

**E-TENDER NOTICE**



**OIL INDIA LIMITED**

**BID DOCUMENT**

**Tender NO. : CGI 7727 P19**

**HIRING SERVICES FOR OPERATION  
OF UPGRADED PUMP STATIONS FOR  
THE FOLLOWING STATIONS:**

**(A)ASSAM:PS1-DULIANJAN,PS11-  
TENGAKHAT,PS2-MORAN,PS3-  
JORHAT,PS4-SEKONI,PS5-PHQ.**

**(B)WEST BENGAL:PS8-SONAPUR**

**(C)BIHAR:PS10-BARAUNI**

**FOR A PERIOD OF 2(TWO) YEARS  
WITH A PROVISION OF EXTENSION  
FOR 1 (ONE) YEAR SUBJECT TO  
SATISFACTORY PERFORMANCE**

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**CONTRACTS SECTION, PHQ**  
**P.O.UdayanVihar- 781171, Guwahati, ASSAM**

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

<b>1.0 IFB No.</b>	<b>CGI 7727 P19</b>
Service Requirement	<b>HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS:</b> <b>(A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ.</b> <b>(B)WEST BENGAL:PS8-SONAPUR</b> <b>(C)BIHAR:PS10-BARAUNI</b> <b>FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO SATISFACTORY PERFORMANCE</b>
Cost of Bid Document	<b>Rs.1000.00</b>
Bid Security(EMD)	<b>Rs.16,23,550.00</b>
Period of Sale of Bid Document/Issue of User ID & Password	<b>AS PER ONLINE DATA</b>
Bid Closing /Opening Date & Time	<b>AS PER ONLINE DATA</b>

**2.0**

2.1 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 online payment gateway. NO OTHER MODE OF PAYMENT WILL BE ACCEPTED BY THE COMPANY.

2.2 Tender fee shall be paid one week prior to Bid Closing date. 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.

**3.0 EXEMPTION OF TENDER FEE and EMD:**

(i) **Micro & small Enterprises (MSME)** ,Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of **tender fees** 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.
- (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

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

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

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**FORWARDING LETTER**

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**CONTRACTS SECTION, PHQ**  
**P.O. Udayan Vihar – 781171, Guwahati, ASSAM**

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

**DESCRIPTION OF WORK/ SERVICE:**

**HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS:(A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ (B)WEST BENGAL:PS8-SONAPUR(C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE SATISFACTORY PERFORMANCE**

<b>IFB NO:</b>	<b>CGI 7727 P19</b>
<b>Type of IFB:</b>	<b>Single Stage Two Bid System</b>
<b>Location:</b>	<b>Assam:PS1-Dulianjan,PS11-Tengakhata,PS2-Moran,PS3-Jorhat,PS4-Sekoni,PS5-PHQ,</b>  <b>West Bengal:PS8-Sonapur</b>  <b>Bihar:PS10-Barauni.</b>
<b>Contract Period:</b>	<b>2 (Two) Years</b> from the date issue of Work Order with a provision of extension of <b>1(one)</b> year upon review
<b>Mobilisation Period:</b>	<b>7(seven) days</b> from the date of issue of Work Order.
<b>Technical Bid Closing/ Opening Date &amp; Time:</b>	<b>AS PER ONLINE DATA</b>
<b>Price Bid Opening Date &amp; Time:</b>	<b>Will Be Informed To Qualified Bidders</b>
<b>Bid Submission Mode:</b>	Bid should be submitted online in OIL's E-Procurement Portal
<b>Bid Form Submission:</b>	Bid Form Proforma-I to be submitted along with Technical Bid & Price Bid
<b>Bid Opening Place:</b>	Office of the Deputy General Manager(Contracts), Oil India Limited, Guwahati- 781171, Assam
<b>Bid Validity:</b>	<b>120 days</b> from Bid opening Date
<b>Bid Security Amount:</b>	<b>Rs.16,23,550</b> (Rupees Sixteen Lakhs

	Twenty Three Thousand Five Hundred ) Fifty only.
<b>Amount Of Performance Security:</b>	<b>10% of Annualised Contract Value</b>
<b>Validity of Performance Security:</b>	<b>Up to 3 months from the date of completion of the contract</b>

- a) Bid Security deposited vide Online Payment/ Demand Draft/Banker Cheque /Bank Guarantee No.\_\_\_\_\_dated\_\_\_\_\_ of\_\_\_\_\_

**Original hard copy of (a) ( In case of Bidders submitting Bid Security in the form of Bank Draft/Banker cheque/Bank Guarantee) should reach the office of Deputy General Manager(CONTRACTS) on or before 12:45 Hrs (IST) on the bid closing date or it *can be paid through the online payment Gateway against this Tender*, otherwise Bid will be rejected. A scanned copy of Bid security/EMD invoice (In case of Bid security submitted online) should also be uploaded along with the Un-priced Techno-commercial bid documents.**

**A Bank Guarantee in the prescribed format issued by any of the following Bank is only acceptable :**

**i) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder OR**

**ii) Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.**

**Bank Guarantee issued by a scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.**

**The bank guarantee issued by the bank must be routed through SFMS platform as per the following details:**

- a) (i) “MT760/ MT760 COV for issuance of bank guarantee”  
(ii) “MT767/ MT767 COV for issuance of bank guarantee”

**The above message/ intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Guwahati Branch, IFS Code- UTIB0000140, Branch Address – Axis Bank Ltd, Guwahati Branch, chibber House , G S Road, dispur,Assam , PIN- 781005.”**

**b) The vendor shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee**

- b) Bidders to confirm that in the event of award of Contract, bidder will submit **Performance Security Deposit @ 10% of Annualised Contract Value** and this will not earn any interest.

**A Bank Guarantee in the prescribed format issued by any of the following Bank is only acceptable :**

**i) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder OR**

**ii) Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.**

**Bank Guarantee issued by a scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.**

**The bank guarantee issued by the bank must be routed through SFMS platform as per the following details:**

- a. (i) "MT760/ MT760 COV for issuance of bank guarantee"**  
**(ii) "MT767/ MT767 COV for issuance of bank guarantee"**

**The above message/ intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Guwahati Branch, IFS Code- UTIB0000140, Branch Address – Axis Bank Ltd, Guwahati Branch, chibber House , G S Road, dispur, Assam , PIN- 781005."**

**b) The vendor shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee**

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

**DEPUTY GENERAL MANAGER (CONTRACTS)  
CONTRACTS SECTION, PHQ  
OIL INDIA LIMITED  
GUWAHATI- 781171, ASSAM.**

All bidders (except those exempted) shall deposit the requisite **BID SECURITY in the form of Demand Draft/Banker's Cheque/Bank Guarantee (In case of Bank Guarantee, the same should be valid for minimum 150 days from the date of opening of Technical Bid) from a Nationalised Bank / Scheduled Bank in favour of M/s Oil India Limited and payable at Guwahati** or *it can be paid through the online payment Gateway against this Tender.* This Bid Security shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 6(a), 14, 15 & 16 below. **Bids without BID SECURITY in the manner specified above will be summarily rejected.**

2.0 (b) **Exemption from submission of Bid Security:**

(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.

(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

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

- 4.0 **The rates shall be quoted as specified in the “PRICE BID FORMAT” and to be uploaded in attachment under “Notes & Attachments” tab. Bidder should note that no pricing information is furnished in the “C-Folder” (Un-priced Techno-Commercial Bid) otherwise the bid will be rejected.**

All the Bids must be Digitally Signed using “Class 3” digital certificate [Organization] (e-commerce application) only as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” digital certificate, will be liable for rejection. Please note **Encryption certificate** is also required along with Digital Certificate Class III [Organization] in order to submit bid in system . Please refer “Guideline to Bidder for participating in OIL”

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

If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.

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

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

- 5.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.
- 6.0 (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his/her/their BID SECURITY in full and debarred from participation in future tenders, at the sole discretion of the company.
- (b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.
- 7.0 Conditional bids are liable to be rejected at the discretion of the Company.
- 8.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and



scanned copies of the same should be uploaded along with the Un-priced bid documents.

- 8.1** In case of Sole Proprietorship Firm, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating there in the name, business and residential address, E-mail and telephone numbers of the owner and copies of **GST Registration Certificate**.
- 8.2** In case of HUF, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form, Family Arrangement indicating there in the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of **GST Registration Certificate**.
- 8.3** In case of Partnership Firm, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of **GST Registration Certificate**.
- 8.4** In case of Co-Operative Societies, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of **GST Registration Certificate**.
- 8.5** In case of Societies registered under the Societies Registration Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies of **GST Registration Certificate**.
- 8.6** In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of **GST Registration Certificate**.
- 8.7** In case of Trusts registered under the Indian Trust Act, Copies of Telephone (Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs,

registration certificate from the Registrar of the state, Trust Deed and copies of **GST Registration Certificate**.

- 9.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.
- 10.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidated damages and / or penalty from the Contractor as per terms of the tender /contract.
- 11.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.
- 12.0 **The successful bidder shall furnish a Performance Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee as specified above before signing the formal contract.** The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Performance Security Money shall not earn any interest.

**A Bank Guarantee in the prescribed format issued by any of the following Bank is only acceptable :**

- i) Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic bidder OR**
- ii) Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.**

**Bank Guarantee issued by a scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.**

**The bank guarantee issued by the bank must be routed through SFMS platform as per the following details:**

- a. (i) "MT760/ MT760 COV for issuance of bank guarantee"**  
**(ii) "MT767/ MT767 COV for issuance of bank guarantee"**

**The above message/ intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Guwahati Branch, IFS Code- UTIB0000140, Branch Address – Axis Bank Ltd, Guwahati Branch, chibber House , G S Road, Dispur, Assam , PIN- 781005."**

**b) The vendor shall submit to OIL the copy of SFMS message as sent by the issuing bank branch along with the original bank guarantee**

- 13.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security shall be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.
- 14.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or Performance Security is not submitted as per terms of the Contract within the stipulated time, **Bid Security shall be forfeited and the bidder shall be debarred for 2 (two) years from the date of default.**
- 15.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** Bidder should note that the documents/information submitted by the bidders(s) against the tender are presumed to genuine, authentic and true copy of the originals. In case at any stage of tendering process or during execution of contract or after expiry of contract, if it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the company shall immediately reject the bid of such bidder(s) or cancel /terminate the contract, as the case may be and the Bid Security/Performance Security shall be forfeited. Also the bidder / the party/the contractor shall be debarred for a period of three (03) years from the date of issuance of debarment notice, besides legal action. In case of major and serious fraud, period of debarment may be enhanced.
- 16.0 **The tender will be governed by:**  
**Forwarding Letter.**  
**Instruction to Bidders**  
**BRC-BEC-** Bid Rejection Criteria & Bid Evaluation Criteria.  
**Part -I** - General Conditions of Contract. (GCC)  
**Part - II** - Schedule of Work, Unit and Quantity (SOQ)  
**Part - III** - Special Conditions of Contract (SCC)  
**Part-IV-** Payment Terms  
**Part-V-**Schedule of company's Plants, Materials and Equipment-  
**Part-VI-** SK/ Drawing and Data  
**Part-VII-** Safety Measures (SM)  
**Part-VIII-** Integrity Pact - Applicable for this IFB  
**Price Bid Format**  
**Proforma and Annexures**
- 17.0 **The Integrity Pact is applicable against this tender:**

OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide "Part-VIII Integrity Pact" of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent

signatory (Digitally Signed). The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.

OIL has appointed ~~Shri Rajiv Mathur, IPS (Retd)~~, Shri Satyananda Mishra, IAS(Retd.) and Shri JAGMOHAN GARG, Ex-Vigilance Commissioner, CVC as Independent Monitors (IEM) for a period of 3 (three) years to oversee implementation of Integrity Pact in OIL . Bidders may contact the Independent External Monitors for any matter relating to the IFB at the following addresses:

a. ~~Shri Rajiv Mathur, IPS(Retd), Former Director, IB, Govt. of India;~~  
E-mail: ~~rajivmathur23@gmail.com~~

b. Shri Satyananda Mishra, IAS(Retd.), Former Chief Information Commissioner of India & Ex-Secretary, DOPT, Govt. of India  
E-mail: satyanandamishra@hotmail.com

c. SHRI JAGMOHAN GARG,  
Ex-Vigilance Commissioner, CVC  
e-Mail id: jagmohan.garg@gmail.com

**18.0 SPECIAL NOTE: GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT :**

All the Bids must be Digitally Signed using "Class 3" digital certificate [Organization] (e-commerce application) only as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than "Class 3" digital certificate, will be liable for rejection. **Please note Encryption certificate is also required along with Digital Certificate Class III [Organization in order to submit bid in system] .** Please refer "Guideline to Bidder for participating in OIL"

19.0 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.

20.0 E-mail/Fax/Telegraphic/Telephone bids will not be accepted.

21.0 Technical Bid opening, only Technical Rfx will be opened. Therefore, the bidder should ensure that "TECHNO-COMMERCIAL UNPRICED BID should contain details as mentioned in the technical specifications as well as BEC/

BRC and upload the same in the “ ” area. No price should be given in above , otherwise the offer will be rejected. Please go through the help document in details before uploading the document and ensure uploading of technical bid in the only. The “PRICE BID” must contain the price schedule and the bidder’s commercial terms and conditions. Details of prices as per Bid format / Commercial bid can be uploaded as Attachment under the attachment option under “Notes & Attachments”

Notes and Attachments
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→ Only Price Details Should Be Uploaded

Technical attachments
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→ All technical bid documents except price details

Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “ **New Vendor Manual (effective 12.0.2017)** ” available in the login Page of the OIL’s E-tender Portal.

Please do refer “**NEW INSTRUCTION TO BIDDER FOR SUBMISSION**” for the above two points and also please refer “ **New Vendor Manual (effective 12.0.2017)** ” available in the login Page of the OIL’s E-tender Portal.



### **Notes :**

- \* The “Techno-Commercial Unpriced Bid” shall contain all techno-commercial details **except the prices**.
- \*\* The “Price bid” must contain the price schedule and the bidder’s commercial terms and conditions. For uploading Price Bid, first click on Sign Attachment, a browser window will open, select the file from the PC and click on Sign to sign the Sign. On Signing a new file with extension .SIG will be created. Close that window. Next click on Add Attachment, a browser window will open, select the .SIG signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

- 22.0 **Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employee.**
- 23.0 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.
- 24.0 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.
- 25.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.
- 26.0 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

Deputy General Manager (Contracts)  
for Chief General Manager ( PLS)

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**INSTRUCTIONS TO BIDDERS**

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

**2.0 BIDDING DOCUMENTS**

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

- a) A forwarding letter highlighting the following points
  - (i) Company's IFB No.
  - (ii) Bid closing date and time
  - (iii) Bid opening date, time and place
  - (iv) Bid submission place
  - (v) Bid opening place
  - (vi) The amount of Bid Security
  - (vii) The amount of Performance Guarantee
  - (viii) Quantum of liquidated damages for default in timely mobilizations
- b) Instructions to Bidders
- c) BRC-BEC-Bid Rejection Criteria & Bid Evaluation Criteria
- d) General Conditions of Contract (Part-I)
- e) Schedule of Work, Unit, Quantities, Rates and Prices (Part- II-SOQ)
- f) Special Conditions of Contract (Part-III-SCC)-(Sub Section 1 to 4)
- g) Payment Terms (Part IV)
- h) Schedule of company's Plants, Materials and Equipments-( Part-V)
- ~~i) Sk/Drawing & Data ( Part VI)~~
- j) Safety Measures (Part-VII-SM)
- k) Integrity Pact- (Part-VIII)
- l) Price Bid Format
- m) Proforma & Annexure.

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

**3.0 TRANSFERABILITY OF BID DOCUMENTS :**

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

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

**4.0 AMENDMENT OF BIDDING DOCUMENTS:**

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

**5.0 PREPARATION OF BIDS**

- 5.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.
- 5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal.

**6.0 BID FORM:**

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

**7.0 BID PRICE:**

- 7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.**
- 7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.
- 7.3 Since the tender is invited under **SINGLE STAGE TWO BID SYSTEM** and such no price details should be uploaded/mentioned under Technical RFx Tab. Details of prices as per Price Bid format / Priced bid can be uploaded



as Attachment in the attachment header under the notes and attachment tab.

Offer not complying with above submission procedure will be rejected. Kindly refer the screen shots as mentioned in **NEW INSTRUCTIONS (ATTACHED)**.

- 7.4 Bidder shall be deemed to have satisfied himself/herself before submitting his 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.

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

These are as per BEC/BRC

9.0 **PERIOD OF VALIDITY OF BIDS:**

- 9.1 Bids shall remain valid for **120 days** from the date of bid opening.

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

10.0 **FORMAT AND SIGNING OF BID:**

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

11.0 **SUBMISSION OF BIDS.**

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

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through

authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

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

- 11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the company (OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company (OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company (OIL) may sustain on account thereof.
- 11.3 Timely submission of the bids is the responsibility of the Bidder should be submitted before the bid closing date and time. Company shall not be responsible for any delay.

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

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

**12.0 DEADLINE FOR SUBMISSION OF BIDS:**

- 12.1 Bids should be submitted on-line up to 11.00 AM (IST) (Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.
- 12.2 No bid can be submitted after the submission date line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.
- 12.3 The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

**13.0 LATE BIDS:**

**Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any**

**Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.**

**14.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 14.1 Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.
- 14.2 No bid can be modified / withdrawn subsequent to the deadline for submission of bids.
- 14.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

**15.0 EXTENSION OF BID SUBMISSION DATE:**

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

**16.0 BID OPENING AND EVALUATION:**

- 16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Proforma-II) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. **In technical bid opening date, only Technical RFx will be allowed to opened by the system.** Bidders therefore should ensure that techno-Commercial bid is uploaded under the **Technical RFx** Tab Page only **and no price should be mentioned anywhere under the Technical RFx.**
- 16.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

- 16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.
- 16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above
- 16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3
- 16.6 To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vis-e-versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- 16.7 Prior to the detailed evaluation, OIL will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, inconsistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. OIL's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 16.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 16.9 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.
- 16.10 *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. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will adopted for evaluation.***

**17.0 EVALUATION AND COMPARISON OF BIDS:**

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

**17.2 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.**

**18.0 CONTACTING THE COMPANY:**

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

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

**19.0 AWARD CRITERIA:**

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

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

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

**21.0 NOTIFICATION OF AWARD:**

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

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

**22.0 SIGNING OF CONTRACT:**

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of the agreement or send the Contract Form provided in the Bidding Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

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

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

**23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**

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

**24.0 BID DOCUMENT:**

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

**25.0 MOBILIZATION PERIOD: 07(seven) DAYS from the date of issue of **Work Order.****

**26.0 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.

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**BID REJECTION CRITERIA & BID EVALUATION CRITERIA FOR THE TENDER**

BID REJECTION / EVALUATION CRITERIA (BRC/BEC)

**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.

**A) TECHNICAL CRITERIA:****1.0 EXPERIENCE**

Technical Criteria: The Bidder shall have experience of at least one similar work (Similar Work is defined as **“Rendering contractual service as given below along with operation & maintenance of the associated electrical systems-Round the clock Operation of Crude oil/ Product Pipeline Pump Station operation or Upstream /downstream hydrocarbon operations or Hydel /thermal power plant operations or refinery operations or Tank farm operations or Process Industry operations**) in previous 7 (seven) years to be reckoned from the original bid closing date should be of the following:

- (i) One similar completed works costing not less than **Rs. 2,28,91,900.00**

**NOTE:**

(i) A job executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

(ii) In case of tenders for Annual rate contracts / Maintenance and Service contracts, if the prospective bidder is executing rate / maintenance /service contract which is still running and the contract value / quantity executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted satisfactory work / supply / service execution certificate issued by end user.

iii) For proof of requisite Experience, any one of the following documents/photocopies must be submitted along with the bid:



- i) Copies of relevant pages of contract document showing Contract Number, period of Contract and Detailed Scope of work etc.
  - ii) Copy of Letter of Award (LOA) along with 1 (one) year bill payment record.
  - iii) Copies of completion Certificate(s) or payment certificate(s) or any other documents which substantiate completion/ execution of the jobs, issued by the client(s) with contact details of the issuing person/organization (e-mail address, Phone Number, Fax number etc.).
- d. In case requisite experience is against OIL's Contract which has been completed, Job Completion Certificate is to be submitted by the bidder.
- e. In case requisite experience is against running contract in OIL which the bidder has executed for a minimum period of 1(one) year as on the original bid closing date, the following document(s) must be submitted along with the bid:
- i) Copy of Contract document & work order no.

AND

- ii) Copy of SES (service entry sheet) generated in the 12th month of the contract or beyond that.

**B) FINANCIAL EVALUATION CRITERIA:**

The following Financial criteria shall have to be met by the bidder:-

- (i) Annual Financial Turnover during any of preceding three financial/accounting years from the original bid closing date shall be at least **Rs. 2,28,91,900.00**

**For consortium:**

At least one member of the consortium to meet the above criteria of 50% turnover.

The other members of consortium should meet minimum 25% turnover requirement.

**Period for consideration:**

In any of preceding 3 financial years

- (ii) Net worth of the bidder must be positive for preceding financial/ accounting year.

(iii) Considering the time required for preparation of financial statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the financial statements of the preceding financial/accounting year are not available with the bidder then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net Worth of the previous financial/accounting year excluding the preceding

financial/accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that the balance sheet/financial statements for the financial year \_\_\_\_\_ (as the case may be) has actually not been audited so far.

**Notes:**

1) For proof of annual turnover and net worth any one of the following document must be submitted along with the bid:-

a) A certificate issued by a practicing chartered/cost accountant (with membership number and firm registration number), certifying the annual turnover and net worth as per format described in **ANNEXURE-AA**.

**OR**

b) Audited balance sheet along with profit and loss account.

2) In case the bidder is a central govt. organization/PSU/state govt. organization/semi-state govt. organization or any other central/state govt. undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

**2.0 COMMERCIAL:**

2.1 Bidder shall furnish Bid Security along with Bid. Bid security shall be furnished as a part of 'Techno-Commercial Bid'. Any bid not accompanied by a proper bid security will be rejected.

In case of e-Tender, Bidder shall submit original document to the address as specified with BCD and scanned copy shall be submitted along with the e-Tender.

2.2 Any bid received in the form of Telex/Cable/Fax/E-mail/ Telephone call will not be accepted.

2.3 Bid shall be typed or written in indelible ink and original bid shall be signed by the Bidder or their authorized representative on all pages failing which the bid will be rejected. Rates shall be quoted in figures as well as in words.

In case of e-Tender, Bidder shall submit scanned copy of the signed bid as mentioned above as per e-Tendering procedure.

2.4 Bid shall contain no inter-lineation, erasures or overwriting except as necessary to correct errors made by Bidder, in which case such corrections shall be initialled by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

2.5 The Techno-Commercial Bid should not have any price indication.

2.6 Any bid containing false statement will be rejected.

2.7 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Bidding Documents, otherwise the bid will be rejected.

2.8 The Bid Documents are not transferable. Bids made by parties who have not purchased the Bid Documents from the Company will be rejected.

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

2.10 Price quoted by the successful Bidder must be firm during the performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.

2.11 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected.

- a) Performance Security Clause
- b) Force Majeure Clause
- c) Termination Clause
- d) Settlement of disputes Clause
- e) Liquidated Damages Clause.
- f) Acceptance of Jurisdiction and applicable law.
- g) Tax liabilities clause.
- h) Insurance clause.
- i) With holding clause.
- j) Liability clause.

### **3.0 GENERAL:**

3.1 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 BEC/BRC.

**3.2 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 BEC/BRC also and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.**

3.3 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.

3.4 Any exceptions/deviations to tender must be spelt out by Bidder in their 'Techno-Commercial' bid only. Any additional information/terms/ conditions furnished in sealed 'Price Bid' will not be considered by Company for evaluation/award of contract.

3.5 Bidder shall fulfil all the relevant clauses applicable in case of legacy system or e-Tender whichever is applicable.

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

3.7 Bidder(s) must also furnish PAN NO. (Attested copy required), GST Registration NO. (Attested copy required), BANK A/C NO, Vendor Code(for existing vendors).

**3.8 In case, if L-1 bidder happens to be more than one, contract will be awarded on the basis of draw of lots.**

#### 4.0 BID EVALUATION CRITERIA (BEC):

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

4.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total cost of various works envisaged under the contract.

**4.3 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.**

**4.4 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.**

**4.5 Original Bid closing date will be considered for evaluation of BRC criteria even in case of any extension of the original Bid Closing Date.**

#### 5.0 BID REJECTION CRITERIA (BRC):

It is important to explicitly include all such terms and conditions which are considered absolutely necessary to be accepted by bidder without any deviation. Tender document should have a stipulation that deviation to such criteria shall make the bid liable for rejection. Broadly the following are to be included in the tender as bid rejection criteria :

a) Deviation to the following provision of the tender document :

- 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

**ANNEXURE-AA:****CERTIFICATE OF ANNUAL TURNOVER & NETWORTH**

(To be issued by practicing Chartered/Cost Accountant Firm  
on their Letter Head)

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from  
the audited financial statement of M/s\_\_\_\_\_ (Name of the  
bidder) for the last three(3) completed accounting years up  
to\_\_\_\_\_ (as the case may be) are correct.

YEAR	TURNOVER(Rs.)	NETWORTH(Rs.)

Place:

Date:

Seal:

Membership Code and Registration No.

Signature

**PART I-GCC**

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**CONTRACTS SECTION, PHQ**  
**P.O. UdayanVihar – 781171, Guwahati, ASSAM**

**DESCRIPTION OF WORK/SERVICES:-**

**HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS: (A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ (B)WEST BENGAL:PS8-SONAPUR (C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE SATISFACTORY PERFORMANCE**

**GENERAL CONDITIONS OF CONTRACT (GCC)**

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

**WITNESSETH:**

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms **Part-II** of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms **Part-III** of the contract utilizing any materials/services as offered by the Company as per **Part-V** of the contract at Various field installations within the state of **Assam**.
- b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.
- c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of

Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in **Part-III** of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.
3. The Company's Engineer shall have power to:
  - a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.
  - b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.
  - c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.
  - d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.
  - e) Order deviations in **Part II, III and IV** of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed.
4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in **Part-II** if so ordered by the company at the same rates, terms and conditions.

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

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

**i) The Factories Act & Rules**

ii) The Minimum Wages Act, 1948.

iii) The Workman's Compensation Act, 1923.

iv) The Payment of wages Act, 1963.

v) The Payment of Bonus Act, 1965.

vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.

vii) Employees Pension Scheme, 1995.

viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.

ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.

~~x) AGST Act.~~

xi) GST Act.

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

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**

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

8. The duration of the contract shall be **2(two) years** from the commencement date mentioned in the work order. The Contractor must complete the work within the contract period. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part,



he/she will be liable to pay **to the company liquidated damages at the rate of 1/2% (Half p.c )** per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) of the total contract cost subject to a maximum of **7.5%** of the total contract cost.

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

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

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighborhood.
10. The tendered all-inclusive of Price (the Contract price) **except GST** is Rs. XXXXXXXXXX **(Not to be filled up by the bidder. This will be entered at the time of Signing of the agreement) but the Company shall pay the Contract or only for actual work done at the all-inclusive rates set down in the Schedule of work part II of this Contract.**

**Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.**

11. The contractor employing 20 (twenty ) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.
12. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours' notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalized.
13. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.
14. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with Factories Act & Rules. The Company's representative shall not allow/accept those men who are not provided with the same.
15. All Statutory taxes levied by the Central & State Government or any other competent authority from time to time will be borne by contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities but excluding **GST**. **GST** if applicable shall be, to the company's account. However, **GST** portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.
16. The Contractor shall deploy local persons in all works.
17. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.
18. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Factories Act & Rules (latest editions).
19. **GENERAL OBLIGATIONS OF COMPANY:**  
  
COMPANY shall, in accordance with and subject to the terms and conditions of this contract:
  - i) Pay the Contractors in accordance with terms and conditions of the contract.

- ii) Allow access to Contractors and their personnel, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.

**20. SPECIAL CONDITIONS**

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

**21. FORCE MAJEURE:**

- 21.1 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 for the period during which such cause lasts. 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), acts of government of the two parties, which makes performance impossible or impracticable 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.
- 21.2 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.

21.3 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 the first fifteen (15) days. Parties will have the right to terminate the Contract if such 'force majeure' conditions continue beyond fifteen (15) days with prior written notice. Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period unless otherwise agreed to.

22. **TERMINATION:**

22.1 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 the extension period, if exercised by Company under the provision of the Contract.

22.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE: Either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article 21.0 above.

22.3 TERMINATION ON ACCOUNT OF INSOLVENCY: In the event that the Contractor or its collaborator 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.

22.4 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.

22.5 TERMINATION DUE TO CHANGE OF OWNERSHIP & ASSIGNMENT: In case the Contractor's rights and /or obligations under this 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 this Contract.

22.6 If at any time during the term of this Contract, breakdown of Contractor's equipment results in Contractors 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.

22.7 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 22.1 to 22.6 and in the event of such termination the Company shall not be liable to pay any cost or damage to the Contractor except for payment for services as per the Contract upto the date of termination including the De-mobilization cost, if any.

23. **CONSEQUENCES OF TERMINATION:** In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

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

23.2 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.

24. **SETTLEMENT OF DISPUTES AND ARBITRATION:**

24.1 Arbitration (Applicable for Suppliers/Contractors other than PSU) :

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided here under :

a. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 day's notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign

currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

- b. The number of arbitrators and the appointing authority will be as under:

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
UptoRs. 5 Crore	Sole Arbitrator	OIL
Above Rs. 5 Crore	3 (Three) Arbitrators	One Arbitrator by each party and the 3 <sup>rd</sup> Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

- c. The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.
- d. Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.
- e. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.
- f. Parties agree that neither shall be entitled for any pre-reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
- g. The arbitral tribunal shall make and publish the award within time stipulated as under :

Amount of Claims and counter claims (excluding interest)	Period for making and publishing of the award (counted from the date of first meeting of the
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	Arbitrators)
Upto Rs. 5 Crore	Within 8 months
Above Rs. 5 Crore	Within 12 months

The above time limit can be extended by Arbitrator, for reasons to be recorded in writing, with the consent of the other parties.

- h. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.
- i. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements of the Presiding Arbitrator **and the expenses incurred shall be shared equally by the parties.**
- j. **In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.**
- k. The Arbitration shall be held at the place from where the contract has been awarded. However, parties to the contract can agree for a different place for the convenience of all concerned.
- l. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
- m. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

24.2 Arbitration (applicable in case of Contract awarded on Public Sector Enterprise):

In the event of any dispute or difference relating to, arising from or connected with the Contract, such dispute or difference shall be referred by either party to the arbitration of one of the Arbitrators in the Department of Public Enterprises, to be nominated by the Secretary to the Government of India, In-Charge of the Bureau of Public Enterprises. The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided however; any party aggrieved by such award may make a further reference for setting aside or revision of

the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

The venue of all arbitrations under both 24.1 & 24.2 will be **Guwahati, Assam**. The award made in pursuance thereof shall be binding on the parties.

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

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

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

26. **SET OFF CLAUSE:**

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

27. **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

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

28. **WARRANTY AND REMEDY OF DEFECTS:**

- 28.1 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 Scope of Work. They should comply with the instructions and guidance which Company may give to the Contractor from time to time. For any rectification works during Defect Liability Period (12 Months from the date of completion of the project) of any Works contractor(s) / purchase(s), PMC shall extend their supervisory / technical assistance at no extra cost.

- 28.2 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.

29. **CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:**

- 29.1 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.
- 29.2 Contractor shall not, without Company's prior written consent, make use of any document or information except for purposes of performing the contract.
- 29.3 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.

30. **TAXES:**

- 30.1 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.

- 30.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India.
- 30.3 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.
- 30.4 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.
- 30.5 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.
- 30.6 Corporate and personal taxes on contractor shall be the liability of the contractor and the company shall not assume any responsibility on this account.
- 30.7 **All local taxes, levies and duties, sales tax, octroi, customs duty, GST etc. on purchases and sales made by contractor shall be borne by the contractor.**
- 30.8 **GST:**
- Quoted price should be **exclusive** of applicable **GST**.
- 30.9 **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.

**30.10 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.

**30.11 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 license shall not be provided by Company.

**31. INSURANCE:**

31.1 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.

31.2 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.

31.3 Any deductible set forth in any of the above insurance shall be borne by Contractor.

31.4 Contractor shall furnish to Company prior to commencement date, certificates of all its insurance policies covering the risks mentioned above.

31.5 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.

31.6 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.

31.7 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.

32. **CHANGES:**

32.1 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.

32.2 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 (**Part - II**). 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 24.0 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.

33. **NOTICES:**

33.1 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**

**For Technical matters**

Deputy General Manager (Contracts)  
OIL INDIA LIMITED  
PO: Udayan Vihar  
Assam-781171, India  
E-mail: ellora@oilindia.in

GM(OPS)PL  
OIL INDIA LIMITED  
PO: Udayan Vihar  
Assam-781171, India  
Fax No. 91-0361-2643686

Contractor

\_\_\_\_\_  
\_\_\_\_\_  
Fax No. :  
Email:

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

34. **SUBCONTRACTING:**

34.1 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.

35. **MISCELLANEOUS PROVISIONS:**

35.1 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.

- 35.2 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.
- 35.3 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.
- 35.4 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.

36. **LIABILITY:**

- 36.1 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.
- 36.2 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.

- 36.3 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.
- 36.4 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 sub-contractors 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.
- 36.5 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.
- 36.6 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.
- 36.7 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.

36.8 The Company hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Contractor and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors 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.

37. **CONSEQUENTIAL DAMAGE:**

37.1 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.

38. **INDEMNITY AGREEMENT:**

38.1 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.

38.2 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.

39. **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.

40. **PAYMENT & INVOICING PROCEDURE:**

- 40.1 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.
- 40.2 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.
- 40.3 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 payment shall make and deliver to Contractor written notice of objection to any item or items the validity of which Company questions.
- 40.4 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.
- 40.5 Payment of invoices if undisputed shall be made.
- 40.6 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.
- 40.7 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.
- 40.8 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.

41. **WITH-HOLDING:**

41.1 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 **PART-III.**
- 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 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 withholding payments shall be removed, payment shall thereafter be made for amounts so withheld. 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.

42. **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.

43. **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.

44. **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.

45. **GOODS AND SERVICES TAX**

**45.1 GENERAL REMARKS ON TAXES & DUTIES:**

In view of **GST** Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST/VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in **GST**. **Accordingly reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of GST mentioned in the bidding document shall be ignored.**

**45.2 Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever GST (CGST & SGST/UTGST or IGST) is applicable.**

**45.3 “GST”** shall mean Goods and Services Tax charged on the supply of material(s) and services. The term **“GST”** shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as “IGST”) or Central Goods and Services Tax (hereinafter referred to as “CGST”) or State Goods and Services Tax (hereinafter referred to as “SGST”) or Union Territory Goods and Services Tax (hereinafter referred to as “UTGST”) depending upon the import / interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.

**45.4** Quoted price/rate(s) should be inclusive of all taxes and duties, except **GST(i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service**. However, GST rate (including cess) to be provided in the respective places in the Price Bid. Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods / Services (Service Provider) only. Supplier of Goods / Services (Service Provider) providing taxable service shall issue an Invoice/ Bill, as the case may be as per rules/ regulation of **GST**. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.

**45.4.1** Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in **SOR**.

**45.5 Where the OIL is entitled to avail the input tax credit of GST:**

**45.5.1** OIL will reimburse the **GST** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST to enable OIL to claim input tax credit of **GST** paid. In case of any variation in the executed quantities, the amount on which the **GST** is applicable shall be modified in same proportion. Returns and details required to

be filled under GST laws & rules should be timely filed by supplier with requisite details.

**45.5.2** The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

**45.6 Where the OIL is not entitled to avail/take the full input tax credit of GST:**

**45.6.1** OIL will reimburse **GST** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of **GST** subject to the ceiling amount of **GST** as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which **GST** is applicable will be modified on pro-rata basis.

**45.6.2** The bids will be evaluated based on total price including **GST**.

**45.7** Payments to Service Provider for claiming **GST** amount will be made provided the above formalities are fulfilled. Further, OIL may seek copies of challan and certificate from Chartered Accountant for deposit of **GST** collected from OIL.

**45.8 Contractor/vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL.** In the event that the contractor / vendor fails to provide the invoice in the form and manner prescribed under the **GST Act read with GST Invoicing Rules** thereunder, OIL shall not be liable to make any payment on account of **GST** against such invoice.

**45.9 GST** shall be paid against receipt of tax invoice and proof of payment of **GST** to government. In case of non-receipt of tax invoice or non-payment of **GST** by the contractor/vendor, OIL shall withhold the payment of **GST**.

**45.10 GST payable under reverse charge mechanism for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/vendor but will be directly deposited to the government by OIL.**

**45.11** Where OIL has the obligation to discharge **GST** liability under reverse charge mechanism and OIL has paid or is /liable to pay **GST** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by OIL to Contractor / Supplier.

**45.12** Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the **GST** charged by the Contractor / Vendor is denied by the tax authorities to OIL for reasons attributable to Contractor / Vendor, OIL shall be entitled to recover such amount from the Contractor / Vendor by way of adjustment from the next invoice. In addition to the amount of **GST**, OIL shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL.

**45.13** TDS under GST, if applicable, shall be deducted from contractor's/vendor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/vendor.

**45.14 The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the contractor shall be to contractor's account.**

**45.15 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods/services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.**

**45.16** In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference and in case the rate of duty/ taxes finally assessed is on the lower side.

**45.17** Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of GST shall be limited to the volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in GST.

**45.18** Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd

**45.19** GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

**45.20** In case of statutory variation in **GST**, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service Provider) shall submit a copy of the 'Government Notification' to substantiate the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case OIL is not entitled for input tax credit of **GST**, then any increase in the rate of **GST** beyond the contractual delivery period shall be to Service provider's account whereas any decrease in the rate **GST** shall be passed on to the OIL.

Beyond the contract period, in case OIL is entitled for input tax credit of **GST**, then statutory variation in applicable **GST** on supply and on incidental services, shall be to OIL's account.

Claim for payment of **GST**/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) **GST**, otherwise claim in respect of above shall not be entertained for payment of arrears. **The base date for the purpose of applying statutory variation shall be the Bid Opening Date.**

**45.21** The contractor will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self-attested copy of such registration certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

**45.22** In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

**45.23** OIL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

**45.24** Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders

should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.

#### **45.25 Documentation requirement for GST**

**The vendor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to OIL, and pass on the benefits, if any, after availing input tax credit.**

Any invoice issued shall contain the following particulars :

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;
- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or **Accounting Code of services[SAC]**;
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST,CGST, SGST/ UTGST, cess);
- l) Amount of tax charged in respect of taxable goods or services (IGST,CGST, SGST/UTGST, cess);
- m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorised representative.

GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner

- a) The original copy being marked as ORIGINAL FOR RECIPIENT;
- b) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- c) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details of details of advance taken along with particulars as mentioned in clause no. (a), (b), (c), (d), (g), (k), (l), (m) & (o) above.



**45.26 Anti-profiteering clause**

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods / Services may note the above and quote their prices accordingly.

**45.26.1 In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by OIL.**

Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then OIL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by OIL.

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

SIGNED AND DELIVERED FOR AND  
ON BEHALF OF CONTRACTOR

(Signature of Contractor or his legal  
Attorney)

\_\_\_\_\_ by  
the hand of \_\_\_\_\_ its  
Partner/Legal Attorney

\_\_\_\_\_  
(Full Name of Signatory)

\_\_\_\_\_  
(Seal of Contractor's Firm)

And in presence of

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

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

\_\_\_\_\_  
(Full name of Signatory)

Address:

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

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

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

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

\*\*\*\*\*

**PART II - SOQ****OIL INDIA LIMITED  
(A Govt. of India Enterprise)**

**Description of Service: HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS:(A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ.(B)WEST BENGAL:PS8-SONAPUR (C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE SATISFACTORY PERFORMANCE**

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

SL.NO.	DESCRIPTION OF WORK	QTY (A)	UNIT	RATE PER UNIT (B)		TOTAL AMOUNT C=(AxB)	SERVIC E ACCOU NTING CODE (SAC)	SPECI FY % OF GST ON (C)	TOTAL AMOUNT (D) =(C)+GST ON (C)
				FIG	WORD				
10	<b><u>Operation charge for PS1,Duliajan:</u></b>  Rate per month inclusive of wages, fooding, accommodation ,transportation to site ,safety wears(PPEs), medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc .	24	MON						
20	<b><u>Operation charge for PS11,Tengakhata:</u></b>  Rate per month inclusive of	24	MON						

CONTRACTOR

COMPANY

	wages, fooding ,accommodation ,transportation to site ,safety wears(PPEs),Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc								
30	<b><u>Operation charge for PS2,Moran:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site ,safety wears (PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc	24	MON						
40	<b><u>Operation charge for PS3,Jorhat:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site ,safety wears(PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc	24	MON						

50	<b><u>Operation charge for PS4,Sekoni:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site ,safety wears (PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc	24	MON						
60	<b><u>Operation Charge for Cont. co-ordination:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site , safety wears (PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc	24	MON						
70	<b><u>Operation charge for PS8,Sonapur:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site ,safety wears(PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare	24	MON						

**E-TENDER: CGI 7727 P19**

	cost, workman compensation policy , Tools and Tackles etc								
80	<b><u>Operation charge for PS10,Barauni:</u></b>  Rate per month inclusive of wages, fooding ,accommodation ,transportation to site ,safety wears (PPEs) ,Medical Insurance, PF, Gratuity, bonus, PME/medical check-up, welfare cost, workman compensation policy , Tools and Tackles etc.	24	MON						
<b>TOTAL</b>									

Total Price with GST(**D**)

(In words)\_\_\_\_\_

Total Price excluding GST(**C** ) (In words)

\_\_\_\_\_

1. The price/rate(s) quoted by the Bidders will be inclusive of all taxes except **GST** (i.e. IGST or CGST and SGST/UTGST as applicable in case of interstate supply or intra state supply respectively and Cess on GST , if applicable) on the final services. However, GST rate (including cess) to be provided in the respective places in the Price Bid.

CONTRACTOR

COMPANY

2. OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document."

3. Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST.

When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder."

4. Refer GST Clauses(**Clause no. 30.8 &45 of GCC**).

5. Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.

6.. Bidders are also requested to refer the Taxes and Duties clause during GST regime attached vide ***Annexure-I*** for compliance

***Annexure –I***

**TAXES AND DUTIES CLAUSE - FOR VENDOR/SUPPLIER/CONTRACTOR**  
**(For Supplies/ Services during GST Regime i.e., New Tender)**

**INDIRECT TAXES/ GST**

1. For the purposes of levy and imposition of GST, the expressions shall have the following meanings:

(a) GST - means any tax imposed on the supply of goods and/or services under GST Law.

- (b) *Cess – means any applicable cess, existing or future on the supply of Goods and Services as per Goods and Services Tax (Compensation to States) Act, 2017.*
- (c) *GST Law - means IGST Act 2017, CGST Act 2017, UTGST Act, 2017 and SGST Act, 2017 and all related ancillary Rules and Notifications issued in this regard from time to time.*
2. ***The rates quoted by the bidders shall be inclusive of all taxes, duties and levies.*** However, bidders are required to provide separately the rate and amount of all types of taxes, duties and levies. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference in case the rate of duty/ taxes finally assessed is on the lower side. Further, for the purpose of this contract, it is agreed between the parties that if Goods and Services Tax introduced during the tenure of this contract/agreement then the bidders have to clearly show the amount of GST separately in the Tax Invoices. Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.
3. *Offers without giving any of the details of the taxes (Including rates and amounts) as specified above will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.*
4. *Bidders are required to pass on the benefit arising out of introduction of GST, including seamless flow of Input Tax Credit, reduction in Tax Rate on inputs as well as final goods by way of reduction of price as contemplated in the provision relating to Anti-Profiteering Measure vide Section 171 of the CGST Act, 2017. Accordingly, for supplies made under GST, the bidders should confirm that benefit of lower costs has been passed on to OIL by way of lower prices/taxes and also provide details of the same as applicable. OIL reserves the right to examine such details about costs of inputs/input services of the bidders to ensure that the intended benefits of GST have been passed on to OIL.*
5. *Oil India Ltd. shall declare the value of free issue of materials and services, if any, involved in the execution of the contract. The Contractor should consider the same while working out the GST liability, if any. Further in cases where GST is leviable on any facilities provided by OIL and used by bidders and the consideration for which is recovered by OIL in the form of reduction in the invoice raised by bidders then OIL will raise GST invoices on such transactions and the same will be reimbursed by bidders.*
6. ***When Input tax credit is available for Set Off as per the end use certification given by User Department at the time of raising Purchase Requisition (P.R.)***

*Evaluation of L-1 prices shall be done based on Quoted price after deduction of Input Tax Credit (ITC) of GST, if available to OIL. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders*

***When Input tax credit is NOT available for Set Off***

*Evaluation of L-1 prices shall be done based on Quoted price only. OIL shall evaluate the offers on the basis of the quoted rates only and any claim subsequently by the bidders for additional payment/liability shall not be admitted and has to be borne by the bidders*

- 7. In a situation where Purchase Orders (POs)/ Contracts have been placed prior to GST Regime and supplies are effected during GST Regime, it is made clear that any statutory variation (increase/decrease) due to introduction of GST, as the case may be, but within the contractual delivery/completion period will be to the account of OIL subject to documentary evidence. However, any increase in statutory levy after the expiry of the scheduled date of delivery shall be to the supplier's account.*
- 8. Bidders agree to do all things not limited to providing GST compliant Tax Invoices or other documentation as per GST law relating to the supply of goods and/or services covered in the instant contract like raising of and /or acceptance or rejection of credit notes / debit notes as the case may be, payment of taxes, timely filing of valid statutory Returns for the tax period on the Goods and Service Tax Network (GSTN), submission of general information as and when called for by OIL in the customized format shared by OIL in order to enable OIL to update its database etc. that may be necessary to match the invoices on GSTN common portal and enable OIL to claim input tax credit in relation to any GST payable under this Contract or in respect of any supply under this Contract.*
- 9. In case Input Tax Credit of GST is denied or demand is recovered from OIL by the Central / State Authorities on account of any non-compliance by bidders, including non-payment of GST charged and recovered, the Vendor/Supplier/Contractor shall indemnify OIL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance. OIL, at its discretion, may also withhold/recover such disputed amount from the pending payments of the bidders.*
- 10. GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.*



**Special Conditions of Contract (SCC)**

**1.0 Preamble**

1.1 Oil India Limited (OIL) is 'A Government of India Undertaking & A Navaratna Company', having engaged in the business of exploration, development, production & transportation of petroleum. OIL owns and operates a 1157 km crude oil Pipeline laid in its own ROW, whereby it transports crude oil produced from Assam to IOCL-AOD-Digboi, NRL-Numaligarh, IOCL-Guwahati and IOCL-Bongaigaon refineries.

1.2 The Naharkatiya Barauni Crude Pipeline (NBPL) has 11 pumping Stations and 16 repeater stations for crude oil pumping from Duliajan in Assam, to Barauni in Bihar.

1.3 OIL intends to hire an agency for providing Operation services of its eight newly upgraded pumping stations viz. PS1 Duliajan, PS2 Moran, PS3 Jorhat, PS4 Sekoni, PS5 PHQ PS8 Sonapur, PS10 Barauni and PS11 Tengakhat.

1.4 OIL has recently upgraded its Pump Station infrastructure with latest state-of-the-art infrastructure recently, incorporating VFD controlled Motor driven centrifugal pumps, gas and crude engine generators, new fire pumps etc.

1.5 With the change in operational and control philosophy (OPCP) (attached) to tight-line pumping, OIL plans to outsource the operation of the newly upgraded pump stations by putting in place a new Operation Service Contract.

**2.0 Scope of Work (SOW):**

2.1 The Proposed Operation services would mainly encompass the 24x7 crude oil pumping operation by tight line pumping philosophy, from PS1 Duliajan to PS6 Bongaigaon and from PS10 Barauni to PS6 Bongaigaon along with all other associated jobs. It will also include assistance in round the clock operation, monitoring of various equipment & instrumentation performance, instruments and the critical parameters in the pump stations ( As per Annexure-A).

2.2 The Contractor's team shall report to the Station In Charge at each pump station and carry out the activities under the contract with his/ her consent and approval.

2.3 The contractor shall provide the following operational services, but not limited to them, in the different pump station:

**Normal Operation**

2.3.1 24X7 crude oil pumping operation in three 8 hourly shift operations

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per day. 4 personnel to be engaged for the shift operations.

- 2.3.2 Pumping Operation shall include start/stopping of Booster pumps, Motor driven Mainline Centrifugal pumps, valve operations etc. as per the Operational and Control Philosophy (OPCP) for upgrading of Pump Stations/ Terminals of Naharkatiya-Barauni Crude Oil Pipeline.
- 2.3.3 Action during tripping of any booster/ pump units as per the OPCP.
- 2.3.4 Dosing of Corrosion inhibitor at all pump station
- 2.3.5 Restarting of pumping operations after prolonged shutdown by restart pumps.
- 2.3.6 Rocking of Pipeline using Restart pumps prior to shut down.
- 2.3.7 Operation of Sump Pump for slop transfer
- 2.3.8 Emergency Shutdown in stations
- 2.3.9 Periodic Cleaning of various Filters
- 2.3.10 Generation of daily and monthly Reports
- 2.3.11 Supply of PPEs to all personnel employed under the contract
- 2.3.12 Workmen compensation Policy, Medical insurance, Periodic Medical Examination of employees under the contract.
- 2.3.13 Supply of tools and tackles necessary for the operation of the pump stations.
- 2.3.14 Round the clock monitoring of the performance & operation of various equipment and instruments installed in the terminals.
- 2.3.15 Periodic equipment health check-up.
- 2.3.16 Assistance in mock fire drills
- 2.3.17 Assistance in instrumentation calibration activities.
- 2.3.18 Control room management.
- 2.3.19 Documentation and filing of process / operational related forms.
- 2.3.20 Record keeping as per Factories Act, ISO 9001, EMS 14001, OHSAS 18001.
- 2.3.21 Attending telephones at control room for operational works

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- 2.3.22 Monitoring and recording of all operational parameters in specified formats.
- 2.3.23 Change-over of Pumping / captive power generation units as and when required.
- 2.3.24 Operation of power generating units (CEG/GEG) including their auxiliaries as and when required.
- 2.3.25 Draining out filter separators and operation of valves etc.
- 2.3.26 General upkeepment of Station and Control Panels.
- 2.3.27 Operation of fire fighting pumps, equipment, monitors hydrants clean agent system.
- 2.3.28 Assistance in Valve maintenance.
- 2.3.29 Assistance in pigging operations.
- 2.3.30 Assistance in UPS operations.
- 2.3.31 Assistance in operation of SCADA,UCP and CDL
- 2.3.32 Any other job as per the instructions of Shift-in-charge / Station-in-Charge / of Pump Station.
- 2.3.33 Engagement of electrical personnel with valid electrical licenses including the HT license (Part-5B & 6) on general shift and ON CALL duty after office hours on working days as well as on Sundays & holidays to perform jobs of electrical operation as mentioned below:

**Electrical Operation:** Battery limit for electrical operation work will start from Incomer of 6.6kV Jyoti Panel including the incomer cable to end supply for all electrical equipment. To include operation of CEGs/GEGs & their auxiliaries in battery limit when advised.

Scope of work for electrical jobs may be classified in following categories:

- A. Normal switching operation.
- B. Condition Monitoring / Routine Maintenance
- C. Breakdown maintenance.
- D. Documentation
- E. Other

### **A. Normal Switching Operation:**

- 1. Switching Operation of 6.6KV incomers of Jyoti Panel (2 nos. incomer)
- 2. Switching Operation of 6.6KV bus-coupler breaker
- 3. Switching Operation of 6.6/0.433 KV transformer incomer breaker

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4. Switching Operation of transformer outgoing breaker at 301 ABB panels. (MV Panel)
5. Switching Operation of incomer & outgoing feeders of PC-301 panel (MV). transformer incomers(LT), motor feeder, UPS feeder, HVAC feeder(both control room & VFD room), battery charger feeder and any other feeder at PC-301 MV panel
6. Switching Operation of incomer & outgoing feeders of PC-302 panel
7. All Switching operation of MOVs, feeder pillar, electromechanical valves related to pumping of 6.6 KV motors.
8. All Switching operation of Rocking restart motors
9. All Switching operation of CI Dosing motors
10. Switching of all lighting transformers, Lighting Panels & main DBs, sub DBs of lighting circuits.
11. Switching operation of all Feeder Pillar circuits, area lighting & security lighting circuit
12. VFD operation for both 6.6KV motors & LT motors
13. Switching operation of 110V DCDB Panel, Battery charger Panel & Heater Panels.
14. Switching operation of fire engines & jockey pump Panels.
15. Switching operation of HVAC system (both Control room & VFD room)

### **B. Condition Monitoring / Routine Maintenance:**

1. VRLA battery (S/S building) cell voltage & termination cleaning every month.
2. All LT motors insulation Resistance measurement per year.
3. Earth resistance measurement & checking (both body earth & neutral earth) twice in a year.
4. VCB, ACB & MCCB cleaning & checking once in a year.
5. Checking & cleaning Battery Charger Panel, DCDB & Heater Panel once in a year
6. Quarterly cleaning of all VFD Panels
7. Checking of high mast panel and all other lighting panels except Lighting DB(ABB) twice in a year (both normal & emergency)
8. Checking of 6.6KV/0.433 KV transformer NGR Panel twice in a year.
9. Monthly reading & monitoring of CP system.
10. Quarterly cleaning of all Panels (both HT & LT)
11. Checking of fire Panels every week
12. Emergency DG test run every week
13. Checking & testing of Emergency lighting system every week.

### **C. Breakdown Maintenance:**

1. Attend all sort of power failure condition
2. Both HT & LT cable insulation resistance measurement, continuity checking in case of failure
3. Repair, replacement of all sort of components of LT feeder panels, MCCs, starter panels, lighting DBs, Feeder Pillars, Charger Panel, and Heater Panel etc.

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4. Minor maintenance of HT panels
5. Repair, replacement of all lighting equipment & circuits (both normal & emergency)
6. Normal repair & replacement of Emergency DG control panel components, NGR Panel, Battery charger panel, alternator terminal box.
7. Normal repair, maintenance of all equipment & circuits.

### **D. Documentation**

1. Keeping monthly records of energy consumption
2. Daily plant report maintaining
3. Equipment log book maintaining.
4. To maintain the operation & maintenance records as scheduled & advised by Station In-charge(SIC)
5. Maintaining all statutory records.

### **E. Other**

1. Assisting in the relay testing & panel overhauling job
  2. Assisting in transformer oil filtration & BDV testing.
  3. Assisting in all sorts of major breakdown jobs
  4. General housekeeping
  5. Any other job required for proper operation of the system
- 2.3.33 Supply of tools & tackles (as per the List-A) necessary for the electrical operation & maintenance of the pump stations shall be arranged by the contractor for each pump station & the periodic calibration checking for the measuring instruments will be maintained.

#### List-A (Electrical tools, measuring instruments, PPE etc.)

Sl. No.	Description
i	Standard electrician's tool box containing all necessary tools viz. tester, wire stripper, crimping tool, lugs, cutter, nose pliers, regular pliers, adjustable wrench, screw drivers, insulating tapes, measuring tapes, lamp tester etc.
ii	Digital multi meter (CAT-IV or above)
iii	AC & DC Digital Clamp-on meter (CAT-IV or above)
iv	Insulation Resistance Tester (250V/500V/1kV/5kV)
v	Earth Tester
vi	Discharge stick
vii	Electrically insulated rubber hand gloves (11kV Grade or higher)
viii	FLP Torch
ix	Intrinsically safe IR Tester (500V/1KV)
x	Safety goggles
xi	Safety helmet
xii	Safety boots
xiii	Acid & alkali-proof apron
xiv	Nitrile gloves
xv	Safety belt (Full body harness)

2.3.34 All electrical spares required for maintenance & operation will be supplied by owner i.e. OIL.

2.3.35 During any maintenance or operation work, the approved departmental SOP will be strictly followed along with the instructions from Station In Charge.

2.3.36 Both the General shift persons have to be present during their duty hours as well as during ON CALL duty. The contractor has to provide suitable replacement of both the persons during their weekly off/leave or absent. To get attendance for the whole day both persons have to be present during the general shift duty as well as any ON CALL duty on that day. Otherwise, it will be treated as ABSENT.

**3.0** The services shall be provided by the contractor based on the organizational requirement, which shall be assessed and identified from time to time in the pump stations or as instructed by OIL's on duty dispatcher.

The SIC at pump stations shall provide operational instructions on a daily basis to the contractor's team

#### **4.0 Shift Operation:**

4.0.1 The Pump Station control room manning services shall be provided strictly on round the clock basis at all pump stations on 8 hour shift.

4.0.2 Services are to be provided for three shifts (8 hours each) per day. The bidder shall quote the rate on monthly basis for his services against each item.

#### **4.1 Manpower Qualifications**

The 24X7 round the clock control room operation services are to be rendered by personnel(s) having Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions and should have 3-4 years' experience in operation of motor driven centrifugal pumps in hydrocarbon pump stations / operation contract services in Hydrocarbon industry / petrochemicals Industry / Refineries/ Power plants or equivalent & reputed industrial units with adequate communication skills and computer proficiency like word processing, spreadsheets, power point presentation, Windows Operating system etc.

#### **4.2 General Shift**

4.2.1 Service required shall be 8 Hrs. (Timing: 07:00 Hrs. to 03:00 Hrs.) in the general shift on working days and ON CALL duty after office hours on working days as well as on Sundays & holidays.

#### **4.2.2 Educational Qualification & Experience:**

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One of the two general shift personnel shall be a Degree holder in Electrical Engineering & the other shall be Diploma in Electrical Engineering. Both the persons, Electrical engineer as well as Supervisor, shall possess valid Electrical Supervisors Certificate of Competency, with authorization for Parts nos.1, 2, 3, 4, 5a, 5b & 6, issued by State Electrical Licencing Board as per Regulation no.3 of Central Electricity Authority (Measures Relating to Safety and Electric Supply) Amendments Regulations, 2015. Relevant job experience of minimum 4-5 years for both degree and Diploma holder. Responsibilities of the Electrical Engineer shall include the duties of Electrical Safety Officer as per Regulation nos. 5 & 5A of Central Electricity Authority (Measures Relating to Safety and Electric Supply) Amendments Regulations, 2015.

#### **4.3 Overall Contract Coordinator:**

The contractor shall provide the services of a Contract Coordinator, who will be the Overall Supervisor of the team at each pump station, overseeing the smooth functioning of the contract. The **Contract Coordinator must have** minimum qualification of Bachelor of Engineering in the disciplines of Mechanical/ Instrumentation/ Electrical / Electronics / Chemical Engineering with 4-5 years industrial experience. The **Contract Coordinator** shall be available at Pipeline Headquarters throughout the year and shall coordinate all the shift and general operational activities of the contractual services at the pump stations in consultation with OIL authorities. All issues related to the services to be provided under the contract shall be ensured by the Contract Coordinator in close coordination with Pump Station In-charge (SIC) of OIL.

**4.4** The personnel of contractor deployed for the above services shall be employees of the contractor duly provided with identity card, PF, ESIC and shall be insured under the Workmen's Compensation Act 1923. The insurance coverage shall be for the entire period of contract.

**4.5** The contractor shall comply with all the statutory requirements of various laws/rules of the state/central governments which are existing at the time or as may be amended in future like the Factories Act'1948, OISD Guidelines, PESO, The Electricity Act -2014, CEA (Measures Relating to Safety and Electric Supply) Regulations 2015(Amended) .

**4.6** Contractor should facilitate mobile phones to all his personnel and to maintain the same in good working condition with suitable voice and data plan. The quoted price shall be inclusive of all the expenditure for Mobile communication and no extra payment shall be made for the purpose for any recurring expense.

**4.7** At each Pump Station, the contractor shall provide one standard tool box containing minimum required tools and tackles (Make: Taparia/ Gelani/ Everest) for the use of their personnel as per operational requirement. Non-availability of complete set of tools as per the list at any point of time will be treated as non-availability of tool Box. Non Sparking tools and flameproof torches shall be part of the tool box.

**4.8 Personnel Protective Equipments:**

The personnel engaged by the contractor shall be imparted with proper knowledge and training on classification of hazardous zones, classes of fire and classes of extinguishers. Each personnel shall be supplied with personnel protective equipment like helmets, safety shoes. Contractor shall provide uniform for their personnel which shall not have any loose or hanging parts. The working personnel shall not be allowed inside OIL's installations without cotton dress, safety shoes, helmet and other protective equipment's.

Contractor shall provide following essential safety PPE (Personal Protective Equipment) to all the personnel working under him/her:

1. Cotton dress / Uniform - Two pairs per year of reputed brand with contractor's company logo for each person within 15 days of deployment.
2. Safety Shoes (of reputed brand manufactured as per BIS std.) - One pair in each year.
3. Rain Coat - One pair in each year
4. Industrial Safety Helmet of reputed brand manufactured as per BIS std.
5. Safety Gloves

**4.9** The contractor shall indemnify OIL of any consequences arising out of any injury / liability of his personnel deployed for OIL's job. Cost of any damage / loss of the property of OIL by the contractor personnel shall be evaluated and recovered by OIL from the monthly bills/security deposit of the contractor & in this regard, the decision of OIL / SIC shall be final, binding and conclusive.

**4.10** The scope of contractor include fooding, accommodation, Local Transportation, and other logistic supports,

**4.11** The scope of contractor shall also include providing of medical assistance to their personnel.

**4.12** The contractor has to keep adequate number of qualified and skilled manpower on standby to replace / replenish and to meet any requirement at site during the period of contract at no additional cost to OIL.

**4.13** Contractor shall compulsorily provide Police Verification Certificate (PVC) for each operator (personnel). Contractor shall not be allowed to deploy the Operator(s) without such PVC.

**4.14** Contractor shall obtain necessary gate pass for their personnel (s), clearance, and work permit, Electrical Shut Down permit (OIP-20) & LOTO system wherever and whenever applicable from OIL's competent authority before starting the job.

**4.15** The work area being in the pump stations of OIL, the contractor shall ensure utmost safety measures while working. The personnel deployed shall be



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thoroughly conversant with their jobs and should be completely aware of the hazards in case of abnormal operation.

**4.16** The contractor (which shall include the contracting firm/company) shall be solely liable to obtain and to abide by all necessary licenses / permissions from the concerned authorities as provided under the various labour law legislations including labour license from the competent authority under the Contract labour (Regulation & Abolition) Act 1970 and amendments, if any.

**4.17** All the personnel deployed shall refrain from smoking, taking liquor or lighting up any open fire inside the installations. Any person found to be involved in any unsafe act shall be summarily evicted from the place of work and shall not be allowed to continue in the above work thereafter.

**4.18** The contractor shall not deploy any person less than 18 (eighteen) years of age and shall not pay less than what is prescribed in the law.

**4.19** Contractor should deploy only personnel who are medically fit. Annual health check-up for the operators as per the provision of Factory Act is to be complied and the report to be submitted to the concerned EIC of the Pump Station.

**4.20** In the event of accident, the contractor shall be required to fill injury report and submit to Fire & Safety officer of OIL immediately and ensure the compliance of workmen's Compensation act.

**4.21** The contractor shall be responsible for the proper behaviour of the persons deployed by him. They shall be bound to prohibit and prevent their employees from taking any direct or indirect interest and / or support assist, maintain or help any person or persons engaged in any anti-social activities, demonstration, riots or agitation which may in any way be detrimental or prejudicial to the interest of the company.

**4.22** In case the company considers presence of any of the persons of the contractor undesirable for whatever reasons including integrity, conduct, competence, such person(s) shall be removed from the site by the contractor immediately as directed by Station-in-charge. Such persons will not be redeployed without the express and written authorization of the company.

**5.0 Period of Contract:** The contract shall be valid for a period of two years. OIL reserves the right to discontinue the services at any point of time without assigning any reason, whatsoever.

## **6.0 Statutory Requirements:**

The contractor shall comply with relevant clauses of the following statutory Acts and guidelines as applicable to Pump Station Operations:

### **A. ACTs, RULEs and REGULATIONS:**

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1. Factories Act, 1948 and Assam Factories Rules, 1950.
2. Factories Act, 1948 and W. Bengal Factories Rules, 1958.
3. Factories Act, 1948 and Bihar Factories Rules, 1950.
4. Mines Act, 1952
5. Oil Mines Regulations, 1984
6. Mines Rules, 1955
7. Mines Vocational Training Rules, 1966
8. Petroleum Act, 1974.
9. Petroleum Rules, 2002.
10. Petroleum and Natural Gas Regulatory Board Act, 2006 (Amendment, 2010).
11. Explosives Act, 1884.
12. Explosives Rules, 2008.
13. Static & Mobile Pressure Vessel (unfired) Rule, 1981.
14. Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulations, 2015 (Amended)
15. Minimum Wages Act, 1948. Employees Compensation Act, 1923 and Rule, 1924.
16. The Water (Prevention and Control of Pollution) Act – 1974 with amendments.
17. The Water (Prevention and Control of Pollution) Cess Act – 1977 with amendments (1992, 2003).
18. The Air (Prevention and Control of Pollution) Act – 1981 with amendments.
19. The Environment (Protection) Act, 1986 with Amendments (1991).
20. The Environment (Protection) Rules, 1986 with Amendments.
21. The Hazardous Wastes (Management, Handling & Trans boundary Movement) Rules 2008.
22. The Manufacture, Storage & Import of Hazardous Chemical Rules 1989 with Amendments.
23. The Public Liability Insurance Act, 1991 with Amendments.
24. The Noise Pollution (Regulation and Control) Rules, 2000 with Amendments.
25. The Ozone Depleting Substances (Regulation & Control) Rules, 2000 (ODS) & Amendments.
26. The Batteries (Management & Handling) Rules 2001, with Amendments.
27. EIA notification of 14th September 2006.
28. Municipal Solid Waste (Management and handling) Rules, 2000.
29. Land Acquisition Act, 1894.
30. Land Acquisition, Rehabilitation and Resettlement Act, 2013 (30 of 2013).
31. Forest (Conservation) Act 1980 and Forest Conservation Rules, 2003.
32. The Public Premises (Eviction of Un-authorized occupants) Act 1971 (40 of 71).
33. Petroleum and Minerals Pipelines (Acquisition of Right of User in Land) Act, 1962.
34. Gas Cylinders Rules, 2004.
35. Disaster Management Act, 2005.
36. The Electricity Act 2014

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- B.** All OISD standards, Guideline and Recommended practices under MOPNG
- C.** Orders and Circulars of DGMS, CCoE & CIF
- D.** Orders and Circulars of MOEF, Central Pollution Control Board and State Pollution Control Board.
- E.** Relevant Standards formulated by BIS.
- F.** Relevant Standards formulated by ISO & OHSAS.

**6.1** The contractor has to comply with all relevant labour laws like minimum wage, workmen compensation, leave rules, bonus etc. as per labour Act. The contractor shall also be bound to discharge obligations as provided under various statutory enactments including the Employees provident fund & miscellaneous act 1952, ESI act 1948, Contract Labour (regulation and abolition) act 1970, Minimum wages act 1948, Payment of wages act 1936, Workman's compensation act 1923 and other relevant Acts, rules and regulations enforced from time to time.

The contractor shall strictly comply with the provisions of Employees Provident Fund Act and register themselves with RPFC before commencing the work. The contractor shall be responsible for necessary contributions towards PF, Insurance for workmen compensation / ESIC, or any other statutory payment to Government agencies as applicable under the law in respect of the contract and of personnel deployed by the contractor for rendering service to OIL and shall deposit the required amounts with the concerned statutory authorities on or before due dates. The contractor shall obtain a PF number from the concerned Regional provident fund commissioner and submit necessary proof of having deposited the employees as also the employer's contributions to the provident fund. The contractor shall also be responsible for payment of any administration / inspection charges thereof wherever applicable in respect of the personnel deployed by him relating to the work of OIL.

The contractor shall regularly submit all relevant records / documents in this regard to OIL representative for verification or when specifically called for.

**6.2** Contractor shall be fully responsible for any and all discrepancies arising out of any Labour laws / Acts. Contract Labour (R&A) Act 1970. The payment of Wages Act 1936, the Minimum Wages Act, the Payment of Bonus Act, EPF Act, Industrial Dispute Act Etc & will settle the same at his own cost. It is contractor's responsibility to pay the minimum wages from for services to the person / any employees engaged by him as per Labour Laws / payment of Wages Act in force and in case of any claims, contractor is personally responsible.

**6.3** Contractor must indemnify OIL, its employees against any liquidated damages incurred as the Principal employer for any failure of contractor to honour the various Central / State / Local self-body laws / enactment in this respect.

**6.4** Contractor will be required to observe and fulfil all the obligations under various enactments applicable to the nature of job performed by him under the

contract.

**6.5** Contractor should produce necessary ESIC code before commencement of work or coverage under Workmen Compensation Act who are not covered under ESI Act. The Contractor should take appropriate workmen compensation Insurance Policy and submit a copy of the same to OIL.

**6.6** Contractor should produce necessary EPF code before commencement of the work, if applicable.

**6.7** Contractor shall also ensure to engage for the services only those persons whose character and antecedents have been verified.

**6.8** Contractor shall be responsible for the Payment of Wages and other dues to the personnel deployed by him latest by 7th day of the following month. Contractor shall ensure Payment of Wages to the persons employed and meet all the statutory obligations of payments as per the Minimum Wages Act, 1948 and Payment Wages Act, 1936.

**6.9** While confirming to any of these conditions, Contractor should ensure that no applicable Act or Rules regarding Labour Welfare etc. is violated.

**7.0 Payment of wages to the employees:**

The contractor shall ensure and will be solely responsible for payment of **wages and** other dues latest by 7th of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the company against all charges claims dues etc. arising out of disputes relating to the dues and employment of personnel deployed by him. The contractor shall give undertaking along with the invoice that wages & other dues have been paid for the period for which the invoice is being submitted.

Contractor shall exclusively be liable for non-compliance of the provision of any acts, laws, rules and regulations having bearing over deployment of manpower directly or indirectly for execution of the work and the contractor hereby undertakes to indemnify the company against all actions, suits, proceedings, claims, damages, etc. which may arise under the Minimum Wages Act, Payment of Wages Act, Workmen Compensation act, Personal Injury (Compensation Insurance) Act, ESI Act, Industrial Disputes Act, Shop and Establishment Act, Employees Provident Fund Act, Family Pension & Deposit-Linked Insurance Scheme or any other acts or statutes not herein specifically mentioned but having direct or indirect application for the persons deployed under this contract.

**8.0 Mobilization Advance (M.A.)**

**Mobilization Advance is not payable in this contract.**

**9.0 Defect Liability Period**

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2 Months from the date of completion of contract.

### **10.0 Terms of Payment**

Payment to contractor shall be made for the services provided by him as per the rate quoted by him in the schedule of rates / as agreed by the company on a monthly basis. Contractor, for this purpose, shall submit the GST compliant tax invoice along with attendance/measurement sheet certified by Station In-charge containing the following documents:

- i. GST Invoice in triplicate with relevant SAC code & GST registration nos.
- ii. Undertaking for payments of wages & other dues.
- iii. Receipt / challan of payment of GST.
- iv. Receipt / challan of PF payment.
- v. Copy of ESIC / Insurance for workmen compensation if applicable
- vi. Undertaking for payment of GST & PF
- vii. Copy of Wage Register.

The payment shall be made by after submission of measurement/attendance sheet and duly certified by Station In-charge. Payment shall be released through online e-banking transfer methods. Necessary recoveries and all statutory deductions shall be made from the payments to the contractor at the relevant rates (as per norms, rules and regulations laid down by Government)

### **11.0 Price Reduction Schedule (PRS) / Penalty:**

11.1 Delay in services for deployment of shift in hubs: Delay in services for deployment of manpower will attract a penalty @ Rs.3000/day/shift in each pump station beyond 15 days from the date of issue of LOI and specific work Order.

11.2 Contractor has to provide manned operation services by deploying a team of 4 (3+1) persons at each Pump Station Control Room to maintain round the shift duty. Delay in services for replacement of shift personnel making short fall will attract a penalty of @ Rs.3000 / day /shift/ person for non-deployment or replacement. Delay in services for deployment of **general shift personnel (s)** beyond 15 days from the date of Specific work order or replacement of general shift personnel due to resignation of technician / termination of the personnel will attract a penalty of @ Rs.3000 / day / person for non-deployment or replacement. Interruption in shift duty in any case shall not be allowed. Interruption of shift duty due to non-availability / absence / delay in reporting of reliever will attract a penalty of Rs.2500 / shift.

11.3 Misc. Penalty shall be imposed for non-availability of safety shoe / helmet / cotton uniform @ Rs.100 / day / person / location beyond 15 days from the date of deployment.

11.4 Penalty for not attending ON CALL duty after office hours will be treated as ABSENT for the whole day for both the persons. Both the electrical person

must present during any kind of ON CALL as and when duty.

#### **11.6 Manpower Clause**

i) All personnel to be deployed in different streams of work must have sound health, requisite qualifications, adequate experience in their respective fields as well as requisite competency as stipulated vide Factories Act 1948, Oil Mines Regulations & other byelaws, regulations & norms in force. The Operator must warrant that all their employees shall perform the work correctly and efficiently and must ensure that such personnel observe all applicable statutory norms and safety requirement of OIL.

ii) Operator/contractor would submit all documents, Bio data / Qualification / Experience-details / Credential/Competence Level / Eligibility Certificates / Police Verifications / IME reports etc and other relevant data of any prospective appointments to be deployed at Pump stations. Such personnel must not have any pending case against them in court of law / any pending police case or FIR against them. Any of the employees – officers or work staff – can work at respective Pump stations only after approval of OIL for such employees. If not approved by OIL, contractor cannot employ any of its employees at Pump stations. In regards to selection process of the contractor for their potential employees to be deployed at Pump stations, OIL shall not have any role or say. The cost - if any - on providing all the above initial documents / reports etc (including but not limited to Initial Medical Examinations, IME) to OIL at the beginning of deployment of each prospective employee shall be responsibility of the operator.

iii) Even after initial deployment if at a later stage OIL finds any personnel of the Operator to be unsuitable / undesirable to OIL and communicates to the operator in writing, the Operator shall remove such personnel immediately from working at any of the pump stations as mentioned. In this case, the operator - entirely on their expense - shall promptly replace such personnel with alternative personnel acceptable to OIL. New recruitment shall take over the responsibility after adequate training and familiarization during which, persons of the existing work force must have to work for 2(two) consecutive shifts in place of the expelled persons.

iv) If operator wants to change any of their personnel deployed at any of the pump stations at any time, replacement for such employee(s) will be required in advance. New recruitment shall take over the responsibility after adequate training and familiarization prior to release of concerned persons. For new recruits, clauses 11.5 (i), (ii) & (iii) will be applicable.

v) Operator shall be solely responsible throughout the period of the Contract for ensuring that all the operator's employees have requisite statutory trainings. The operator must maintain its training-matrix records of its all employees and keep it updated at all times.

vi) Operator shall engage Manpower required for the Operations and maintenance and determine their numbers in all concerned categories of

employees as mentioned below, selection, hours of labour and compensation as per the provisions of Factories act and other applicable laws, by-laws, regulations, Acts etc. Operator can and shall obtain when appropriate, such occasional or part time service of experts, seconded employees for operational requirement or for having some operational advantage in operator's performance. But OIL's approval for such employee's deployment at any of the Pump stations as mentioned needs to be taken beforehand.

vii) Handing over of charge to the next reliever personnel immediately in case of its unavailability at site/ place. The plant shall be manned on 24X7 basis in 3 shift pattern and a general shift as per the general guideline about deployment of **minimum number of employees** under different category / shifts is given in Annexure-A

Stations	Job Description	Experience in relevant field	Duty Pattern	Educational Qualification	Total Manpower
PS1 Dulianjan	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course) from AICTE recognized institutions	01
	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01
PS11 Tengakhat	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course) from AICTE recognized institutions	01
	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01
PS2 Moran	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course) from AICTE recognized institutions	01
	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01



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PS3, Jorhat	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course ) from AICTE recognized institutions	01
	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01
PS4, Sekoni	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course ) from AICTE recognized institutions	01
	Electrical supervisor	4-5 Years	General shift and on call Duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01
PS5, PHQ	Project Co-ordinator	4-5 Years	General shift and on call Duty	Graduate in Mechanical/ Instrumentation/ Electrical / Electronics / Chemical Engineering	01
PS8, Sonapur	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course ) from AICTE recognized institutions	01
	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01
PS10, Barauni	Electrical Engineer	4-5 Years	General shift and on call Duty	Graduate in Electrical Engineering(4 years course ) from AICTE recognized institutions	01

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**E-TENDER: CGI 7727 P19**

	Shift Engineer	3-4 Years	Shift operation	Diploma in Engineering certification in Electrical / Mechanical / Instrumentation / Chemical / Electronics (3 years course) from AICTE recognized institutions	04
	Electrical supervisor	4-5 Years	General shift and on call Duty	Diploma in Electrical Engineering (3 years course) from AICTE recognized institutions	01

**Total numbers of required manpower= 39 no's**

Normal duration of General shift is w.e.f 7:00 am to 3:00 pm except Sunday as weekly off. But all such key persons shall be available for 24 hours and all of them must be available at worksite as per requirement &/or as per advice of OIL in regards to any Operation work. If OIL decides that presence of all or anyone of them is necessary for safe, uninterrupted and full-capacity performances of all Operation jobs of the plant at any time beyond general shift on any days, person(s) must attend duty at site. Here decision of the necessity of the person's presence is solely OIL's and operator has to abide by that decision.

viii) The **minimum number of persons** - as in clause no 11.5 (vii) above - shall not decrease on any reason. Shift to shift change over needs to be maintained and any person working on preceding shift cannot leave the plant unless his corresponding reliever of the next shift relieves him of his duty. This is applicable to officers and workmen alike and applicable in case of Operation gang shift change-over between morning and night shifts. However in all cases, operator needs to plan their work personnel in such a way that no employee must work more than 2 shifts consecutively. The operator will submit a list of engaged manpower and their deployment pattern including any change in the manpower/deployment pattern during the tenure of contract period. The deployment pattern should meet the statutory requirement as per Factory act and other Government Laws, statutory by laws and Acts etc. Operator shall provide the Station In charge, OIL with roster/ deployment pattern of all its employees on a monthly basis in the first three days of the month. Operator shall furnish actual attendance of a day to the Station In charge or to his representative on the next working day.

ix) Operator will intimate the Station In charge, in writing, if any deviation particularly in the numbers of respective category of employees (Shift engineers, Engineers, competent and/or skilled work personnel and workers) takes place in any shift on a day on the next working day. Operator will highlight on their daily attendance given to the Station In charge, if any employee had to work for 2 shifts consecutively as per the clause no 11.5 (viii) above.

The Operator, before starting the work shall obtain legal license if any from the concerned authorities under the Contract Labour (Abolition and Regulation) Act 1970, and furnish a copy of the same to the Company.

x) Operator shall also be responsible for its validity and renewal and for complying with provisions of all applicable Act, Rules and Regulation in force at the locations of the site.

xi) The Operator shall be solely responsible throughout the period of the contract for providing all requirements of their personnel, including but not limited to their insurance, housing, medical services, messing, transportation (both air and land transportation), vacation, salaries and all amenities, termination payment and taxes, if any, payable at no charge to the Company. The Operator's

crew personnel's shall arrange for their meal from their own, OIL shall not be responsible for providing any optional canteen facility. Any shortage of man-power below the minimum number of employees as stated in clause no 1.0(viii) above due to any reason(s) under any clauses as above or any other reasons of the operator shall be penalized under **Penalty Clause number 11.2.**

## **12.0 Termination of Contract:**

In case the contractor's performance is not found satisfactory as per the opinion of SIC at any point of time during the contract, the contract may be terminated by giving a fifteen (15) days' notice. Any loss incurred by the OIL on this account shall be recovered from the contractor. OIL may engage another agency to complete the job under this contract at the risk and cost of the contractor.

## **13.0 Tax Liabilities:**

Contractor shall be liable for timely payment of taxes, duties and levies imposed by any Govt./Govt. Dept./Agency/Body including local autonomous bodies from time to time without any extra claim from the OIL. OIL has no liability on these accounts and contractor shall indemnify OIL from any such liability, even if it arises in future.

Income tax deductions will be made from all payments to the contractor as per rules in force in accordance with the "Income Tax Act" prevailing from time to time. However, contractor shall be entitled to get the "TDS Certificate" for the amount deducted in the format prescribed by the "Income Tax Department".

**14.0** All other terms and conditions of the contract shall be as per "General Conditions of Contract [GCC]" where any portion of the GCC is repugnant to or variance with any provision of the SCC, then the provision of the SCC shall be deemed to override the provisions of the GCC and shall, to the extent of such repugnance of variations, prevail.

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**Part-IV**

**PAYMENT TERMS**

**AS PER CLAUSE NO. 10 & 40 OF PART I - GCC AND CLAUSE  
NO. 10 &11 OF PART III - SCC**

**\*\*\*\*\***

**OIL INDIA LIMITED  
(A Government of India Enterprise)  
CONTRACTS SECTION, PHQ  
P.O. UdayanVihar – 781171, Guwahati, ASSAM**

**SCHEDULE OF COMPANY'S PLANTS, MATERIALS& EQUIPMENT**

**OWNER'S SCOPE OF SUPPLY:**

**NIL**

**\*\*\*\*\***

**PART VII – SAFETY MEASURES**

**To,  
Deputy General Manager(CONTRACTS)  
OIL INDIA LIMITED  
Guwahati-781171**

**SUB: SAFETY MEASURES**

**Description of work/service: HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS:(A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ (B)WEST BENGAL:PS8-SONAPUR (C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE SATISFACTORY PERFORMANCE**

Sir,

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

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

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

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

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

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

- c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. Any violation pointed out by the Company's engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

- e) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date \_\_\_\_\_

---

CONTRACTOR

COMPANY

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

FOR & ON BEHALF OF BIDDER

\*\*\*\*\*



**PART VIII – INTEGRITY PACT**

**INTEGRITY PACT**

**(APPLICABLE FOR THIS TENDER)**

Between

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

And

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

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

**Section: 1 -Commitments of the Principal**

**(1)** The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

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

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

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

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

**(1)** The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

**(2)** The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

**(3)** The Bidder/Contractor signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

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

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.
2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.
5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties till the final completion of the contract **or as mentioned in Section 9- Pact Duration whichever is later**. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings

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

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

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

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

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

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

1.The Principal will enter into Pacts on identical terms with all bidders and contractors.

2. The Bidder / Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

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

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

**Section: 8 -External Independent Monitor/Monitors**

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could

have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.

6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8. The word 'Monitor' would include both singular and plural.

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

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

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

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

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

.....  
**For the Principal**

.....  
**For the Bidder/Contractor**

Witness 1: .....

Witness 2: .....

Place.  
Date .

\*\*\*\*\*  
\_\_\_\_\_

**PRICE BID FORMAT:**

**AS PER PART –II**

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

**\*\*\*\*\***

**PROFORMA - I**

**BID FORM**

To  
The Deputy General Manager (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. GUWAHATI-781171  
DIST. KAMRUP(M)  
ASSAM

Sub: IFB No. : **CGI 7727 P19**

Dear Sir,

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

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

We agree to abide by this Bid for a period of **120 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 and seal of the Bidder: \_\_\_\_\_

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

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

\*\*\*\*\*  
\_\_\_\_\_



**PROFORMA – II**

LETTER OF AUTHORITY

To  
The Deputy General Manager (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. GUWAHATI-781171  
DIST. KAMRUP(M)  
ASSAM

Sir,

Sub: IFB No. **CGI 7727 P19**

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_  
(Name and address) as authorized to represent us to Bid, negotiate and conclude  
the agreement on our behalf with you against Invitation  
No.: \_\_\_\_\_ for **“HIRING SERVICES FOR OPERATION OF  
UPGRADED PUMP STATIONS FOR THE FOLLOWING  
STATIONS:(A)ASSAM:PS1-DULIANJAN,PS11-TENGAHAT,PS2-MORAN,PS3-  
JORHAT,PS4-SEKONI,PS5-PHQ (B)WEST BENGAL:PS8-SONAPUR  
(C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A  
PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE  
SATISFACTORY PERFORMANCE”.**

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

Yours Faithfully,

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

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

\*\*\*\*\*

**PROFORMA - III**

**STATEMENT OF NON-COMPLIANCE**

**(Only exceptions/deviations to be rendered)**

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

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

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Seal of the Bidder:**

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids.

If the **"Statement of Compliance"** in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

\*\*\*\*\*

**PROFORMA- IV**

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

Name:

FULL Address:

Phone Number :

Mobile Number :

E-mail address :

FAX Number :

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

Bank Name :

Branch :

Address of the Bank:

Bank Code :

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank :

PAN Number :

GST Registration Number:

---

Signature of Vendor with Official Seal

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

\*\*\*\*\*

**PROFORMA-V**

**FORM OF BID SECURITY (BANK GUARANTEE FORMAT)**

To:

M/S OIL INDIA LIMITED,  
CONTRACTS SECTION,PHQ  
GUWAHATI, ASSAM, INDIA, PIN -781171.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, 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 well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the  
said Bank this \_\_\_\_ day of \_\_\_\_\_ **20**\_\_\_\_\_.

THE CONDITIONS of these obligations are:

1. If the Bidder withdraws their Bid within its original/extended validity; or
2. The Bidder modifies/revises their bid; or
3. The Bidder does not accept the contract; or
4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

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 any of the 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.

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

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 /as specified in the Tender.

\*\*\*\*\*  
\_\_\_\_\_

**PROFORMA-VI**

**FORM OF PERFORMANCE BANK GUARANTEE**

(To be submitted by the successful bidder in case of award of contract)

To:

M/s. OIL INDIA LIMITED,  
CONTRACTS SECTION  
PIPELINE DEPARTMENT, GUWAHATI  
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 thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the -----day of -----

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

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

Designation \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**Note: Bank details of Oil India Limited may be required by Bank for issuance of Bank Guarantee (BG):**

BANK DETAILS OF BENEFICIARY		
<b>a</b>	Bank Name	AXIS BANK
<b>b</b>	Branch Name	GUWAHATI
<b>c</b>	Branch Address	CHIMBER HOUSE, G.S.ROAD, DISPUR ASSAM
<b>d</b>	Banker Account No.	140010200027654
<b>e</b>	Type of Account	CURRENT ACCOUNT
<b>f</b>	IFSC Code	UTIB0000140
<b>g</b>	MICR Code	781211002
<b>h</b>	SWIFT Code	Axisinbb140
<b>i</b>	Contact No.	8876501401
<b>j</b>	Contact Person Name	Mr. Dibakar Ghaosh
<b>k</b>	Fax No.	Not available
<b>l</b>	Email Id	<a href="mailto:Guwahati.branchhead@axisbank.com">Guwahati.branchhead@axisbank.com</a>

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**PROFORMA-VII**

**FORMAT FOR UNDERTAKING**

**(IN TERMS OF TENDER NO. CGI 7727 P19)**

**(On Non-Judicial Stamp Paper of Rs. 100/-)  
TO BE NOTARISED**

To  
Deputy General Manager(CONTRACTS)  
OIL INDIA LIMITED  
GUWAHATI

Dear Sirs,

**UNDERTAKING/DECLARATION BY THE BIDDER IN RESPECT OF TENDER NO  
CGI 7727 P19**

This is in connection with the Bid submitted by me/us, ..... (Name of Bidder), against Tender No. **CGI 7727 P19** for **“HIRING SERVICES FOR OPERATION OF UPGRADED PUMP STATIONS FOR THE FOLLOWING STATIONS:(A)ASSAM:PS1-DULIANJAN,PS11-TENGAKHAT,PS2-MORAN,PS3-JORHAT,PS4-SEKONI,PS5-PHQ (B)WEST BENGAL:PS8-SONAPUR (C)BIHAR:PS10-BARAUNI FOR A PERIOD OF 2(TWO) YEARS WITH A PROVISION OF EXTENSION FOR 1 (ONE) YEAR SUBJECT TO THE SATISFACTORY PERFORMANCE”**.

I/We, the afore mentioned Bidder against the subject tender, hereby declare that my/our quoted rates include the following -

- (a) Labour wages as per Minimum Wages Act and notifications issued by the Central Govt. from time to time, including P.F, insurance and Bonus.
- (b) Material and Equipment (if any) cost.
- (c) PPE cost.
- (d) IME (Initial Medical Examination) cost.
- (e) Other charges / cost including overheads, profit, insurance and handling charge..

I/We, the afore mentioned Bidder against the subject tender take note that minimum wages may increase from time to time as notified by statutory authority and Central Govt. and undertake that I/We shall not make Company (i.e. OIL) liable to reimburse me/us for such statutory increase in wage rates of the labours/workers engaged by me/us during the entire period of the contract, including extension if any. Currently, such increase in the wage rates is twice in a year. I/We have bid after considering this increase in wage rates for the entire period of Contract including extension provision.



I/We, the afore mentioned Bidder against the subject tender, further undertake that I/We will pay my/our workers the existing Daily wages as notified under the Minimum Wages Act from time to time by the Central Govt. and such statutory or any other increase in the wages rates including consequent increase in statutory contributions like provident fund etc. of contract labours engaged by me/us shall be borne solely by me/us during the entire period of the contract, including extension if any, without any cost implication whatsoever upon the Company.

I/We further agree and undertake that in case of any violation of the above undertaking, Oil India Limited (OIL) shall be at liberty to take appropriate action against me/us in terms of the Tender/Contract including but not limited to termination of contract and debarment from future business with OIL. I shall duly comply with all the statutory obligations, more particularly under applicable labour laws. I further agree and undertake that in case of any dispute or claims arise out of my non-compliance of statutory obligations under the Contract, by the Labourers engaged by me or by any statutory authorities, I shall only be responsible for the same and hold the Company harmless against such dispute or claims. I further authorize the Company, in the event of my default or non-compliance of any statutory obligations, to deduct/recover and adjust such amount or claim against my Bills due under the Contract or against any other existing or future Contracts with the Company including performance security.

I/We declare that the information given above is true and any misstatement, misrepresentation, or suppression of facts in connection with the above undertaking may entail rejection of the bid and cancellation of contract, if awarded.

Yours faithfully,

1. Authorized Signatory with Seal

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(Bidder)

Place:-

Date:-

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**PROFORMA-VIII****Details of Work Done  
(For satisfying the Bid Evaluation Criteria)**

Sl. No	Description of Work	Location of Work	Client Address and contact details including email	Value of Contract	Schedule Completion Date	Date of Actual Completion	Reasons for Delay, if any

**Note:**

1. Copies of Completion Certificates along with Work Orders/Contract Documents of the Works as per Bid Evaluation Criteria are to be enclosed.
2. Work completed earlier than the period indicated in Bid Evaluation Criteria need not be indicated here.
3. List of work, not as per qualifying criteria indicated in Bid Evaluation Criteria need not be indicated here.

**SEAL AND SIGNATURE OF THE BIDDER**

**PROFORMA-IX**

To,  
Chief General Manager (F&A)-PLS  
Oil India Limited  
Pipeline HQ, Narangi , Guwahati ,Assam-781171

Dear Sir,

Sub: E-Payments vide RTGS/NEFT

I/We request and hereby authorise you to execute E-Payment vide RTGS/NEFT modes to My /Our Bank account as per the details given below:

**(A) BANK DETAILS**

1. Bank A/c No. ( Must Enclose Cancelled Cheque)
2. Account Type      Saving Bank/ Current Account
3. Bank Branch
4. Bank Address
5. IFSC Code
6. MICR No.

**(B) VENDOR DETAILS :**

1. Vendor Code ( See the vendor code given in the PO/Contract)
2. Name
3. PAN No. (Must enclosed self-attested photo copy of PAN Card )
4. Address with Mobile/Telephone No.
5. VAT TIN No. \_\_\_\_\_
6. ~~CST Regn. No.~~
7. GST Regn. No.
8. ~~Central Excise Regn.No.~~
9. Email ID

I/We hereby declare that the particulars given above are correct and complete. I/We confirm that I/we shall bear the charges, if any levied by my/our bank for the credit in our above account through NEFT. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

Thanking you,

Date:  
Stamp

\_\_\_\_\_  
Authorised Signatory &

.....

**Bank Certificate**

We confirm that the details given above are correct as per our records.

Date:  
Place:  
Bank Official

\_\_\_\_\_  
Signature, Code & Stamp of Authorised