



OIL INDIA LIMITED

BID DOCUMENT

Tender NO. : CGI 1219P17

Hiring Contractual services of Line Walkers for ground patrolling/inspection of Mainline(Crude),NSPL,IOCL product pipeline, and Optical Fibre cable along ROW/ROU under PS6(Bongaigaon) from PL KM 497(Pathsala) to PL KM632(Sankosh) for a period of 2 (two) years with a provision for 1 (one) year extension.

Company: _____

Contractor : _____

: INDEX :

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**
 - 2. Part -I** : Instruction to Bidders
 - 3. Part-II** : Bid Rejection/Evaluation Criteria
 - 4. Section- I** : General terms and Condition of the Contract
 - 5. Section- II** : Schedule of Quantities, Service/work and Rates
 - 6. Section- III** : Special Condition of the Contract
 - 7. Section- IV** : Terms of Reference
 - 8. Section- V** : Schedule of Company's Materials, Plants & Equipments
 - 9. Section- VI** : Safety Measure and Compliance
 - 10 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 | : | Not Applicable |
| Proforma | - H | : | Letter of Authority |



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. Pipeline Department of OIL, having its Head Quarter at Noonmati, Guwahati, operates and maintains the cross country crude oil and product pipeline spanning across the state of Assam, West Bengal and Bihar.

2.0 In connection with its operations, Pipeline Department of OIL invites Domestic Competitive Bids (DCB) from competent and experienced Contractors through OIL’s e-procurement site for **Hiring Contractual services of Line Walkers for ground patrolling/inspection of Mainline(Crude),NSPL,IOCL product pipeline, and Optical Fibre cable along ROW/ROU under PS6(Bongaigaon) from PL KM 497(Pathsala) to PL KM632(Sankosh) for a period of 2 (two) years with a provision for 1 (one) year extension.** 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>CGI1219P17</u> |
| (ii) | Type of IFB | : <u>Single Stage-Single Bid System</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 | : To be intimated separately to all technically qualified bidder. |
| (ix) | Bid Submission Mode | : Bid should be uploaded in OIL’s E-Procurement portal |
| (x) | Bid Opening Place | : Office of the Chief Manager-Contracts |

Company: _____

Contractor : _____

Oil India Limited, Pipeline Head Quarter
Guwahati-781171, Assam, India

- (xi) Bid Validity : **90 days** from date of Closing of bid
- (xii) Mobilisation Time : Within **10 days** from the date of issue of LOA by OIL
- (xiii) Bid Security Amount : **Rs.70,900.00**
- (xiv) Bid Security Validity : **120 days** from date of closing of bid
- (xv) Amount of Performance Guarantee : **10 %** of the annualized contract value
- (xvi) Amount of Retention Money : NIL
- (xvii) Validity of Performance Security : Up to **3 months** from date of completion of contract
- (xviii) Duration of the Contract : **24(Twenty Four) Months** with a provision of extension for one more year.
- (xix) Quantum of Liquidated Damage: : 1/2% of total contract cost for Default in Timely Mobilisation and/or default in timely completion of work for delay per week or part thereof subject to maximum of 7.5%.
- (xx) Bids to be addressed to: : CHIEF MANNAGER(CONTRACTS)
OIL INDIA LIMITED
PIPELINE HEAD QUARTER
GUWAHATI-781171, ASSAM, INDIA

3.0 INTEGRITY PACT:

Not applicable

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.

Company: _____

Contractor : _____

- 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.
- 7.0 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 | Withd

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

INDIA

RFX Information | Items | Notes and Attachments | Conditions

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 Delivery

Incoterms

Status and Statistics

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 Submissi
 RFX Owner WIPRO_TEST1 Total Value 0.00 INR RFX Response Version Number 2

RFX Information Items **Notes and Attachments** Conditions Summary Tracking

▼ Notes

Add ▲ Clear

Assigned To	Category	Text Preview

Go to this Tab "Notes and Attachments" for Uploading "Bid Form".

Area for uploading Techno-Commercial Un-priced Bid*

▼ Attachments

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

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

- 8.0 Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employee.
- 9.0 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.
- 10.0 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.
- 11.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.
- 12.0 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 Group General Manager (Pipeline Services)

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/ Online transaction 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:

- (i) **Micro & small Enterprises (MSME)** ,Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of tender fees 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 Undertakings (PSU) ,**Central Govt. Departments** are also exempted from payment of tender fee.
- (iii) Firms registered with NSIC, PSU's & Government Departments claiming exemption from payment of tender fee 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.
- (v) **Public Sector Undertakings (PSU) , Central Govt. Departments ,Micro & small Enterprises (MSME) ,Small Scale Industries (SSI)** registered with NSIC under Single Point Registration Scheme are exempted from payment of Earnest money deposit for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents.

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 Conditions 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 Measures & Compliance Format
Section-VII : Integrity Pact

Proforma	- A	:	Price Bid Format : <i>Not Applicable (to be filled online)</i>
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	:	Not Applicable
Proforma	- H	:	Letter of Authority

- 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. 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

Company: _____

Contractor : _____

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 and time, otherwise Bid will be rejected. ***A scanned copy of this document should also be uploaded along with the Un-priced (Technical) bid documents.***
- ii) ***Any other document like Integrity Pact, if any, 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) ***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.

Company: _____

Contractor : _____

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, Service tax, Contract Tax, Corporate income Taxes and other levies 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.

Bidder is responsible for ensuring the validity of digital signature and it's 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. 70,900.00 (Seventy Thousand Nine Hundred) only.**
- 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 vides **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' payable at Guwahati, Assam.
- 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.

Company: _____

Contractor : _____

- 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 **90 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.

15.0 DEADLINE FOR SUBMISSION OF BIDS:

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

Company: _____

Contractor : _____

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 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.

Company: _____

Contractor : _____

- 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 Technically Qualified 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.*

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.

Company: _____

Contractor : _____

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:

24.1 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.

24.2 *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.*

24.3 *Company at its own discretion may split the work among two or more bidders. Company's decision in this regard is final and binding to all bidders.*

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.

Company: _____

Contractor : _____

27.0 SIGNING OF CONTRACT:

- 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 15 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 six more months beyond validity of the contract. A copy of the Bank Guarantee format is enclosed as **Annexure –D.**
- 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 **In addition to Performance Security Deposit, a retention money equivalent to NIL of each running account bill shall be deducted till final completion of the work.**
- 28.4 The performance security as specified above must be valid for **3 months** (plus 3 months to lodge claim, if any) after the date of expiry of the tenure of the contract to cover the warranty obligations. The same will be discharged by company not later than 30 days following its expiry.
- 28.5 Failure of the successful Bidder to comply with the requirements of clause **28.1 and /or 28.4** 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.
- 28.6 The amount of retention money shall be released after expiry of Contractor's performance obligation under this contract.
- 28.7 The work shall have to be started within **10 days** from the date of issue of work order.
- 28.8 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.
- 28.9 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

Company: _____

Contractor : _____

29.0 DISCOUNTS / REBATES:

- 29.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.
- 29.2 Post bid or conditional discounts / rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate, the contract shall be awarded after taking into consideration such discount / rebate. These provisions shall be incorporated suitably in the Bid Document.

30.0 BACKING OUT BY BIDDER:

- 30.1 In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

31.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:

- 31.1 In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be debarred for 2(two) years from the date of default.

32.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

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

33.0 RESPONSIVENESS OF THE BIDS:

- 33.1 The bids 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 non-responsive and rejected. All the documents related to BRC shall be submitted along with the Techno-Commercial Bid.

34.0 INTEGRITY PACT: Not applicable

- 34.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide **SECTION -VII** of the Bid Document. Each page of this Integrity Pact proforma, duly filled up, has been duly signed (digital) by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed (digital) the Bid i.e. who is duly authorized to sign the Bid. All

Company: _____

Contractor : _____

pages of the Integrity Pact to be signed by the bidder's authorized signatory who sign the Bid. ***Any Bid not accompanied by the Integrity Pact Proforma duly signed by the bidder shall be rejected straightway.***

35.0 COST OF BIDDING:

- 35.1 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.
- 35.2 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.

36.0 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.

37.0 GENERAL:

- 29.1 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.
- 29.2 The bidder should indicate at the time of quoting against this tender their full postal and Fax/Email addresses.
- 29.3 The bid including all attached documents shall be digitally signed by duly authorized representative of the bidding company.

38.0 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.

39.0 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.

- 39.1. **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.
- 39.2 **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.
- 39.3 **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.
- 39.4 **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.
- 39.5 **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.
- 39.6 **In case of Joint Stock Companies registered under the Indian Companies Act** - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating

Company: _____

Contractor : _____

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.

- 39.7 **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.

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;

Annual financial turnover as per Audited Annual Reports In any of preceding 3 financial years (**Ending 31st March, 2015**) preceding scheduled bid opening date should be at least **Rs.10,63,000.00**

For consortium

- a. At least one member of the consortium to meet the above criteria of 50% turnover.
- b. The other members of consortium should meet minimum 25% turnover requirement.

Period for consideration

In any of preceding 3 financial years

Net worth

Positive for preceding financial / accounting year.

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:

Experience of having successfully completed similar works (**similar work means bidder shall have the experience of Providing Services of ROW/ROU patrolling by line walking method**) during last 7 years ending last day of month previous to the one in which applications are invited should be of the following :

- (i) One similar completed works costing not less than **Rs.8,86,000.00**

Company: _____

Contractor : _____

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 Special note

- 1.3.1 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.
- 1.3.2 Any bid not complying BRC requirements shall be summarily rejected.
- 1.3.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC 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.
- 1.3.4 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.

1.4 Deviation to the following provision of the tender document liable for rejection of Bid:

- i. Firm price
- ii. EMD / Bid Bond
- iii. Scope of work
- iv. Specifications
- v. Price Schedule
- vi. Delivery / Completion Schedule
- vii. Period of Validity of Bid
- viii. Liquidated Damages
- ix. Performance Bank Guarantee / Security deposit
- x. Guarantee of material / work
- xi. Arbitration / Resolution of Dispute
- xii. Force Majeure
- xiii. Applicable Laws
- xiv. Integrity Pact, if applicable
- xv. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

In case of any clauses in the BRC contradicts with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

2.0 BID EVALUATION CRITERIA (BEC):

The Bids will be evaluated as per the Bid Evaluation Criteria (BEC) as stated herein under:

2.1 Bidder must be a registered security service provider as per Central govt. rules having a valid license to execute similar nature of jobs.

Company: _____

Contractor : _____

2.2 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.

2.3 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of rates quoted by the bidders.

2.4 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.

2.5 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 The bid conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to Bid Rejection Criteria as well as verification of original of any or all documents / documentary evidences pertaining to BRC will be considered for further evaluation as per the Bid Evaluation Criteria given below:

To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for each segment as per Schedule of Rates and Payment including all applicable statutory levies, taxes and duties including Service tax.

2.0 INTEGRITY PACT:

Not applicable for this tender

3.0 GENERAL:

- 3.1 No deviation will however, be accepted in the clauses covered under BEC/BRC and bidder shall attach full documentary evidences in support of the eligibility criteria, otherwise, the bid will be rejected. 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.
- 3.2 In case bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- 3.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.

Company: _____

Contractor : _____

- 3.4 Any exceptions/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their "Techno-Commercial" bid only.
- 3.5 The original copy of documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

Chief Manager (Contracts)
For Group General Manager (PLS)

SECTION-I

GENERAL CONDITIONS OF CONTRACT

1.0 DEFINITIONS

1.1 In the contract, the following terms shall be interpreted as indicated:

- a) "Contract" means agreement to be entered into between Company and Contractor, as recorded in the contract signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "Contract Price" means the price payable to Contractor under the contract for the full and proper performance of their contractual obligations.
- c) "Work" means each and every activity required for the successful performance the services described in **Section-II**, the Terms of Reference.
- d) "Company" or "OIL" means Oil India Limited.
- e) "Contractor" means the individual or firm or Body incorporated performing he Consultancy study under the Contract.
- f) "Contractor's Personnel" mean the personnel to be provided by Contractor to provide services as per contract.
- g) "Company's Personnel" mean the personnel to be provided by OIL or OIL's contractor (other than the Contractor executing the contract). The Company representatives of OIL are also included in the Company's personnel.

2.0 EFFECTIVE DATE, DATE OF COMMENCEMENT OF CONTRACT AND COMPLETION TIME OF CONTRACT

2.1 The contract shall become effective as of the date notifies Contractor in writing through Letter of Awarded (LOA). This date shall be treated as the effective date of commencement of the contract.

2.2 MOBILISATION TIME:

The mobilization of equipment, personnel etc. should be completed by Contractor within **10** days from the effective date of the contract. Mobilization shall be deemed to be completed when Contractor's equipment and manpower are placed at the nominated location in readiness to commence Work as envisaged under the Contract duly certified by the Company's authorized representative.

2.3 DATE OF COMMENCEMENT OF CONTRACT:

The date of **Commencement of Contract** will be as notified by Company by issuing Work Order after Signing the Contract.

Company: _____

Contractor : _____

2.4 DURATION OF CONTRACT:

*The completion time of Contract is **24 (Twenty Four)** months from the commencement date which includes mobilization time. If the job is not completed within **24(Twenty Four)** months, the company shall have the option to extend the contract with same rates, terms & conditions.*

3.0 GENERAL OBLIGATIONS OF CONTRACTOR:

Contractor shall, in accordance with and subject to the terms and conditions of this Contract.

- 3.1 Perform the work described in the **Terms of Reference (Section- IV)** in most economic and cost effective way.
- 3.2 Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, provide all personnel as required to perform the work.
- 3.3 Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.
- 3.4 Contractor shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- 3.5 Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter as within the warranty period company may consider necessary for the proper fulfilling of contractor's obligations under the contract.

4.0 GENERAL OBLIGATIONS OF THE COMPANY:

Company shall, in accordance with and subject to the terms and conditions of this Contract.

- 4.1 Pay Contractor in accordance with terms and conditions of the contract.
- 4.2 Allow Contractor access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.
- 4.3 Perform all other obligations required of Company by the terms of this contract.

5.0 PERSONNEL TO BE DEPLOYED BY THE CONTRACTOR:

- 5.1 Contractor warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.
- 5.2 The Contractor should ensure that their personnel observe applicable company and statutory safety requirement. Upon Company's written request, contractor, entirely at its own expense, shall remove immediately; any personnel of the Contractor determined by

Company: _____

Contractor : _____

the Company to be unsuitable and shall promptly replace such personnel with personnel acceptable to the Company.

- 5.3 The Contractor shall be solely responsible throughout the period of the contract for providing all requirements of their personnel. Company shall have no responsibility or liability in this regard.
- 5.4 Contractor's key personnel shall be fluent in English language (both writing and speaking).

6.0 WARRANTY AND REMEDY OF DEFECTS:

- 6.1 Contractor warrants that it shall perform the work in a professional manner and in accordance with the highest degree of quality, efficiency, and with the state of the art technology/ inspection services and in conformity with all specifications, standards and drawings set forth or referred to in the Technical Specifications. They should comply with the instructions and guidance which Company may give to the Contractor from time to time.
- 6.2 Should Company discover at any time during the execution of the Contract that the work carried out by the contractor does not conform to the foregoing warranty, Contractor shall after receipt of notice from Company, promptly perform all corrective work required to make the services conform to the Warranty. Such corrective work shall be performed entirely at contractor's own expenses. If such corrective work is not performed within a reasonable time, the Company, at its option, may have such remedial work carried out by others and charge the cost thereof to Contractor which the contractor must pay promptly. In case contractor fails to perform remedial work, the performance security shall be forfeited.

7.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:

- 7.1 Contractor shall not, without Company's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 7.2 Contractor shall not, without Company's prior written consent, make use of any document or information except for purposes of performing the contract.
- 7.3 Any document supplied to the Contractor in relation to the contract other than the Contract itself remain the property of Company and shall be returned (in all copies) to Company on completion of Contractor's performance under the Contract if so required by Company.

8.0 TAXES:

- 8.1 Tax levied as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/ payments received under the contract will be on contractor's account.

Company: _____

Contractor : _____

- 8.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India.
- 8.3 The contractor shall furnish to the company, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them. Contractor shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.
- 8.4 Prior to start of operations under the contract, the contractor shall furnish the company with the necessary documents, as asked for by the company and / or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No objection Certificate" for releasing payments to the contractor.
- 8.5 Tax clearance certificate for personnel and corporate taxes shall be obtained by the contractor from the appropriate Indian Tax authorities and furnished to company within 6 months of the expiry of the tenure of the contract or such extended time as the company may allow in this regard.
- 8.6 Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time.
- 8.7 Corporate and personal taxes on contractor shall be the liability of the contractor and the company shall not assume any responsibility on this account.
- 8.8 *All local taxes, levies and duties, sales tax, octroi, customs duty, VAT etc. on purchases and sales made by contractor shall be borne by the contractor.*
- 8.9 **SERVICE TAX:**
- Contract price is exclusive of applicable Services Tax.*
- 8.10 **CUSTOMS DUTY ON EQUIPMENT:**
- i) *Contractor is liable to pay all customs duty, as applicable on the equipment brought to India for executing the works.*
- ii) *The Contractor shall be fully liable for observing all the formalities in this regard as well as to pay the customs duty chargeable on the equipment, including any deposit payable for such purposes. No adjustment in the Contract Price shall be permissible for any change in duty drawback applicable in respect of equipment and machinery brought to India for use in the project and for re-export of equipment & machinery, on completion of the project.*
- 8.11 **CUSTOMS DUTY:**
- The quoted price shall include full customs duties for materials (for permanent incorporation in the work), equipment and plants envisaged to be imported for execution of work.

8.12 IMPORT LICENSE:

The Contractor shall arrange import of all materials required for permanent incorporation in the works as well as construction equipment as per the guidelines laid down by the Government of India. Import licence shall not be provided by Company.

9.0 INSURANCE:

- 9.1 The contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment belonging to the contractor or its subcontractor during the currency of the contract.
- 9.2 Contractor shall at all time during the currency of the contract provide, pay for and maintain the following insurances amongst others:
- a) Workmen compensation insurance as required by the laws of the country of origin of the employee.
 - b) Employer's Liability Insurance as required by law in the country of origin of employee.
 - c) General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of Contractor required to fulfill the provisions under this contract.
 - d) Contractor's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards).
 - e) Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance regulations.
 - f) Public Liability Insurance as required under Public Liability Insurance Act 1991.
- 9.3 Contractor shall obtain additional insurance or revise the limits of existing insurance as per Company's request in which case additional cost shall be to Contractor's account.
- 9.4 Any deductible set forth in any of the above insurance shall be borne by Contractor.
- 9.5 Contractor shall furnish to Company prior to commencement date, certificates of all its insurance policies covering the risks mentioned above.
- 9.6 If any of the above policies expire or are cancelled during the term of this contract and Contractor fails for any reason to renew such policies, then the Company will renew/replace same and charge the cost thereof to Contractor. Should there be a lapse in any insurance required to be carried by Contractor for any reason whatsoever, loss/damage claims resulting there from shall be to the sole account of Contractor.

Company: _____

Contractor : _____

- 9.7 Contractor shall require all of their sub-contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-contractors.
- 9.8 All insurance taken out by Contractor or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company.

10.0 CHANGES:

- 10.1 During the performance of the work, Company may make a change in the work within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. Contractor shall perform the work as changed. Changes of this nature will be affected by written order by the Company.
- 10.2 If any change result in an increase in compensation due to Contractor or in a credit due to Company, Contractor shall submit to Company an estimate of the amount of such compensation or credit in a form prescribed by Company. Such estimates shall be based on the rates shown in the Schedule of Rates (Section- IV). Upon review of Contractor's estimate, Company shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change. If Contractor disagrees with compensation or credit set forth in the Change Order, Contractor shall nevertheless perform the work as changed, and the parties will resolve the dispute in accordance with **Clause 13.00** hereunder. Contractor's performance of the work as changed will not prejudice Contractor's request for additional compensation for work performed under the Change Order.

11.0 FORCE MAJEURE:

- 11.1 In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor) and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.
- 11.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within Seventy Two (72) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.
- 11.3 Should 'force majeure' condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence the 'force majeure' rate shall apply for a maximum cumulative period of fifteen days. Either party will have the right to terminate the Contract if such 'force majeure' condition continues beyond fifteen (15) days with prior written notice. Should either party decide not to terminate the Contract

Company: _____

Contractor : _____

even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period unless otherwise agreed to.

12.0 TERMINATION:

12.1 TERMINATION ON EXPIRY OF THE TERMS (DURATION):

The contract shall be deemed to have been automatically terminated on the expiry of duration of the Contract or extension, if any, there of.

12.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE:

Either party shall have the right to terminate the Contract on account of Force Majeure as set forth in clause 11.0 above.

12.3 TERMINATION ON ACCOUNT OF INSOLVENCY:

In the event that the Contractor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Company shall, by a notice in writing have the right to terminate the Contract and all the Contractor's rights and privileges hereunder, shall stand terminated forthwith.

12.4 TERMINATION FOR UNSATISFACTORY PERFORMANCE:

If the Company considers that, the performance of the Contractor is unsatisfactory, or not upto the expected standard, the Company shall notify the Contractor in writing and specify in details the cause of the dissatisfaction. The Company shall have the option to terminate the Contract by giving 15 days notice in writing to the Contractor, if Contractor fails to comply with the requisitions contained in the said written notice issued by the Company,

12.5 TERMINATION DUE TO CHANGE OF OWNERSHIP & ASSIGNMENT:

In case the Contractor's rights and / or obligations under the Contract and/or the Contractor's rights, title and interest to the equipment/material, are transferred or assigned without the Company's consent, the Company may at its absolute discretion, terminate the Contract.

12.6 If at any time during the term of the Contract, breakdown of Contractor's equipment results in Contractor being unable to perform their obligations hereunder for a period of 15 successive days, Company at its option may terminate this Contract in its entirety without any further right or obligation on the part of the Company except for the payment of money then due. No notice shall be served by the Company under the condition stated above.

12.7 Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the company on giving 30 (thirty) days written notice to the Contractor due to any other reason not covered under the above clause from 12.1 to 12.6 and in the event of such termination the Company shall not be liable to pay any cost or damage to

Company: _____

Contractor : _____

the Contractor except for payment for services as per the Contract upto the date of termination.

12.8 CONSEQUENCES OF TERMINATION:

In all cases of termination herein set forth, the obligation of the Company to pay for Services as per the Contract shall be limited to the period upto the date of termination. Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of the Contract that reasonably require some action or forbearance after such termination.

12.9 Upon termination of the Contract, Contractor shall return to Company all of Company's items, which are at the time in Contractor's possession.

12.10 In the event of termination of contract, Company will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the Contractor shall demobilize their personnel & materials.

13.0 SETTLEMENT OF DISPUTES AND ARBITRATION:

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

14.0 NOTICES:

14.1 Any notice given by one party to other, pursuant to this Contract shall be sent in writing or by telex or Fax and confirmed in writing to the applicable address specified below:

Company

For contractual matters

Chief Manager (Contracts)
OIL INDIA LIMITED
PO: Udayan Vihar
Assam-781171, India
Fax No. 91-0361-2643686

For Technical matters

Head (PL-OPS),
OIL INDIA LIMITED
PO: Udayan Vihar
Assam-786602, India

Contractor

Fax No. :

Email:

14.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

Company: _____

Contractor : _____

15.0 SUBCONTRACTING:

- 15.1 Contractor shall not subcontract or assign, in whole or in part, its obligations to perform under this contract, except with Company's prior written consent.

16.0 MISCELLANEOUS PROVISIONS:

- 16.1 a) Contractor shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.
- b) Contractor shall conform in all respects with the provisions of any Statute, Ordinance of Law as aforesaid and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation, public bodies and Companies as aforesaid and shall keep Company indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or bye-law.
- 16.2 During the tenure of the Contract, Contractor shall keep the site where the services are being performed reasonably free from all unnecessary obstruction and shall store or dispose of any equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required. On the completion of the services, Contractor shall clear away and remove from the site any surplus materials, rubbish or temporary works of every kind and leave the whole of the site clean and in workman like condition to the satisfaction of the Company and conform to ISO 14001.
- 16.3 Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel in which case the replaced person should have equal experience and qualification which will be again subject to approval by the Company.

17.0: LIQUIDATED DAMAGE:

- 17.1 *Time is the essence of this Contract. In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period and/or default in timely completion of work within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 1/2% of the total contract value, per week or part thereof of delay subject to maximum of 7.5%. The Company may without prejudice to any other method of recovery, deduct the amount of such liquidated damages from any amount due to the Contractor.*
- 17.2 *If the Contractor fails to mobilise within 15 weeks after the stipulated date, then the Company reserves the right to cancel the Contract without any compensation whatsoever.*

Company: _____

Contractor : _____

18.0 PERFORMANCE SECURITY:

18.1 The Contractor has furnished to Company a Bank Guarantee No. _____ dated _____ issued by _____ for _____ (being **10%** of annualized Contract Price) valid till _____ towards performance security. The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill their obligations under the Contract. In the event of extension of the Contract period, the validity of the bank guarantee shall be suitably extended by the Contractor. The bank guarantee will be discharged by Company not later than 30 days following its expiry.

18.4 The Performance Security will not accrue any interest

19.0 ASSOCIATION OF COMPANY'S PERSONNEL:

19.1 Company's engineer will be associated with the work throughout the operations. The Contractor shall execute the work with professional competence and in an efficient and workman like manner and provide Company with a standard of work customarily provided by reputed HDD Contractors to major international oil companies in the petroleum industry.

20.0 LABOUR:

The recruitment of the labour may be met from the areas of operation and wages shall be according to the rates prevalent at the time which can be obtained from the District Authorities of the area. The facilities to be given to the labourers should conform to the provisions of labour laws as per contract Labour (Regulation and Abolition) Act, 1970.

21.0 LIABILITY:

21.1 Except as otherwise expressly provided, neither Company nor its servants, agents, nominees, Contractors, or sub-contractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the Contractor and/or their Contractors or sub-contractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Company and/or its servants, agent, nominees, assignees, contractors and sub-Contractors. The Contractor shall protect, defend, indemnify and hold harmless Company from and against such loss or damage and any suit, claim or expense resulting there from.

21.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, subcontractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the Contractor and/or of its Contractors or sub-contractor irrespective of how such injury, illness or death is caused and even if caused by the negligence of Company and/or its servants, agents nominees, assignees, Contractors and sub-contractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.

Company: _____

Contractor : _____

- 21.3 The Contractor hereby agrees to waive its right to recourse and further agrees to cause their underwriters to waive their right of subrogation against Company and/or its underwrites, servants, agents, nominees, assignees, Contractors and subcontractors for loss or damage to the equipment of the Contractor and/or its subcontractors when such loss or damage or liabilities arises out of or in connection with the performance of the contract.
- 21.4 The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, Contractors and subcontractors for injury to, illness or death of any employee of the Contractor and of its Contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract.
- 21.5 Except as otherwise expressly provided, neither Contractor nor its servants, agents, nominees, Contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the Company and/or their Contractors or sub-contractors, irrespective of how such loss or damage is caused and even if caused by the negligence of Contractor and/or its servants, agents, nominees, assignees, Contractors and sub-contractors. The Company shall protect, defend, indemnify and hold harmless Contractor from and against such loss or damage and any suit, claim or expense resulting there from.
- 21.6 Neither Contractor nor its servants, agents, nominees, assignees, Contractors, subcontractors shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the Company and/or of its Contractors or sub-contractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of Contractor and/or its servants, agents, nominees, assignees, Contractors and sub-contractors. Company shall protect, defend indemnify and hold harmless Contractor from and against such liabilities and any suit, claim or expense resulting there from.
- 21.7 The Company agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against Contractor and /or its underwriters, servants, agents, nominees, assignees, Contractors and subcontractors for loss or damage to the equipment of Company and/or its contractors or sub-contractors when such loss or damage or liabilities arises out of or in connection with the performance of the contract.
- 21.8 The Company hereby further agrees to waive its right of recourse and agrees to cause it underwriters to waive their right of subrogation against Contractor and/or its underwriters, servants, agents, nominees, assignees, Contractors and subcontractors for injury to, illness or death of any employee of the Company and of its Contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.

Company: _____

Contractor : _____

22.0 CONSEQUENTIAL DAMAGE:

- 22.1 Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub-contractors.

23.0 INDEMNITY AGREEMENT:

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

24.0 INDEMNITY APPLICATION:

The indemnities given herein above, whether given by Company or Contractor shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

25.0 PAYMENT & INVOICING PROCEDURE:

- 25.1 Company shall pay to Contractor, during the term of the contract, the amount due calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from Company unless specifically provided for in this contract. All payments will be made in accordance with the terms hereinafter described.
- 25.2 All payments due by Company to Contractor shall be made at Contractor's designated bank. All bank charges will be to Contractor's account. Payment will be cleared on monthly basis only.
- 25.3 Payment of any invoices shall not prejudice the right of Company to question the validity of any charges therein, provided Company within one year after the date of

Company: _____

Contractor : _____

payment shall make and deliver to Contractor written notice of objection to any item or items the validity of which Company questions.

- 25.4 Contractor will submit six sets of all invoices to Company for processing of payment. Separate invoices for the charges payable under the contract shall be submitted by Contractor for foreign currency and Indian Rupee.
- 25.5 Payment of invoices if undisputed shall be made.
- 25.6 The Company shall within 30 days of receipt of the invoice notify Contractor of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion.
- 25.7 The acceptance by Contractor of part payment on any billing not paid on or before the due date shall not be deemed a waiver of Contractor's rights in respect of any other billing, the payment of which may then or thereafter be due.
- 25.8 Contractor shall maintain complete and correct records of all information on which Contractor's invoices are based up to 2(two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query / objection. Any audit conducted by Company of Contractor's records, as provided herein, shall be limited to Company's verification (i) of the accuracy of all charges made by Contractor to Company and (ii) that Contractor is otherwise in compliance with the terms and conditions of this Agreement.

26.0 WITH-HOLDING:

- 26.1 Company may withhold or nullify the whole or any part of the amount due to Contractor, after informing the Contractor of the reasons in writing, on account of subsequently discovered evidence in order to protect Company from loss on account of :
- a) For non-completion of jobs assigned as per **Section-IV.**
 - b) Contractor's indebtedness arising out of execution of this Contract.
 - c) Defective work not remedied by Contractor.
 - d) Claims by sub-Contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.
 - e) Failure of Contractor to pay or provide for the payment of salaries/wages, contributions, unemployment compensation, taxes or enforced savings with-held from wages etc.
 - f) Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
 - g) Damage to another Contractor of Company.
 - h) All claims against Contractor for damages and injuries, and/or for non-payment of bills etc.
 - i) Any failure by Contractor to fully reimburse Company under any of the indemnification provisions of this Contract. If, during the progress of the work

Company: _____

Contractor : _____

Contractor shall allow any indebtedness to accrue for which Company, under any circumstances in the opinion of Company may be primarily or contingently liable or ultimately responsible and Contractor shall, within five days after demand is made by Company, fail to pay and discharge such indebtedness, then Company may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

With-holding will also be affected on account of the following:-

- i) Order issued by a Court of Law in India.
- ii) Income-tax deductible at source according to law prevalent from time to time in the country.
- iii) Any obligation of Contractor which by any law prevalent from time to time to be discharged by Company in the event of Contractor's failure to adhere to such laws. When all the above grounds for with-holding payments shall be removed, payment shall thereafter be made for amounts so with-hold. Notwithstanding the foregoing, the right of Company to withhold shall be limited to damages, claims and failure on the part of Contractor which is directly/ indirectly related to some negligent act or omission on the part of Contractor.

27.0 APPLICABLE LAW:

27.1 The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated in Guwahati.

27.2 The Contractor shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract.

- a) The factory Act - as applicable to safety and employment conditions.
- b) The Minimum Wages Act, 1948.
- c) The Oil Mines Regulations, 1983.
- d) The Workmen's Compensation Act, 1923.
- e) The Payment of Wages Act, 1963.
- f) The Payment of Bonus Act. 1965.
- g) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- h) The Employees Pension Scheme, 1995.
- i) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).

Company: _____

Contractor : _____

- j) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- k) **The AGST Act**
- l) Service Tax Act.
- m) Customs & Excise Act & Rules
- n) **Assam Entry Tax Act.**

- 27.3 The Contractor shall not make Company liable to reimburse the Contractor to the statutory increase in the wage rates of the contract labour appointed by the Contractor. Such statutory or any other increase in the wage rates of the contract labour shall be borne by the Contractor.
- 27.4 Any permission from the Mines Directorate in connection with working in excess of 8 (eight) hours per day shift pattern by the Contractor shall have to be arranged by the Contractor before commencement of the Contract, in consultation with the Company. Moreover, since the Contractor's personnel engaged shall be working under the Mines Act and Oil Mines Regulations, the Contractor shall have to obtain any other relevant permission from the Mines Directorate to engage their employees in compliance with various procedures as per Mines Act. In case of any breach of procedures under Mines Act the Contractor shall be held responsible and they shall bear all expenses arising as a result thereof.
- 27.5 The Contractor shall not engage labour below 18 (eighteen) years of age under any circumstances. Persons above 60 years age also shall not be deployed excepting Rig Manager/Rig Superintendent.
- 27.6 Moreover, the Contractor should obtain and produce in advance to commencement of Work the following certificate / approvals:
- i) Approval from DGMS/DDMS for shift patterns in excess of 8 hours (if applicable).
 - ii) Total manpower list.
 - iii) All certificates as per applicable laws including Mines Acts.
 - v) Regional Labour certificate, if required.

28.0 RECORDS, REPORTS AND INSPECTION:

- 28.1 The Contractor shall, at all times, permit the Company and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The Contractor shall keep an authentic, accurate history and logs including safety records of job execution with major items consumed, which shall be open at all reasonable times for inspection by the Company designated representatives and its authorized employees and representatives. The Contractor shall provide the Company designated representatives with a daily written report, on form prescribed by the Company showing details of operations during the preceding 24 hours and any other information related to the Hook-up jobs requested by the Company whenever so requested..

Company: _____

Contractor : _____

29.0 SUBSEQUENTLY ENACTED LAWS:

Subsequent to the date of submission of contractor's bid, if there is a change in or enactment of any law or interpretation of existing law, which results in additional cost/reduction in cost to Contractor on account of the operation under the Contract, the company/Contractor shall reimburse/pay Contractor /company for such additional/ reduced costs actually incurred.

30.0 ROYALTY AND PATENTS:

Each party shall hold harmless and indemnify the other from and against all claim and proceedings for or on account of any patent rights, design, trade mark or other protected rights arising from any use of materials, equipment, processes, inventions and methods which have not been imposed on the attending party by the terms of the contract or the specifications or drawings forming part thereof.

31.0 WAIVER:

Any delay in exercising and any omission to exercise any right, power or remedy exercisable by the Company under this contract shall not impair such right, power or remedy nor shall any waiver by the Company of any breach by the Contractor of any provision of this contract prevent the subsequent enforcement of that provision by the Company or be deemed a waiver by the Company of any subsequent breach by the Contractor.

Company: _____

Contractor : _____

SECTION-II**SCHEDULE OF QUANTITIES (SOQ), SERVICE/WORK AND RATES**

SL. NO.	DESCRIPTION OF WORK	UNIT	QTY	RATE PER UNIT		TOTAL AMOUNT
				FIG	WORD	
10	<u>PATROLLING OF ROW/ROU BY LINE WALKERS</u>	KM	25920			
30	<u>SUPERVISORY & OTHER SUPPORT SERVICES</u>	MONTH	24			
40	<u>PATROLLING AT 11 VULNERABLE LOCATIONS</u>	KM	8320			
Total						

Total Price (In word) _____

Note :- Bidder must include all liabilities including statutory liabilities and taxes (**VAT ETC.**) in their quoted rates **BUT EXCLUDING SERVICE TAX,**

Company: _____

Contractor : _____

SECTION-III

SPECIAL CONDITIONS OF THE CONTRACT (SCC)

1.0 SCOPE OF WORK:

A)THE CONTRACTOR SHALL ENGAGE LINE-WALKERS AND SUPERVISOR FOR FOR ROW/ROU PATROLLING JOB UNDER PS6 FROM OIL ROW PL KM 497(PATHSALA) TO 632(SANKOSH). The services of Line Walking is purely of temporary in nature and personnel deployed or contractor whom so ever shall not claim any job, payment or anything in future against it.

B)THE RATES QUOTED SHOULD BE INCLUSIVE OF MIN.RLC WAGES,PPEs & PROTECTIVE CLOTHINGS,INSURANCE/MEDICAL HEALTH SECURITY,MOBILE CHARGES,TORCH LIGHTS & CELLS, CONTRACTOR'S COMMISSION AND ALL OTHER APPLICABLE TAXES.

C)The Contractor must ensure that he maintains DAILY ATTENDENCE REGISTER & WAGE REGISTER of Line walkers and Supervisor engaged, so that Billing can be done as per the the ATTENDENCE REGISTER, which shall be submitted along with the monthly Bill for verification.

D)The Contractor must maintain and submit WEEKLY OBSERVATION REPORTS , and records of kilometerage covered for each trip. However, a Monthly CONSOLIDATED OBSERVATION REPORT along with the monthly kilometerage covered are to be submitted along with the MONTHLY BILL.

E) The Supervisor/ Line walkers presence shall be authenticated/ supported by acknowledgement from Officer-In-Charge of the Police Station under which respective ROW/ROU location falls.

F) The Contractor shall have a registered office with telephone Number / Mobile Phone available 24X7. The Contractor shall make available the Office address, telephone number / mobile number to the Installation In-Charge, and the information disseminated to all the line walkers/ Supervisor.

1.2 All line walkers must be trained in basic first-aid AND fire-fighting procedures.

1.3 The contract and the line walkers engaged by the Contractor shall be governed by:-

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

1.4 Prior to commencement of work the contractor shall submit the following:-

Company: _____

Contractor : _____

- i) List of line walkers to be deployed and their discharge books.
- ii) Medical fitness certificate of all the line walkers to be deployed.
- iii) Police verification of character and antecedents of the line walkers to be deployed under the contract as per the system and procedure of the Govt.

Security Regulations

- iv) Group Insurance policy/Health Security scheme of the line walkers and supervisor engaged.

2.0 RESPONSIBILITIES OF THE CONTRACTOR:-

2.1 The Contractor shall maintain liaison with Local Police Stations in connection with filing of FIR and helping Police for investigation (wherever required), to bring improvement in security service wherever contractor security persons deployed.

2.2 In case any item(s) is lost from the place where contractor security is deployed entire amount will be recovered from the Contractor's Bill. If Contractor recovers the materials, he shall submit necessary certificate from the concerned department duly received by the concerned department who raised the theft reports within 15 days from the date of occurrence of theft and the recovered money will be returned back.

2.3 The Contractor shall be solely responsible for any damage, loss or act of subversion or unlawful activities, which may be caused or committed, by any one of his/her/their workers within Company's establishment during the contractual period.

2.4 The Contractor must provide full uniform to the line walkers. The name of the Contractor (security agency) shall be prominently visible on the shirt and name of each line walker displayed on a name plate pinned to the shirt worn by them. The Contractor must ensure that the line walkers turn up on duty with suitable and proper uniform. Any line walkers, without aforesaid dress shall not be allowed to attend duty.

PPEs/ Uniforms for each person deployed as under:

Safety Boot----- 1 pair per year

Khaki Uniform--- 2 sets(2 Khaki shirts + 2 Khaki trousers) per year

Rain Suit----- 1 set(1 rain suit + 1 rain trouser) per year

High Power Torch Light- 12 nos

Insurance Policy, Medical Check-up, Mobile bills etc.

Providing PPEs and all others as mentioned in item 2.4 shall be under contractor's scope including cost of batteries/ power source for the Torch Lights through- out the entire contract period and no bill shall be claimed against these at any time.

Contractor must ensure that his personnel turn up on duty with suitable and proper uniform, failing which a token of penalty of Rs. 250.00 (Rupees two hundred fifty) only per month/per line-walkers/Supervisor shall be deducted from his/their bill till the same is provided.

2.5 The Contractor shall issue Identity Card/Photo Pass to each line walker as per Company's and Govt. Security Regulatory norms & the security personnel must carry/display the same during working hours. Contractor shall get sample of the uniform approved by the Installation In-Charge before providing the same to his personnel.

Company: _____

Contractor : _____

2.6 Contractor shall deploy only male person who must be physically/medically/mentally fit and do not exceed the over age (above superannuation).Moreover, no under aged personnel (as per Govt. Rules) should be deployed by the contractor.

2.7 The Contractor shall not engage any person as line walker whose Police verification report is found adverse.

2.8 The Contractor shall be responsible for ensuring disciplined duty of the line walkers. The Contractor shall be solely held responsible for misconduct of any line walkers whatsoever. If lawful authority in connection with any crime convicts any of the contractor's line walkers, the Contractor shall immediately remove such person from services.

2.9 In case of death of any line walker of the Contractor, the Contractor shall be responsible for settling down his/her claim and under no circumstances his/her next of kin can claim for deployment in company (OIL) as a Security personnel.

2.10 The Contractor shall ensure that line walkers deployed are properly explained the nature of job and hazards associated with the assigned job in consultation with Installation In-Charge (Installation Manager) or his/her authorized representative. The Contractor shall follow all the HSE guidelines.

2.11 The contractor should have no claim against the company in respect of service which may be withdrawn at any stage and the contractor should be paid only for the duration of the service actually rendered shift wise strictly as per service charges.

2.12 Contractor will take action against the engaged person who is found of under influence of liquor while on duty.

2.13 The contractor has to follow the guidelines issued by RLC(C), Guwahati regarding payment of wages.

2.14 The quoted rates should be inclusive of all including Contractor's commission/ Handling charges, service charge, service tax @ 12.36% and all others as applicable.

2.15 The wages should be paid on or before 7th day of each month. Wage slip will also have to be issued to the personnel deployed. Received copy of wage slips by the persons deployed shall be submitted along with the bill.

2.16 The patrolling shall be carried out during night time also on emergency basis as and when asked for. Charges for transportation (i.e hiring any vehicle service) to carry out emergency night patrolling should entirely under contractor's scope. No additional amount shall allowed to claim against it. The contractor or the line walking supervisor will be informed minimum 6 hrs earlier to carry out such night patrolling on emergency basis.

2.17 Emergency reporting activities for the designated length of OIL's pipeline RoW/RoU and other Assets and Equipments including OFCs to be done.

2.18 The service provider shall inspect about the surface conditions on and adjacent to the pipeline RoW/RoU pertaining to indication of leaks, encroachment, exposure, construction activity other than that performed by the company, any sabotage, rupture or pilferage activities in the pipelines, incidents of fire in and around RoW/RoU or destruction caused to any equipment/line valves, pipeline fixtures and report them immediately to OIL authorities, Fire brigade, Police /Civil authorities depending upon

Company: _____

Contractor : _____

situation during and after inspection. Use fastest mode of communication in such cases including mobile communication to report immediately such events without loss of time to concerned officers of PS6, Bongaigaon including the Station In Charge / Control room.

2.19 Weekly report is to be submitted by the Contractor/ Service provider at the office of the Station in Charge regularly in a prescribed format and any additional information on RoW/RoU as advised by Station in Charge. The Contractor has to maintain a sincere & cordial relationship with the concerned Police/ Administrative Authorities. A cumulative monthly report should be submitted in a prescribed format along with the monthly bill indicating all informations/ observations/ activities carried out during the month. Reports/ Information should accompany with necessary sketch and photographs wherever applicable in their support as and when asked for. Cost of such sketch and photographs shall be paid entirely by the contractor.

2.20 Persons deployed by the contractor should be an adult as per Govt. norms and should be mentally, medically and physically fit. Contractor shall not be allowed to deploy female personnel at any time in any case. Protective clothing, safety gears, shoes, mobile sets, mobile bills etc. for Line Walkers shall be at contractor's scope.

2.21 Assisting the Police and other Administrative Authorities in investigation in case of any accident and reporting/submitting FIR and giving relevant evidences & information to the police about the incident.

2.22 Services of security for Emergency Duty in RoW/ RoU, as advised by Station In Charge shall have to be provided round the clock, if required. Beyond agreement amount, no additional amount shall be allowed to claim against night halt, fooding etc. during round the clock emergency guarding duty.

2.23 The contractor has to take the necessary permission to carryout patrolling in the forest area, if any, from the concerned authorities.

2.24 Contractor/ Service provider has to submit PVR(Police Verification Report)of character and antecedents to the persons deployed under the contract clearly showing period of validity of the report to Installation Manager,PS6 or his representative as per the system and procedure of the Govt. Security Regulations positively prior to their deployment. If the contractor fails to submit police verification report of such person and the contract may be liable for cancellation. The Contractor should not engage any person whose Police verification report has been found adverse. Any anomaly in PVR of the persons deployed may lead to strict action against the contractor as per contractual policy of the company. Submission of PVR is purely under contractor's scope and no fees shall be allowed to claim against it.

2.25 Charges for transportation, accommodation, mobile bill and all other extra charges as applicable required to carry out the patrolling service satisfactorily should be provided by the contractor to his personnel and no claims shall be reimbursed against these payments.

2.26 Contractor should ensure that the line walkers in their prescribed sections/ zones(6 KM per zone) shall be present minimum for 8(eight)houres (excluding travel time to reach respective locations) per day starting from 8 AM everyday so as to help OIL officials to find out any anomaly.

2.27 In case of death of any Contractor personnel, Contractor is responsible for settling down his claim and under no circumstances his next of kin can claim for deployment in company (OIL).

Company: _____

Contractor : _____

2.28 Contractor is fully responsible for deployment of any reliever if required.

3.0 SPECIAL TERMS AND CONDITIONS:

3.1 PERIOD OF CONTRACT:

a) The Contract shall be valid for Two years with a provision for extension for another one year if required, after taking Managements approval.

3.2 PAYMENT TERMS:

a) The contractor shall be paid charges for the services as mentioned herein with the contracted rates which amounts shall be all exclusive of service tax and all other applicable charges, taxes , fees etc. The contractor shall not be entitled for any additional payments.

b) Payments to the line walkers and supervisor shall be made on or before 7th of every month. Payments to the deployed personnel shall be made in accordance with MINIMUM WAGES ACT or any other Govt. norms as applicable throughout the entire contract period. Monthly wage slip shall be provided by the contractor to the personnel deployed. Monthly bill shall be submitted by the contractor along with received copy of monthly wage slip by the line walkers and supervisor duly signed by them and all other supported documents based on actual executed quantities for necessary payment.

c) Applicable income tax and surcharge, if any, shall be deducted at source from the service charges payable as per laws enforced from time to time.

d) The contractor solely should agree to absorb all cost escalations either statutory or otherwise or both, for any category of service personnel deployed by the service provider during the currency of this agreement or any extension(s) thereof, if applicable.

3.3 GENERAL CONDITIONS:

a) OIL reserves the right to intensify / withdraw monitoring of any section of the pipeline as and when required.

b) The contractor shall ensure his personnel adhere safe working practices and take necessary precautions against hazardous and unsafe working conditions and shall comply with OIL's safety rules.

c) The contractor shall deploy the personnel as per agreed requirements and shall increase, if so required considering the situation.

d) Insurance of the contractor's workers to meet various statutory Acts/Authorities is at contractor's scope including the cost.

e) The patrolling party shall be equipped with mobile communication round the clock.

f) Contractor must be a registered security service provider as per Central govt. rules having a valid license to execute similar nature of jobs. Renewal of such license shall be purely under contractor's scope and no renewal fee shall be allowed to claim at any time.

Company: _____

Contractor : _____

Moreover, OIL reserves the right to terminate the agreement as per company's policy at any time without prior information, due to non renewal of such statutory licenses.

3.4 SPECIAL CONDITIONS:

The quoted price shall be in line with Minimum wage Act 1948 and other relevant Acts including service tax & all others as applicable and considering all the scope of work, terms & conditions mentioned in the bids.

3.5 STATUTORY OBLIGATIONS:

The contractor shall keep and maintain all statutory registers/records as required under the provisions of relevant Acts and keep the same available for inspection by OIL's representative and/or Government Authorities.

3.6 SAFETY AND ENVIRONMENT:

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

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

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

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

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

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

6. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel

Company: _____

Contractor : _____

for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line .

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

8. The contractor shall submit to DGMS returns indicating Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons

9. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.

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

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

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

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

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

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

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

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

Company: _____

Contractor : _____

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

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

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

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

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

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

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

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

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

27. The cost of any damage caused to men and material of OIL/third party due to violation of safety, security and environmental norms shall be recovered from the contractor. The appropriate authority of OIL or its delegates shall only decide the quantum of damage, in such an event.

2.7 FIRST AID AND SAFETY:

-
- a) The Contractor shall provide First Aid facilities to all his personnel deployed for the work immediately and give due medical treatment at his own cost, in case of injury / accidents.
 - b) The contractor shall also ensure that proper trainings and meetings on safety and first aid are conducted on a regular basis.

Company: _____

Contractor : _____

SECTION-V

OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. Udyan Vihar, Narengi, Guwahati,
Assam

Tender No. CGI1219P17

SCHEDULE OF COMPANY's MATERIALS, PLANTS AND EQUIPMENT

The following Company's materials will be issued to the contractor for use in the execution of works.

(a) Materials : NIL

(b) Plants and equipment: NIL

Company: _____

Contractor : _____

SAFETY MEASURES & COMPLIANCE FORMAT

To
GROUP GENERAL MANAGER (PLS)
OIL INDIA LIMITED
GUWAHATI

SUB: SAFETY MEASURES

Tender No : CGI 1219P17

Description of work/service: Hiring Contractual services of Line Walkers for ground patrolling/inspection of Mainline(Crude),NSPL,IOCL product pipeline, and Optical Fibre cable along ROW/ROU under PS6(Bongaigaon) from PL KM 497(Pathsala) to PL KM632(Sankosh)

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

Company: _____

Contractor : _____

PROFORMA-A

PRICE BID FORMAT

As per SOQ (Section-II) and shall be filled up in on line Price Bid Format.

Company: _____

Contractor : _____

BID FORM

To
M/S. OIL INDIA LIMITED,
PIPELINE HEAD QUARTER

Sub : Tender No. : _____

Dear Sir,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of _____(Total Bid Amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence the work within () days calculated from the date both parties have signed the Contract.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding _____ for the due performance of the Contract.

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this _____ day of _____ 20_.

Signature

(In the capacity of)

Company: _____

Contractor : _____

PROFORMA-C**FORM OF BID SECURITY (BANK GUARANTEE)**

To
M/s. OIL INDIA LIMITED,
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.

Company: _____

Contractor : _____

FORM OF PERFORMANCE BANK GUARANTEE

To:

M/s. OIL INDIA LIMITED,
(CHIEF MANAGER -CONTRACTS)
 Guwahati, Kamrup, Assam, India, Pin – 781 171

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 there under 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 _____

Company: _____

Contractor : _____

AGREEMENT FORM

This Agreement is made on ____ 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 the one part, and M/s. _____ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

WHEREAS the Company desires that Services _____ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires;

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and equipment, material etc. in good working order and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per Section-II attached herewith for this purpose and

WHEREAS, Company had issued a firm Letter of Award No. _____ dated _____ based on Offer No. _____ dated _____ submitted by the Contractor against Company's IFB No. _____. All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter contained, it is hereby agreed as follows -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In addition to documents herein above, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:
 - (a) SECTION-I indicating the General Conditions of this Contract;
 - (b) SECTION-II indicating the Schedule of Quantities, service/Work, Rates;
 - (c) SECTION-III indicating the Special Terms & Condition;
 - (d) SECTION-IV indicating the Terms of Reference;
 - (e) SECTION-V indicating the Schedule of Material, Plants & Equipment;
 - (f) SECTION-VI indicating Safety Measure & Compliance
 - (g) SECTION-VII Integrity Pact

Company: _____

Contractor : _____

3. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.
4. The Company hereby covenants to pay the Contractor in consideration of the provision 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 the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this contract at Guwahati, Assam as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of
Company (Oil India Limited)

for and on behalf of Contractor
(M/s. _____)

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

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:

Company: _____

Contractor : _____

PROFORMA LETTER OF AUTHORITY

TO
Chief Manager (Contracts)
Oil India Ltd.,
P.O. Udayan Vihar - 781171
Assam, India

Sir,

Sub: **OIL's Tender No:** _____

We _____ confirm that Mr. _____ (Name and address) as authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Tender Invitation No. _____ for hiring of services for _____.

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

Yours Faithfully,

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

Note: This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person competent and having the power of attorney (power of attorney shall be annexed) to bind such Bidder. If signed by a consortium, it shall be signed by members of the consortium.

Company: _____

Contractor : _____