sl. no.	Description of duty hours/service	Unit	Quantity	Unit Rate (Rs)		Amount (`)
				Figs	Words	
1	Monthly Fixed charge with 24 hours availability of the vehicle and driver for 8 hours daily (including Sundays & Holidays) per calendar month	Per calendar month	48			
2	Running Expenses (Estimated Running Km per Month is 3500)	Per KM run	168000			

- 3.0 The above rates are inclusive of all operating /running expenses, daily minimum **wages of driver & helper @ Rs. 390.58 & Rs.300.58 respectively, which will be enhanced on each calendar year @ Rs. 30.00 & Rs. 20.00 respectively** engaged in connection with operation of the services. The stated rates are inclusive of applicable Bonus, VDA, PF, ESI (as applicable as per guidelines of the Company).
- 4.0 In case OIL needs to engage the driver and helper beyond 8 hours per day duty, contractor has to pay the driver and helper applicable OT against each additional hours of duty beyond 8 hours duty as overtime. However, total monthly overtime expenses to driver and helper will be reimbursed to the contractor by OIL.
- 5.0 The rates are inclusive of all Taxes (VAT etc) and duties as applicable but **excluding Service Tax.**
- 6.0 The rates are inclusive of all liabilities including statutory liabilities.

Company: _____

Contractor : _____

7.0 The above rate shall remain firm through out the tenure of the contract. However, the following exceptions will be applicable :

- (a) In case of any statutory increase/decrease in VAT/ Govt Taxes & Duties over the rate prevailing on the date of tender opening will be reimbursed upon claim and production of documentary evidence issued by competent authority in this regard. Correspondingly in the event of any decrease, such amount will be deducted from out standing dues of the Transport supplier.
- (b) The running cost (per KM Run) will Increase/decrease whenever there is an increase / decrease in the cost of fuel (Diesel/Petrol) over the rates as on the **Original Tender Opening Date**. The adjustment of increase/ decrease in rate will be applicable only when the variation of the cost of fuel exceeds 5 % plus or minus on either side. For assessing increase / decrease in rates on account of fuel price increase/decrease, the consumption rate will be taken as **06** KM per Ltr.

8.0 In case the vehicle send outside the **PS-7, Madarihat** for Company's duty and has to halt overnight there, Company will pay halting charge @ **Rs.75/-** per over night stay at outstation station.

9.0 Expanses related to parking of vehicle in Municipality area, airport, railway/bus station etc. and toll taxes, while in Company duty, will be reimbursed by company on submission of documentary evidence

10. A) **Wages to be paid as per Memorandum of Settlement dated 24-01-2014:**

Following are the rates vide Approval No. PL/H(A)2/3-17/653 of 23-09-2014. And applicable for the calendar year 2016, which will be revised in the succeeding years during the tenure of the contract.

a) For Helpers (Unskilled) Category:

1. Rs. **271.00** per day to Helper Unskilled Category
2. Rs. **0** per hour SOT for Helper Unskilled Category
3. Rs. **72.75** per hour DOT for Helper Unskilled Category
4. Rs. **36.37** per hour HOT for Helper Unskilled Category

b) For Driver (Skilled) Category (For Light & Medium Vehicles/ Buses / Bowers / Truck)

1. Rs. **351.00** per day to Driver skilled Category
2. Rs. **0** per hour SOT for Driver skilled Category
3. Rs. **95.25** per hour DOT for Driver skilled Category
4. Rs. **47.62** per hour HOT for Driver skilled Category

The applicable daily rate of wages will be for 08 hours of work for 06 working days a week which will be inclusive of rest day wages.

Company: _____

Contractor : _____

An annual increase in the daily rate of wages will be made from the 1st of January every year for Driver and Helper category.

B) Benefits to be provided as per Memorandum of Settlement dated 24-01-2014 are as under:

a) National / Festival Holidays :

The Helpers and Drivers will be extended 03 national holidays and 02 festival holidays in a calendar year by the respective contractors.

b) Annual Leave with wages :

The Helpers and Drivers will be granted 18 (Eighteen) days annual leave with wages by the respective contractors which will be non-cumulative and non-encashable. The annual leave with wages can be availed 03 times in a calendar year and it will not exceed 18 days in a year.

c) Casual Leave with wages:

(i) The Helpers and Drivers will be extended 05 (Five) days of casual leave by the respective contractors in a calendar year which is non-cumulative and non-encashable. The casual leave cannot be combined with annual leave and cannot be availed for more than 03 (Three) days at a time.

(ii) The concerned contractors will provide reliever Helpers, Drivers to run the services of hired vehicles and in all transport service contracts on account of the above mentioned holidays, casual leave and annual leave. The reliever Helpers, Drivers and Operators engaged by the contractors during holidays and leaves will be entitled to the applicable daily rate of wages.

d) Overtime :

The services beyond 08 hours of work required for operational purpose, the Helpers, Drivers will be paid applicable overtime wages (OT wages). The duty hours of drivers /helpers at Pipeline Department be considered for 8 hours in a day though the vehicle contracts are for 12 hours. The normal duty hours will be from 7am to 3.30pm (inclusive of break) . Deployment beyond 8 hours upto 9th hour will be subject to single OT and beyond 9th hour will be subject to double OT . However, total monthly overtime expenses to driver and helper (if any) will be reimbursed to the contractor by OIL

e) Bonous :

The Helpers and Drivers will be entitled for bonus @ 8.33% of the daily wages subject to the wages ceiling under the Payment of Bonus Act, 1965 which will be disbursed along with the monthly wages as per provisions of payment of Bonus Act.

f) **Employees' Provident Fund (EPF) :**

All concerned contractors shall deposit the PF and EPF with the PF authorities positively on or before the 15th day of the subsequent month and will submit the PF and EPF deposit challan to the company. On production of the challan, the amount will be reimbursed to the contractors. For compliance to the provisions of the EPF & MP Act, the contractors will approach the concerned PF authorities.

g) **Insurance Coverage:**

The Helpers and Drivers will be insured for an amount of Rupees Two Lakhs, Rupees Three Lakhs respectively, under Group Personal Accident Policy (GPAP) by the concerned contractors for coverage under Employees Compensation Act, 1923. The annual premium will be reimbursed to the contractors by the Company on production of documentary evidence.

h) **Pay Slip :**

The monthly disbursement of wages to the Helpers and Drivers by the contractors will be made latest by the 10th day of the subsequent month. The mode of disbursing the monthly wages to the Helpers, Drivers by the concerned contractors will be through account payee cheques or bank transfer / e-remittance as may be agreed upon mutually amongst themselves. The contractors will have to issue proper wages slip to the Helpers, Drivers containing therein all the requisite details such as income and deductions, if any.

i) **Uniform:**

Uniforms for drivers and helpers per year to be provided as per followings by the Contractor (service provider) and the cost will be reimbursed on submission of documentary evidence.

- 1) 02 sets of Uniform per year @ Rs. 1500x 2= Rs.3000.00
- 2) 01 pair of shoes per year @ Rs.500.00 = Rs. 500.00

- j) In case the vehicle send outside the base station, **PS-7 Madarihat** for Company's duty and has to halt overnight there, Company will pay halting charge **@ Rs 75/-** per over night halt to the operator, including overtime, partaking fees if any Entry Tax and Company will be reimburse on actual to the contractor.

C) **Special Terms and Conditions :**

a) **Working Hours :**

Company: _____

Contractor : _____

The duty hours of drivers /helpers at Pipeline Department be considered for 8 hours in a day though the vehicle contracts are for 12 hours. The normal duty hours will be from 7am to 3.30pm (inclusive of break) .

- b) The Helpers & Drivers will not be engaged by the concerned contractors on the following grounds:

- (a) On attaining the age of 60 years.
- (b) The person is found medically unfit (*)
- (c) For any riotous behavior and indiscipline.
- (d) Any person with adverse records.

(*) the contractors would submit a medical fitness certificate every two years in respect of the helpers / drivers engaged by them.

- c) The reliever helpers, drivers engaged by the concerned contractors on national/festival holidays, casual leave and annual leave with wages in all transport service contracts will only be entitled to the daily rate of wages and the increased wages per day.
- d) The Helpers and Drivers will avail a weekly day of rest after working for 06 consecutive days. The contractors engaging them shall have to provide reliever driver / helper to run the services of the hired vehicles during the rest day.

e) Uniform :

The Helpers and Drivers will be provided uniform and shoes by the concerned contractors and the expenditure towards the same will be reimbursed to them by the company on submission of documents / proof of receipt as given hereunder:

- 1. 02 sets of uniform per year (@ Rs. 1500 x 2) : Rs. 3000.00
- 2. 01 pair of shoe per year (@ Rs. 500) : Rs. 500.00

- f) The rates are inclusive of all Taxes (VAT etc.) and duties as applicable but excluding Service tax..
- g) The rates are inclusive of Uniform and shoes/PF/Insurance of drivers/helpers and any other liabilities including statutory liabilities
- h) **Valid Driving Licence of Driver :**

Contractor shall ensure that the person engaged as driver shall have valid driving licence.

SECTION-III

SPECIAL TERMS AND CONDITIONS

Company: _____

Contractor : _____

1.0 DEFINITIONS

In this contract, unless the context otherwise requires:

- 1.1 "AGREEMENT" means this service agreement.
- 1.2 "AREA OF OPERATIONS" means the Company's oilfield operations in the States of **Assam**
- 1.3 "BASE STATION" means the station where the vehicle(s) shall be permanently based, which may be changed at the discretion of the Company.
- 1.4 "BID OPENING DATE" means the date on which the Tender was opened by the Company against the finalisation of this agreement.
- 1.5 "BREACH OF CONTRACTUAL OBLIGATION" means amongst others also the following:
 - i) Carriage of unauthorised passengers by the Transport Supplier while under this agreement with the Company;
 - ii) Unauthorised use of the vehicle(s)/equipment when released to the Transport Supplier for undertaking its deployment for any other business purpose;
 - iii) Withdrawal of vehicle(s) from the service before expiry of the term of this Agreement for any reason whatsoever without the consent/instruction of the Company's authorized representative;
 - iv) Failure of the Transport Supplier to place the vehicle(s) for periodic inspection as per schedule as directed by Company's Authorized representative./Engineer.
 - v) Failure to park the vehicle(s) after release on close of working hours at place designated by Company's authorized representative/Engineers.
 - vi) The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.
- 1.6 "COMPANY" means Oil India Limited.
- 1.7 "COMMENCEMENT OF SERVICE" means the actual date of placement of the first Vehicle(s) under this Agreement.
- 1.8 "COMPANY's Authorised Representative / Engineer" means General Manager (PLS) or his nominee
- 1.9 CREW: Means Supervisors, operators, Drives, Handymen/ Helper(s)/Jugalees attached to the vehicle(s).

Company: _____

Contractor : _____

- 1.10 "DUE DATE OF PLACEMENT" means the date stipulated in the contract for placement of the vehicle(s).
- 1.11 "DETERIORATED CONDITION OF VEHICLE(S) means any vehicle(s) found not acceptable to Company's Authorised Representative/Engineer after mechanical inspection and/or vehicle(s) found to be unworthy of undertaking the services envisaged under the provisions of this Agreement and /or vehicle(s) which is/are facing repeated breakdown due to inadequate, improper and timely repairs and maintenance and / or vehicle(s)/equipment refused by the Company's Engineer/user department as being unfit.
- 1.12 "DAILY LOG BOOK" means the format for recording the duty details on a day-to-day basis during the tenure of this Agreement.
- 1.13 "DRIVER / OPERATOR" means an individual possessing sound mental and physical health who must be in possession of an appropriate professional Driving License and P.S.V. Badge issued by the Regional Transport Authority/competent authority.
- 1.14 "DEFAULT" means any of the following commissions or omissions by the Transport Supplier or his/her crew which will lead to shut down of vehicle(s) and/or breach of contractual obligations :-
- a) Delay in initial placement of vehicle(s) beyond the stipulated date;
 - b) Unsuitability of the Driver or assigned/Attendant and/or working crew;
 - c) Drunkenness and intoxication of the driver and/or the Attendant/crew;
 - d) Non-availability of vehicle(s) due to any reason, whatsoever, including but not limited to the following conditions:-
 - i) Deteriorated mechanical condition of the vehicle(s) and/or breakdown;
 - ii) Due to inadequate routine maintenance
 - iii) Time taken for routine servicing / maintenance in any particular month in excess of time allowed for such maintenance in any month
 - e) Non-possession of valid permits and licenses for the crew and vehicle(s)
 - f) Non-supply of fuel;
 - g) Delay in placement of vehicle(s) on any day as per the instruction of the Company's Authorized Representative/ Engineer and or unauthorized and untimely release of vehicle(s)/equipment on any day without prior permission and authorization from the Company Engineer during the tenure of this Agreement;
 - h) If the Transport Supplier bases the vehicle(s) at a station other than the stipulated Base Station without the authorisation of the Company's Authorised Representative/ Engineer;

Company: _____

Contractor : _____

- i) Non-availability of vehicle(s) due to defects detected upon periodic inspection/tests by the Company;
 - j) Non-rectification of defects expeditiously upon detection on inspection/test undertaken by the Company;
 - k) Non-availability of the vehicle(s) or crew when required;
 - l) Failure on part of the Transport Supplier to discharge his/her obligations as set out set out in the agreement.
 - m) Any other acts or omissions by the Transport Supplier or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.
 - n) Non-availability of services due to unauthorized / lightning strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.
- 1.15 "FIXED CHARGE PER MONTH" means the fixed charge per month payable by company which is inclusive of depreciation, parking fee if applicable, all applicable taxes & duties including VAT, insurances, wages and other emoluments of Operator/Driver(s) / Helper(s) /Jugalees and other operation staff/crew.
- 1.16 "HOLIDAY" means the National Holiday defined under the Motor Transport Workers Act, 1961 as may be in force from time to time, which the Transport Supplier would be required to give to his/her Crew as per the aforesaid Act.
- 1.17 "NORMAL HOURS/TIMINGS OF DUTY" means the duty hours, which may be stipulated or instructed by the Company's Authorised Representative/Engineer.
- 1.18 "INSPECTION" means initial/periodic inspection carried out by the Company's Authorised Representative/Engineer to ascertain road worthiness of the vehicle(s) along with necessary Permits, Insurance etc. for the vehicle(s) as well as all the Crew engaged against this contract. The Company's decision in this regard shall be final.
- 1.19 "INSURANCE" means comprehensive insurance of the vehicle(s) and shall include insurance of the crew and passenger(s).
- 1.20 "LICENCE AND PERMITS" means any and all of the following which must be valid and updated periodically by the Transport Supplier to the satisfaction of the Company:-
- a) Professional driving license(s) and P.S.V. badge(s) for the driver(s) / operator(s).
 - b) Registration Book(s) with endorsement of Road Tax.
 - c) Permits for plying the vehicle(s) for commercial purpose as may be required.
 - d) Road permits

Company: _____

Contractor : _____

- e) Fitness Certificate
 - f) Inner line permit(s) where ever applicable.
 - g) Comprehensive insurance certificate(s) both for vehicle(s) as well as Crew and passenger(s).
 - h) Any other as required under law in force;
 - i) Pollution
- 1.21 (a) "LIQUIDATED DAMAGES" means pro-rata fixed charge per hour rate payable by the Transport Supplier in case of Default as mentioned herein above which shall be levied for the shutdown period on the basis of 0.5(Zero Point Five) times the monthly fixed rate subject to maximum of 12(Twelve) hours in a month arrived at, on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per clause No.1.27 will only be applicable.
- (b) "SPECIAL LIQUIDATED DAMAGES" means the amount payable by the Transport Supplier in case of default as mentioned in **para 1.14 sub clause (n) of Section-III** which shall levied at the rate of twice the pro-rata fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.
- 1.22 "LEAVE" means Annual Leave to be granted to the Crew who is an employee of the Transport Supplier as per the stipulations of The Motor Transport Workers Act, 1961 as may be in force from time to time.
- 1.23 "MONTHLY KILOMETREAGE STATEMENT CUM BILL" means the format specified by the Company, inter-alia showing the KM run statements.
- 1.24 (a) "PRO-RATA FIXED CHARGE PER DAY" means the Fixed Charge per month divided by 30(Thirty) days.
- (b) "PRO-RATA FIXED CHARGE PER HOUR" means the amount of fixed charge per day divided by 24 (Twenty Four) hours.
- 1.25 "PENALTY" means the amount payable by the Transport Supplier in the event of breach of contract as stated in **clause 1.14, (Section-III)** which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.
- 1.26 "REGISTRATION" means the vehicle(s) having registration in the name of the Supplier(s)/Firm with the R.T.O./D.T.O. having jurisdiction in the area of operations of the Company.

Company: _____

Contractor : _____

- 1.27 "RUNNING CHARGE PER KILOMETER" means the rates payable against each KM run. and shall be deemed to include all the expenditures of the Transport Supplier viz., cost of fuel, tyre/tube, battery & consumables like lubricants etc. and other maintenance expenditures including accessories involved including VAT element as applicable towards movement of the vehicle(s)/equipment.
- 1.28 "STIPULATED HOURS OF SERVICE PER DAY" means hours of duty per day, normal Hours / timings of duty whereof shall be determined by the Company's Authorised Representative/Engineer for which fixed charge shall be payable.
- 1.29 "STATUTORY ACTS" means all the State and Central Government statutes and regulations effecting the operation of the services under this Agreement as may be in force from time to time and shall particularly include but not be limited to the following;
- a) The Motor Vehicle Act, 1988,
 - b) The Motor Transport Worker's Act, 1961,
 - c) The Contract Labour (Regulations & Abolition) Act, 1970,
 - d) The Minimum Wages Act, 1948,
 - e) The Employees Provident Fund & Miscellaneous Act, 1952,
 - f) The Oil Mines Act, 1972 and Oil Mines Regulation, 1984,
 - g) The Workmen Compensation Act, 1923 & Industrial Disputes Act, 1947
 - h) Industrial Employment (Standing Order Act, 1946)
 - i) Inter-state Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
 - j) Payment of Wages Act, 1936
 - k) Any other Act as applicable from time to time.

The Transport Supplier shall be solely responsible for compliance with all statutory acts at all time during the tenure of the service Agreement.

- 1.30 (a) "SHUT DOWN" means disruption/non-availability of the Transport Service due to any of the defaults in **Clause 1.14, of Section-III** as stated above.
- 1 (b) "SHUT DOWN" shall also mean the non-availability of the Transport service due to an accident.
- 1.31 "STAND BY" means any of the following "-

Payable fixed charge although the services are not available due to the following:-

Company: _____

Contractor : _____

- i) For maintenance up to 48(Forty Eight) hours, cumulative per month, counted from the beginning of the month (7.00 A.M. onwards). This facility will be limited to maximum of 4(Four) instances in calendar month. Any excess shut down over 48 hours for maintenance shall be treated as default. Accumulation may be allowed up to a maximum of 4(Four) days i.e., 96 (Ninety Six) hrs in a space of 3(Three) months which the Transport supplier will notify in writing at least 5(Five) days in advance. In case it is not availed in a space of 3(Three) months the facility will stand lapsed for that period. Shut down due to minor breakdown of the vehicle(s) (i.e., punctured tyre, minor mechanical adjustment etc.,) involving downtime up to a maximum of 1(One) hour shall not be included in the 48 (Forty Eight) hours time or counted towards shutdown which shall be allowed not more than 3(Three) instances in a calendar month.
- ii) Re-fuelling time for the vehicle(s) which shall normally not be more than 30(Thirty) minutes.

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

1.33 (a) "TAXES AND DUTIES" means Road Tax, Fitness Fee, Road Permit Fee, Registration Fee, Service tax, Inter-State Permit Fee, VAT for vehicle(s) and crew, Service tax etc as may be due and payable by the Transport Supplier entirely at his / her own cost towards operation of the services envisaged under this agreement.

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

1.34 Transport Supplier's rates specified in Part - II of the service Agreement deemed to have been based on the following conditions (and the Transport Supplier shall not be entitled to any additional payment of any account save and except for circumstances specifically stated vide Clause IV hereunder).

1.35 The service to be rendered shall be on hire basis on the rates specified in Item No. 1(a) & (b) in Part - II. The period of hire of 1 (one) no. Mini Bus under this Agreement will four years.

1.35.1 Notwithstanding the Kilometer done on .last day of the completion date of the Contract by 1 No. Mini Bus. Agreement shall stand terminated on the date i.e. on completion date unless extended vide Clause 12 of Part-I of the service Agreement.

1.36 (one) no. 26 seater EICHER 10.75 STARLINE, BS-III Bus to be offered for the service shall comprise of:-

Company: _____

Contractor : _____

- (i) 1(one) No(s) latest model Brand New eicher 10.75 Starline Bus ,BS-III(.....) standard design running on diesel bearing commercial number plate and all W.Bengal permit covering the state of Bengal.
- (ii) An acceptable replacement will have to be provided in case of regular Bus withdrawn from duty.
- 1.37 (one) no. Mini Bus described under (1.9) above shall be new ones in the first instance and equipped with all standard fittings, instruments etc. and conform to the provisions of M.V.Act
- 1.38 (one) no. Mini Bus shall at all times be owned by an duly registered (at Transport Supplier's cost) in the name of Transport Supplier by appropriate Govt. authority.
- 1.39 (one) no. Mini Bus shall at all times be licensed (at Transport Supplier's cost) by appropriate Govt.authority to ply on service agreement basis in all areas of Company's activities particularly in Bengal to carry 26(twenty six) passengers excluding driver (necessary subsequent renewal of the license on due date to be made by the Transport Supplier).
- 1.40 (one) no. Mini Bus shall at all times be INSURED by the Transport Supplier against all risks at his cost.
- 1.41 The right of the Transport Supplier to place 1 (one) nos. 26 seater Mini Bus in the service of the Company shall be free from all financial and legal complications and encumbrances and should there by any interruption on Company's service due to such complications, the Transport Supplier shall on deemed fully compensate the Company the loss incurred by the later.
- 1.42 The Transport Supplier shall bear all other expenditure in way of fulfilling the statutory obligations of the Central and State Govt. during the period of validity of the service Agreement subject only, to entitlement for reimbursement under Clause IV hereunder.
- (a) The Transport Supplier shall provide all fuel, lubricant, spare parts etc. that may be necessary to run the vehicle on Company's work.
- (b) 1 (one) no. Mini Bus have to be maintained in tip top running condition during the period of contract. For this purpose, contractor has to obtain once in two months a vehicle suitability certificate from the Company's Engineer (Transport Engineer).
- 1.43 The Transport Supplier shall provide at his cost all labour (including necessary facilities thereof) for operating the service, i.e. Drivers/Helpers, Mechanic, Supervisor, Clerk, Chowkidars etc. and also such supervisory staff as needed for efficient services.

SECTION –IV

Company: _____

Contractor : _____

SAFETY MEASURES & COMPLIANCE FORMAT

To
GENERAL MANAGER (PLS)
OIL INDIA LIMITED
GUWAHATI

SUB: SAFETY MEASURES

Tender No : CGI0754P16

Description of work/service: HIRING OF 1 (ONE) NO. BRAND NEW 26 SEATER MINI BUS, MODEL EICHER 10.75E STARLINE BRAND, BS-III, COMPANY BUILT BODY, DIESEL DRIVEN FOR PLYING AT PS-7, MADARIHAT FOR A PERIOD OF 4 (FOUR) YEARS.

Sir,

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

- a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.
- b) The names of the authorised persons who would be supervising the jobs on day to day basis from our end are the following
 - i) _____
 - ii) _____
 - iii) _____

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

- c) Due notice would be given for any change of personnel under item(b) above.
- d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's person and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations,1984 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

Company: _____

Contractor : _____

- e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.
- f) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Dated _____

M/s _____
For & On Behalf Of Contractor

SECTION-VII

Company: _____

Contractor : _____

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 Tender No. _____. 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:

1.0 The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a) 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.
- b) 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.
- c) The Principal will exclude from the process all known prejudiced persons. (2) 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:

Company: _____

Contractor : _____

- 1.0 The Bidder / Contractor commit 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.
- a) 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.
 - b) 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.
 - c) 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.
 - d) 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.
2. 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 have 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

Company: _____

Contractor : _____

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.

Company: _____

Contractor : _____

**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.

Company: _____

Contractor : _____

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.

For the Principal

Place. Guwahati

Date. . .

for the Bidder / Contractor

Witness 1:

Witness 2:

PROFORMA-C

FORM OF BID SECURITY (BANK GUARANTEE)-EMD

To

Company: _____

Contractor : _____

M/s. OIL INDIA LIMITED,
(CHIEF MANAGER -CONTRACTS)
 Guwahati, Assam, India, Pin - 781171.

WHEREAS, (Name of Bidder) _____ (hereinafter called "the Bidder") has submitted their offer Dated _____ for the provision of certain oilfield services (hereinafter called "the Bid") against OIL INDIA LIMITED, Guwahati, Assam, India (hereinafter called the Company)'s tender No. : _____ 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 will 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 _____ 20__.

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 / fax/cable), 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.

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.

SIGNATURE AND SEAL OF THE GUARANTORS: _____
 Name of Bank & Address: _____

Witness: _____
 Address : _____

(Signature, Name and Address)

Date : _____

Place : _____

* 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.

PROFORMA-D

FORM OF PERFORMANCE BANK GUARANTEE

Company: _____

Contractor : _____

To:
M/s. OIL INDIA LIMITED,
(CHIEF MANAGER -CONTRACTS)
Duliajan, Assam, India, Pin - 786 602.

WHEREAS _____ (Name and address of Contractor)
(hereinafter called "Contractor") had undertaken, in pursuance of Contract No.
_____ to execute (Name of Contract and Brief Description of the Work)
_____ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the Contractor, up to a total of (Amount of Guarantee in figures) _____ (in words _____), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or the work to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the date _____ (calculated at 6 months after Contract completion date).

SIGNATURE AND SEAL OF THE GUARANTORS _____

Designation _____

Name of Bank _____

Address _____

Witness _____

Address _____

Date _____

Place _____

PROFORMA - E

DRAFT AGREEMENT COPY
(To be executed by the successful Bidder)

Company: _____

Contractor : _____

This AGREEMENT is made on the day of

BETWEEN

OIL INDIA LIMITED, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the state of Assam, hereinafter called the “**COMPANY**” which expression unless repugnant to the context shall include executors, administrators and assignees on one part

AND

M/s., having its address hereinafter called the “**CONTRACTOR**” or “**Transport Supplier**” which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees, on the other part,

WHEREAS

- A. OIL INDIA LIMITED being desirous of awarding a comprehensive contract for “ hiring the services of a brand new vehicle of type, and has issued an enquiry under reference No..... dated, containing the Schedule of Works, Terms and Conditions,
- B. M/s., have examined the nature and magnitude of the service to be provided and have satisfied themselves by careful examination before quoting their rates as to the nature and magnitude of the services to be provided , local conditions, the availability of manpower and resources necessary for rendering the service and have made local and independent enquiries and obtained complete information and have examined and considered all other issues, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and auxiliary thereof affecting the services and have included them while making their offer.

WHEREAS, Company, (OIL INDIA LIMITED) having accepted the offer of the Contractor and (subsequent letter dated _____), issued the “Letter of Award” under reference _____ dated _____.

Whereas, the Contractor has accepted Company’s Letter of Award vide their letter _____

NOW IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER CONTAINED IT IS HEREBY AGREED AS FOLLOWS:

- i) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract referred to.
- ii) The following documents shall be deemed to form and be read and construed as part of this agreement viz:
- (a) The Tender Document No.....dated, inter-alia providing the Instruction to the bidder ,General Conditions of Contract, Scope of Work / terms of reference /Technical specifications etc., Special conditions of contract.
- (b) The Bid submitted by the Contractor in response to the Tender enquiry,
- (c) The contractors letter dated (after price negotiation) if any .
- (d) The Company’s Notification of Award vide Letter of Award No. _____ dated _____.
- (e) Section-I, II, III & IV hereto.

Company: _____

Contractor : _____

(f) Annexure –I hereto

iii) The rates payable for the job will be as indicated in **Part-III**

iv) In consideration of the payment to be made by the Company to the Contractor for carrying out the assigned service, the Contractor hereby covenants with the Company that the Contractor shall and will carry out the assigned service and complete the said

service and shall do and perform all other acts and things mentioned in the Agreement or described or which are to be implied there from or may be reasonably necessary for the execution of the said assignment in the desired manner and time and subject to the terms and conditions or stipulations mentioned in the Agreement.

v) The Company hereby covenants to pay the Contractor in consideration of the due provision, execution and completion of the services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of this contract at times and in manner prescribed in this contract.

IN WITNESS thereof, the parties have executed this contract on the day and the year first above mentioned at the office of the General Manager, Pipelines, Pipeline Head Quarter, Narengi, Guwahati, Assam.

Signed and Delivered for and
On behalf of Company

Signed and Delivered for and
on behalf of Contractor

(Oil India Limited)

()

IN PRESENCE OF TWO WITNESSES :

IN PRESENCE OF TWO WITNESSES

1.
2.

1.
2.

PROFORMA-F

Company: _____

Contractor : _____

STATEMENT OF COMPLIANCE/NON-COMPLIANCE

OIL expects the bidders to fully accept the terms and conditions of the bidding documents. However, should the bidder experience some exception and deviations to the terms of the bidding documents, the same should be indicated here and put in un-priced bid. In order to be considered responsive, Bidder's offer must specifically include the following statement:

- (a) We certify that our offer complies with all IFB requirements and specifications without any deviations.

Or

- (b) We certify that our offer complies with all NIT requirements and specifications with the following deviations:

SL. NO.	SECTION/ CLAUSE NO.	BRIEF STATEMENT	COMPLIANCE/ NON-COMPLIANCE	DEVIATION STATEMENT

We undertake that excepting above deviations all the terms and conditions in the tender document shall be fully complied with. Company will not recognize any deviations/exception(s) which is not listed in this Annexure.

Signature of the Bidder

Name of Bidder: _____

Seal of the Company:

PERFORMA – G

FORMAT FOR COURT AFFIDAVIT

Company: _____

Contractor : _____

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

Date.....

I, Sri/Smt _____ S/o/D/o/W/o _____

Sri/Late _____ by religion _____ aged _____ years, by
occupation _____ resident of _____P.S. _____ Dist _____ State _____ to hereby solemnly
affirm and declare an oath as follows:-

01. That the deponent is permanently residing at the above address with the family members.
02. That the deponent is not an OIL employee in service or dependant of OIL employee in service.
03. The deponent has not submitted any other application as a Proprietor or Partner of any other firm or against the name of deponent against the Tender Notice No.....
dated
04. The deponent is not employed in any Government/Quasi Government/Public Sector Undertaking.
05. That the deponent is sole proprietor of M/s _____ of
_____ (if applicable) participating in the **T. Notice**
No _____ dated _____.
06. That the deponent has own Bank account No _____ at _____
Branch
07. That the deponent desires to submit a bid for supply of 1 (ONE) **NUMBER BRAND NEW** _____ (PURCHASED AFTER ISSUANCE OF L.O.I. BY OIL) FOR A PERIOD OF 3 (THREE) YEARS EXTENDABLE BY ANOTHER 1 (ONE) YEAR AT THE COMPANY'S DISCRETION SUBJECT TO GOOD CONDITION OF THE VEHICLE AND SATISFACTORY SERVICE TO BE STATIONED AT ANY PLACE OF _____.
08. That the deponent's communication address is not the same with any OIL's quarters/settlement area/premises etc.
09. That the deponent will abide by the rules and conditions of the said contract basis of Oil India Limited, Pipeline Headquarters, Narengi, Guwahati-781171, Dt. Kamrup, Assam.
10. That the deponent has fully understood & accepted the rates, terms and conditions of the above tender and is also fully convergent with the general terms and conditions of

Company: _____

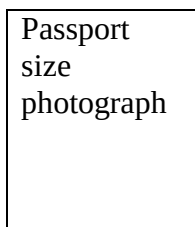
Contractor : _____

Transport Service contracts and agrees to abide by the same throughout the entire contractual period (including any extension to the contract being granted by OIL).

The above statements from Para 1 to 10 are true to the best of my knowledge, belief and information.

In case the above statement of mine is found to be false/incorrect the award of contract if selected shall be cancelled and Company is at liberty to initiate necessary action as deemed fit against me.

The deponent Sri/Smti _____ sign as _____



Passport size photo affixed herewith

Introduced by:

Advocate,.....

Deponent

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

NOTARY

Company: _____

Contractor : _____