



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्योग) पंजीकृत कार्यालय: दुर्लियावाहन, असम
Oil India Limited
(A Government of India Enterprise) Registered Office: Durliahaan, Assam

Materials Department

(Rajasthan Project)

Rajasthan, India.

Phone -0291-2438174

Date : 23.02.2015

FORWARDING LETTER

Tender No. : CJI6214P15

Sub: Hiring of Services for Operation and Maintenance of OIL's Natural Gas Production Fields and Installations at Tanot, Dandewala & Bagitibba and Base Camp at Tanot Village Complex (TVC) in western Rajasthan

1.0 OIL INDIA LIMITED (Rajasthan Project) invites competitive ON-LINE Bids for the above services under Single Stage Two-Bid System through its e-Procurement site. For your ready reference, few salient features (covered in details in this bid document) are highlighted below.

- | | | |
|--------------------------------------|---|---|
| i) OIL's Tender No. | : | CJI6214P15 dated 12.02.2015 |
| ii) Tender Fee | : | ` 5,000.00 (Non-refundable) |
| iii) Type of Bid | : | Single Stage Two Bid System |
| iv) Bid Closing Date & Time | : | 11:00 hrs (IST) on 24.03.2015 |
| v) Technical Bid Opening Date & Time | : | 15:00 hrs (IST) on 24.03.2015 |
| vi) Bid Opening Place | : | Office of the Chief Manager (M&C)
at Jodhpur |
| vii) Amount of Bid Security | : | ` 22,00,000.00 |
| viii) Amount of Performance Security | : | 7.5 % of 1 year Contract Value. |
| ix) Mobilization Time | : | The mobilization of requisite manpower, equipment, tools and all other materials shall have to be completed within 45 days from the date of issue of notification of |

Award (LOA) by the Company.

- x) Amount of Liquidated Damage : For default in timely mobilization, Liquidated damage @0.5% of the one year contract value for delay of each week or part thereof subject to a maximum of 7.5% of one year contract value will be applicable.
- xi) Duration of Contract : For a period of two (02) years, with a provision for extension by one more year at the same rates, terms and conditions. However, Oil India Limited reserves the right to terminate the contract early in part/whole.

2.0 We now look forward to receiving your most competitive offer in line with the tender terms well within the bid closing date and time.

Yours faithfully,
OIL INDIA LIMITED

(P.C. MAZUMDAR)
CHIEF MANAGER (M&C)
FOR GROUP GENERAL MANAGER (RP)

SECTION – I

INVITATION FOR BIDS

- 1.0 Oil India Limited (OIL) invites competitive ON-LINE Bids under Single Stage Two Bid System from eligible indigenous bidders only for the following oilfield services for its RAJASTHAN PROJECT through its e-Procurement portal - <https://etender.srm.oilindia.in/irj/portal>
- 1.1 Tender No. : CJI6214P15 dated 12.02.2015
- 1.2 Bid Closing Date & Time : 24.03.2015 (11:00 Hrs. IST)
- 1.3 Tender Fee : ` 5,000.00 (Non-refundable)
- 1.4 Bid Security : ` 22, 00,000.00
- 2.0 **Description of Services :** Operation and Maintenance of Dandewala Gas Processing Plant (DND-GPC), Tanot Village Complex (TVC) & Tanot Gas Gathering Station (TOT-GGS) for a period of 24 months with a provision for extension by one year with same rates, terms & conditions
- 3.0 Tender Document will not be issued physically by the Company. The interested Bidders must submit their applications showing full address (including e-mail ID) along with the non-refundable Tender Fee (excepting PSUs and SSI Units registered with NSIC) in the form of a Banker's Cheque/Demand Draft in favour of OIL INDIA LIMITED and payable at JODHPUR to the CHIEF MANAGER (M&C), OIL INDIA LIMITED, 2A, DISTRICT SHOPPING CENTRE, SARASWATI NAGAR, BASNI, JODHPUR-342005, RAJASTHAN (INDIA) between **25.02.2015 and 17.03.2015** i.e., one week prior to the scheduled Bid Closing date & time. On receipt of application and Tender Fee as above, USER-ID and initial PASSWORD will be communicated to the bidder (through e-mail) and he/she will be allowed to participate in the tender through OIL's e-Procurement portal. Details of the NIT can be viewed using "Guest Login" provided in the e-procurement portal. **USER-ID and PASSWORD are not transferable.** The link to e-procurement portal has also been provided through OIL's website www.oil-india.com.
- Tender Fee may also be paid online upto one week prior to the bid closing date (or as amended in e-portal).
- 4.0 OIL reserves the right to refuse issuance of USER-ID and PASSWORD to such parties even on payment of Tender Fee, about whose competence OIL is not satisfied. The Company's decision in this regard shall be final.
- 6.0 OIL reserves the right to reject any/all bids and cancel the tender without assigning any reason whatsoever.

-: Please visit us at www.oil-india.com:-

(END OF SECTION – I)

SECTION - II

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

- 1.0 Rajasthan Project of Oil India Limited (OIL), a Govt. of India Enterprises, is engaged in exploration and production of Natural Gas from the Jaisalmer Basin and exploration of Heavy Oil in Bikaner-Nagaur basin of Western Rajasthan in India. The Project Office of OIL at Jodhpur is well connected with Road, Rail & Air. This tender is floated for Operation & Maintenance Services for the following from interested eligible Indian Bidders only.
- (i) Operation and Maintenance of Gas Fields in Tanot, Dandewala and Bagitibba in western Rajasthan.
 - (ii) Operation and Maintenance of Gas Production/Processing Stations at Dandewala & Tanot.
 - (iii) Operation and Maintenance of Base Camp (TVC) at Tanot. This service includes catering service, Preliminary Medical Service, Water Supply system, Sanitary & Hygiene, House Keeping, O&M of Air-conditioning Plant, Captive Power House etc.

Details of the requirements are furnished under Terms of Reference/ Scope of Work/Technical Specifications vide Section- IV in this tender.

2.0 COST OF BIDDING

- 2.1 The bidder shall bear all costs associated with preparation and submission of its bid, and OIL INDIA LTD. 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.

B. THE BID DOCUMENTS

3.0 BID DOCUMENTS

- 3.1 The Services required, bidding procedures and Contract terms are prescribed in the Bid Document. This Bid document includes the following:-
- a) A Forwarding Letter highlighting the following points amongst others:
 - i) Enquiry Number of Oil India Limited
 - ii) Bid closing date and time
 - iii) Bid opening date, time and venue
 - iv) Place for submission of Bid
 - v) The amount of Bid security
 - vi) The amount of Performance Bank Guarantee
 - vii) Quantum of liquidated damages for default in timely mobilization.

- b) Invitation of Bids (Section - I)
- c) Instructions to Bidders (Section - II)
- d) General Conditions of Contract (Section – III, Part-I)
- e) Special Conditions of Contract (Section – III, Part-II)
- f) Terms of Reference/Scope of Work/Technical Specifications (Section - IV)
- g) Bid Form and Price Schedule (Section - V)
- h) The Bid Security Form (Section - VI)
- i) The Performance Security Form (Section - VII)
- j) The Contract Form (Section - VIII)
- k) Bid Evaluation Criteria/Bid Rejection Criteria (Section - IX)
- l) Integrity Pact Proforma-III
- m) Authorisation for attending the opening of bid. (Proforma-IV)
- n) General HSE Points. (Appendix-A)
- o) Procedure for obtaining labour license. (Appendix-B)

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

4.0 **CLARIFICATIONS ON BID DOCUMENT**

4.1 A bidder requiring any clarification on the Bid Document may notify the Company, in writing at the Company's mailing address indicated in the Forwarding Letter. The Company will respond in writing to any request for clarification of the Bid Document which it receives not later than 10 days prior to the deadline for the submission of Bids prescribed by the Company.

5.0 **AMENDMENT OF BID DOCUMENT**

5.1 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 bidder, modify the Bid Document by an Amendment.

5.2 The Addendum/Amendment will be uploaded in OIL's e-Portal in the Technical RFX tab "Amendments to Tender Documents". Prospective Bidders (to whom Company issues the USER-ID & PASSWORD), shall also be intimated about the amendments through e-mail/fax/courier etc. 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 for any amendments to the bid documents before submission of their bids.

C. **PREPARATION OF BIDS**

6.0 **LANGUAGE OF BID**

6.1 The Bid prepared by the bidder and all correspondence and documents relating to the Bid exchanged by the bidder and the Company shall be written in English language, except that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation of its pertinent pages in which case, for purposes of the interpretation of the Bid, the English translation shall govern.

7.0 **DOCUMENTS COMPRISING THE BID**

7.1 The bid to be submitted by the Bidder shall comprise the following components:

I. TECHNICAL BID

- i) Complete technical details of the services without indicating prices.
- ii) Documentary evidences establishing Bidder's eligibility as per BRC/BEC defined in Section-IX that the bidder is eligible to Bid and is qualified to perform the contractual obligations, if its Bid is accepted.
- iii) Any exception the bidder wishes to take to the general and special conditions of contract excepting those referred in bid evaluation criteria/bid rejection criteria (ref. Section -IX). However, any such exceptions must be resolved mutually before opening of price bid. Request for any exceptions/ deviations to BEC/BRC will not be entertained.
- iv) Bid Security (scanned copy) furnished in accordance with paragraph 11.0 (Section- II).
- v) Statement of compliance as per **Proforma – I** of Section – IX.
- vi) Duly signed Integrity Pact as per **Proforma – III** of Section –IX.
- vii) Bid Form & Price Schedule Details as per section-V
- viii) Information/documents mentioned in the Terms of Reference/Scope of Work /Technical Specifications vide Section - IV and Bid Evaluation Criteria/Bid Rejection Criteria vide Section - IX.
- ix) All other Annexure, Proforma and Documents as required in the Tender

II. COMMERCIAL (PRICED) BID

Rates and prices to be quoted as per attached format under Notes and Attachment tab in OIL's e-portal and completed in accordance with Clause No. 8.0 herein below.

- (i) Schedule of Rates as per attached format (ref. PROFORMA – II of Section – IX).

8.0 **BID PRICE**

8.1 Prices must be quoted by the Bidders online in Indian Rupees (INR) strictly as per Price Bid Format (Proforma – II of Section IX) available in OIL's E-Portal.

8.2 Price quoted by the Successful Bidder must remain firm during its performance of the Contract and is not subject to variation on any account. A Bid submitted with an adjustable price quotation

will be treated as non-responsive and rejected. Subsequent increase in prices of commodities if any will have to be borne by the bidder.

9.0 **CURRENCIES OF BID**

- 9.1 As this is a tender involving only Indian bidders (Local Competitive Bidding) the currency of the bid must be in Indian Rupees only and payment will be made accordingly in Indian Rupees.

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

- 10.1 To be eligible for award of contract, bidders shall provide evidences satisfactory to the Company, of their eligibility, capability and adequacy of resources to carry out the jobs under the Contract effectively. For this purpose, all Bids submitted shall include the documents sought for in the BEC/BRC vide **Section –IX** or elsewhere in the tender document.
- 10.2 For this particular Tender, bidders shall have to meet the qualifying criteria under 'Bid Evaluation Criteria /Bid Rejection Criteria', referred in **Section – IX** and bidders must categorically confirm compliance of each clause therein.
- 10.3 In addition, the bidders shall submit documentary evidence that the services it promises to provide conform to the Bid Documents and shall describe in detail how the specifications are to be fulfilled.
- 10.4 The bidder must confirm in their technical bid about their experience of handling similar contract, clearly indicating therein the size of the field, capacity of gas/oil handling plant with their brief process description, quantity and quality of gas/oil handled, strengths of man-power deployed with their qualifications and responsibilities etc. Supporting documents should also be submitted.

11.0 **BID SECURITY**

- 11.1 The **Original Bid Security** for the amount as specified in the "Forwarding Letter" must reach the office of Chief Manager (M & C), Oil India Limited, 2A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur -342005, Rajasthan, India before the scheduled Bid Closing Date and Time of the Tender, otherwise Bid will be rejected. Tender Number **(CJI6214P15)** and the Description of work must be clearly highlighted on the envelope containing the original Bid Security. A scanned copy of this document should also be uploaded along with the un-priced Technical Bid on e-portal.

Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

- 11.2 Pursuant to paragraph 7.0 (Section-II), the Bidder during online submission of its bid shall furnish as part of its Technical unpriced Bid, Bid Security (scanned copy) in the amount as specified in the "Forwarding Letter".
- 11.3 The Bid Security is required to protect the Company against the risk of bidder's conduct which would warrant the forfeiture of security pursuant to sub-paragraph 11.8 hereunder (Section-II).

- 11.4 The Bid Security shall be denominated in the currency of the Bid, and shall be in the following forms:
- a) A Bank Guarantee issued by a scheduled Bank located in India in the form provided in the Bid document (Ref. Section-VI for the format) and valid for **30 days beyond the validity of the Bid**. The bank guarantee should be so endorsed that it can be invoked at the issuing bank's branch located at Jodhpur (Rajasthan) India or alternatively at New Delhi, India.
 - b) A Cashier's/ Bankers Cheque or Demand Draft drawn on "OIL INDIA LIMITED" and payable at Jodhpur, Rajasthan (India).
- 11.5 Any Bid not secured in accordance with above-mentioned subparagraphs will be rejected by Company as non-responsive, pursuant to paragraph 20.7 (Section - II).
- 11.6 Unsuccessful bidder's Bid Security will be discharged and/or returned as promptly as possible but not later than 30 days after the expiry of Bid validity prescribed by Company, pursuant to paragraph 12.0 (Section-II).
- 11.7 The successful bidder's Bid Security will be discharged upon the bidder's signing of the contract and furnishing the performance security.
- 11.8 The Bid Security will be forfeited:-
- a) If a bidder withdraws its Bid during the period of Bid validity (including any subsequent extension) specified by the bidder on the Bid Form, or
 - b) If a successful bidder fails:
 - i) to sign the Contract within reasonable time and within the period of bid validity or after acceptance of Letter of Award , and/or,
 - ii) to furnish performance security.
 - c) If the bidder furnishes fraudulent document/information in their bid.

NOTE: Public Sector Undertakings and Small Scale Units registered with NSIC/Directorate of Industries are exempted from submitting bid securities against this tender, subject to furnishing valid certificates.

12.0 **PERIOD OF VALIDITY OF BIDS**

- 12.1 Bids shall remain valid for **180 days** after the date of Bid opening prescribed by Company. A Bid valid for a shorter period will be rejected by Company as non-responsive.
- 12.2 In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing (by Fax or email). The Bid Security provided under above mentioned paragraph 11.0 shall also be suitably extended. However, a bidder may refuse the request without forfeiting its Bid Security. A bidder granting the request will neither be required nor permitted to modify its Bid but shall arrange suitable validity extension of it's bid security provided under para 11.0 above.

13.0 **FORMAT AND SIGNING OF BID**

13.1 As the Bids are to be submitted ON-LINE with digital signature, manual signature is not required.

D. SUBMISSION OF BIDS

14.0 **ON-LINE SUBMISSION:**

- 14.1 The Bid should be submitted online up to 11:00 Hrs. (IST) (Server Time) on the date as mentioned herein i.e., on the scheduled Bid Closing Date. The Bids will be opened on the same day at 15:00 Hrs. (IST) at the office of Chief Manager (M&C), Oil India Limited, 2A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur -342005, Rajasthan, India in presence of authorized representative of the bidder.
- 14.2 The Rates/Prices alongwith price related conditions should be filled online in the Price-Bid Format and uploaded under the “Notes & Attachment” tab. All other techno-commercial documents other than the cost details to be submitted with unpriced bid as per tender requirement placed in the “un-priced” bid folder. No rate/price should be entered in Technical Bid, otherwise the offer will be rejected.
- 14.3 The Bid and all uploaded documents must be digitally signed by duly authorized representative of the bidding company using “Class 3” digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 14.4 The Bidder will be responsible for ensuring the validity of digital signature and its proper usage by their employee. The authenticity of above digital signature shall be verified through authorized CA after the bid opening. If the digital signature used for signing is not of “Class-3” with Organization name, the bid will be rejected.
- 14.5 The Tender is invited under SINGLE STAGE TWO-BID SYSTEM. Therefore, the Bidder has to submit both the “TECHNICAL” and “PRICE” bids through electronic form in OIL’s e-Tender Portal within the Bid Closing Date and Time stipulated in the e-Tender. Please ensure that the Techno-Commercial Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender in the Technical RFx Response-> User - > Technical Bid only. The “TECHNICAL/UNPRICED BID” shall contain all techno-commercial details except the prices. Please go through the help document provided in OIL’s e-Portal in details before uploading the document.
- 14.6 **Details of prices as per Price Bid format (Proforma-II) can be uploaded as Attachment in the attachment link below tendering text in the attachment option under “Notes & Attachments”. A screen shot in this regard is given below. Offer not complying with above submission procedure will be rejected.**

Please note that no price details should be uploaded in Technical RFx Response, otherwise the offer will be rejected.

Display RFx Response:

Edit | Print Preview | **Technical RFx Response** | Close | Withdraw

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

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

Basic Data | Questions

Event Parameters

Currency: Indian Rupee

Detailed Price Information: Price with Conditions

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

▼ Partners and Delivery Information

Details | Send E-Mail | Call | Clear

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

Go to this Tab “**Technical RFx Response**” for Uploading “Technical/Unpriced Bid”.

Go to this Tab “**Notes and Attachments**” for Uploading “Priced Bid” files.

On “EDIT” Mode- The following screen will appear. Bidders are advised to Upload “Technical/Unpriced Bid” and “Priced Bid” in the places as indicated above:

Edit RFx Response:

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

RFx Response Number: 60006452 RFx Number: TEST2 Status: Withdrawn Submission Deadline: 13.04.2013 11:00:00 INDIA
 RFx Owner: WIPRO_TEST1 Total Value: 0.00 INR RFx Response Version Number: 2 RFx Version Number: 5

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

▼ Notes

Add | Clear

Assigned To	Category	Text Preview
The table does not contain any data		

Area for uploading Technical/Unpriced Bid*

▼ Attachments

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

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

Area for uploading Priced Bid**

Note :

* The “Technical/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 file. On Signing a new file with extension **.SSIG** will be created. Close that window. Next click on Add Attachment, a browser window will open, select the **.SSIG** signed file from the PC and name the file under Description, Assigned to General Data and click on OK to save the File.

SINGLE STAGE TWO BID SYSTEM shall be followed for this tender and only the PRICED-BIDS of the bidders whose offers are commercially and technically acceptable shall be opened for further evaluation.

- 14.7 In Technical Bid Opening, only the **Technical RFX Response** will be opened. **Please do refer the User Manual provided on the portal on the procedure “How to create Response” for submitting offer.**

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

- 14.8 The offer should contain complete specifications, details of services and equipment/accessories offered together with other relevant literature/ catalogues of the equipment offered. A scanned copy of Bid Security should be submitted with the Techno-commercial unpriced Bid in the “Technical RFX Response” tab.
- 14.9 **The Integrity Pact is applicable against this Tender.** OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed herewith to the Tender Document. This Integrity Pact Proforma has been duly signed digitally by OIL’s competent signatory. The Proforma has to be returned by the Bidder (along with their Technical Bid) duly signed digitally by the same signatory who signed the bid i.e., who is authorized to sign the bid. **Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the Bidder shall be liable for rejection.** Uploading the Integrity Pact with digital signature will be construed acceptance of all terms & conditions mentioned therein and that all pages of the Integrity Pact have been signed by the bidder’s authorized signatory who signs the Bid.
- 14.9.1 OIL has appointed Shri Raghaw Sharan Pandey, Former Secretary, MOP & NG as Independent Monitor (IEMs) to oversee implementation of the Integrity Pact in OIL. Bidders may contact the Independent Monitor for any matter related to this Invitation for Bid (IFB) at the e-mail ID available in Proforma-III.
- 14.10 Timely submission of online bids is the responsibility of the Bidders. The Bid along with all annexure and copies of documents should be submitted in e-form only through OIL’s e-bidding engine. The Bid submitted in physical form against e-procurement tenders shall not be given any cognizance. However, the following documents should necessarily be submitted in physical form in sealed envelope. The Tender No. and the Date of Bid Closing/Opening must be prominently marked on the outer cover/envelope containing these documents and should be sent to Chief Manager (M & C), Oil India Limited, 2A- District Shopping Centre, Saraswati Nagar, Basni, Jodhpur -342005, Rajasthan, Rajasthan, India so as to reach before the scheduled Bid Closing Date and Time of the Tender.
- (i) The Original Bid Security
 - (ii) Power of Attorney for Signing the Bid

- (iii) Other documents required to be submitted in original as per tender requirement, if any.

15.0 **DEADLINE FOR SUBMISSION OF BIDS**

15.1 Bidders will not be permitted by the System to make any change in their Bid after it is uploaded. The Bidder may however request CHIEF MANAGER (M&C) for returning their Bid before the due date of submission and resubmit their bid after necessary revision/correction, if so envisaged any. But no such request will be entertained once the due date for submission of Bid is reached and/or bids are opened.

15.2 **No bid can be submitted/uploaded after the submission deadline is reached. The system time displayed on e-procurement web page shall decide the submission deadline.**

16.0 **EXTENSION OF BID SUBMISSION DATE/TIME:**

16.1 Normally no request for extension of Bid Closing date & Time will be entertained by Company. However, in case of any change in the specifications, non-receipt of any offer, inadequate response or for any other reasons, Company may at its discretion or otherwise, extend the Bid Closing Date and/or Time.

16.2 In the event of receipt of Single Offer within Bid Closing date & Time, OIL reserves the right to extend Bid Closing Date and/or Time as deemed fit. During extension period bidders who have already submitted the bids on or before original Bid Closing date & Time shall not be permitted to revise their bid.

16.3 In case of extension of Bid Closing Date of the Tender where a Bidder has already submitted his Bid with requisite Bid Security and Bid Validity within the original Bid Closing Date, such bidders will be asked to confirm extension of their Bid Security and Bid Validity after opening the Bids. Offers from such Bidders will be considered if they extend Bid Security and Bid Validity for the corresponding period of extension of Bid Closing date upon request from OIL. Otherwise the bid will be rejected.

17.0 **FORMAT OF BID SUBMISSION:**

17.1 Bids are to be submitted online at OIL's E-PORTAL. Detailed instructions are available in "HELP DOCUMENTATION" in the E-PORTAL. Guidelines for bid submission are also provided in this tender document.

17.2 The offer should contain complete specifications, details of the services, key personnel and equipment/accessories offered together with other relevant document/literature/catalogue etc. The Bid Security (Scanned Copy) mentioned in para 11.0 above should be uploaded with the Technical Bid. The price information should not be put along with the Technical Bid.

17.3 The terms and conditions of the contract to be entered with the successful bidder are given in various Sections of this bid document. Bidders are requested to state their compliance/non-compliance to tender clauses as per **PROFORMA-I** to Section – IX.

18.0 **LATE BIDS**

- 18.1 Bidders are advised in their own interest to ensure that the bids are uploaded in the system well before the closing date and time of the bid. The Company will not be responsible for any failure to upload the Bids due to last minute rush or due to any reason.

19.0 **MODIFICATION AND WITHDRAWAL OF BIDS**

- 19.1 After the Bid is uploaded by the Bidder in the system, they will not be permitted by the System to make any change in their Bid. For making any such subsequent modification/correction, the Bidder has to request CHIEF MANAGER (M&C) for returning their Bid before the due date of submission and re-submit their bid after necessary revision/correction within the deadline. But no such request will be entertained once the due date for submission of Bid is reached and/or bids are opened.
- 19.2 The Bidder, after submission of bid, may withdraw its bid entirely by written notice to the Company prior to Bid Closing without forfeiting their Bid Security.
- 19.3 Bids should not be withdrawn during 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.

E. **BID OPENING AND EVALUATION**

20.0 **OPENING OF BIDS BY THE COMPANY**

- 20.1 The Company will open the Bids, including submissions made pursuant to para 19.0, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, the Bidder's representative must produce an authorization letter (format enclosed) from the bidder at the time of opening of tender. Unless this Letter is presented, the representative will not be allowed to attend the tender opening. The Bidders' representatives who are allowed to attend the bid opening shall sign in a register evidencing their attendance. **Only one representative against each bid will be allowed to attend.**
- 20.2 Bid (if any) for which an acceptable notice of withdrawal is received pursuant to above-mentioned clause 19.0 shall not be opened. On opening the remaining bids, the Company will examine the same to determine whether these are complete, requisite Bid Securities have been furnished, documents have been properly signed and the Bids are generally in order.
- 20.3 At bid opening, the Company will announce the Bidders' names, written notifications of bid withdrawal, if any, and such other details including submission of requisite Bid Security etc. as the Company may consider appropriate.
- 20.4 The Company shall prepare, for its own records, Minutes of Bid Opening including the information disclosed to those present in accordance with above sub-clauses.
- 20.5 To facilitate examination, evaluation and comparison of bids the Company may, at its discretion, ask the Bidders for clarifications on their bids. 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. **Bidder shall mention the name, designation, address, e-mail & fax number of the contact person authorized for providing clarifications on their bids.** All the clarifications shall be in writing and duly signed by authorized person. Clarification through e-mail should also be signed, scanned and sent in pdf format followed by confirmation in hard copy. Bidder must respond to clarification within the time limit as given by the Company.

- 20.6 Prior to detailed evaluation, the Company will determine the substantial responsiveness of each bid to the Bidding Document. For this purpose, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A materials deviation or reservation is one which effects in any substantial way the scope, quality or performance of work, or which limits in any substantial way, in consistent way with the bidding document, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidences.
- 20.7 A Bid determined as not substantially responsive will be rejected by the Company and can not subsequently be made responsive by the Bidder through corrections of the non-conformities.
- 20.8 The Company may waive minor informality or nonconformity or irregularity on a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 21.0 **OPENING OF COMMERCIAL (PRICED) BIDS :**
- 21.1 The Company will open the Commercial (Priced) Bids of the technically qualified Bidders on a specific pre-determined date in presence of representatives from the interested qualified bidders. Technically qualified Bidders will be intimated about the price bid opening date in advance.
- 21.2 The Company will examine the Priced Bids to determine whether they are complete, any computational errors have not been made, the documents have been properly signed, and the bids are generally in order.
- 21.3 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, his/her bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 22.0 **EVALUATION AND COMPARISON OF BIDS:**
- 22.1 The Company will evaluate and compare the Commercial (Priced) Bids as per Bid Evaluation Criteria (Section-IX) of the tender document.
- 23.0 **CONTACTING THE COMPANY**

- 23.1 Except as otherwise provided in paragraph 19.0 hereinabove, no bidder shall contact the Company on any matter relating to its Bid, from the time of the Bid opening to the time the Contract is awarded except as required by the Company vide para 20.0
- 23.2 **Any effort by a bidder to influence the Company in Company's Bid evaluation, Bid comparison or Contract award decisions, may result in rejection of that bidder's Bid.**

F. AWARD OF CONTRACT

24.0 AWARD CRITERIA

- 24.1 The Company will award the Contract to the bidder, whose Bid has been determined to be substantially responsive and to have offered the lowest evaluated cost, provided further that the bidder is determined by the Company to be qualified to perform the Contract satisfactorily.

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

- 25.1 The Company reserves the right to accept any bid and to reject any or all bids and /or to annul the bidding in entirety, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the participating bidders of the grounds for Company's action.

26.0 NOTIFICATION OF AWARD OF CONTRACT

- 26.1 Prior to expiry of the period of bid validity or extended validity, the Company will notify the successful bidder in writing by registered letter or fax to be confirmed in writing by registered /couriered letter) that their Bid has been accepted.
- 26.2 **The notification of award will constitute the formation of the Contract.**

27.0 SIGNING OF CONTRACT

- 27.1 At the same time as the Company notifies the successful Bidder that their Bid has been accepted, the Company will either invite the bidder for signing of the Contract or send the formal Contract document. The contract document will be accompanied by the General & Special Conditions of Contract, technical specifications, schedules of rates and all other relevant documents.
- 27.2 Within 15 days of receipt of the Draft Contract document, the successful bidder shall depute their authorized person having Power of Attorney to OIL's office at Jodhpur to sign the Contract or shall return it to Company with their comments on it, if any.

28.0 PERFORMANCE SECURITY:

- 28.1 Within two weeks of receipt of notification of award of Contract from the Company, the successful Bidder shall furnish the Performance Security for an amount specified in the Forwarding Letter in the Performance Security Form as provided in the Bidding Document (Ref. Section – VII) from any Scheduled Bank located in India. The Performance Security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill its obligations under the Contract.

- 28.2 The Bank Guarantee should be allowed to be encashed at all branches within India.
- 28.3 The performance security specified above must be valid for four (04) months beyond the expiry date of the contract to allow Company to lodge claim, if any. The same will be discharged by
Company not later than 30 days following its expiry. In the event of extension of contract, subsequent to expiry of validity of the original contract period, Contractor shall have to enhance the value of the performance security to cover 7.5% of the contract value for the extended period and also to extend the validity of the performance security accordingly.
- 28.4 Upon the successful bidder's furnishing of performance security, the Company will promptly notify each unsuccessful bidder and will discharge their Bid security, pursuant to paragraph 11.0 of Section-II, hereinabove.
- 28.5 Failure of the successful bidder to comply with the requirements of paragraph 27.0 or 28.0 herein above shall constitute sufficient grounds for the annulment of award of Contract and forfeiture of the Bid Security, in which event Company may award the Contract to the next lowest bidder or call fresh bids or negotiate with the next lowest bidder.
- 28.6 **INVOCATION OF PERFORMANCE BANK GUARANTEE:**
- (a) In the event of Service Provider failing to honour any of the commitments entered into under the Contract and/or in respect of any amount due from the Service Provider to the Company, the Company shall have an unconditional option under the guarantee to invoke the Performance Bank Guarantee and claim the amount from Bank.
 - (b) In the event of the Service Provider failing to mobilize the equipment/tools and crew within the stipulated period irrespective of any reasons whatsoever.
- 29.0 **SECRECY OF BID DOCUMENT**
- 29.1 Bidders shall not disclose the Bid document or any contents thereof, or any specification, plan, drawing, pattern, information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by the Bidder without prior permission of the Company. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary.
- 30.0 **SET OFF CLAUSE** : Any sum of money due to and payable to the Contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by the Company (OIL) and set off against any claim of the Company (OIL) (or such other person or persons contracting through the Company) for payment of a sum of money arising out of this contract or under any contract made by the Contractor with the Company (OIL) (or such other person or persons contracting through the Company).
- 31.0 General Health, Safety and Environment aspects will be as per the terms set forth in Appendix-A.
- 32.0 Procedure for obtaining Labour Licence under Contract Labour (R&A) Act, 1970 & Central

Rules-1971 will as per terms set forth in Appendix-B.

(END OF SECTION-II)

SECTION – III

PART-I

GENERAL TERMS AND CONDITIONS

1.0 DEFINITIONS:

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

(a) "The Contract" means agreement entered into between Company and Contractor, as recorded in the contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

(b) "The Contract Price" means the price payable to Contractor under the contract for the full and proper performance of its contractual obligations;

(c) "The Work" means each and every activity required for the successful performance of the services described in Section II, the Terms of Reference.

(d) "Company" or "OIL" means Oil India Limited;

(e) "Contractor" means the Contractor performing the work under this Contract.

(f) "Contractor's Personnel" means the personnel to be provided by the Contractor to provide services as per the contract.

(g) "Company's Personnel" means the personnel to be provided by OIL or OIL's Contractor (other than the Contractor executing the Contract). The Company representatives of OIL are also included in the Company's personnel.

(h) "Gross Negligence" means any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.

(i) "Willful Misconduct" means intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.

2.0 EFFECTIVE DATE, MOBILISATION TIME, DATE OF COMMENCEMENT OF THE CONTRACT AND DURATION OF CONTRACT:

2.1 EFFECTIVE DATE: The contract shall become effective as of the date Company notifies Contractor (Successful Bidder) in writing (through Letter of Award) that it has been awarded the contract.

2.2 MOBILISATION TIME: The mobilization of equipment, personnel etc. shall be completed by Contractor within 45 days from the date of issue of Letter of Award by Company.

2.3 DATE OF COMMENCEMENT OF CONTRACT: The date on which the mobilization is completed by Contractor in all respects shall be treated as Date of Commencement of Contract.

2.4 DURATION OF CONTRACT: The duration/completion time of the Contract shall be 2 (two) years from the date of Commencement of Contract. The Contract will have a provision for extension by 1 (one) more year at the same rates, terms and conditions.

3.0 GENERAL OBLIGATIONS OF CONTRACTOR: Contractor shall, in accordance with and subject to the terms and conditions of this Contract:

3.1 Perform the work described in the Terms of Reference (Section IV) in most economic and cost effective manner.

3.2 Except as otherwise provided in the Terms of Reference and the special Conditions of the contract provide all labour as required to perform the work.

3.3 Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.

3.4 Contractor shall be deemed to have satisfied himself before submitting 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.

3.5 Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as Company may consider necessary for the proper fulfilling of Contractor's obligations under the contract.

4.0 GENERAL OBLIGATIONS OF THE COMPANY: Company shall, in accordance with and subject to the terms and conditions of this contract:

4.1 Pay Contractor in accordance with terms and conditions of the contract.

4.2 Allow Contractor and his personnel access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.

4.3 Perform all other obligations required of Company by the terms of the contract.

5.0 PERSONNEL TO BE DEPLOYED BY CONTRACTOR

5.1 Contractor warrants that they will provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently and shall ensure that such personnel observe applicable Company and statutory safety requirement. Upon Company's written request, Contractor, entirely at their own expense, shall remove immediately, from assignment to the work, any personnel of the Contractor determined by the Company to be unsuitable and shall promptly replace such personnel with personnel acceptable to the Company without affecting Company's work.

5.2 The Contractor shall be solely responsible throughout the period of this contract for providing all requirements of their personnel including but not limited to their transportation to & fro field site, enroute/local boarding, lodging, medical attention etc. Company shall have no liability or responsibility in this regard.

5.3 Contractor's key personnel shall be fluent in English language (both writing and speaking).

6.0 WARRANTY AND REMEDY OF DEFECTS:

6.1 Contractor warrants that it shall perform the work in a professional manner and in accordance with their highest degree of quality, efficiency, and with the state of the art technology/inspection services and in conformity with all specifications, standards and drawings set forth or referred to in the Technical Specifications. They should comply with the instructions and guidance, which Company may give to the Contractor from time to time.

6.2 Should Company discover at any time during the tenure of the Contract or within 3 months from the date of Completion of Contract or till the Unit/equipment/tools are demobilised from site or base camp(if applicable) that the work does not conform to the foregoing warranty, Contractor shall after receipt of notice from Company, promptly perform any and 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 performed by others and charge the cost thereof to Contractor subject to a maximum of the contract value payable for the defective work which needs corrective action which the Contractor must pay promptly. In case Contractor fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

7.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:

7.1 Contractor shall not, without Company's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance with prior permission from Company. However, nothing hereinabove contained shall deprive the Contractor of the right to use or disclose any information :

- (a) which is possessed by the Contractor, as evidenced by the Contractor's written records, before receipt thereof from the Company which however the Contractor shall immediately inform to Company ; or
- (b) which is required to be disclosed by the Contractor pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the Contractor uses its best efforts to provide timely notice to Company of such order to permit Company an opportunity to contest such order subject to prior permission from Company.

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

7.3 Any document supplied to the Contractor in relation to the contract other than the Contract itself remain the property of Company and shall be returned (in all copies) to Company on completion of Contractor's performance under the Contract if so required by Company. However, the above obligation shall not extend to information which:

- i) is, at the time of disclosure, known to the public which Contractor shall immediately inform Company ;
- ii) is lawfully becomes at a later date known to the public through no fault of Contractor subject to Contractor's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by Contractor before receipt thereof from Company which should be immediately informed to Company;
- iv) is developed by Contractor independently of the information disclosed by Company which should be shared with the Company;
- v) Contractor is required to produce before competent authorities or by court order subject to prior permission from Company;

8.0 TAXES:

8.1 Tax levied on Contractor 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.

8.2 Contractor shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by Contractor.

8.3 The Contractor shall furnish to the Company, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. Other than the information provided by the Contractor, the Contractor shall not be responsible for any inaccurate information provided by the Company to the Tax authorities and the Company shall indemnify the Contractor for all claims, expenses, costs or losses of any nature arising from such inaccuracy. Contractor shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.

8.4 Prior to start of operations under the contract, the Contractor shall furnish the Company with the necessary documents, as asked for by the Company and/ or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the Contractor.

8.5 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 and Company will issue TDS Certificate to the Contractor as per the provisions of Income Tax Act.

8.6 Corporate and personnel taxes on Contractor shall be the liability of the Contractor and the Company shall not assume any responsibility on this account.

8.7 All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by Contractor (except customs duty) shall be borne by the Contractor.

8.8 Service Tax: The price excludes Services Tax and the service tax as applicable shall be to the Company account. However, the Service Tax amount shall be paid directly by the Contractor (Service provider) (if applicable), which will be reimbursed to the Contractor on the basis of the documentary evidence.

9.0 INSURANCE:

9.1 The Contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment(except when tools/equipment are below Rotary Table or in the well bore) belonging to the Contractor or its subcontractor (if applicable) during the currency of the contract including the third party items/consumables. For materials/equipment belong to the Contractor or its sub-contractor, Contractor may self-insure the same.

9.2 Contractor shall at all time during the currency of the contract provide, pay for and maintain the following insurances amongst others except when tools/equipment are below Rotary Table or in the well bore :

- 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 or Comprehensive General 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 fulfil 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) except when tools / equipment are below Rotary Table or in the well bore or Contractor may self-insure its tools/ equipment.
- 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 as governed by Indian Insurance regulations.
- f) Public Liability Insurance as required under Public Liability Insurance Act 1991, if applicable.

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

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

9.5 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 out by the Contractor for any reason whatsoever, loss/damage claims resulting there from shall be to the sole account of Contractor.

9.6 Contractor shall require all of his sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-Contractors.

9.7 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 and to the extent of the liabilities assumed by Contractor under this Contract.

10.0 CHANGES:

10.1 During the performance of the work, Company may make minor change to take care of any supplementary work within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. Contractor shall perform the work as changed. Changes of this nature will be affected by written order by the Company.

10.2 If any change result in an increase in compensation due to Contractor or in a credit due to Company, Contractor shall submit to Company an estimate of the amount of such compensation or credit in a form prescribed by Company. Such estimates shall be based on the rates shown in the Schedule of Rates. Upon review of Contractor's estimate, Contractor shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change. If Contractor disagrees with compensation or credit set forth in the Change Order, Contractor shall nevertheless perform the work as changed, and the parties will resolve the dispute in accordance with Clause 13 hereunder. Contractor's performance of the work as changed will not prejudice Contractor's request for additional compensation for work performed under the Change Order.

11.0 FORCE MAJEURE:

11.1 In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended 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.

11.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within Seventy Two (72) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

11.3 Should 'force majeure' condition as stated above occurs and should the same be notified within seventy two (72) hours after its occurrence the 'force majeure' rate shall apply for the first fifteen 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.

12.0 TERMINATION:

12.1 TERMINATION ON EXPIRY OF THE TERMS (DURATION): The contract shall be deemed to have been automatically terminated on the expiry of duration of the Contract or the extension period, if exercised by Company under the provision of the Contract.

12.2 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 11.0 above.

12.3 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.

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

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

12.6 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.

12.7 Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the Company on giving 30 (thirty) days written notice to the Contractor due to any other reason not covered under the above clause from 12.1 to 12.6 and in the event of such termination the Company shall not be liable to pay any cost or damage to the Contractor except for payment for services as per the Contract upto the date of termination including the De-mob cost, if any.

12.8 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.

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

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

13.0 SETTLEMENT OF DISPUTES AND ARBITRATION:

13.1 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 hereunder :

1. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days 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.
2. 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
Upto Rs. 5 Crore	Sole Arbitrator	OIL
Above Rs. 5 Crore	3 Arbitrators	One Arbitrator by each party and the 3 rd Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

3. 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.
4. 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.
5. 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.
6. Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
7. 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 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.

8. 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.

9. 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.

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.

10. 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.

11. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.

12. 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.

13.2 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, Deptt. 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 13.1 & 13.2 will be Jodhpur, Rajasthan. The award made in pursuance thereof shall be binding on the parties.

14.0 NOTICES:

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

Company

- | | | | |
|----|-------------------------|----|-----------------------|
| a) | For contractual matters | b) | For technical matters |
| | Chief Manager (M&C) | | Head-Production |
| | OIL INDIA LIMITED | | OIL INDIA LIMITED |
| | Rajasthan Project | | Rajasthan Project, |
| | Jodhpur-342005 | | Jodhpur-342005 |

- c) Contractor

Fax No. :

Tel No. :

E-mail :

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

15.0 SUBCONTRACTING/ASSIGNMENT:

15.1 Contractor shall not subcontract, transfer or assign the contract, in full or any part under this contract, to any third party (ies). Except for the main services under this contract, Contractor may subcontract the petty support services subject to Company's prior approval. However, Contractor shall be fully responsible for complete execution and performance of the services under the Contract.

16.0 MISCELLANEOUS PROVISIONS:

16.1 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.

16.2 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.

16.3 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 workmanlike condition to the satisfaction of the Company.

16.4 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.

17.0 LIQUIDATED DAMAGES

17.1 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY MOBILISATION:

Time is the essence of this Contract. In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of the on year contract value (including mobilisation cost), per week or part thereof for delay subject to maximum of 7.5% of the one year contract value. Liquidated Damages will be reckoned from the date after expiry of the scheduled mobilisation period till the date of commencement of Contract as defined in Clause No. 2.0 of Section – III, Part-I.

17.2 If the Contractor fails to mobilise as per clause No. 2.2 of Section-III, Part-I, then the Company reserves the right to cancel the Contract without any compensation whatsoever.

18.0 PERFORMANCE SECURITY: The Contractor has furnished to Company a Bank Guarantee No. _____ dated _____ issued by _____ for _____ (being 7.5 % of one year Contract Value) valid till _____ towards performance security. The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil their obligations under the Contract. In the event of extension of the Contract period, the validity of the bank guarantee shall be suitably extended by the Contractor. The bank guarantee will be discharged by Company not later than 30 days following its expiry.

19.0 ASSOCIATION OF COMPANY'S PERSONNEL: Company's engineer will be associated with the work throughout the operations. The Contractor shall execute the work with professional competence and in an efficient and workman like manner and provide Company with a standard of work customarily provided by reputed IP Survey Contractors to major international oil companies in the petroleum industry.

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

21.0 LIABILITY:

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

21.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, sub-contractors 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.

21.3 The Contractor hereby agrees to waive its right of recourse and further 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 loss or damage to the equipment of the Contractor and/or its sub-contractors and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the Contractor's liabilities agreed to under this Contract.

21.4 The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, Contractors and 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 limited to the Contractor's liabilities agreed to under this Contract.

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

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

21.7 The Company agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against Contractor and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for loss or damage to the equipment of Company and/or its contractors or sub-contractors when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

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

22.0 INDEMNITY AGREEMENT:

22.1 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.

22.2 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.

23.0 INDEMNITY APPLICATION: The indemnities given herein above, whether given by Company or Contractor shall be without regard to fault or to the negligence of either party even though said loss,

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

24.0 PAYMENTS, MANNER OF PAYMENT, RATES OF PAYMENT, SET-OFF:

24.1 Company shall pay to the Contractor during the term of the Contract the amount due from time to time 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 the Contract. Payment to the third party supplier(s) of the items/ consumables shall be made after receipt of goods at Site duly certified by authorized personnel of the Company. All payments will be made in accordance with the terms hereinafter described.

24.2 Manner of Payment: All payments due by company to Contractor hereunder shall be made at Contractor's designated bank through RTGS or e-payment mode. Bank charges, if any will be on account of the Contractor.

24.3 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.

24.4 Invoices: Mobilization charges will be invoiced only upon completion of mobilization when the entire equipment, chemicals and personnel are ready at site for starting the job as certified by company representative. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by Company.

24.5 Contractor shall send invoice to company on the day following the end of each month for all daily or monthly charges due to the contractor.

24.6 Contractor will submit six sets of all invoices duly super scribed 'Original' and 'copy' as applicable to the company for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the Contractor for foreign currency and Indian currency.

24.7 Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by Company.

24.8 Company shall within 30 days of receipt of the invoice notify the 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 on or before the due date. This will not prejudice the company's right to question the validity of the payment at a later date as envisaged in Clause 24.6 above.

24.9 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 any other billing, the payment of which may then or thereafter be due.

24.10 Payment of demobilization charges shall be made when applicable within 45 days following receipt of invoice by Company accompanied by the following documents from the Contractor :

- a) Audited account up to completion of the Contract.
- b) Tax audit report for the above period as required under the Indian Tax Laws.

- c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the Contractor or by its sub-contractor.
- d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
- e) Any other documents as required by applicable Indian Laws.

In case, no demobilization charges are payable, the documents mentioned above will have to be submitted by the Contractor before release of the final payment by the Company. A certificate from Chartered Accountant on (a), (b) & (c) above will suffice

24.11 Contractor shall maintain complete and correct records of all information on which contractor's invoice are based upto 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.

24.12 SET-OFF: Any sum of money due and payable to the Contractor(including Performance Security refundable to them) under this or any other Contract may be appropriated by OIL and set-off against any claim of OIL(or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the Contractor with OIL(or such other person or persons contracting through OIL).

25.0 WITHHOLDING: 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 Tender.
- 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.

Withholding will also be effected 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.
- iv) Any payment due from Contractor in respect of unauthorised imports.

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.

26.0 APPLICABLE LAW:

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

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

- a) The Mines Act 1952- as applicable to safety and employment conditions
- b) The Minimum Wages Act, 1948
- c) The Oil Mines Regulations, 1984
- d) The Workmen's Compensation Act, 1923
- e) The Payment of Wages Act, 1963
- f) The Payment of Bonus Act, 1965
- g) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
- h) The Employees Pension Scheme, 1995
- i) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service)
- j) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- k) The RST Act
- l) Service Tax Act
- m) Customs & Excise Act & Rules
- n) Rajasthan Entry Tax Act

27.0 RECORDS, REPORTS AND INSPECTION: The Contractor shall, at all times, permit the Company and its authorised employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The Contractor shall keep an authentic, accurate history and logs including safety records of each IP survey section with major items consumed, which shall be open at all reasonable times for inspection by the Company designated representatives and its authorised employees and representatives. The Contractor shall provide the Company designated representatives with a daily written report, on form prescribed by the Company showing details of operations during the preceding 24 hours and any other information related to the said IP survey requested by the Company whenever so requested. The Contractor shall not, without Company's written consent allow any third person(s) access to the said survey, or give out to any third person information in connection therewith.

28.0 SUBSEQUENTLY ENACTED LAWS: Subsequent to the date of issue of letter of award if there is a change in or enactment of any law or change in application or enforcement or interpretation of existing law by any governmental authority or public body, which results in addition/ reduction in cost to Contractor on account of the operation contemplated under the Contract, the Company/Contractor shall

reimburse the Contractor/pay Company for such additional/reduced costs actually incurred/saved by Contractor, subject to the submission of documentary evidence by Contractor/Company.

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

30.0 LIMITATION OF LIABILITY : Notwithstanding any other provisions herein to the contrary, except only in cases of willful misconduct and / or criminal acts,

(a) Neither the Contractor nor the Company (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs.

(b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the Contractor in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 50% of the Annualized Contract Price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.

(c) Company shall indemnify and keep indemnified Contractor harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

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

(END OF PART-I)

SECTION – III
PART-II

SPECIAL CONDITIONS OF CONTRACT

1.0 Payment Terms:

1.1 Advance payment shall not be made by Company to the Contractor against this contract. Company shall release payment to the Contractor as per the following schedule after deducting income tax and liquidated damages etc., as applicable, within 30 days from the date of receipt of undisputed invoices.

(a) Company shall pay the due amount on monthly basis against the invoices.

1.2 All payments due to the Contractor shall be made at Contractor's designated bank through RTGS or e-payment mode. Bank charges, if any, shall be to the Contractor's account.

1.3 Payment of any invoice shall not prejudice the right of Company to question the validity of any charges therein provided Company within one year after the date of receipt of any such invoice, shall make and deliver to Contractor written notice of objection to any item or items, the validity of which the Company questions.

2.0 Invoicing Procedure:

2.1 Contractor shall submit four sets of invoice(s) to the HOD-Production at its office at Jodhpur for processing of payment duly highlighting the Tax components and their bank particulars.

2.2 Company shall within 30 days of receipt of invoice (s) notify the Contractor of any item (s) 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 on or before the due date. This will not prejudice the Company's right to question the validity of the charges at a later date as envisaged in clause No. 1.3.

2.3 Income Tax will be deducted at source from the invoice(s) at the applicable rates as per Indian Law.

2.4 Contractor shall maintain complete and correct records of all information on which Contractor's invoices are based on for two years from the date of invoice. Such records shall be required for making appropriate adjustment or payments by either party in case of subsequent audit query/objection.

3.0 Taxes and Duties:

3.1 Tax leviable as per the provisions of Indian Income Tax Act 1961 and any other enactment/rules on income derived/payment received against this agreement will be on Contractor's account. The rates agreed and entered in to herein are inclusive of all such taxes, duties and levies, except "Service Tax", which will be payable by Company.

3.2 Tax will be deducted at source from all payments released to the Contractor, at the specified rate of income tax as per provision of Indian Income Tax Act 1961.

3.3 Contractor shall be responsible for and pay the personnel taxes and Service Tax, as applicable.

3.4 Contractor shall furnish the Company, if and when called upon to do so, relevant statements of accounts or any other information pertaining to work done under this agreement for submitting the same to the tax authorities, on specific request by them. Contractor shall be responsible for preparing and filing relevant returns within the stipulated time to the appropriate authority.

4.0 Subsequently Enacted Laws :

Subsequent to the date of submission of bid, if there is a change in or enactment of any Indian law which results in an additional cost or reduction in cost against this contract to Contractor, such additional cost shall be reimbursed by Company to Contractor on submission of documentary evidence that the Contractor has duly borne the additional implication as envisaged under the said law or such reduction in cost shall be refunded by Contractor to the Company as the case may be.

5.0 Applicable Laws:

5.1 The contract shall be deemed to be an agreement made under, governed by and construed in accordance with the laws of India.

5.2 Contractor shall ensure full compliance of various Indian Laws and statutory regulations as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the agreement.

- (a) Mines Act 1952 – as applicable to safety and employment conditions.
- (b) Oil Mines Regulations, 1984
- (c) Workmen's compensation Act, 1923
- (d) Payment of wages Act, 1963
- (e) Payment of bonus Act, 1965
- (f) Contract labour (Regulation & abolition) Act, 1970
- (g) Employees Provident Fund and Family Pension Scheme
- (h) Interstate migrant workmen Act, 1979
- (i) Income Tax Act
- (j) Customs and Excise Act & Rules
- (k) Insurance Act
- (l) Minimum Wages Act, 1948
- (m) Service Tax Act

6.0 Insurance: Contractor must cover all their equipment and manpower with adequate insurance coverage as deemed fit. Company will not assume any responsibility whatsoever in the event of any eventuality to the Contractor's resources during job execution against the contract. Company reserve the right to demand a copy of such insurance coverage/policy for record.

7.0 Liquidated Damages: The Contractor shall be liable to pay liquidated damages at the rate of 0.5% per week or part thereof on the one year contract value for the delay in mobilization , subject to maximum of 7.5%.

-END OF PART-II-
-END OF SECTION-III-

SECTION – IV

TERMS OF REFERENCE / SCOPE OF WORK / TECHNICAL SPECIFICATIONS

1.0 INTRODUCTION :

OIL INDIA LIMITED (OIL), a premier National Oil Company, is engaged in the business of exploration, production and transportation of crude oil and natural gas for over five decades. It is a Navratna Company under Ministry of Petroleum and Natural Gas, Government of India and the second largest National Oil Company in the country.

OIL discovered commercially viable gas fields at Tanot, Dandewala and Bagitibba in Jaisalmer district of Rajasthan. These fields are located at a distance of approx. 120 kms. North-West of Jaisalmer Township. To operate the fields, OIL has two production installations viz., Gas Processing centre (GPC) at Dandewala and a Gas Gathering Station (GGS) at Tanot besides a permanent base camp (Tanot Village Complex, TVC) near Tanot BSF camp. Dandewala field and GPC are at a distance of about 35 kms and Tanot GGS is situated at a distance of 22 kms from Tanot Village Complex. These are connected with oil field road.

The climatic conditions of these areas are generally hot and dry. It is characterized by extreme temperature and scarce rainfall. The hot weather is very prolonged and starts from the month of April to end of August. The maximum and minimum recorded ambient temperature at the site is 60⁰ C and minus 5 ⁰ C respectively.

The rainfall in these areas is scanty and scarce. The average normal rainfall is only 1" (25 mm).

The maximum humidity recorded in this region is 40%.

The gas produced from these fields is essentially used for power generation by Rajasthan State Electricity Board (RSEB). The project site is about 120 kms from Jaisalmer town and about 60 kms from Ramgarh Power Plant.

2.0 DESCRIPTION OF GAS PRODUCTION FACILITIES AND INFRASTRUCTURE:

The production facilities and infrastructure available for production and supply of natural gas from Dandewala, Tanot and Bagittiba fields are outlined as under:

2.1 Tanot Village Complex (TVC);

2.2 Gas Gathering Station at Tanot (TOT-GGS);

2.3 Gas Processing Center at Dandewala (DND-GPC);

2.4 Gas Flow line network in Tanot(TOT), Dandewala(DND) & Bagittiba(BGT) Fields;

2.5 Gas wells: 40 no. (Producing, Shut in & Abandoned);

2.6 Ranao Water point;

2.7 Fire Service Facilities;

2.8 Power Supply System;

2.9 Instrumentation, SCADA and Telecommunication system:

2.1 Tanot Village Complex (TVC):

This facility has been established at Tanot (about 500 meters from Tanot Mata Mandir on Tanot-Kishangarh Road.) as residential complex for operating personnel and for the officials visiting the site solely for the purpose of OIL's job/business.

The establishment has a total of 44 rooms, of which 27 are bed rooms, One kitchen, Two dining hall one each for Executives and Non-executive personnel, Recreation rooms , Office Block , Power house, 100 KW Solar Power Plant, Water treatment plant, air-conditioning plant etc.

Entire residential complex including office block is centrally air conditioned. Power supply to the complex is from the state grid in conjunction with 100 KW Solar Power Plant. However, standby diesel generators are already in place to supply backup power in case of failure of power supply from the grid.

Details of accommodation/facilities available and Occupancy pattern at TVC shall be as under:

Accommodation: In TVC Complex, there are two blocks one each for Executive and employee. The Executive Block has seven rooms, and one of these rooms is allotted to Company's Representative stationed at TVC. Rest of the rooms is allotted to executives of OIL when they visit the field/installation. When Service Provider's executive/ Managerial staff at any given point of time during the contractual period intend to visit field/installation on prior intimation to HOD-Production Department of OIL-RP, a maximum of two rooms will be allotted at a time for use. Hard and soft furnishing for these rooms shall be provided by OIL.

Soft furnishing to all the rooms at executive wing & the rooms meant for OIL employees at the other blocks shall be done and replenished by OIL as & when required.

(i) **Office Room:** Room No: 12 will be available for the Service Provider to establish their field office. All necessary furniture and fixtures including stationary and consumables shall be arranged by the Service Provider.

(ii) **Dining Hall & Recreation Hall:** Room No: 8 and 9 shall be exclusively for the use of OIL's regular executives, dignitaries visiting site from time to time. Facilities of these rooms will also be extended to the Service Provider's Directors and Managers who are serving with the Service Provider in regular executive cadre.

Room No: 36 shall be used as recreation Room by OIL Employees on field duty.

The recreation halls for both executive and staff along with the rooms in the executive block and OIL employees block have DTH (Direct to Home) TV connection (Total: 20 nos.) The service pack for such connection **shall be paid by the service provider and** should be of annual subscription of the largest pack.

(iii) **Accommodation of OIL supervisory and nonexecutive staffs:** Room No: 37, 38, 39, 40, 41, 42, 43 & 44 shall be for use by supervisory and nonexecutive staffs of OIL who are on duty at the fields or any other persons who require the same for a temporary period in connection with OIL's business and at the discretion of Company.

(iv) **Dining Hall:** Room No: 20 shall be available for common use by the supervisory and non-executive staff of OIL as well as the Service Provider.

(v) **Dispensary cum Medical store:** Room No: 27 shall be available for Service Provider to establish on-site first-aid dispensary cum Medical store cum residence for Doctor.

(vi) **Control Room:** Room no.13 shall be used as Control room at TVC.

(vii) **Accommodation of service provider Executive:** Room No: 23, 24, 25 and 26, shall be used by the Service Provider to accommodate their Managers & field Executives on duty.

(viii) **Accommodation of service provider staff/workforce:** Room No: 28, 29, 30, 31, 32, 33, 34 & 35, total 08 rooms in the complex shall be exclusively available to the Service Provider to accommodate their staff/workforce. In case the provided accommodation is not sufficient, than OIL will provide accommodation in existing bunk houses at TVC.

(ix) **Recreation Room for Service Provider's Employees:** Room No: 21 shall be used as recreation Room by the Service Provider's Employees on field duty.

(x) **Kitchen:** Room 19 shall be used as Kitchen.

(xi) **Other Rooms:** Room NO. 14, 15, 16,17, 18 shall be used as store, UPS room, battery room etc. as per requirement.

The allocations of the rooms, as above, are of indicative in nature. The same can be changed at any time as per discretion of HOD-Production.

For any deviation to above arrangement, once allocated, prior approval from competent authority viz., HOD-Production Department or Project Head of OIL-RP shall be required.

Hard & Soft furnishing of the Rooms at TVC:

Hard and Soft furnishing of the room occupied by OIL personnel shall be provided by OIL. Rooms allotted to the Service Provider for their use shall be furnished by the Service Provider as per their requirement, which shall be vacated and handed over to OIL at the end of contractual period in, as is where condition is.

Rooms allotted to the Service Provider as detailed above for their use as office, Stores, Kitchen, Living purposes etc., shall be free of cost basis. Cost of Electricity to these rooms shall be on OIL's account. Electrical fixtures and fittings including Light, Fan, TV and A/C etc shall be provided by OIL. The rooms mentioned above for allotment to the Service Provider include attached & associated bathrooms and toilets.

Operation and maintenance of TVC shall be a part of scope of this tender.

2.2 Gas Gathering Station at Tanot (TOT-GGS):

The produced gas from the wells in Tanot Field is collected at Tanot-GGS manifold, which consists of production header and test header. Tanot GGS gas is sent for processing at Dandewala GPC through a 8"dia, about 13 km long pipeline.

Well fluid from any well can be diverted to the Tanot test separator which is a two phase separator with metering facilities on the gas and liquid outlet lines. The test separator is operated at a pressure slightly higher, than the pressure in the production header, so that, the gas and liquid coming out from the test separator can be combined and put back into the production header. The test separator can also be operated

at lower pressure (in case a particular well needs to be tested at low pressure). In such a situation the gas will be vented and liquid will be disposed off in an evaporation pit during the time of testing.

Pigging facilities are available for the 8" gas delivery pipeline. The pig launcher is located at Tanot GGS and pig receiver is at Dandewala GPC. Natural gas is used as instrument gas at Tanot GGS after suitable pressure reduction and filtering. An instrument gas receiver provides for 10 minutes build up of instrument gas for a safe shut down in case of instrument gas supply failure.

Power supply for normal operation at Tanot GGS is provided through solar power with battery bank as back up. A diesel generator set is provided for use during manned operation.

The Tanot GGS is normally an unmanned station and personnel are required to be sent to the GGS as and when well testing has to be undertaken.

2.3 Gas Processing Center at Dandewala (DND-GPC)

Gas produced from the wells at Dandewala, Bagitibba and Tanot Fields are collected at the central location DND-GPC. The facility consists of manifolds, processing and well testing. The produced gas from the above three fields are brought to the common location for processing at Dandewala Gas processing Complex (DND-GPC). The processed gas are then metered using the custody transfer meter and then dispatched to GAIL for further distribution to the consumer i.e. RRVUNL's Ramgarh Power Plant. The well fluid collection and testing facilities for Tanot field is located at Tanot GGS and similar facilities for well fluid produced from Dandewala and Bagitibba fields are available at DND-GPC.

2.3.1 Process Description:

Gas/Condensate Processing Facilities:

The processing facilities at DND-GPC consist of separate production separators for Dandewala-Bagitibba combined production and for Tanot Field, gas dehydration units and the common condensate stabilizer and storage facility. Gas from Tanot Field is received in the Tanot production separator through 8" pipeline from Tanot GGS. The Dandewala-Bagitibba gas from the Dandewala production header goes to 2 phase horizontal separator to drain liquid and then to the Dandewala production separator. The gas production from these fields is regulated as per requirement of the customer. However the combined design handling capacities of DND-GPC is 1 MMSCUMD and that of TOT-GGS is 0.4 MMSCUMD. The gas from the two production separators is combined and then sent to the coalesce separator.

All processed drainage is provided to the underground sump (gravity separator) where water and condensate get separated. The condensate is then pumped to the condensate storage tanks with the help of sump pump. The separated water is pumped with the help of a sump pump to the evaporation pit. A ground flare system of 1.0 MMSCUMD capacity is provided for normal/ emergency flaring of gas.

Process Description of Glycol Dehydration Unit:

Glycol dehydration unit design is based on processing 1.0 MMSCUMD of natural gas feed stream. The operation of the unit is continuous with a turndown ratio of 30%. The CO₂ gas content of the stream could be as high as 24-26% CO₂. The feed stream pressures can vary between 25 and 35 Kg/cm² (A). The feed temperature will vary between 15 and 30° C. The dehydrated gas is defined as bone dry and the permissible maximum water content of the dehydrated gas stream shall not exceed 7 lbs/MMSCF and acceptable dew point shall be (-) 20 ° C maximum.

The gas stream @ 30 ° C containing free water enters the Inlet Coalesce Filter Separator where free water is separated from the gas. The free water level controlled to the automated drain header for disposal off-skid.

The gas stream is then metered through a conventional simplex orifice meter run before being directed to the bottom of the Glycol Contactor Tower (V-202). In this vessel, gas flows up through bubble cap trays counter current to the flow of lean Tri-ethylene Glycol.

During the process, TEG absorbs water from the wet gas. The dry gases at exits the top of the contactor and are then directed to the inlet of the Gas/Glycol Heat Exchanger (E-201) where they are heated to about 35 ° C by the entering hot lean glycol before entering the Glycol Scrubber (V-203). In this vessel, any glycol carried over with the gas is separated, level controlled and re-injected back into the glycol stream just downstream of LCV-1631.

Water enriched Glycol is level controlled from the Contactor, through the reflux coil located in the top of the still column (c-201) and then enters the two phase Glycol Flash Drum (V-205). In this vessel, gases, which are flashed-off, are directed to the flare header. The wet Glycol is then level controlled through diaphragm liquid control valve located just downstream of the lean/rich Glycol Heat Exchanger (E-202). Before travelling through this valve, the glycol must first flow through the Glycol Filter (F-201 A&B) where solid impurities in the glycol are removed and then through the Charcoal Filter (F-202) where any hydrocarbons caught up in the Glycol can be adsorbed.

The wet Glycol then passes through the Plate Type Heat Exchanger (E-202), exchanging with the hot dry Glycol from the Reboiler. It then enters the still column and the Glycol Regenerator (H-201). Water vapor plus some Glycol vapor are driven from the Reboiler up the still column. The Glycol vapor is condensed by the cooler entering wet Glycol. Any glycol vapor above the feed point is retained by condensing a small amount of water reflux in the top of the column. Vent gases from the Glycol still column are then vented off skid to the atmosphere.

The liquid from the two production separator goes to the MP condensate flush drum. MP condensate flush drum is a three phase Separator where water is separated and sent to evaporation pit for disposal. The Condensate after separation goes to the LP condensate flush drum. The stabilized condensate then goes to condensate Storage Tank. The condensate collected in the condensate storage tank is dispatched periodically by road tankers. The condensate loading pump is provided for loading the condensate to the tankers.

The dehydrated natural gas (small quantity) is used as fuel gas and instrument gas in DND-GPC after suitable pressure reduction and filtration. An instrument gas receiver is provided at DND-GPC for safe shutdown facilities in case of instrument gas supply failure. The instrument gas receiver is provided with a 10 minute hold up of instrument gas requirement. Dry natural gas supplied to RRVUNL through GAIL after measuring at Custody Transfer meter.

2.4 Gas Flow line network in Tanot(TOT), Dandewala(DND) & Bagittiba(BGT) Fields:

All the wells are connected to DND-GPC and TOT-GGS through individual and common flow lines. Flow lines of Tanot and Bagittiba fields are of carbon steel and of Dandewala field is SS-304. Length of pipeline network of Dandewala, Tanot and Bagittiba fields are of approximately 44Kms, 24Kms. and 8 Kms. respectively.

2.5 Gas wells: 40 no. (Producing, Shut in & Abandoned):

There are 40 no. of gas wells in Dandewala, Tanot and Bigittiba field. Out of which 24 nos. are in Dandewala, 13 nos. in Tanot and 3 nos. in Bagittiba. Presently, 14 no. of wells of Dandewala and Bagittiba fields are in operation with a production capacity of 0.7MMSCUMD. Work-over operation is lined up for revival of few wells and to increase production potential.

2.6 Ranao Water point:

Ranao water point located at a distance of around 22 km from TVC. Ranao water point is basically a drinking water source with the following facilities:

- (i) Two Nos. 30 KVA DG sets;
- (ii) 1 No. 20 HP submersible pump.

2.7 Fire Service Facilities

Fire fighting facilities at DND-GPC includes portable fire extinguishers, fire water reservoir (Capacity 220 KL), 2 Nos. of diesel engine driven fire water pump along with fire water ring main with hydrant, hoses, monitors, drenching and foam system to cover the processing equipment. Apart from above a Fire Tender is kept standby at DND GPC.

Fire fighting facilities at Tanot GGS and at TVC are also provided with adequate number of fire extinguishers at strategic points. A Fire Tender is kept standby at DND GPC.

2.8 Power Supply Systems:

2.8.1 At DND-GPC:

Power supply to DND-GPC is from Jodhpur Distribution Company (DISCOM) through 33 KV / 415 V step-down transformer. Additionally, 2 Nos. 75 KVA diesel Generator sets are installed & are in service to take care of power supply to the station at the time of disruption of power from DISCOM. Effectively these DG sets are kept standby.

An underground diesel storage vessel is provided with a capacity to meet 15 days requirement for the complex. A diesel pump is provided for transferring diesel from the underground storage tank to the DG Sets.

2.8.2 At TANOT-GGS:

Power supply at Tanot-GGS is maintained by

- Solar PV Cell system with suitable back – up battery bank and
- 1 No 30 KVA DG Set.

2.8.3 At TVC:

Power supply to Tanot Village Complex is from Jodhpur DISCOM through 33 KV / 415 V step-down transformer in conjunction with a captive 100 KW Solar Power Plant installed & is in service. The solar power plant is installed in the close vicinity of the TVC complex.

Additionally, 1 X 275 KVA and 1 X 160 KVA DG sets are installed & are in service to take care of power supply to the complex at the time of disruption of power from DISCOM. Effectively these DG sets are kept standby.

2.8.4 At Ranao Water point :

Power supply to the submersible pump at Ranao Water point is from 2 Nos 30 KVA DG sets.

2.9 Instrumentation, SCADA and Telecommunication system:

Instrumentation, SCADA and communication system is designed and implemented for complete automation of the plant and centralized control from DND-GPC and monitoring at TVC control room.

2.9.1 Instrumentation:

DND-GPC and TOT-GGS are equipped with latest electronic and pneumatic instruments for smooth operation of the plants. This includes analog transmitters, alarm switches, converters, controllers, gauges and control valves etc. Three turbine flow meters (online, standby & spare one each) in conjunction with Gas Flow Computers (two nos.) are used as Custody Transfer Meter (CTM) for measuring gas flow to customer. Two turbine flowmeters (one online & another standby) are also used at DND-GPC plant for the measurement of condensate sale to customer.

2.9.2 SCADA:

A latest and state-of-art SCADA system (Make: Yokogawa) was commissioned in Dec, 2009 for data acquisition as well as control the field instruments with centralized control from DND-GPC control room. A control room is also provided at TVC for monitoring of DND-GPC and TOT-GGS with standby Server. Two 10 KVA UPS (Make: Emerson) at DND-GPC and two 3 KVA UPS (Make: Emerson) at TVC with SMF batteries are also provided accordingly for getting un-interrupted power to the SCADA System.

2.9.3 Telecommunication:

(i) VHF communication is provided at DND-GPC, TOT-GGS and TVC for voice communication between these sites. Hand held walkie-talkie (two sets) is also provided for communication within the plant and with nearby gas wells at DND-GPC.

(ii) Due to remoteness of the sites, VSAT communication with internet facility is also provided at TVC and DND to communicate between them as well as to Jodhpur and Duliajan.

(iii) For SCADA communication, TVC, DND-GPC and TOT-GGS are connected with Optical Fiber Cable (OFC) of about 35 kms length. Voice communication is also established among the three stations through OFC.

3.0 SCOPE OF WORK:

3.1 PRODUCTION

i) To produce the Gas from the fields of Tanot, Dandewala, Bagitibba and any other gas fields. To operate DND-GPC, TOT-GGS and Tanot Village Complex in a configured manner for ultimate supply of committed quantity and quality gas to the consumers. The dehydrated gas is defined bone dry and the permissibility of maximum water content of the dehydrated gas stream is not to exceed 7 lbs/MMSCF and maximum dew point shall be (-) 20 °C.

ii) To check and record flow line pressure and temperatures of each producing well connected to the manifold header. The same shall be closely monitored at the manifold and shall record in Service Provider's log-sheet in each shift on hourly basis. For any abnormal increase or decrease of the same, corrective actions shall be taken instantly. For any critical situation the matter should be mutually discussed with the Company's representative.

- iii) To maintain all the manifold header valves in perfect operative condition, a preventive maintenance schedule shall be maintained and executed accordingly.
- iv) All repairing jobs including general maintenance of the valves, leakage in the manifold, gas/oil separators, GDU plant etc. and supervision of flare stack shall be carried out by the Service Provider inside the plant. The Service Provider under advice of the Company representative will carry out any emergency repair jobs at flow line, wellhead and gas transmission (8") line.
- v) To monitor closely and maintain desired Separator operating back pressure at all time during time during plant operation. The desired separator operating pressure shall be decided by OIL and during the course of plant operation if OIL feels to change the same, the Service Provider shall follow the instruction. The change of operating back pressure at production separators and subsequent pressure vessels may be required for operational reasons. The operating pressure of various pressure vessels shall be recorded in Service Provider's log sheet in each shift on hourly basis.
- vi) To closely monitor the proper functioning of auto/manual drain valves installed in the various pressure vessels. The Service Provider shall ensure that no carryover of water or condensate shall take place. For any minor or major operational disorder, the Service Provider shall take corrective measures for smooth running of the plants at the shortest possible time.
- vii) To closely monitor and record differential pressures across the filters of coalescer separator and custody transfer meter unit. For any rise in differential pressure from the desired level, the reason shall be found out immediately by the Service Provider and necessary action shall be taken thereof for smooth operation of the plant.
- viii) A preventive maintenance/cleaning schedule shall be maintained and filters shall be cleaned on routine basis.
- ix) The Service Provider shall monitor closely so that there shall not be accidental dumping of any liquid (water/condensate) in to the glycol contact tower. Presence of any liquid can result in excessive glycol losses and reduce efficiency due to a higher tendency to create foam.
- x) The Service Provider shall monitor that there shall not be any sudden surge of gas into the contact tower so that no carryover of Glycol takes place from the vessel.
- xi) To check and record the Glycol level in the contact tower and maintain the desired level for smooth functioning of the same at all times.
- xii) Replacement/Refilling of Glycol to the Plant shall be done to the desired level whenever necessary. A proper record shall be maintained for the same. Necessary Tri-Ethylene Glycol required for operation of the plant including top-up quantity shall be provided by Company at its cost. A schedule shall be maintained to collect Glycol sample from time to time to determine the desired quality for the same. Analysis of Glycol shall be done by OIL.
- xiii) The Service Provider shall monitor and record the desired operating pressures, temperatures, dew point and different requisite parameters in the Glycol dehydration unit.

- xiv) The aforesaid parameters shall be maintained at desired level for smooth functioning of the unit. For any malfunctioning or indication of any disorder, the same shall be immediately attended to.
- xv) All repairing and maintenance of glycol pumps, control valves, safety valves etc. installed in the Glycol dehydration unit shall be carried out by the Service Provider.
- xvi) Depending on the quality of Glycol for which a routine analysis shall be made as explained in clause xii above, replacement of Glycol shall be necessary and the job will be done by the Service Provider. However, glycol for the same shall be provided by the Company.
- xvii) Cleaning of main and pilot burner of Re-boiler unit shall be done whenever necessary and a schedule shall be maintained for routine servicing by the Service Provider.
- xviii) A routine schedule shall also be maintained in conjunction with OIL Engineers to test all the producing wells in a particular time limit. The Service Provider shall carry out the aforesaid job and record the desired parameters. In scheduled well testing program, minimum 15 well testing jobs shall be carried out by the Service Provider in a month. Additionally, whenever necessary and as shall be decided and advised by OIL representative, individual well testing shall be carried out by diverting the well from the main production header to the test unit to determine individual well gas production and fluid production rate etc.
- xix) To check and record daily condensate production rate in the condensate storage tank. Manual draining of water shall also be necessary from the storage tank from time to time that might be accumulated in the tank and proper record of the same shall be made.
- xx) Condensate is produced along with natural gas which after separation is stored in the storage tanks. The produced condensate is sold by OIL to customers through another contract. Service provider to monitor and record opening, closing and delivery stock etc. in log sheet and unload the condensate from tank on advice from OIL to customer's tanker.
- xxi) The Service Provider shall see the proper functioning of all pumps installed at the installation for various purposes. All the repairing/maintenance jobs of the pumps shall be carried out by the Service Provider. A preventive maintenance schedule shall be maintained and shall be followed accordingly.
- xxii) Whenever necessary as shall be advised by OIL representative and as a scheduled routine job, the Service Provider shall send his appropriate personnel from DND-GPC to Tanot GGS for carrying out the individual well testing jobs produced through TOT-GGS. Necessary well testing parameters (Gas production/fluid production rate etc.) shall be accurately monitored and recorded.
- xxiii) The Service Provider shall make a routine schedule visit to Tanot GGS to see and shall ensure that all the equipments installed at Tanot GGS are in proper functional order. All the repairing and preventive maintenance that shall be needed for the equipment shall be carried out by the Service Provider. A calendar for the same is to be prepared and religiously followed. Apart from this calendar, the Service Provider shall have to go there for any other work related matters

as and when necessary. TOT-GGS during its shut-down period shall be maintained in such a manner that it can be taken into operation at any desired time.

xxiv) Line pressures at both ends of the 8" delivery line shall be closely monitored and recorded by the Service Provider in each shift. For any abnormal increase or decrease in line pressure, necessary prompt action shall be taken by the Service Provider.

xxv) The Service Provider shall prepare a preventive maintenance calendar/schedule and get it approved from the Company before commencement of work and follow the schedule. Failure to carry out the preventive maintenance schedule shall include penalty to the extent of contractual rates and any plant shut down for such failure/negligence the penalty clause as specified in para 9.6 of SECTION-V of the Tender document shall be applicable.

xxvi) Stationeries including print paper, glue sticks, pencils and pens, file cover, envelope etc. required for day to day operation and maintenance (office) shall be to Service Provider's account.

xxvii) All spares provision against routine preventive and break down maintenance shall be as stated in para 3.1.3 under SECTION – V of the tender document.

xxviii) Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified/experienced manpower for carrying out welding, cutting and grinding jobs as per API -1104, AWS D10.4- 86 and ASME-B-31.3 for maintenance activities. Cost of consumables shall be reimbursed by the COMPANY as mentioned under para no. 3.13 under SECTION-V of the tender document. Service provider shall quote the maintenance charge accordingly.

Company shall reserve the right to utilize the service, if necessary, in OIL's other operational areas without any extra cost to the company.

xxix) Service Provider is to provide three vehicles as per details given below for exclusive use by OIL for its employees/executives for field operations at DND-GPC, Tanot GGS & TVC round the clock for the entire period of the contract.

Details of vehicles are as under:

- (a) Two (02) nos. of brand new 4 WD SCORPIO AC / 4 WD TATA SAFARI AC with drivers.
- (b) One (01) no. AC 4WD TATA CAMPER / AC 4 WD Mahindra BOLERO CAMPER with driver.
- (c) The Service Provider to consider the following Charges:
 - Fixed Charges of Vehicles shall include minimum wages for driver as per **Minimum Wage Act**.
 - **Mileage of each of two (02) nos.** of brand new 4 WD SCORPIO AC/ 4 WD TATA SAFARI AC vehicles will be **3000 Kms. each per month**.
 - **Mileage of one (01) no.** of AC 4WD TATA CAMPER / AC 4 WD Mahindra BOLERO CAMPER will be **3500 Kms. per month**.

Actual running Kilometers of Vehicles may vary based on job demand. Running charges of vehicles shall be paid on actual.

(d) The Service Provider to provide the same vehicle(s)(model) as replacement at time of scheduled maintenance of the original vehicle(s) and has to provide equivalent vehicle(s) as replacement in case of breakdown of original vehicle(s) within 48 hours.

(e) The vehicles will be utilized in OIL's operational areas of Rajasthan by OIL for its operations and will be stationed at TVC. The operation/running of these three vehicles will be at the sole discretion of OIL.

(f) Driver's accommodation and food is the responsibility of the Service Provider.

(g) The vehicles will be under the supervision of HOD-Production Department (RP) or his representative at TVC.

(h) The vehicles should be maintained in the best possible condition to the satisfaction of OIL's representative at TVC and the vehicles to have mandatory safety norms.

(i) Company do not foresee any overtime for drivers beyond 12 hours duty, but in case there is overtime beyond 12 hours duty for driver it will go to Service Provider's account.

(j) Maintenance of the vehicle will be sole responsibility of the Service Provider. Also fuel required for the vehicle will be provided by Service Provider.

(k) The monthly rental for the vehicles will be paid on pro-rata basis and the amount per kilometer will be paid on actual.

(l) The rates per kilometer run shall be corresponding to the HSD rates prevailing as on bid closing date at Jaisalmer. All minor increase/decrease of rate of fuel prices within 5% shall be absorbed by the Service Provider. In case of any hike in rates (more than 5%) of HSD, compensation for increase in running cost will be paid to the Service Provider and in case of decrease in rates (more than 5%) of HSD, cost will be deducted. For calculation of such compensation/deduction, mileage (fuel) for the vehicle will be considered as 12 km/ liter.

3.1.1 CONDUCTING GAS PRODUCTION, TESTING, PROCESSING & METERING:

(i) The Service Provider shall carry out all operations hereunder with due diligence in a safe and workman like manner and in accordance with accepted international oilfield Practice and various Statutory Rules/Laws viz OMR,DGMS,OISD, Pollution Control etc.

(ii) The Service Provider shall be solely responsible for the operation of the installations at Dandewala GPC, Tanot GGS and Tanot Village Complex including but not limited to supervising various operations at fields as required by Company as well as such operations at the aforesaid installations as may be necessary or desirable for the safety of the installations.

(iii) The Service Provider shall observe such safety regulations in accordance with acceptable oilfield practice and applicable Indian laws. Service Provider shall take all measures reasonably necessary to provide safe working conditions and shall exercise due

care and caution in preventing fire, explosion and maintain firefighting equipment in sound conditions at all times. Service Provider to provide all necessary safety gears required to work in an oil & gas mine to its employees at their own cost.

(iv) The Service Provider shall at all time be responsible for keeping an accurate record of production, pressure, temperature, quality and total quantity of gas supplied.

(v) In the event of any fire or explosion, Service Provider shall use all reasonable measures at his disposal to protect the aforesaid installations bring the said fire or explosions under control.

(vi) It is expressly understood that the Service Provider is an independent Service Provider and that neither it nor its employees and its sub-contractors and employees or agents of the Company provided, however, the Company is authorized to designate its representative who shall at all time have access to the aforesaid installations, related equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed hereunder by the Service Provider. The Service Provider shall treat the Company's Representative at site as the in-charge of all the Company's and the Company designated personnel at site. The Company's representative may, amongst other duties, observe, test, check and control works performed by the Service Provider or examine records kept at installations by the Service Provider.

(vii) Compliance with Company's instructions: The Service Provider shall comply with all instructions of the Company consistent with the provision of this Agreement, including but not limited to aforesaid installations, operations, safety instructions, confidential nature of information etc. Such instructions shall, if the Service Provider requests, be confirmed in writing by the Company's representative.

(viii) Records to be kept by the Service Provider: The Service Provider shall keep and furnish to the Company accurate records of the rate of production, pressure, temperature, quality and quantity of supplied gas and other necessary parameters of the installations & all electrical data. A legible copy of the said records in duplicate signed by both Service Provider's and the Company's representative shall be furnished by the Service Provider to the Company. Also the Service Provider has to maintain all statutory records as per DGMS & OISD Guidelines in the required format for field installations.

(ix) Confidentiality of Information: All information obtained by the Service Provider in the conduct of operations shall be considered confidential and shall not be divulged by the Service Provider or its employees to anyone other than the Company's representative. The Service Provider to sign a Confidentiality Agreement with OIL. This obligation of the Service Provider shall be in force even-after termination of the Agreement. The Service Provider shall carry out normal maintenance of the Company's item at the aforesaid installation excepting for those items which the Service Provider is not qualified to or cannot maintain or repair with its normal operating personnel and equipment.

(x) Ingress and Egress at Installations: The Company shall provide the Service Provider requisite certificate for obtaining rights of ingress to egress from the installations. Should such certificate be delayed because of objections of appropriate authorities in respect of the Service Provider's specific persons, such persons should be promptly removed from the list by the Service Provider and replaced by acceptable persons.

(xi) Protection of property and existing facilities: The Service Provider shall perform each work in such a manner that will prevent damage to the Company's property and shall carry on the works in such a manner as to conform to and consistent with and not to interfere in any way with continuous and safe operation of the installations. Any permanent damage/loss to the Company's assets, plants, wells due to the operation of the service engaged under this Agreement shall have to

be remedied by the Service Provider entirely at its own cost, which shall include and not limited to actual replacement of such damaged assets, plants, wells or payment of actual replacement cost in relation there to as may be incurred by the Company.

Bridging Document: A duly signed Bridging Document mentioning the roles and responsibilities of Company and the Service Provider shall be made available at site for reference of all statutory visitors. The Bridging Document shall clearly demarcate the individual Scope of Work for both the Company and the Service Provider.

3.2 INSTRUMENTATION

i) The Service provider will maintain all the field instruments as per OEM manuals and record of such maintenance will be provided to OIL. Any breakdown of instruments will be attended promptly by the Service Provider and record of such breakdown will be kept and made available to OIL. Suitable preventive maintenance schedules shall be prepared as per recommendations of the manufacturer/OIL and to be submitted to OIL.

ii) Calibration of all the field instruments will be carried out quarterly by service provider. The Service Provider shall make schedule for quarterly calibration of all instruments and follow it strictly. After calibration of field instruments, report will be submitted to OIL. Moreover, all the carried out day to day maintenance jobs must recorded properly in the Instrumentation Maintenance Register and all the workshop jobs carried out must be properly recorded in the Instrumentation Workshop Register.

iii) SCADA system having Servers, Workstations, RTU's, Printers, Control Panels, Displays, Switches, Terminal Boxes, UPSs and Gas Flow Computers with Panels etc. will be maintained as per Level of Authorization issued to the Service Provider by OIL's authority and records of such maintenance will be kept at site by the Service Provider as above point no. (ii).

iv) As the SCADA System is under the AMC of OEM, M/s Yokogawa India Pvt. Ltd., Service Provider personnel should carefully handle all the equipments under SCADA system during the entire operation of the plant as per authorization level issued to operate the SCADA System accordingly. Any malfunction observed at any time of the SCADA equipments (inside the DND-GPC Control Room, TOT-GGS control panel & TVC control room), they must report immediately to the Installation Manager – TVC (OIL) as well as to Instrumentation Engineer (OIL) based at Jodhpur. However, Service Provider personnel (Instrumentation Engineer) may attend the same after consultation with IM – TVC (OIL) / IE (OIL).

v) SCADA equipments and control room to be kept neat and clean with the help of vacuum cleaner only. Trenches and cabinets will be kept clean and naphthalene balls and silicon packet should be kept to keep rodents and moisture away. The Service provider will not allow shoes, tea, eatables etc. inside the control room.

vi) All the instruments related to Custody Transfer Meter & Gas Flow Computer are highly sensible as these are for Gas Supply / Sales Gas Measurement to GAIL. Therefore, Service Provider should not handle without prior permission from Installation Manager (IM-TVC) / Instrumentation Engineer (OIL) based at Jodhpur. However, flow meter line can be changed over from one to another on exigency basis without handling the field instruments.

vii) Calibration of all Gas Detection Equipments, Portable Gas Explosimeters, Hydrogen Gas Detection Systems etc. shall be carried out as per calibration schedule provided by OIL in presence of Instrumentation Engineer (OIL). After each calibration, calibration reports must be generated as per the Format provided by OIL and the same to be submitted to Instrumentation Engineer (OIL).

viii) Custody Transfer Meter (CTM) including standby meter and spare meter (Total 03 Nos.) shall be calibrated as per the OIL's calibration schedule at OEM, M/s Rockwin Flowmeter, Ghaziabad (UP) (NABL accredited) once a year at Service Provider Account (Transportation & Calibration Charges only) and shall be witnessed by the representative of OIL Engineer (Instrumentation) and GAIL Engineer at the calibration laboratory during calibration time. However, conveyances and other expenses for representatives to be witnessed will not be accounted in Service Provider's account.

ix) Turbine Meter for condensate measurement including standby meter (Total 02 Nos.) shall be calibrated as per the OIL's calibration schedule at OEM, M/s Rockwin Flowmeter, Ghaziabad (UP) (NABL accredited) once in two years at Service Provider Account (Transportation & Calibration Charges only) and shall be witnessed by the representative of OIL Engineer (Instrumentation) at the calibration laboratory during calibration time. However, conveyances and other expenses for representative to be witnessed will not be accounted in Service Provider's Account.

x) Optical Fiber Cable (OFC) is very important for SCADA functioning laid from DND-GPC Plant to TVC via TOT-GGS and any exposure of OFC will be attended by the Service Provider immediately. Any cut or breakdown of OFC will be arranged to repair by the Service Provider at their own cost except the material cost (Joining Kit).

xi) All the Master Calibrators and Test Equipments like Dead Weight Tester, Temperature Calibrator Bath, Portable Pressure Calibrator, Multimeter, HART Communicator, Multifunction Calibrator, Portable Gas Detector shall be properly handled & maintained as per the Operating & Maintenance Procedures and keep in proper operating condition by the Service Provider during the contract period. Service Provider has to repair for any defects / malfunction observed due to miss-handling of these instruments at their own cost. The repairing jobs must be carried out for a particular instrument at authorized service centre only. Moreover, if such repairing is carried out by the Service Provider for any Master Instrument /Test Equipments, re-calibration must be done at NABL Accredited Laboratory at their own cost after repairing (depending on the nature of repairing) and such calibration report to be submitted to Instrumentation Engineer (OIL). At the same time, malfunction observed of any instrument, Instrumentation Engineer (Service Provider) must report to Instrumentation Engr. (OIL) based at Jodhpur also.

xii) All the available instrumentation spares kept in Instrumentation Workshop as well as inside the Control Room at DND-GPC must be recorded with proper documentation and inform Instrumentation Engineer (OIL) immediately after use / replacement of any spares for necessary updating in SAP system.

xiii) VHF communication equipment and walkie-talkie will be maintained as per OEM manual and batteries to be charged regularly. Maintenance of VHF towers will be responsibility of the Service Provider.

xiv) VSAT equipments are maintained by third party under AMC but service provider will keep equipments neat and clean and report malfunctioning of such equipments to IT Engineer (OIL) based at Jodhpur immediately to take necessary rectification.

xv) All the instrument sets for voice communication through OFC should be maintained properly and any damage or malfunction observed must be rectified / replaced with new by the Service Provider.

xvi) All accessories not spelled out above but part of the system will be promptly attended by the Service Provider and must be noted down as point no. (ii) above.

xvii) For efficient and trouble free operation and maintenance of the plant one Instrument Engineer and Two Instrument Technicians having qualification and experiences as detailed under Para 2 (vi) below shall be required to be deployed at the installations.

3.3 TECHNICAL SERVICES

List of main jobs connected with Technical Service Department i.e Electrical, Mechanical, Civil, Fire Services and Transport Engineering:

i) Maintenance and operation of Brush less D.G. Sets installed at TVC/DND-GPC / Tanot – GGS capacities of 275 KVA / 160 KVA / 75 KVA / 30 KVA respectively with associated control panels, MCC panels and various other panels and switch gears.

ii) Operation and Maintenance of

- Vapor compression chilled water circulation Central Air Conditioning system of 3 X 75 TR capacity with reciprocating compressors, chilling units, pumps (for chilled water circulation) AHU (4200/3300/3600) CFM, FCU-46 Nos. Make-Blue Star, location : TVC. 2 Sets to run at a time and one set to be on standby.
- Split air conditioner, window air conditioners.

iii) Operation and Maintenance of lighting transformers, various AC motors and their switchgears, UPS (7.5 KVA, 2.5 KVA and 1.5 KVA) and associated battery banks.

iv) Operation and Maintenance of solar lighting system and associated control panels, solar batteries, solar photo voltaic cells etc.

v) Operation and Maintenance of Water Treatment Plant operating on Electro Dialysis or on Reverse Osmosis system.

vi) Maintenance of Ranau water point including transportation of HSD & or Lube oil from TVC.

vii) Operation and Maintenance of various centrifugal pumps & submersible pumps deployed at TVC, DND-GPC, TANOT-GGS.

viii) Maintenance of pipe/pipe fittings of water line/diesel line/water treatment plant/water storage tank/diesel storage tank.

ix) Operation and Maintenance of fire fighting arrangement including engine driven fire pump set, fire tender and fire extinguishers etc.

x) HSD supplied to the Company by the Service Provider if any, will be reimbursed by the Company on actual basis (with documentary evidence) plus 5% as handling charge.

xi) Minor Maintenance of buildings of TVC, DND GPC & TNT GGS with all fittings, touch up painting, plumbing for water supply, roofing, floors, repair of doors & windows, repair boundary fencing etc.

NOTE: - Equipments deployed at DND-GPC, TANOT-GGS and TVC are given in **Annexure-A & B** in respect of Electrical and Mechanical Services.

xii) Liaison with various original equipment manufacturers as well as government authorities to carryout breakdown maintenance on emergency basis and routine test/inspection of equipment as per statutory requirement.

NOTE: All the above equipment/facilities are deployed for round the clock operation for providing the backup services for Gas field activities at DND-GPC, TANOT-GGS & TVC.

xiii) A daily monitoring report of Technical Service (T.S.) activities with details of job executed, manpower availability, running hours of the equipment, daily electrical energy generation/consumption data, job planned for execution on the following day should reach to TS department every morning positively by 09:30 AM. The Service Provider's representative should report to TS department daily.

xiv) The Service Provider will be responsible for operation and maintenance of all plant and equipment for above mentioned services with proper workmanship, housekeeping and compliance to all safety norms pertaining to OMR 84, OISD to the entire satisfaction of Engineer-in-charge of the Company.

xv) The Service Provider should have all the required tools, including special tools/equipment viz. Chain block, a crane, electrical insulation hand gloves, discharge stick etc. for carrying out mechanical and electrical maintenance activities smoothly without any time loss.

xvi) Rewinding cost of all motors as listed in Annexure-D shall be on the Service Provider's account.

xvii) OIL reserves the right to replace any existing equipment/machine as listed in Annexure – A & B with new / similar equipment/machine and in such cases all terms and conditions for O & M shall apply to the replaced equipments/machines.

3.4 ELECTRICAL ENGINEERING:

i. Operation and Maintenance of under mentioned Alternators :

- a. 275 KVA, 415 volts-1 Nos., Make : STAMFORD, Type HC 44402
- b. 160 KVA, 415 volts-1 No. , Make : CROMPTON GREAVES FRAME 280/1
- c. 75 KVA, 415 volts-2 Nos., Make : CROMPTON GREAVES FRAME 225/2
- d. 30 KVA, 415 volts-3 No. , Make : CROMPTON GREAVES FRAME / RUSTON

ii. **100 KW Solar Power Plant:** Service provider will

- Periodical cleaning of the modules (one round of complete cleaning in a week),
- Record & maintain generation data.

iii. Distribution of RSEB (JVVN) power supply at TVC & DND GPC as per OIL's requirement.

iv. Operation and Maintenance of related control panels for the above DG Sets, MCC panels, AUX panels, Change over switches / panels, various distribution boards, lighting transformers, street lighting system, office lighting & TVC & 100 KW Solar Power Plant lighting.

v. Operation and Maintenance of UPS 2 x 7.5 KVA, 2 x 2.5 KVA, 1 x 1.5 KVA with battery banks.

vi. Operation and Maintenance of solar lighting system and related various panels/ equipment to provide continuous power to instrumentation panels and accessories. Maintenance of solar batteries, battery charger (standby), 50 V, 225 AMP.

vii. Operation and Maintenance of Central Air Conditioning system with reciprocating compressors (HERMATIC) of LCA series and packed liquid chillers-3 sets, consisting of:

- a. Direct expansion (liquid coolers, air cooled condenser coils and fans)
 - b. Pumps - 20 HP for chilled water circulation, water flow-130 L/Min-3 sets
 - c. Air Handling Unit - 3 Sets (4200/3300/3600) CFM
 - d. Fan Coil Unit (FCU)-46 Nos. , 2 TR - 36 Nos., 1.5 TR - 10 Nos.
- viii. Operation and maintenance of Telephone Exchange-ELTEX-56, 32 lines, Make- L&T.
- ix. Detailed specification and details of electrical items are mentioned in Annexure-A.
- x. The relevant details/documents are to be furnished by the bidders to establish their capability for the above mentioned jobs.
- xi. Operation and maintenance of window, split Air Conditioners, Refrigerators, Water Coolers at TVC and DND-GPC consisting of (i) Split A/C – 2T : 4 Nos. (ii) Window A/C – 1.5T: 8 Nos. (iii) Refrigerators: 3 Nos. (iv) Water Coolers: 2 Nos.
- xii. Operation and maintenance of one number submersible Pump and motor set at DND GPC. The pump has to be operated once in a week for one hour atleast.
- xiii. Proper maintenance schedule/record to be made for preventive/schedule maintenance jobs. The break down maintenance to be attended by the Service Provider without loss of time for un-interrupted operation of the plant and to be reported after completion of the job with proper justifications.
- xiv. Proper checking as well as record keeping to be maintained as per DGMS guidelines/OMR 1984 and OISD.
- xv. Log sheets for schedule maintenance of batteries, topping up of batteries of solar lighting system, UPS system to be adequately/regularly maintained.
- xvi. 275 KVA DG Sets to run at a time during peak summer when A/C system is on full load and during winter and non operation of A/C system 160 KVA DG set is required to run to feed power to auxiliaries and complete lighting system and other utilities. At any particular time 1 No. DG set at DND-GPC should be in operative condition. Also 2 Nos. Generator Sets will be running at TVC in case of interruption in RSEB power supply.
- xvii. To maintain un-interrupted power supply round the clock for the vital equipments, viz. A/C system, Instrumentation (SCADA, RTU), UPS, Fire Alarm, Water Treatment Plant/supply, DG sets and other electrical system/equipment should be in healthy condition round the clock to provide the backup facility.
- xviii. Normal supply of power to the control panel for field instrumentation, battery charger for various battery banks, solar power controller for charging of solar batteries, fire alarm system and solar street lighting inverter is fed through solar batteries. The complete solar system/equipment should be healthy round the clock. Solar batteries to be monitored continuously and schedule maintenance to be done effectively to avoid any break down of the batteries.
- xix. The annual check-up of the central air conditioner system (Blue Star), Solar lighting system (Central Electronics), UPS System (GHCL) to be arranged by the service provider through respective experts /original equipment manufacturer wherever applicable. Annual checking/calibration of all the protective relays and switch gears to be also done/arranged through the experts. Records have to be maintained for the same.

3.5 MECHANICAL ENGINEERING:

- i.) Operation and maintenance of prime-mover of various diesel gen. sets viz. :
 - a. 1 No. of Volvo Penta Engine Model TD1210G of 275 KVA Gen Set deployed at TVC.
 - b. 1 No. Kirlosker Engine, Model 6SL9098 of 160 KVA Gen Set deployed at TVC.
 - c. 2 Nos. of Ashok Leyland Engine, Model ALGP 402/1 of 75 KVA Gen Set deployed at DND-GPC.
 - d. 1 No. of Kirloskar Engine, Model RB.33 of 30 KVA Gen Set deployed at Tanot GGS.
 - e. Maintenance of 2 No. of Ruston Engine, Model 3YD/3YDA of 30 KVA Gen Set deployed at Ranao Water point.
- ii) Operation and maintenance of 2 Nos. Fire Pump Kirloskar, Model 2AD8 and its prime movers Kirloskar Engine, Model RB.66 deployed at DND-GPC.
- iii) Operation and maintenance of Water Treatment Plant consisting of iron removal filters, dozers, E.D. membranes, R.O. Plant, Kirloskar Model KPDS motor driven centrifugal pumps, underground/over head water storage tanks, pipes/pipe fittings pertaining to water lines etc. at TVC as well as water pumps and their lines deployed at Tanot GGS and DND-GPC.
- iv) Maintenance of pipe/pipe fittings related to HSD lines at TVC including underground diesel storage tanks, diesel decanting pumps of Kirloskar, Model KPDS at TVC & DND-GPC.
- v) Operation and Maintenance of various types of motor driven centrifugal pumps deployed at DND-GPC for applications such as condensate loading, water disposal etc.
- vi) Operation and maintenance of 3 Nos. of motor driven chiller pumps deployed at TVC for central air condition system and their various chilled water circulation lines.
- vii) Operation and maintenance of various heavy duty batteries used in the prime movers of different diesel generating sets in TVC, DND-GPC and Tanot-GGS.
- viii) Manpower is not required for Ranao water point for operation. Transportation of HSD to Ranao water point as per requirement for operation of 30 KVA Gen sets will be done by service provider. However HSD will be supplied by OIL.
- ix) For smooth running of all the equipments deployed in Gas Development Project (TVC, DND-GPC & Tanot-GGS) and to maintain uninterrupted supply of gas, proper maintenance schedule to be prepared to take care of preventive/scheduled/breakdown maintenance including top/major overhauling of various equipment. Daily log sheets consisting of equipment, running hours, jobs carried out, spares consumed, spares in stock, consumption of HSD/Lube oil, jobs planned for next 72 hours etc. to be prepared and submitted to HOD (TS) on every day morning.
- x) Operation and maintenance of the Central air conditioning plant (capacity 75TR) including A/C ducts, windows etc. at the main building of the complex shall be Service provider's responsibility. O & M of the generators and power supply system shall be with the Service Provider.

3.6 CIVIL ENGINEERING:

- i) Minor maintenance of buildings of TVC, Tanot-GGS and DND-GPC including supply of man and material.
- ii) Cleaning and maintenance of TVC, Tanot-GGS and DND-GPC including drainage system/drains, maintenance of sanitation system/sanitary lines, septic tanks etc.
- iii) Maintenance and repair of RCC foundations of equipments at all the installation.

- iv) Maintenance of the road inside the installation premises, open area and yards, watering of tree plantation & maintenance of trees (horticulture) at TVC, DND-GPC and TOT-GGS to be carried out by Service Provider.

3.7 FIRE SERVICE:

- i) Operation and maintenance of water cum foam tender including pump, PTO and all other accessories of Fire Tenders, Make: TATA-LPT 2416/46 and TATALPT 1613 TC148 at TVC and DND-GPC. Proper maintenance schedule is to be made in order to take care of preventive/schedule/break-down maintenance.

Daily log sheet, maintenance records, spares stock and consumption of the spares to be properly maintained and to get duly certified by Company's Engineer.

Consumption stock of consumables like HSD, lube-oil, foam compound etc. have to be recorded in daily log sheet. Weekly testing of Fire pump, monitor, all fittings etc. to be carried out and records should be maintained accordingly.

- ii) Proper records to be maintained by the Service Provider for preventive/schedule maintenance jobs. The breakdown maintenance jobs to be attended on top priority to put back the vehicle/tender in to normal operating conditions without any loss of time. Further, the Service Provider needs to furnish a detailed report on any such breakdown with suggestions /recommendations to avoid recurrence.
- iii) The Fire Tender/Vehicle must be operated at least for 5 minutes at the beginning of each shift daily and proper records to be maintained.
- iv) The fire service manpower shall have to go with fire tender to any installation of OIL-(RP) for fire-fighting / standby as per the instructions of Installation Manager in consultation with S&E department. The fire service manpower may also be required to attend any fire call or mock drill to any neighboring industries like ONGC Limited, Focus Energy, Ramgarh Power under the Agreement of Mutual Aid Scheme.
- v) Maintenance and operation of all First Aid firefighting equipment viz.:
 - a) Foam type extinguisher (including 9 ltrs to 150 ltrs) - 24 Nos.
 - b) DCP type extinguishers (including 5 to 70 kg) - 26 Nos.
 - c) Carbon dioxide type extinguisher (4.5 kg) - 28 Nos.

The above number of extinguishers may increase in due course of time as per field requirement.

Proper maintenance schedule is to be made as per IS-2190, 2000, in order to take care of preventive maintenance/statutory schedule maintenance. Quarterly maintenance records, spares stock and consumption of the spares to be properly maintained and to get duly certified by Company's engineer. Consumption stock of consumables viz. Chemical, foam refill, dry chemical powder, discharge tubes, CO2 cartridge, refilling of CO2 extinguisher, paints etc. to be recorded in monthly log sheet. All fire fighting chemical/ refilling powder, foam compound, cartridge, discharge tube/hose, CO2 gas, any consumables/ spares will be provided by the Company. However, in case of emergency, bidder will arrange procurement of spares/consumables as per requirement and will be reimbursed on actual with 5% handling charge.

- vi) Weekly testing of water ring mains and associated fire-fighting equipment at DND-GPC and its record maintenance (it is under process of installation).
- vii) Imparting first aid fire fighting training to all employees/executives as per OIL Mines Regulations - 1984 and its record maintenance.
- viii) Conducting Mock drill as per OIL Mines Regulations-1984/OISD and its record keeping.

- ix) Weekly wet/dry fire drill for emergency preparedness and its record maintenance.
- x) Maintenance and proper water storage in the above/underground static water tank exclusively for the fire fighting purpose at DND-GPC up to the desired level.
- xi) Weekly testing of fire pump at DND-GPC and its record maintenance - 2 Nos.
- xii) Entire fire fighting responsibility in case of any outbreak of fire inside the Company area/ outside (if the management permits for outside the company area).
- xiii) To provide class A and class B standby fire services to any Company's activities in Tanot & DND area.
- xiv) To monitor and test the Minimax fire detection cum alarm system at TVC/GGS/DND GPC and to keep the system in sound working conditions and its record maintenance fortnightly.

3.8 ADMINISTRATION:

3.8.1 ACCOMMODATION:

Maximum 12 Nos. of the Company personnel will stay at Tanot Village Complex (TVC) at a given point of time. These Company personnel shall comprise both workmen and executives and shall be provided with executive and workmen accommodations at the TVC separately on double occupancy basis. Remaining rooms / space available at the TVC shall be at the disposal of the Service Provider for accommodating their personnel/office/stores/dispensary etc. as detailed under SECTION-IV, Para-2.1 of this document. Hard Furniture and furnishings of the Company personnel will be provided by the Company. The Service Provider will have to provide furniture and furnishings to their own personnel. The Service Provider will have to provide laundry service to their employees as well as to the Company employees. The Service Provider will supervise operation and maintenance of housekeeping functions appropriately.

Housekeeping, operation and maintenance of the complex including transportation of water from Ranao deep tube well (20 KM from TVC) / Ramgarh (60KM from TVC) and treatment of water at the R.O. plant inside TVC complex shall be Service Provider's responsibility.

The recreation halls for both executive and staff along with rooms of executive block and non executive block is having 20 nos. DTH (Direct to Home) TV connection. The service pack for such connection should be of annual subscription and shall be paid by the service provider.

Repairing / replacement of fixtures and fittings pertaining to hard furnishings, window & door panes, plumbing, electrical fittings and accessories etc. shall be Service Provider's responsibility and at their cost. However, soft furnishing to all the rooms at executive wing & the rooms meant for OIL employees at the other blocks shall be done and replenished by OIL as & when required.

Power supply, air-conditioning, water supply to the entire TVC complex, including the rooms which will be used by the Service Provider or their employees for office, residential or recreational or other purposes, shall be maintained by the Service Provider.

3.8.2 CATERING SERVICES:

The Service Provider will have to arrange catering services for their employees as well as for the Company employees at site including the visiting officials and dignitaries. This includes bed tea, breakfast, lunch, evening tea and snacks and dinner. The food must be of standard quality. For a maximum of 12 Nos. of Company personnel a day, no charge will be payable by the Company to the

service Provider for catering services. However, for any extra of the Company's designated persons beyond above mentioned 12 persons on any day, catering services will be provided on payment basis as per the rate quoted/agreed.

Kitchen House inside the TVC complex shall be operated and maintained by the Service Provider. Service Provider shall engage sufficient supervisory, kitchen and servicing hands to cater the need of OIL and Service Provider's personnel on duty/ staying/visiting TVC. All cookeries, cutleries, utensils, cooking gas and other consumables for catering service shall be arranged by the Service Provider at their cost. Menu to be served by the Service Provider to OIL personnel is given under section –IV, Appendix-I of this document.

Standard menu for the Catering Services as under is enclosed vide **Appendix –I. (Enclosed Separately).**

Bed Tea/Coffee with biscuit	:.....
Breakfast	:.....
Lunch	:.....
Evening Tea/Coffee with snacks	:.....
Dinner	:.....

Total	:.....

NOTE: The Service Provider is to maintain a register for this and get it signed by the Company representative on daily basis. Any other catering service will be governed as per the rate quoted in the price schedule for the said item. For cooking and dining, Company will provide kitchen and dining halls for both executives and workmen. Utensils, crockery and cutlery with all other Accessories/appliances and LPG stove/cylinder will have to be arranged by the Service Provider at their cost.

CATERING INCHARGE AT TVC:

One Catering In-charge having minimum 2/3 years of experience in catering services and management shall be deployed by the Service Provider and will be responsible for catering, general housekeeping inside and outside the TVC under the supervision of the Field Manager.

3.8.3 MEDICAL FACILITY:

The Service Provider shall provide First Aid Medical Services for the Company personnel as well as for their own personnel round the clock. A Medical Practitioner/ Doctor having valid registration with Indian Medical Council and with a minimum qualification of MBBS from a recognized University is to be provided by the service provider along-with a qualified Male Nurse.

Proper room for as well as dispensary shall be provided by the Company. The Service Provider shall stock all essential medicines including life saving drugs as well as necessary medical equipment in the dispensary. A vehicle for ambulance with stretcher, first aid facilities has to be provided by the Service Provider round the clock for their as well the Company personnel for transferring the patient from fields/workplace to the base camp and if necessary to nearby hospital as and when required. First aid kit to be kept at DND-GPC, Tanot GGS, and TVC at easily available locations and shall be replenished from time to time and up to date.

3.8.4 TRANSPORT:

The Service Provider will have to arrange own transport for movement of their personnel in the field and other services. Vehicle for Ambulance service as stated above will have to be provided for all field personnel including the Company personnel.

3.8.5 SANITATION:

The Service Provider will have to provide sufficient number of sanitary cleaners at TVC/GPC/ GGS along with necessary materials and maintain the installation/premises in clean and perfect hygienic condition. All consumables and chemicals, accessories required for the job shall be arranged by the Service Provider at their cost and shall be included in the O & M day rates.

3.8.5 PLANTATION AND WATERING:

The Service Provider will have to maintain the existing trees & lawns etc. at all three installations and arrange for manure and regular watering adequately. The Service Provider should also arrange for seeds and plants of seasonal flowers time to time for beautification of the premises. All expenses towards this shall be on the Service Provider's account and the O & M rates shall be quoted accordingly.

Custody, Safety and maintenance of the entire complex including nourishment/watering of planted trees, Lawns etc., shall be Service Provider's responsibility.

All consumables towards this shall be arranged by the Service Provider at their cost.

3.9 DEFINITION OF WORK:

SL No	Asset	Job description	Remarks
1.	DND, TOT & BGT Gas Fields: consisting of gas wells with well head equipments and fittings, Flow lines, ROWs, Well head fence etc.	<ul style="list-style-type: none"> <u>GAS WELLS:</u> 1.0 Monitoring of Gas wells on daily basis. Recording of various well head parameters on daily basis 2.0 Scheduled maintenance of well head valves and fittings. 3.0 Replacement of well head valves and fittings, if required. Changing of beans, closing/opening of wells as per the gas supply demand. <ul style="list-style-type: none"> To carryout periodic production tests for each of the flowing wells at-least once a month. To associate with well commissioning & work over & Drilling operations of the wells as and when required. Any other jobs pertaining to O & M of the wells. 	<ul style="list-style-type: none"> The jobs under GAS WELLS shall generally be carried out by OIL directly through its own infrastructure and manpower during office hours (0900hrs to1700hrs) and may take assistance from Service provider. Service Provider to engage their manpower and facilities for any exigencies arises beyond office hours (1700hrs to 0900hrs). Service Provider to quote accordingly. Tools and equipments required for the job shall be provided by Company at free of cost.
2.	A. DND-GPC: This asset have the following equipment / facilities : <ul style="list-style-type: none"> i. Gas gathering manifold ii. Multistage separation unit. 	<ul style="list-style-type: none"> To operate & maintain the stations with a multidisciplinary team of skilled workforce. The job shall be carried out round the clock for 365 days a year. Minimum skilled required to carry out day to day job is given under section-V (Key personnel only) of this document. Job involves Natural gas production, testing of wells, separation of Gas- 	<ul style="list-style-type: none"> Service Provider to engage manpower of required skill to carry out the jobs as described. All office stationeries including computer, Scanner, Photocopier, printer etc shall be arranged by the Service Provider. Maintenance of the capital equipments including provision of

SL No	Asset	Job description	Remarks
	iii. Gas dehydration Plant. iv. Gas metering station. v. Glycol regeneration unit. vi. Condensate recovery Unit. vii. Formation water separation and disposal system. viii. Gas Flaring system. ix. Condensate storage & disposal system. x. Static fire fighting system. xi. Mobile fire tenders (1 No.) xii. Captive power plant. xiii. Diesel & Water storing facilities. xiv. Maintenance workshop. xv. SCADA system xvi. Office cum maintenance building xvii. Stores for Spares. xviii. VSAT & VHF communication system xix.	Water- Condensate, dehydration of NG, metering and sale of gas, separation, metering, storage and disposal of Condensate and water. <ul style="list-style-type: none"> Control and data acquisition and recording of the operating and other parameters pertaining to operation. Preparation & maintaining of records on various safety parameters and statutory records pertaining to HS & E. Preparation of well performance report on daily basis and conciliation of production statement. To carryout maintenance job to the station as & when required. To carryout periodical maintenance to various machineries and equipments as per schedule. Housekeeping and maintenance of the stations. To carryout periodical internal safety audit for the stations as per safety check list. O & M of the diesel generators at DND-GPC O & M of all the electrical equipments and power supply system. O & M of all the mechanical equipment and machineries. O & M of all the firefighting equipment & machineries. 	spares shall be Service Provider's responsibility. <ul style="list-style-type: none"> For electrical job: Light bulb, tube, switches, fuse, and other fittings and fixtures for lights and fans shall be considered as consumables. Maintenance of Earthing pits including consumables shall be Service Provider's responsibility. Gas flaring shall be done only under unavoidable circumstances under guidance of OIL representative. To monitor and maintain record of condensate production. Dispatch the same thro' approved vendor on advice of OIL. To ensure stock of Fire fighting water, e-fill as and when required. SCADA system shall be maintain as per advice of OIL's Instrumentation Personnel Housekeeping of the premise shall be the responsibility of the Service Provider. Equipments and accessories including consumables like Phenyl, Bleaching powder, pesticides and other cleaning chemicals required for housekeeping shall on Service Provider's account.

SL No	Asset	Job description	Remarks
3.	<p>B.TOT GGS :</p> <p>This is an unmanned station, under operation round the clock and has the following facilities :</p> <ul style="list-style-type: none"> i. A five point production header. ii. Test unit. iii. Up-stream end of the 8" dia TOT-DND gas line. iv. Maintenance Building v. 10" X 8" Pig launcher for TOT-DND line. vi. SCADA system vii. Captive power plant (DG & Solar) 	<p>An operator shall be posted as and when required basis for carrying out production testing of TOT wells and for attending other routine jobs at the station.</p> <p>TOT-GGS during its shut-down period shall be maintained in such a manner that it can be taken into operation at any desired point of time.</p> <p>TOT-GGS may be taken into operation post work over campaign. Operation and Maintenance of TOT-GGS will be Service Provider's responsibility, similar to DND-GPC.</p>	<p>Regular greasing of all the valves and testing of safety valves of pressure vessels shall be carried out regularly, so that the installation can be taken into operation at any desired time. All statutory records of TOT-GGS shall be maintained by the Service Provider.</p>
4.	<p>TVC :</p> <p>This Asset has the following facilities:</p> <ul style="list-style-type: none"> i) Control room with SCADA system. ii) VSAT communication system iii) Captive Power Plant iv) 100 KW Solar Power Plant v) AC plant vi) Water treatment plant vii) Office block 	<ul style="list-style-type: none"> • Operation and maintenance of TVC. • Catering Service. • O & M of all the electrical equipments and power supply system. • O & M of all the mechanical equipment and machineries. • Periodical cleaning of the modules (one round of complete cleaning in a week) of 100KW Solar power plant. • Record & maintain electrical generation data. 	

SL No	Asset	Job description	Remarks
	iii) Residential block	<ul style="list-style-type: none"> Operation and maintenance of AC plant and water treatment plant. 	
5.	Operation and Maintenance of Field pipe lines.	<p><u>FIELD PIPE LINE:</u></p> <p>1.0 Monitoring of field pipe line on daily basis.</p> <p>2.0 Repairing/replacement of field pipelines.</p> <p>3.0 Excavation and digging and back filling of pipe track or any other assigned civil work.</p> <p>4.0 Handling of pipes and pipe fittings at site for above jobs shall be done by the Service Provider.</p> <p>Service Provider shall perform any other field operation and maintenance activities for the smooth operation of the Gas Fields and field Pipelines, as advised by the Installation Manager.</p>	<ul style="list-style-type: none"> Tools and equipments required for the job shall be provided by Company at free of cost. Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified/experienced manpower for carrying out welding, cutting and grinding jobs as per API - 1104, AWS D10.4- 86 and ASME-B-31.3.

4.0 MANPOWER AND EQUIPMENT LIST:

4.1 MANPOWER

i) All personnel deployed by the Service Provider must have adequate experience in their respective field as stated in **para 3**. The Service Provider shall provide details of experience, qualification and other relevant data of the personnel to be deployed for scrutiny and clearance by the Company before the actual deployment. The Service Provider shall have to deploy the aforesaid persons after being certified and cleared by the Company only for the period of the Agreement. For any change of the appointed personnel due to extra ordinary situation, the Service Provider may do so after being permitted and approved by the Company. On Company's advice, the Service Provider shall remove and replace, at their expense, any of their personnel whose presence is considered unsatisfactory in the opinion of the Company. However, the new recruitment shall take over the responsibility prior to their release of the concerned personnel.

ii) The Service Provider shall nominate one of their personnel as **Area Field Manager** who shall be in charge of the Service Provider's personnel and who shall have full authority to resolve all day to day matters which may arise at the site.

iii) The Service Provider shall have a **base office at Jodhpur** to be headed by competent/qualified technical personnel having minimum 8 to 10 years experience of oil field production operations and maintenance and he will represent the Service Provider as the Area Manager. Without the posting of the Area Manager, the Service Provider shall not be allowed to commence his work. The Service Provider is to submit the bio-data of the Area Manager and which has to be approved by the Company, The Area Manager shall act for the Service Provider in all matters relating to Service Provider's obligations under the Agreement and shall report to HOD (Production) and HOD (TS) daily on regular basis during the contractual period.

iv) All persons deployed by the contractor under this contract must undergo Mines Vocational Training (MVT), Initial Medical Examination (IME) and Periodic Medical Examination (PME). They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME and PME.

v) The Service Provider's base Office at Jodhpur must have telephone/mobile, FAX, e-mail facility for communication.

vi) The minimum requirement of Key Personnel for production operation and maintenance of DND-GPC, TANOT-GGS and TVC (MCR) at any point of time during the contractual period shall be as follows:

Sl. No.	Personnel	No. of Key Persons to be deployed at any time during the Contract
1.0	Area Manger	01 (Shall be stationed at Jodhpur)
2.0	Field Manager	01 (General shift, shall be available for 24 Hrs.)
3.0	Production Engineer	01 (General shift, shall be available for 24 Hrs.)
4.0	Instrument Engineer	01 (General shift, shall be available for 24 Hrs.)
5.0	Instrument Technician	02

Sl. No.	Personnel	No. of Key Persons to be deployed at any time during the Contract
		(12 hour shift, 1 for DND-GPC)
6.0	Production Operator	06 (12 hour shift, 2 for DND-GPC & 1 for TVC)
7.0	Mechanical Engineer	01 (General shift, shall be available for 24 Hrs.)
8.0	Electrical Engineer	01 (General shift, shall be available for 24 Hrs.)
9.0	Mechanic	01 (General shift, shall be available for 24 Hrs.)
10.0	DG Set operator cum electrician	04 (12 hour shift, 1 for DND-GPC & 1 for TVC)
11.0	Electrical Supervisor	01 (General shift, shall be available for 24 Hrs.)
12.0	AC Plant Mechanic	02 (12 hour shift, shall be available for 24 Hrs.)
13.0	Fire Service Supervisor	01 (General shift, shall be available for 24 Hrs.)
14.0	Fire Service Operator	02 (12 hour shift, shall be available for 24 Hrs.)
15.0	Fire Service Assistant Operator	8 (12 hour shift, 2 for each Fire Tender(2 nos.) per shift)
16.0	Welder	01 (General shift, shall be available for 24 Hrs.)
17.0	Doctor	01 (General shift, shall be available for 24 Hrs.)
18.0	Male Nurse	01 (General shift, shall be available for 24 Hrs.)
19.0	Catering In-charge	01 (General shift, shall be available for 24 Hrs.)

The Area Manager shall be stationed at Jodhpur. All above personnel shall be deployed on 21 days on/off basis for field duty and shall be stationed at TVC during their duty period

CONTRACTOR personnel mentioned herewith are not intended as being fully exhaustive and as such CONTRACTOR shall depute any other personnel required for the compliance of COMPANY work intended considering 21 days on/off basis.

vii) Job profile of Key Personnel :

a) Area Manager:

The incumbent shall be a competent/qualified technical personnel having minimum 8 to 10 years experience of oil field production operations and maintenance. Area manager shall be based at Jodhpur and liaise with company on day to basis.

The position holder is responsible for the coordination, support, skilled advice/supervision of the entire job responsibilities. The AREA MANAGER shall be interface between COMPANY and SERVICE PROVIDER. He shall be assisted by appropriate staff to ensure the service intended.

b) Field Manager:

The incumbent shall be an Engineering Graduate in Mechanical/ Chemical/Petroleum/Reservoir Engineering with minimum five (5) years of experience in the operation and maintenance of oil/gas production installations and fields. Alternately he may be a science graduate with P-C-M and having at least 20 years experience in operation of oil & Gas fields. He shall have overall responsibilities for entire operational/ maintenance and administrative activities of the plants and establishment. The person shall be fully conversant with the operation and maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules & Regulations. He shall be in constant touch with Company representative stationed at site (DND-GPC or TVC). The Field Manager shall normally attend general shift duty but shall be available for 24 hours. He shall also have sufficient knowledge of operation and maintenance of generating sets, different pumps/ motors, water treatment plant, A/c plant etc. Additionally, he must have adequate experience and managerial skill to lead a multidisciplinary team to carry out day to day field job.

c) Production Engineer :

The person shall be responsible for all operation and maintenance activities of the installation related to gas production and supply. The person shall be an Engineering Graduate in Mechanical/Chemical/Petroleum/Reservoir Engineering with minimum three (3) years of experience in the operation and maintenance of oil/gas production installations and fields. The person shall be fully conversant with the operation & maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules and Regulations. He shall normally attend general shift duty but shall be available for 24 hrs. He shall report to Field Manager for all activities related to Gas Production and supply.

d) Instrument Engineer:

The Instrument Engineer shall be the overall in-charge of all the instrumentation and SCADA jobs and shall report to Production Engineer. He shall be BE/B Tech degree holder in Instrumentation / Electronics with specialization in Instrumentation and having adequate knowledge in computer application and having a minimum of 3 years experience in the operation and maintenance of SCADA/DCS system in a continuous process plant. He should also be familiar with calibration and servicing of various electronics and pneumatic instruments, analyzing of P&I diagrams, control loop checking, instrumentation standards, V-SAT communication system etc.

e) Instrument Technician:

The Instrument Technician shall be a Diploma holder in Instrumentation / Electronics with specialization in instrumentation and having adequate knowledge in computer application and with a minimum experience of 3 years or ITI certificate holder in instrumentation/electronics having adequate knowledge in computer application with a minimum of 5 years experience in use of various test equipments, calibration and servicing of electronic (including SMART) and pneumatic instruments in a continuous process plant etc. He shall report to Instrument Engineer.

f) Production Operator:

The Plant Operator shall be deployed at DND-GPC. He shall assist Production Engineer in all the operation and maintenance activities of the plant at DND-GPC & TOT-GGS. He shall have thorough knowledge/experience about oil/gas processing plant, glycol dehydration process plant, operation of various control loops and instruments, SCADA operation, computation of gas production figures etc.

Minimum qualification shall be Diploma in Mechanical/Chemical Engineering with adequate knowledge of computer applications and shall have 3 years experience in oil/gas field production installations. He must be fluent in English & Hindi (R-W-S).

g) Mechanical Engineer:

Engineer will be overall in-charge of the mechanical jobs and should have sufficient relevant experience in operation and maintenance of DG sets (capacity not less than 160 KVA) engines of Cummins and Volvo Penta make, Centrifugal/reciprocating pumps pipe fittings, compressor/ Water treatment Plant/ AC Plant of 75 ton capacity/ procurement of spares for PM/ Running maintenance oil/gas base industries experience will be preferred.

He shall be either BE / B. Tech degree holder or Diploma holder in Mechanical Engineering from any recognized university / institute. In case of Degree holder (BE/B Tech) the engineer should have work experience of minimum of 3 year's & in case of Diploma holder he should have work experience of minimum 7 years.

h) Electrical Engineer:

The Electrical Engineer shall be the overall in-charge of all the electrical equipments installed at all the production installations, TVC & Ranao and shall report to Production Engineer.

He shall be either BE / B. Tech degree holder or Diploma holder in Electrical Engineering from any recognized university / institute. In case of Degree holder (BE/B Tech) the engineer should have work experience of minimum of 3 year's & in case of Diploma holder he should have work experience of minimum 7 years.

The electrical engineer must have valid Electrical supervisor license.

Electrical Engineer will be overall in-charge of all electrical jobs & should have relevant experience in operation and maintenance of DG set's alternators, Electrical distribution system, related control panels MCC panels and other back up facility UPS, various motors, Central Air Conditioning System of 75 ton capacity with accessories/ equipment and other cooling appliances, solar system, Procurement and planning of spares.

i) Electrical Supervisor :

The electrical supervisor shall assist Electrical Engineer in supervision of day to day, periodic /schedule maintenance and troubleshooting jobs of all electrical equipments. To keep the relevant records and compliances of all safety norms as per OMR-1984.

He shall be either Diploma holder or ITI certificate holder in Electrical Engineering from any recognized institute. In case of Diploma holder the supervisor should have work experience of minimum of 3 year's & in case of ITI certificate holder he should have work experience of minimum 7 years.

Electrical supervisors shall have valid electrician license.

Job profile of required personnel are summarized in Annexure-C

The details of Key Personnel are to be filled by the bidder in Table – I

The Work Experience of the Bidder is to be filled in Table - II

viii) The work force as mentioned in enclosed **Annexure – C** are to be deployed for operation and maintenance jobs for various equipments viz. Fire Tender, First-aid firefighting equipment of different capacity, fire pumps and fire fighting operation should have experience in line as per our requirement. The Bio-data and experience of the personnel has to be produced for our scrutiny before deploying them for the job. The workforce has to be engaged with proper uniform as prevailing in the fire service department in India.

NOTE: - Manpower indicated in Annexure-C for Mechanical/Electrical/Fire Service is minimum requirement. However, the Service Provider should arrange additional manpower on his own cost on temporary basis for execution of special jobs, if any, during the Agreement period.

ix) The manpower as mentioned in enclosed Annexure – C are to be engaged for operation and maintenance jobs should have requisite experience as per Annexure-C to handle various equipments viz. Diesel Generating Sets of various capacity (30 KVA to 275 KVA), various centrifugal pumps, water treatment plant, pipe and pipe fittings jobs etc. The personnel engaged for the jobs should be conversant with operation and maintenance of all the equipments mentioned above or should have parallel experience.

x) The manpower as mentioned in enclosed Annexure-C are to be engaged for the operation and maintenance of various electrical equipments, related control system for DG Sets (30 KVA, 75 KVA, 160 KVA, 275 KVA), alternators, MCC panels with various switch gear, relays etc. Solar lighting system with its related control panels etc. Central air conditioning system of 75 TR capacity with compressors, chilling units pumps, air handling unit, fan coil units, split air conditioners, window air conditioners various A.C. motors, starters, switch gears, UPS system, should have requisite experience for operation and maintenance of the equipments as per our scope of work.

xi) Support service staff for Canteen service, sanitation along with helpers and drivers etc is to be provided as per the discretion of the service provider without hampering the company job requirements.

4.2 EQUIPMENT LIST (Production Installation):

List of equipment required for the process of gas gathering at Tanot and Dandewala fields used for gas processing (i.e., separation and disposal of condensate/water and dehydration of combined gas) and also at Tanot Village Complex (TVC) is given in this section. Material of construction and quantity is also mentioned. This is a general list and not exhaustive. The list is subject to revision with deletion/ addition of the items other than the following:

S.N.	DESCRIPTION	TAG NO.	SPECIFICATION
MANIFOLD			
1	Tanot Well Fluid Manifold	M 101	DP:212 Kg/Cm2, D.T.:850 C, C:C,S.:
2	Dandewala Well Fluid Manifold Vessels	M 102	DP:212Kg/Cm2, D.T.:850 C, C:SS304L
SEPARATOR			
3	Tanot Gas Separator	V 101	DP: 70 Kg/Cm2, DT.:65 0 C, C:MOC :CS, Dimensions : 500 mm ID x 1500 mm TT
4	Dandewala Test Separator	V 102	DP:70Kg/Cm2, D.T.:650 C, C:MOC: SS 304L, Dimensions:1200 mm IDx2400mm TT (Boot : 300 mm ID x 500 mm H)
5	Tanot Production Separator	V 103	DP:45Kg/Cm2, D.T.:65 0 C, C:MOC:CS Dimensions : 750 mm ID x 1900 mm TT
6	Dandewala Production Separator	V 104	DP:60 Kg/Cm2 , DT:65 0 C, C:MOC :SS304L,Dimensions:1000mmIDx2500mmTT
6(a)	Dandewala two-phase Separator (Horizontal)	V104-A	DP:52.5 Kg/Cm2, D.T.:1000C, C:MOC: SS 304L, Dimensions:1400 mm IDx5000mm TT (Boot : 900 mm ID x 3000 mm H)
7	MP Condensate Flash	V 105	DP : 15 Kg/Cm2 , DT.:65 0 C,C:MOC :CS, Dimensions : 750 mm ID x 1500 mm TT (Boot : 400 mm ID x 500 mm H)
8	LP Condensate Flash	V 106	DP:4.5Kg/Cm2,D.T.:650 C, C:MOC:CS, Dimensions : 500 mm ID x 1200 mm TT
9	Dandewala Diesel Storage Vessel	V 107	DP:4.5Kg/Cm2,D.T.:650 C, C:MOC:CS, Capacity :8 Cubic Meter
10	Dandewala Instrument Gas Receiver	V 108	DP:10Kg/Cm2,D.T.:65 0e C, C:MOC:CS, Dimensions :1300 mm ID x 2600 mm TT
11	Tanot Instrument Gas Receiver	V 109	DP:10Kg/Cm2,D.T.:65 0 C, C:MOC:CS, Dimensions : 700 mm ID x 1500 mm T T
12	Tanot Village Diesel Storage Vessel	V 110	DP:4.5Kg/Cm2,D.T.:650C, C:MOC:CS, Capacity : 50 Cubic Meter
13	Condensate Storage Tank	T 101	DP:Full of water D.T.:65 0 C, C:MOC:CS Dimensions :4500 mm ID x4500 mm H, Net Capacity : 60 Cubic Meter
14	Condensate Storage Tank	T 101	DP:Full of water D.T.:65 0 C, C:MOC:CS Dimensions :4500 mm ID x4500 mm H,

S.N.	DESCRIPTION	TAG NO.	SPECIFICATION
			Net Capacity : 60 Cubic Meter
15	Water Tank	T 102	Sintex Type Tank, Capacity - 1 Cubic Meter
16	Dandewala Water Tank	T 103	Sintex Type Tank, Capacity - 3 Cubic Meter
17	Tanot Evaporation Pit	T 104	Capacity - 2 Cubic Meter
18	Dandewala Evaporation Pit	T 105	Capacity - 10 Cubic Meter
19	Dandewala Drain Sump	T 106	Capacity (water/oil)- 7 M/3 Cubic Meter
20	U/ground Water Tank (DND)	T 107	Capacity - 10 Cubic Meter
21	Fire Water Reservoir-DND	T 108	Capacity - 228 Cubic Meter
22	Underground Water Tank (Tanot)	T 109	Capacity - 5 Cubic Meter
23	Drinking Water Tank (DND)	T 110	Capacity - 1 Cubic Meter
24	Drinking Water Tank (TVC)	T 111	Capacity - 50 Cubic Meter
25	Service Water Tank (TVC)	T 112	Capacity - 50 Cubic Meter
26	Fire Water Tank (TVC)	T 113	Capacity - 50 Cubic Meter
PUMPS			
27	Condensate Loading Pump	P 101	Design Flow : 5 Cu M/hr, Head : 12 M, BHP : 0.70
28	Sump Oil Pump	P 102	Design Flow : 5 Cu M/hr Head : 12 M, BHP : 0.70
29	Sump Water Pump	P 103	Design Flow : 5 Cu M/hr Head : 5 M, BHP : 0.35
30	Tanot Water Pump	P 104	Design Flow : 5 Cu M/hr Head : 10 M, BHP : 0.70
31	Dandewala Diesel Pump	P 105	Design Flow : 5 Cu M/hr Head : 14 M, BHP : 0.80
32	Dandewala Water Pump	P 106	Design Flow : 5 Cu M/hr, Head : 10 M, BHP : 0.70
33	Tanot Village Diesel Pump	P 107	A/B Design Flow : 5 Cu M/hr Head : 14 M, BHP : 0.80
34	Dandewala Fire Water Pump	P 108	A/B Design Flow : 500 GPM, Head : 70 M, Diesel Engine Driven, Confirming to IS 944
35	Water Treatment Plant (TVC)	P 109	Design Flow : 1.5 Cu M/hr, Head : 45 M,
36	Drinking Water Pump-TVC	P 110	Design Flow : 4 Cu M/hr , Head : 30 M,
37	Service Water Pump-TVC	P 111	Design Flow : 11.5 Cu M/hr , Head : 40 M,
38	Drinking Water Pump-DND	P 112	Design Flow : 0.2 Cu M/hr, Head : 10 M,
39	Glycol Pump	2 Nos.	Design Flow : 90 LPM, Water Pressure:110 Bar
LAUNCHERS/ RECEIVERS			
40	Tanot Pig Launcher	L 101	DP:212 Kg/Cm2, D.T.:850C:MOC: CS, Dimensions : 10" x 8" barrel
41	Dandewala Pig Receiver	R 101	DP:212 Kg/Cm2, D.T.:850C:MOC: CS, Dimensions : 8" x 10" barrel

S.N.	DESCRIPTION	TAG NO.	SPECIFICATION
PACKAGE UNIT/MISCELLANEOUS ITEMS			
42	Gas Dehydration Package	X 101	TEG Based system to dry 1.0 MMSCMD of natural gas. Outlet water content of gas to be less than 07lb water/MMSCF of gas. Design conditions for gas, DP:45 Kg/Cm2, a DT:65 ° C
43	Custody Transfer Metering	X 102	D P : 45 Kg/Cm2 , DT : 65°C, Design capacity:1.0 MMSCMD of natural gas
44	Ground Flare Package	X 103	Design capacity:1.0 MMSCMD of natural gas
45	Tanot Auto Drainers	X 104	A/B D P : 10 Kg/Cm2 , DT : 650 C, Design capacity : Removal of 2 Kg/ hr of liquid
46	Dandewala Auto Drainers	X105(A/B)	DP:10 KG/Cm2 , DT:65°C,Design capacity : Removal of 10 Kg/ hr of liquid
47	Water Treatment System	X 106	Capacity : 500 LPH
48	Tanot GGS D G Set	X 107	Rated Capacity : 30 KVA
49	Dandewala GPC D G Set	X108(A/B)	Rated capacity : 75 KVA each
50	Tanot Village D.G.Set-I	X 109	Rated capacity : 160 KVA
51	Tanot Village D.G.Set-II	X110(A/B)	Rated capacity : 275 KVA each
52	Ranao Water Point		Rated Capacity : 30 KVA
52-A	SCADA SYSTEM		The New SCADA system is STARDOM network based control system supplied by M/s. Yokogawa India Limited, Bangalore. In this system, DND-GPC, TOT-GGS and TVC are connected with OFC to transmit data from GGS to master station at DND-GPC and data from DND-GPC to monitoring control station at TVC.
53	CENTRAL AIR CONDITIONING SYSTEM		3 nos 75 TR Chiller units, associated electrical panels, water pumps, control panels, AHUs, indoor units.
54	100 KW SOLAR POWER PLANT		100 KW solar PV plant with SPV modules, 1 no inverter, AJBs, ACDB & DCDB, solar street lights

4.3 BRIEF INFORMATION OF THE FIELD DATA:

Following are the preliminary information of the field:

S No	PARAMETERS	VALUES
1	Average gas composition (Combined)	As per Annexure - I
2	Quantity of gas to be handled at DND-GPC	Approx. 1.0 MMSCMD
3	Location of the field, installation and wells & flowlines from different wells to the respective installations.	As per Annexure-II (Fig-I & II)
4	A general flow diagram of Tanot-GGS and DND-GPC	As per Annexure-III & IV

5	Average flowing wellhead tubing pressure at Dandewala Field	160 Kg/Cm ²
6	Average flowing wellhead tubing pressure at Bagitibba field	90 Kg/Cm ²
7	Average shut-in wellhead tubing pressure at Tanot field	160 Kg/Cm ²
8	Average line pressure at Dandewala Production Header (Manifold)	40 Kg/Cm ²
9	Average line pressure at Tanot Production Header (Manifold)	40 Kg/Cm ²
10	Average separator back pressure (DND-GPC)	35 Kg/Cm ²
11	Average Separator back pressure (TOT-GGS)	35 g/Cm ²

5. CHARGE HANDOVER:

STANDARD MENU FOR CATERING SERVICES

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
Monday	VEG	Juice or Fruit Puri, Bhaji, Pickle, Tea or Coffee	Jeera rice, Red Masurdal, Veg plain Paneer, Seasonal veg., Raita bundi, Seasonal fruit	Namkin	Rice, Chana Dal, Malai Kofta, Seasonal Veg. Rice Kheer
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs, Tea or Coffee	Jeera rice, Red Masurdal, Veg plain Chicken or Mutton or Fish, Seasonal veg., Raita bundi, Seasonal fruit		Rice, Chana Dal, Chicken or Mutton, Seasonal Veg., Rice Kheer
Tuesday	VEG	Juice or Fruit Paratha, Bhaji, Pickle Tea or Coffee	Plain rice, Toor dal, Paneer Masala, Aaloo Raita, Seasonal Fruit	Veg. Pakoda	Rice, Black Masoor Dal, Seasonal Veg., Paneer, Fruit Custard
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs Tea or Coffee	Plain rice, Toor dal, Chicken or Mutton or Fish, Aaloo Raita, Seasonal Fruit		Rice, Black Masoor Dal, Seasonal Veg., Chicken or Mutton Fruit Custard
Wedness-day	VEG	Juice or Fruit Masala Dosa, Sambar Tea or Coffee	Pulao, Urad Dal, Seasonal Veg., Shahi Paneer, Pakora Raita, Seasonal Fruit	Samosa	Spl. Rice Paneer, Green Moong Dal, Seasonal Veg., Ghatta Curry, Samia

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
					Kheer
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs Tea or Coffee	Pulao, Urad Dal, Seasonal Veg., Chicken or Mutton or Fish, Pakora Raita, Seasonal Fruit		Rice, Green Moong Dal, Seasonal Veg., Chicken or Mutton Samia Kheer
Thursday	VEG	Juice or Fruit Vada & Sambar Tea or Coffee	Paneer Rice, Black Masoor Dal, Rajma Seasonal Veg., Plain Raita, Seasonal Fruit	Bread Pakora	Rice, Toor Dal, Shahi Paneer, Seasonal Veg. , Gulab Jamun
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs,Tea or Coffee	Rice, Black Masoor Dal, Rajma Seasonal Veg ,Chicken or Mutton or Fish, Plain Raita, Seasonal Fruit	Bread Pakora	Rice, Toor Dal, Chicken or Mutton, Seasonal Veg. ,Gulab Jamun
Friday	VEG	Juice or Fruit Aaloo Paratha & Curd / Pickles Tea or Coffee	Rice, Channa Dal, Paneer Kofta, Kabuli, Seasonal Veg., seasonal Fruit	Paneer Pakora	Rice, Red Masoor Dal, Palak Paneer, Seasonal Veg, Halva Rana
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs Tea or Coffee	Rice, Channa Dal, Chicken or Mutton or Fish, Seasonal Veg., seasonal Fruit		Rice, Red Masoor Dal, Chicken or Mutton Halva Rana
Saturday	VEG	Juice or Fruit Chhole & Bhature Tea or Coffee	Plain Rice, Makhi Urad dal, Paneer Masala, Seasonal Veg., Curd, Seasonal fruit	Aaloo Pakora	Rice, Yellow Urad Dal, Matar Paneer, Seasonal Veg., Fruit Custard
	NON-VEG	Juice or Fruit Bread, Butter, Jam,	Plain Rice, Makhi Urad dal, Chicken or		Rice, Yellow Urad Dal ,

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
		Cornflake or 2 Eggs Tea or Coffee	Mutton or Fish, Seasonal Veg., Curd, Seasonal fruit		Chicken or Mutton, Seasonal Veg., Fruit Custard
Saturday	VEG	Uttapam or Foha Chutney, Sambar Tea or Coffee	Veg. Pulao, Toor Dal, Chewala Paneer Korma, Raita, Seasonal Fruit	Kachori	Rice Pulao, Green Moong Dal, Tomato Paneer, Seasonal Veg., Chaki Barfi
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs Tea or Coffee	Veg. Pulao, Toor Dal, Chicken or Mutton or Fish, Raita, Seasonal Fruit		Rice Pulao, Green Moong Dal, Chicken or Mutton, Seasonal Veg., Chaki Barfi

NOTE: -

1. Roti, Pickles, Papad and Salad are common menus for Lunch & Dinner.
2. Salad items will be served depending on availability in Jaisalmer
3. All the above items will be served subject to availability; else suitable replacement must be served.
4. Items to be used for preparation of food are as under;

Oil	-	Citizen/ Any reputed Brand.
Ghee	-	Indiana, Amul, Saras/ Any reputed brand.
Rice	-	Basmati or Equivalent.
Atta	-	Om Bhog / Manu Bhog/ Equivalent.
Tea	-	Lipton/ Equivalent.
Coffee	-	Nescafe
Biscuit	-	Standard quality (Britannia)/ Equivalent.
Papad	-	Oswal/ Equivalent.
Pickles	-	Kissan/ Equivalent.
Jam	-	Kissan/Equivalent
Masala	-	MDH or any approved quality
Vegetables	-	Fresh
Juice	-	Real/ Tropicana/ Maaza
5. Bottled Drinking Water (Bisleri, Kingfisher or Aquafina) to be provided for the Company's Personnel for drinking purpose.

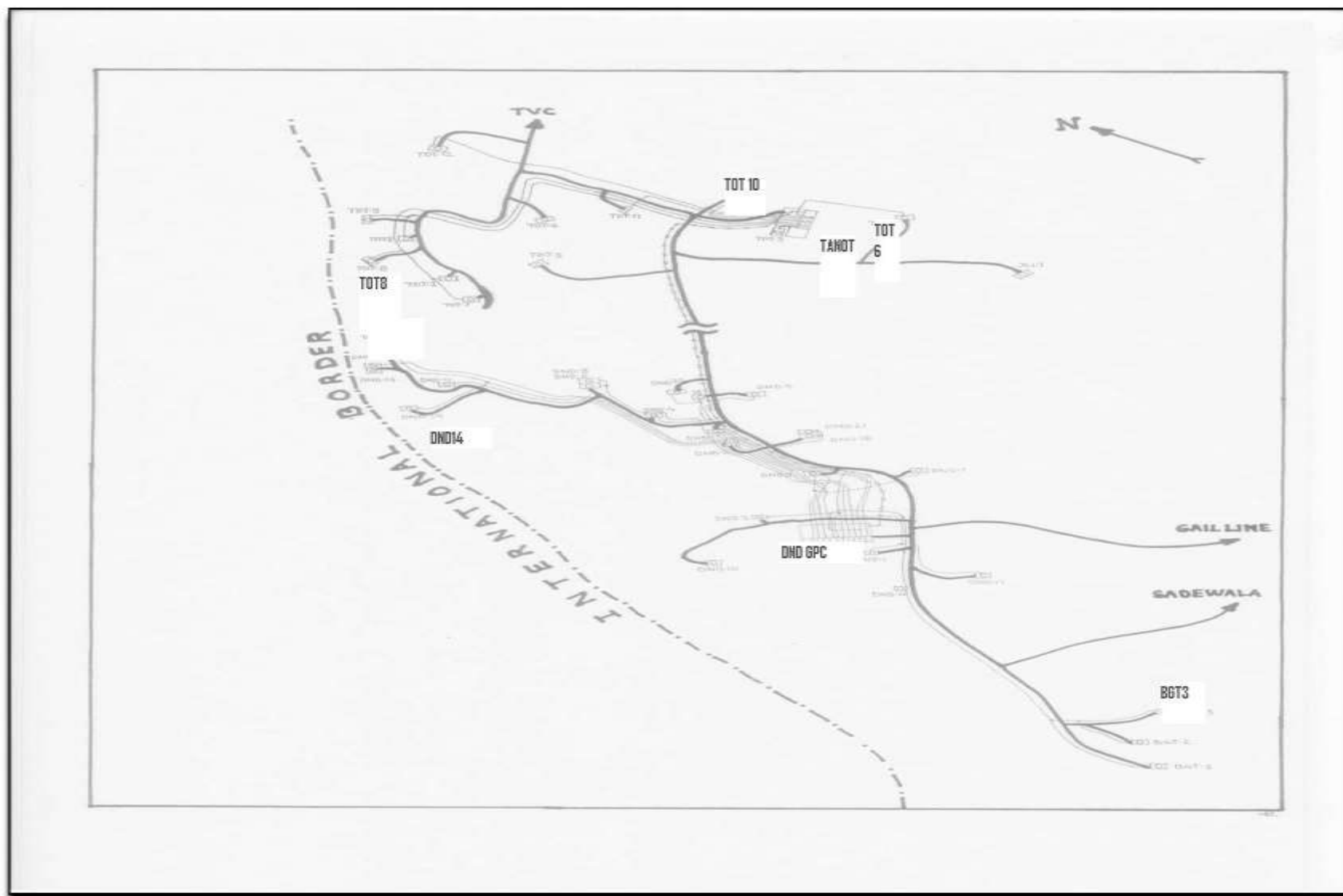
FOOD SHOULD BE SERVED WITHIN 2 HOURS OF PREPARATION. NO PREVIOUS DAY COOKED FOOD SHOULD BE SERVED.

AVERAGE GAS COMPOSITION (PRODUCED AT DND-GPC)

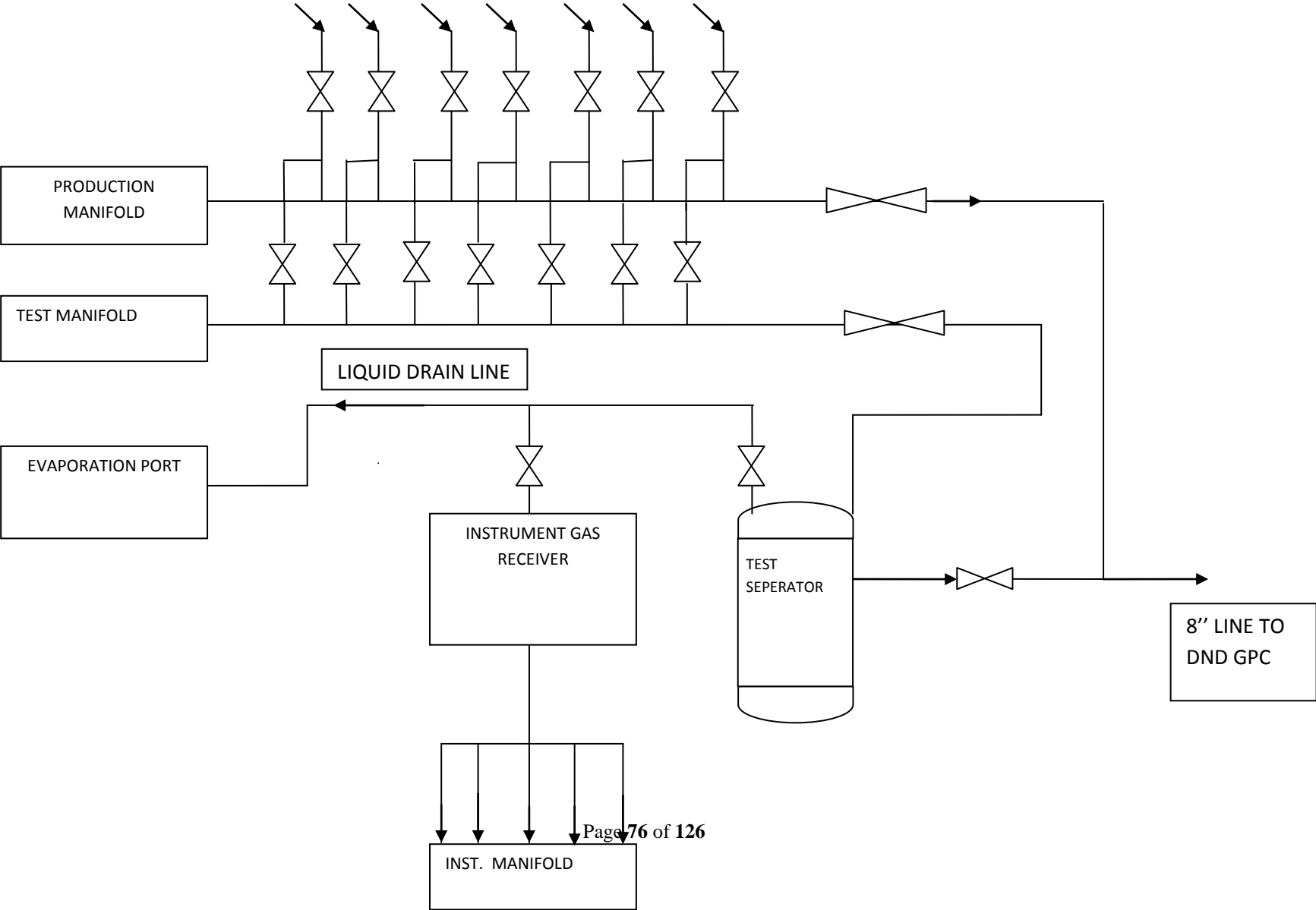
Srl. No.	Components	MOL %
-----	-----	-----
1.	METHANE	45.73
2.	ETHANE	01.16
3.	PROPANE	0.29
4.	I-BUTANE	0.27
5.	N-BUTANE	0.09
6.	I-PENTANE	0.00
7.	N-PENTANE	0.00
8.	HEXANE ⁺	0.24
9.	CARBON DIOXIDE	23.38
10.	NITROGEN	28.84

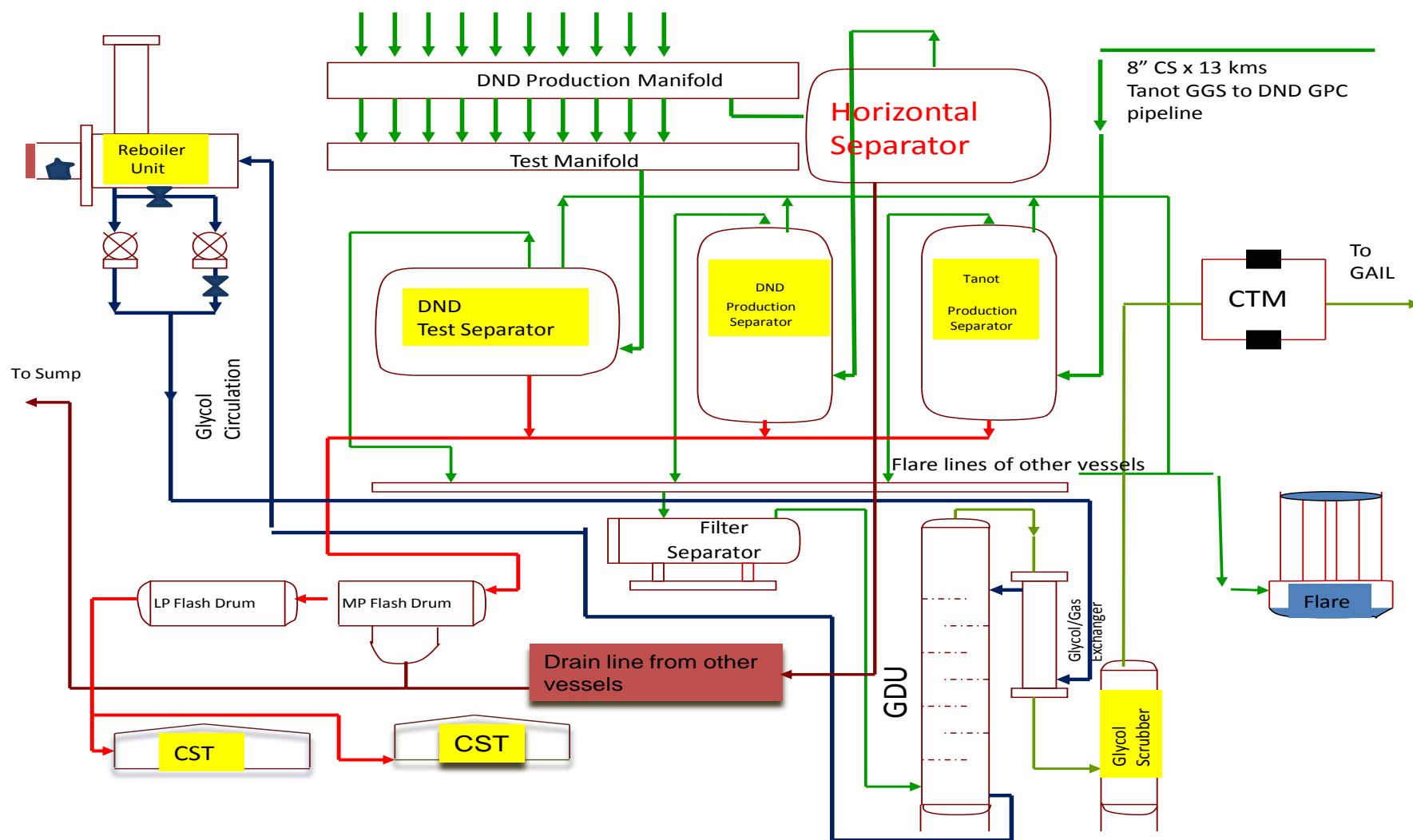
NOTE: Above is the average composition of the produced gas at OIL's installation for indicative purpose only. However, this may vary on any other given day.

Figure II: MAP SHOWING FLOW LINES & WELLS IN TNT, DND & BAGITIBA FIELDS



TANOT GAS GATHERING STATION-TOT GGS



SCHEMETIC DIAGRAM OF DND GPC

ELECTRICAL EQUIPMENT INSTALLED AT DND-GPC

S. N.	EQUIPMENT	RATING/ Specification	Supplier	MAKE	REMARKS
1	D G Set No. 1	75 KVA, 415 V	M/s BPPL	Engine-Ashok Leyland, Alternator Crompton Greaves	ACVolt=415 ACamp=104 DC Volt =60 DC Amp = 2
2	D G Set No. 2	75 KVA, 415 V	M/s BPPL	Engine-Ashok Leyland, Alternator Crompton Greaves	
3	MCC Panel	415 V, 3 ph	M/s C&S		
4	LDB	415 V, 3 ph	M/s C&S	M D S	
5	ACDB	415 V, 3 ph	M/s C&S	M D S	
6	Lighting Transformer	25 KVA	M/s INDCOIL		
7	Battery Bank	144 V, 400 AH	M/s SBL	Standard Battery	
8	UPS	2 x 7.5 KVA	M/s GHCL	G H C L	
9	Fire Alarm System	8 Zone, 230 V, 1 ph	M/s SIL	Minimax	
10	Fire Water Pump Panel	230 V, 1 ph	M/s KBL	Achyut	
11	Annunciation Panel	12 Window	M/s BPPL	Digicont	
12	DG Auto Control Panel	24 V, DC Control	M/s BPPL		
13	Street Light	125 W, 250 WHPMV	M/s FCG	F C G	FLP-19 Nos. Non FLP- 29 Nos.
14	UPS	1.5 KW			Supply to gas flare system
15	NGR system				
16	Electrical fittings like Bulbs, tubes, CFL, sockets, fans etc				

S. N	PUMP/MOTOR	RATING/SPECN.	SUPPLIER	MAKE
1	Condensate Loading Pump	0.75 KW, 3 Phase	M/s Crompton Greaves	Crompton Greaves
2	Drain Sump Pump	0.75 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
3	Water Sump Pump	0.75 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
4	Glycol Pump No. 1	5.5 KW, 3 Phase	M/s Westing House	Westing House
S. N	PUMP/MOTOR	RATING/SPECN.	SUPPLIER	MAKE
5	Glycol Pump No. 2	5.5 KW, 3 Phase	M/s Westing House	Westing House
6	Service Water Pump	0.75 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
7	Diesel Pump	1.1 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
8	Drinking Water Pump	0.37 KW, 3 Phase	M/s Beacon	Beacon
9	Submersible water Pump set	15 KW, 3 Phase	-	KSB

ELECTRICAL EQUIPMENT INSTALLED AT TANOT-GGS

S.N.	EQUIPMENT	RATING/SPECIFICATION	SUPPLIER	MAKE	REMARKS
1	D G Set No. 1	30 KVA, 415V	M/s Super Nova	Engine-KOEL, Alternator - Crompton Greaves	AC Amp=41.7 DC Volt=215
2	MCC Panel	415 V, 3 ph	M/s C&S	--	DC Amp-4.2
3	LDB	415 V, 3 ph	M/s C&S	--	
4	Lighting Transformer	5 KVA	M/s MDS	Elegant	
5	Battery Bank for Solar Lighting	36 V, 4500 AH	M/s CEL	Exide	54 No, 2V each
6	Battery Bank for Solar	24 V, 500 AH	M/s CEL	Exide	24 Nos., 2V, 2 sets
7	Battery Bank for Solar	24 V, 180 AH	M/s CEL	Exide	12 Nos., 6 V, 3 sets
8	Solar Power Controller	24 V, 45 A	M/s CEL	Uni-insta	Nominal Battery, 30-40 V
9	Battery Charger for Solar	50 V, 225 A	M/s CEL	Uni-insta	Max charge current 185A
10	Fire Alarm System	8 Zone, 230 V, 1 ph	M/s SIL	Minimax	
11	Street Light	125 W, 250 WHPMV	M/s FCG	FCG	FLP-3 Nos., Non-FLP-18 Nos.
12	Water Pump	0.75 KW	M/s KEL	KEL	-
13	Electrical fittings like Bulbs, tubes, CFL, sockets, fans etc				

ELECTRICAL EQUIPMENT INSTALLED AT TANOT VILLAGE COMPLEX (TVC)

S. N.	EQUIPMENT	RATING/SPECN.	SUPPLIER	MAKE	REMARKS
1	D G Set No. 1	275 KVA, 415 V	M/s Super Nova	Engine-Volvo, Alternator - Stamford	AVR5X440, Amp 383, PF=0.8, d volt -38, RPM-1500, DC, Tap 20
2	D G Set No. 2	160 KVA, 415 V	M/s Super Nova	Engine – KOEL Alternator- Crompton	AC Amp=223, RPM-1500, DC Volt -85, DC Amp 310
3	Solar Power Plant	100 KW	M/s Eversun		Eqpmts include Spv modules (456 nos), Inverter (1 No), 1 ACDB, 1 DCDB, Solar Street light (8 nos) & other related accessories.
4	MCC Panel	415 V, 3 ph	M/s C & S	C & S	
5	Aux. Panel	415 V, 3 ph	M/s C & S	C & S	
6	LDB - 1	415 V, 3 ph		MDS	
7	LDB - 2	415 V, 3 ph		MDS	
8	LDB - 3	415 V, 3 ph		MDS	
9	LDB - a	415 V, 3 ph		MDS	
10	LDB - b	415 V, 3 ph		MDS	
11	LDB - c	415 V, 3 ph		MDS	
12	LDB - d	415 V, 3 ph		MDS	
13	FCU - 1	415 V, 3 ph		MDS	
14	FCU - 2	415 V, 3 ph		MDS	
15	Aux. DB	415 V, 3 ph		MDS	
16	ACDB	415 V, 3 ph		MDS	
17	Battery Bank	120 V, 150 AH	M/s SBL	Standard	
18	UPS	2 x 2.5 KVA	M/s GHCL	GHCL	
19	Fire Alarm	8 Zone, 230 V, 1 ph	M/s SIL	Minimax	
20	Telephone Exchange	Eltex-56, 32 line	M/s L&T	L&T	
21	Street Light	70 W, HPSV	M/s Crompton	Crompton	40 Nos.
22	Central A/C system	75 TR Capacity with compressors chilling units pumps (for chilled water circulation, AHU (4200/3300/3600) all 3 SETS, FCU-46	M/s Blue Star	Blue Star	

23	Diesel Pump No.1	1.1 KW	M/s Kirlosker Electric	Kirlosker Electric	
24	Diesel Pump No.2	1.1 KW	M/s Kirlosker Electric	Kirlosker Electric	
25	Water Softening Pump No. 1	3.7 KW	M/s Kirlosker Electric	Kirlosker Electric	
26	Water Softening Pump No. 2	3.7 KW	M/s Kirlosker Electric	Kirlosker Electric	
27	Drinking Water Pump	1.5 KW	M/s Kirlosker Electric	Kirlosker Electric	
28	Electrical fittings like Bulbs, tubes, CFL, sockets, fans etc				
29	100 KW SOLAR POWER PLANT	100 KWp			

DETAIL SPECIFICATIONS OF MAJOR MECHANICAL EQUIPMENT
AT TVC/DND-GGS/ TANOT-GGS

Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
T V C	D G Set – (1 No.)	Capacity : 275 KVA Engines - Diesel driven engines 6 cylinder, water cooled, turbo charge engine Make-Volvo Penta, Sweden Model TD1210G Rated Net Power KW/HP- 267/363, RPM-1500, Made in Sweden, Fuel Pump Make - BOSH, Germany Turbo Charge - Holset, H20- 9351AK/S28 WLL Alternator – Stamford.	Power Generation for central air conditioner plant and for general purpose also	These are imported engines and should be operated by competent and experienced operators only. Therefore, the Service Provider must have operating and maintenance experience for these engines. It may be mentioned that this is a critical equipment for our plant. Engines are fitted with various safety devices.
	DG Set-(1 No.)	Capacity - 160 KVA, Engines - Diesel driven, 6 cylinders, water cooled, turbo charge engines. Make - Kirlosker Oil Engine Ltd., Pune Model - 6 SL- 9088 TA Rated KW/HP - 140/190 RPM – 1500 Fuel Pump Make- I Orange, Germany, Alternator - Crompton	----- DO-----	The operator must have operation and maintenance experience for this type of generator sets.
	Pumps – (2 Nos.)	Motor Driven Centrifugal Pump, Model-KPDS32/13 Make - Kirlosker Head-17.10 M Flow - 1.39 L/S Size-40 mm RPM – 2800 Pump Input - 0.61 KW	Transport diesel from underground tank to DG Sets	

	Pumps – (2 Nos.)	Motor Driven Centrifugal Pump, Make-Kirlosker Model/Type - KPD 32/20 Head - 40 M Flow - 3.19 L/S Size- 50 x 32 mm , RPM-2850	Service water pump at TVC	
Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
TVC	Pumps for Water Treatment Plant - 1No.	Back wash pump Motor Driven, Model - A 0122 OKType - B EMake - BE Pumps P.Ltd., Calcutta Head - 15 M Flow - 2.5 M3/hr	For back washing to water treatment plant unit	
	Pump - 1 No.	Feed Water Pump Motor Driven Make – Promivac Model - PCS 200 RPM – 2800	Feed water pump water treatment plant	
	Pump - 1 No.	Motor Driven, suitable for acid handling Make - Sandur Prominent, Model - ECC 30407, Cap 6 L HP Rating continuous	Chemical dosing pump for water treatment plant	
	Water Pump - 1 No.	Motor Driven Centrifugal Pump Type - KPD2S/16QFOL Flow rate - 1.11 L/S Head - 30 M, RPM- 2800 Size - 40 x 25 mm P/mover rating-1.50 KW Pump Input - 1.17 KW	Water Pump	
	Water Treatment Plant	Capacity - 500 LPH Make - Nuchem Weir Ltd., Faridabad Max Feed TDS - 2135, Max Product TDS - 350 PPM Recovery - 50%	Water treatment for drinking water	The water treatment plant consists of various pumps like backwash feed water dosing pump etc. iron removal filter assy. This plant also consist of various safety devices, inter-lock arrangements like safety of meant system high voltage low water pressure pump trip, desiring of pump failure etc The operator should have sufficient experience for operating the same.

	Pumps – (3 Nos.)	Motor Driven Centrifugal Pump Make - Greaves Pearless Type - 2 AD8 Size - 75 x 50 mm Flow rate - 41 m3/hr Head - 30 M RPM – 2900 P/mover rating - 15 HP Pump Input - 1.17 KW	Chiller pump for AC plant	
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Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
DND-G P C	D G Set – (2 Nos.)	Capacity 75 KVA Engines - Diesel driven engines, 6 cylinder, water cooled engines, Make - Ashok Leyland, Model - ALGP 402/1, BHP 82, RPM - 1500, Fuel Pump - Mico, Alternator – Crompton	Power generation for DND-GPC requirement.	Operator should have sufficient experience for operation and maintenance of the Gen set of this model engine. The engine has been provided for low lube oil cut off switch & high water temperature switch, over speed trip etc. for safety.
	Pump - 1 No.	Motor Driven Centrifugal Pump Make - Kirloskar Brothers Ltd. Type - KPDS 32/13 Head - 16.20 M Flow - 1.39 L/S Size - 40 mm, RPM-2800	Diesel transfer pump, for fire pump set	
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Type - KPDS 32/20 Head - 11.90 M Flow - 1.39 L / S Size-40 mm, RPM-1380	Service Water Pump	
	Pump - 1 No.	Motor Driven Centrifugal Pump Make - Kirloskar Brothers Ltd. Model/Type-KPDS 32/20 Head - 12 M Flow - 1.39 L/S Size - 32 x 50 mm RPM - 1380	Condensate loading pump	
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Model/Type - KPDS 32/16 Head - 2.46 M Flow - 1.39 L/S Size - 40 MM RPM - 1380	Condensate water lifting pump	
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Model/Type- KPDS 32/20 Head - 14 M Flow - 1.39 L/S Size - 40 MM RPM – 1380	Condensate tank filling pump	

DND-GPC	<i>Pump – (2 Nos.)</i>	Diesel Engine Driven Centrifugal Pump Make- Kirloskar Bros. Ltd. Type - DSM 100/36; Head - 70 m Size - 125 x 100 mm; Flow - 38.06 L/S RPM – 1500	Fire fighting pumps	The operators should have sufficient experience for operation and maintenance of fire-fighting equipment /arrangement.
	<i>Engine – (2 Nos.)</i>	Diesel driven engines 6 cylinder, water cooled engine, Make - Kirloskar Oil Engine, Model - RB 66, Rated HP/KW - 76/56, coupling - ESBI (India)	Fire pump set engine	Engine has been fitted with safety devices like audio visual alarm, low L/oil switch, high water temperature switch etc.
	<i>Submersible Water Pump (1 No.)</i>	15 KW. 3 phase	For fire water supply	
	<i>Pump – (2 Nos.)</i>	Motor Driven Reciprocating Pump Make - Union Pump (Canada) Ltd. Size-1 1/2" x 2 1/4" DX-5 Discharge Pressure - 640 lbs at 175 Degree F. Suction Pressure – Atn. at 175, RPM - 228 Capacity - 7.45 USGPM Motor 5.5 HP	Glycol circulating pump	These pumps are imported and operator should have experience for operation & maintenance of this type of pump. These pumps are very critical for our plant.
TOT-GGS	<i>D G Set – (1 No.)</i>	Capacity 30 KVA, Engines - Diesel driven engine, 3 cylinder, water cooled engines, Make - Kirlosker Oil Engine, Model - RB 33 Rated HP/KW - 38/28 RPM - 1500 Fuel Pump - Mico Alternator - CG	Power generation for water pump motor and also for general purpose	
	<i>Pump – (1No.)</i>	Motor Driven Centrifugal Pump, Make – Kirlosker Brothers Ltd Type - KPDS 32/30 Head - 12.30 M; Size - 40 mm; Flow - 1.39 L/S RPM – 1380	Water pump	
RANAU WATER POINT	<i>D G Set – (1 No.) along with pump</i>	Capacity 30 KVA, Engines - Diesel driven engine, 3 cylinder, water cooled engines, Make - Ruston Engine	For generating power for driving	Operator will be provided by OIL for operating the DG set. Preventive maintenance

			20 HP submersi ble Water Pump	should be carried out by service provider.
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KEY PERSONNEL

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
1.	AREA MANAGER with 8-10 years exp in oil and gas field production operation	1	The position holder is responsible for the coordination, support, skilled advice/supervision of the entire job responsibilities. The AREA MANAGER shall be interface between COMPANY and SERVICE PROVIDER. He shall be assisted by appropriate staff to ensure the service intended.	Stationed in Jodhpur Base office for liaisoning with COMPANY on daily basis.
<i>INSTALLATION:</i>				
2.	Field Manager - BE in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum 5 years of Experience or BSc with 20 years of Experience	1+1	The incumbent shall be an Engineering Graduate in Mechanical/ Chemical/ Petroleum/Reservoir Engineering with minimum five (5) years of experience in the operation and maintenance of oil/gas production installations and fields. Alternately he may be a science graduate with P-C-M and having at least 20 years experience in operation of oil & Gas fields. He shall have overall responsibilities for entire operational/ maintenance and administrative activities of the plants and establishment. The person shall be fully conversant with the operation and maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules & Regulations. He shall be in constant touch with Company representative stationed at site (DND-GPC or TVC). He shall also have sufficient knowledge of operation and maintenance of generating sets, different pumps/ motors, water treatment plant, A/c plant etc. Additionally, he must have adequate experience and managerial skill to lead a multidisciplinary team	General Shift (21 days on-off schedule) and should be available 24 hrs.

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
			to carry out day to day field job.	
3.	Production Engineer - BE in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum 3 years of Experience	1+1	The person shall be responsible for all operation and maintenance activities of the installation related to gas production and supply. The person shall be an Engineering Graduate in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum three (3) years of experience in the operation and maintenance of oil/gas production installations and fields. The person shall be fully conversant with the operation & maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules and Regulations.	General Shift (21 days on-off schedule) and should be available 24 hrs.
4.	Instrument Engineer - BE in Instrumentation/ Electronics with 3 years exp	1+1	The Instrument Engineer shall be the overall in-charge of all the instrumentation and SCADA jobs and shall report to Production Engineer. He shall be BE/B Tech degree holder in Instrumentation / Electronics with specialization in Instrumentation and having adequate knowledge in computer application and having a minimum of 3 years experience in the operation and maintenance of SCADA/DCS system in a continuous process plant. He should also be familiar with calibration and servicing of various electronics and pneumatic instruments, analyzing of P&I diagrams, control loop checking, instrumentation standards, V-SAT communication system etc.	General Shift (21 days on-off schedule) and should be available 24 hrs.
5.	Instrument Technician – Diploma in Instrumentation/ Electronics with 3 years exp or ITI Certificate in Instrumentation/ Electronics with 5 years exp	2+2	The Instrument Technician shall be a Diploma holder in Instrumentation / Electronics with specialization in instrumentation and having adequate knowledge in computer application and with a minimum experience of 3 years or ITI certificate holder in instrumentation/ electronics having adequate knowledge in computer application with a minimum of 5 years experience in use of various test	General Shift (21 days on-off schedule) and should be available 24 hrs.

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
			equipments, calibration and servicing of electronic (including SMART) and pneumatic instruments in a continuous process plant etc. He shall report to Instrument Engineer.	
6.	Production Operator- Diploma in Mechanical/ Chemical Engineering with 3 years exp	6+6	<p>The Plant Operator shall be deployed at DND-GPC. He shall assist Production Engineer in all the operation and maintenance activities of the plant at DND-GPC & TOT-GGS. He shall have thorough knowledge/experience about oil/gas processing plant, glycol dehydration process plant, operation of various control loops and instruments, SCADA operation, computation of gas production figures etc.</p> <p>Minimum qualification shall be Diploma in Mechanical/Chemical Engineering with adequate knowledge of computer applications and shall have 3 years experience in oil/gas field production installations. He must be fluent in English & Hindi (R-W-S).</p>	General Shift (21 days on-off schedule) and should be available 24 hrs.
SERVICE GROUP:				
7.	Mechanical Engineer, BE/B Tech with 3 Yrs. relevant experience or Diploma holder with 7 yrs experience.	1+1	Engineer will be overall in-charge of the mechanical jobs and should have sufficient relevant experience in operation and maintenance of DG sets (capacity not less than 160 KVA) engines of Cummins and Volvo Penta make, Centrifugal/reciprocating pumps pipe fittings, compressor/ Water treatment Plant/ AC Plant of 75 ton capacity/ procurement of spares for PM/ Running maintenance oil/gas base industries experience will be preferred.	General Shift (21 days on-off schedule) and should be available 24 hrs.

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
8.	Mechanic, ITI with 5 years experience or Matriculate with 10 yrs Experience.	1+1	Mechanics will be responsible for the Maintenance of various engines, pumps and compressors and should have experience for overhauling of above make engines, compressor/pumps etc./water treatment plant and their operations. He should be conversant with plumbing job also.	General Shift (21 days on-off schedule) and should be available 24 hours.
9.	DG Set Operator cum Electrician, ITI with wireman license and similar nature of min. 5 yrs. and to be conversant with motor control and troubleshooting including operation of DG set	4+4	To look after operation of DG sets (capacity not less than 160 KVA) and various equipments (electrical) in the shift to maintain un-interrupted power availability to AC plant/equipment/ and water treatment plant and domestic/industrial lighting/equipment.	12 hrs shift duty (21 days on-off schedule) at DND, GPC & TVC.
10.	Electrical Engineer: 3 yrs experience in case of Degree holder (BE/B Tech) or 7 years experience in case of Diploma holder. Both must have Electrical supervisor license.	1+1	Electrical Engineer Will be overall in-charge of all electrical jobs & should have relevant experience in operation and maintenance of DG sets (not less than 160 KVA) (alternators), Electrical distribution system, related control panels MCC panels and other back up facility UPS, various motors, Central Air Conditioning System of 75 ton capacity with accessories/ equipment and other cooling appliances, solar lighting system, Procurement and planning of spares	General shift (21 days on-off schedule) to be available 24 hours
11.	Electrical Supervisor, Diploma holder having 3 years experience with supervisory license	1+1	To assist Electrical Engineer in supervision of day to day, periodic /schedule maintenance and troubleshooting jobs of all electrical equipments. To keep the relevant records and compliances of all safety norms as per OMR-1984.	General shift (21 days on-off schedule) to be available 24 hours
12.	AC Plant Mechanic Relevant experience of minimum 5 yrs with ITI trade certificate in air conditioning and refrigeration.	2+2	To look after operation and maintenance, trouble shooting of central AC System of 75 ton capacity and window/split model air conditioners and other cooling appliances	12 hours shift (21 days on-off schedule) duty
13.	Welder Welder with minimum ITI certification and qualified for API -1104, AWS-D10.4-86 and ASME-B-31.3 quality welding with minimum 3 years experience.	1+1	To carry out welding, cutting and grinding jobs as per API -1104, AWS-D10.4- 86 and ASME-B-31.3.	12 hours shift (21 days on-off schedule) duty

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
14.	Welder Helper	1+1	A helper has to be deputed for helping the welder during all welding jobs	12 hours shift (21 days on-off schedule) duty
	<i>FIRE SERVICE :</i>			
16.	Fire Supervisor: 10+2 Standard or equivalent with English reading & writing capability with minimum of 7 (seven) years experience in fire service as a in-charge (Preference to Science candidate).	1+1	Overall responsible for fire fighting, operation and maintenance of Fire Tender, all fire fighting extinguishers and equipments. Fire pump, fire drill and reporting. Monitoring of fire detection cum alarm system	General shift (21 days on-off schedule) and should be available for 24 hours.
17.	Fire Operator, metric with HD vehicle driving license with 2 years experience in fire service	2+2	Responsible for Fire Fighting Operation, operation and maintenance of Fire tender and all other fire fighting equipments	General shift (21 days on-off schedule) and should be available for 24 hours.
19.	Assistant Operator, Metric with Certificate course from State Fire Service/Civil/Defense/ any recognized institute	8+8	Responsible for Fire Fighting Operation, and operation and maintenance of all fire fighting equipments	(i) 12 Hrs shift (21days on-off schedule) duty 2 nos. per fire tender (Two nos.) per shift.
	<i>HYGIENE :</i>			
20.	Doctor with minimum qualification of MBBS from a recognized university.	1+1	Responsible for health and hygiene for personnel station at Tanot Village Complex and nearby villages. Has to keep a record of medicines procured and used on day to day basis. Has to maintain all medical facilities as mentioned in Para 3.8.3.	General shift (21 days on-off schedule) and should be available for 24 hours.
21.	Male Nurse with certification in Nursing from a recognized Medical Institute.	1+1	Responsible for assistance of in-house Doctor and look after the hygiene of entire residential complex and office buildings.	General shift (21 days on-off schedule) and should be available for 24 hours.
	<i>CATERING / SUPPORT SERVICE :</i>			
22.	Catering In-charge having minimum 2/3 years of experience in catering services and management of similar services.	1+1	Responsible for catering, general housekeeping inside and outside the TVC under the supervision of the Field Manager.	General shift (21 days on-off schedule) and should be available for 24 hours.

NOTE:

1. As per job requirements the Service Provider will have to provide adequate manpower with necessary tools and equipment for smooth operation and maintenance of plant and equipment. For jobs of housing/industrial maintenance, Service Provider may engage temporary staff as and when required.
2. It will be the responsibility of the Service Provider to provide safety gears, proper tools and equipment to the working staff.
3. Support service staff for Canteen service, sanitation along with helpers and drivers etc is to be provided as per the discretion of the service provider without hampering the company job requirements.

LIST OF SINGLE PHASE MOTORS

1.0	Ceiling fan at TOT-GGS	: 1 No.
2.0	Ceiling fan at DND-GPC	: 1 No.
3.0	Ceiling fan at TVC	: 1 No.
4.0	Exhaust Fan (60W) at TOT-GGS	: 3 Nos.
5.0	Exhaust Fan (60W) at DND-GPC	: 10 Nos.
5.0	Exhaust Fan (60W) at TVC	: 10 Nos.
7.0	FCU Motor at TVC	: 46 Nos.
8.0	Fan Motor to 1.5T window AC	: 9 Nos. (3 Nos. at TVC & 6 Nos. at DND-GPC)
9.0	Fan Motor at 2T split AC	: 4 No at DND-GPC.
10.00	Wall fan at TVC	: 28 No.

DETAILS OF KEY PERSONNEL:

Sl. No.	Name	Position	Qualification and Experience	Documentary Evidence

TABLE - II

WORK EXPERIENCE DETAILS OF THE BIDDER:

Sl. No.	Name of the Company	Name of the Project	Working Duration	Documentary Evidence

(END OF SECTION - IV)

SECTION – V

BID FORM AND PRICE SCHEDULE

(A) **BID FORM**

Date :
Tender No. : CJI6214P15

Gentlemen

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 Scope of Work for the sum (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and forms part of this bid.

We undertake, if our bid is accepted, to commence the work within Forty Five (45) days calculated from the date of issue of Letter of Award by the Company..

If our bid is accepted, we will submit the **Bank Guarantee** not exceeding **7.5% of 1 year total Contract Value** for the due performance of the Contract.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry 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 thisday of 2015.

Signature
(in the capacity of)

Bidder's Name :
Bidder's Full Address:.....

(B) **PRICE SCHEDULE**

1.0 MOBILIZATION CHARGE – One time Lump-sum charge:

Mobilization charge shall be payable on LUMP SUM basis which covers all local and foreign costs (if any) of the Service Provider to Mobilize Manpower and equipment with all supporting provisions to the designated worksite to perform all the intended services as mentioned under SECTION IV of the tender document.

Mobilization charge is payable when all Manpower and equipment with all supporting provisions are mobilized and to be in readiness to undertake the assigned jobs.

2.0 DEMOBILISATION CHARGE – One time Lump-sum charge:

Demobilization charge shall be payable on LUMP SUM basis which covers all local and foreign costs (if any) of the Service Provider to demobilize Manpower and equipment with all supporting provisions from worksite.

Demobilization charge is payable upon 100% completion of demobilization.

Note: Mobilization and Demobilization Charges together should not exceed one percent (1%) of total estimated agreement value, failing which the offer will be rejected. Bidders are requested to take note of this while quoting.

3.0 OPERATION AND MAINTENANCE RATE - Monthly lump-sum

The operation and Maintenance shall be payable on LUMP SUM per month basis for all the services as mentioned under SECTION IV of the tender document. For calculation on day/hourly rate, the monthly rate will be prorated. The operation and maintenance rate must be quoted under the following headings in the price bid format, Proforma II:

- i) Operations of **Dandewala-GPC**: Per month (lump-sum)
- ii) Operations of **Tanot-GGS**: Per month (lump-sum)
- iii) Operations of Tanot **Village Complex (TVC)**: Per month (lump-sum)
- iv) Maintenance of **Dandewala-GPC**: Per month (lump-sum)
- v) Maintenance of **Tanot-GGS**: Per month (lump-sum)
- vi) Maintenance of Tanot **Village Complex (TVC)**: Per month (lump-sum)
- vii) ‘Fire Service’ Service at **DND-GPC, TOT-GGS & TVC**: Per month (lump-sum)
- viii) For operation and maintenance of TOT, DND & BGT fields and Pipe lines: Per month (Lump Sum).
- ix) Catering Services:
 - Bed Tea/Coffee with biscuit ₹
 - Breakfast ₹
 - Lunch ₹
 - Evening Tea/Coffee with snacks ₹
 - Dinner ₹

Operation and Maintenance charge of installation shall include operation and maintenance of field pipelines of respective installation.

x) Vehicles Service:

Fixed charges with Driver : Lumpsum per month

Running Charge with AC: Per Km. Basis

Running Charge without AC: Per Km. Basis

3.1 NOTE:

3.1.1 Any Service may be terminated at the discretion of the Company at any time during the agreement, on two months notice and the lump-sum per month rate of the agreement would be reduced accordingly as per the quoted rate. In the event of Company requiring the same, even after termination at any point of time, the Service Provider will have to provide the service on three month's notice and payment for the same will be made as per quoted rates.

3.1.2 Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified/experienced manpower for carrying out welding, cutting and grinding jobs as per API -1104, AWS D10.4- 86 and ASME-B-31.3 for maintenance activity. Cost of consumables shall be reimbursed by the COMPANY as mentioned under para no. 3.13. Company shall reserve the right to utilize the service, if necessary, in OIL's other operational areas without any extra cost to the company. Service provider shall quote the maintenance charge accordingly.

3.1.3 Consumables viz. Chemicals for water treatment, battery acid, AP3 grease, general purpose grease, contact cleaner, PVC tape, black tape, emery paper, black paper, mutton cloth/jute/cloth pieces, small size nut-bolt/screws, distilled water for various batteries/ battery banks, lube-oil/HSD for various engines, supply of CFL, starter, tubes, medicines, paper for printing, cartridge, pen and protective paints will be entirely to contractor's account. Spares like nut-bolts, screws, battery for meters and instruments, cables, wires, single phase single pole MCB, 5A/6A switch, 5A/6A socket, 5A/6A plug, bulbs, tube lights, T/L starter, T/L choke, T/L side holders, T/L starter holder, CFL lamp, geyser element, geyser thermostat, window and split air conditioner capacitors and medicines will be entirely to contractor's account. Other ancillary items, if any, of individual value less than Rs.500.00 (Rupees Five hundred) only per unit per item will also be on contractor's account irrespective of total quantity and price. However, in case the unit cost of any single item is equal to or more than Rs. 500.00 (Rupees Five Hundred) only, the same shall be reimbursed by Oil including 5% (Five percent) handling charges above the actual cost of the item so procured. Service provider must maintain adequate stock of essential consumables at site to ensure uninterrupted service. Inventory Control of Consumables shall be Service Providers responsibility.

3.1.4 A list of spares available with the Company shall be handed over to the Service Provider and the available spares will be issued as and when required. In addition to this, if any spares are required to run the plant un-interrupted, the Service Provider shall plan and procure the spares accordingly with Company's written consent. Cost of the same will be reimbursed on actual plus 5% handling charges to the Service Provider on production of documentary evidence along with related invoice. Service provider must maintain adequate stock of essential Spare Parts at site to ensure uninterrupted service. Inventory Control of Spare Parts shall be Service Providers responsibility.

3.1.5 RSEB Power supply is available at Tanot Village Complex (TVC) & DND GPC. RSEB's bill for power supply at TVC & DND GPC shall be paid by OIL. However, during interruption/non-availability of RSEB supply, electric power supply to TVC & DND GPC shall

- 3.1.6** be maintained from Diesel generators available at TVC & DND GPC respectively for the purpose. Company will provide diesel required for running of the generator on the basis of actual consumption only for which the record shall be maintained by the contractor. Alternately, the same shall be supplied by the contractor on reimbursable basis. In such case only the cost of HSD consumed as per prevailing market rate plus 5% handling charges shall be paid to the contractor by Company. The rate of consumption (quantity) shall be considered as per average past consumption records (month-wise). All other consumables including engine oil etc., & routine maintenance of the generator set shall be on contractor's account.
- 3.1.7** Monitoring of Gas wells and recording of various well head parameters on daily basis, scheduled maintenance of well head valves and fittings, changing of beans, closing/opening of wells as per the gas supply demand shall generally be carried out by OIL directly through its own infrastructure and manpower during office hours (0900hrs to 1700hrs) and company may take assistance in this regard from Service provider. Service Provider to engage their manpower and facilities for any exigencies arises beyond office hours (1700hrs to 0900hrs), if necessary, without any extra cost to the company.
- 3.1.8** Transportation of Service Provider's men and materials, welding/cutting machine, hiring of crane, trucks etc. required to perform the activities mentioned under SECTION IV of the tender document shall be on Service Providers account.
- 3.1.9** Maintenance team shall comprise of qualified Engineers, Supervisors, Electricians, Mechanics and Helpers. Proper maintenance tools and allied equipment shall be available with the team. Maintenance of mechanical/electrical equipment list is attached with the Tender document. Maintenance includes top/major overhauling also.

4.0 FORCE MAJEURE DAY RATE - per day (lump-sum)

Force Majeure Day Rate shall be applicable in case of force majeure condition as detailed in para 11.0 of Section-III. Bidder should restrict the Force majeure day rate within 90% of the lump-sum operating & maintenance rate (pro-rata per day) of respective unit as specified under para 3.0 above. Bidders must adhere strictly to the same, failing which the offer shall be liable for rejection.

- i) Force Majeur Day Rate of Dandewala-GPC : Per day (lump-sum)
- ii) Force Majeur Day Rate of Tanot-GGS : Per day (lump-sum)
- iii) Force Majeur Day Rate of Tanot Village Complex : Per day (lump-sum)

No any rate, other than Force Majeure Day Rate, shall be payable during the force Majeure period.

5.0 MAINTENANCE DAY RATE - per day (lump-sum)

Maintenance Day Rate on LUMP SUM per day shall be payable during **scheduled shutdown** of RSEB Power Plant/GAIL Pipe line for maintenance. During this period major maintenance of Company's plants and equipment has to be planned and carried-out by the Service Provider. In case when major maintenance is not carried out, **Stand-by day rate** shall apply during this period.

- i) Maintenance Day Rate for Dandewala-GPC : Per day (lump-sum)
- ii) Maintenance Day Rate for Tanot-GGS : Per day (lump-sum)

Scheduled shutdown of RSEB Power Plant is Thirty (30) days per year, in general.

Two/Three nos. of high water cut wells may be in operation during this period. No any rate, other than Maintenance Day Rate or Stand-by day Rate, shall be payable during the **scheduled shutdown** period as mentioned above.

6.0 STAND-BY DAY RATE – per day (lump-sum)

Stand-by Day Rate shall be applicable in the event of any extra-ordinary unforeseen situations like unscheduled shutdown of RSEB Power Plant and failure of GAIL pipe line/setup, Problem in Gas fields and GPC/GGS etc. leading to stoppage of gas supply for more than ten (10) days.

The Stand-by Day Rate shall be applicable after ten (10) days till the operation resume.

Upon occurrence of such situation, the Service Provider will be notified in writing by the Company.

Service Provider shall restrict the **Stand-by day rate** within 98% of the Operation and Maintenance day rate (Pro-rated) of respective unit as specified under para 3.0 above. Bidders must adhere strictly to the same, failing which the offer shall be liable for rejection.

- | | |
|---|----------------------|
| i) Stand-by Date Rate for Dandewala-GPC | : Per day (lump-sum) |
| ii) Stand-by Date Rate for Tanot-GGS | : Per day (lump-sum) |

Two/Three nos. of high water cut wells may be in operation during this period. No any rate, other than Stand-by Day Rate, shall be payable after ten (10) days of occurrence of situation as mentioned above.

7.0 CATERING SERVICE RATE:

Catering Service Rate per Person per meal shall be payable for any extra of the twelve (12) Company's designated persons as mentioned under clause 3.8.2 Catering Services of Section – IV of the Tender Document.

Standard menu for the Catering Services is enclosed as **Appendix –I**.

8.0 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY MOBILISATION:

Time is of the essence of the Agreement. Initial mobilization should be completed within the stipulated period. In the event of Service Provider's default in timely mobilization for commencement of operation within the stipulated period, the Service Provider shall be liable to pay liquidated damages @ 0.5 % of the one year evaluated value of the agreement per week or part thereof for the delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the date of commencement as defined in the notice of award of the Agreement. The Company may without prejudice to any other right or remedy available to it to recover damages for breach of agreement, recover the liquidated damages as above from the Service Provider not by way of penalty but this is an agreed, genuine pre-estimate of damages duly agreed by the parties.

The Company also reserves the right to cancel the agreement without any compensation whatsoever in case of failure to mobilize and commence operation within the stipulated period.

Special Note: The successful bidder (operator) will have to abide by the provisions of Oil Mines Regulation (OMR) as per prevailing Mines Act and rules made there under and strict compliance of the same while executing the Operation and Maintenance Agreement, covered by this tender.

9.0 PENALTY:

- 9.1 The Service Provider shall ensure uninterrupted supply of bone dry (as explained elsewhere in the document) natural gas to the consumer at the downstream of custody transfer meter (CTM). Failure of supply of bone dry gas as per specification, if observed, Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.2 For any faulty operation on the part of Service Provider, if carryover of glycol shall take place from the Contact tower and thereby causes disruption of normal operation of the Glycol dehydration unit, and consequent interruption of gas supply, the Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.3 For any faulty operation on the part of the Service Provider, if premature contamination of glycol takes place, the Service Provider shall have to bear the cost of one complete fill of the Tri Ethylene Glycol of approx. 5520 ltr (27 barrel) at the prevailing rate. The Glycol, however, will be supplied by OIL. Normal life of one fill glycol is minimum one year.
- 9.4 Apart from OIL's approved plant shutdown and shutdown due to force majeure conditions for any unforeseen reasons beyond the control of company and Service Provider, for any other shutdown that may occur due to faulty operation by the Service Provider or reasons attributable to the Service Provider's improper up-keepment and maintenance of any equipment, the Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.5 For use of computer in the control room (at DND-GPC and TVC-MCR) only authorized personnel shall be allowed. Due to wrong / mishandling of computers, if malfunction occurs to the computer/SCADA system, penalties shall be imposed at the rate of 5% of the day / monthly rate of Agreement or part thereof on pro-rata basis till the fault continues. Apart from the said penalty, the Service Provider has to bear the repairs/replacement cost of the damaged equipment.
- 9.6 The rate of penalty that shall be levied against point No. 9.1, 9.2 and 9.4 are as under:

"Rupees one lakh (₹ 1.0 lakh) per day or part thereof on pro-rata basis for the first seven days from the time and date of non supply of gas. If supply of gas is not resumed after the expiry of first seven days, no day/monthly rate (Operation and Maintenance) or part thereof on pro-rata basis for the respective unit/asset shall be payable to the Service Provider."
- 9.7 Operation and Maintenance activities to be carried out in such a way that there should not be any breakdown of the plant/equipment. For any such breakdown immediate action to be taken by the Service Provider to put back these plant/equipment in operation without loss of time. Depending on the nature of repairing job involvement, suitable time period will be given to the Service Provider which may be maximum of 4 hours if the spares are readily available at the site, and 48 hours if the spares/equipment are procured/repared at outstation. For malfunctioning/shutdown of any equipment including Glycol pumps, , SCADA system and its sub units, power supply, central air conditioning, water supply systems at TVC for reasons

attributable to the Service Provider, the Service Provider shall be penalized at the rate of ₹ 25,000.00 (Rupees Twenty Five Thousand) per day or part thereof on pro-rata basis until the fault is rectified. For shutdown of any of the three vehicles & no replacement vehicle provided within 48 hours, the Service Provider shall be penalized at the rate of ₹ 5,000.00 (Rupees Five Thousand) per day or part thereof on pro-rata basis until replacement of vehicle is done. However, any such breakdown/failure of plant or equipment effecting stoppage of gas supply

to the consumer will attract penalty as specified in clause 9.6 above. In the event of any unauthorized absent of vehicle, Service Provider shall be penalized at the rate of ₹ 5,000.00 (Rupees Five Thousand) per day or part thereof on pro-rata basis until placement of the vehicle.

In the event of non availability of any personnel as stated under clause no. 4.0 of SECTION – IV and enclosed Annexure-C of the tender document , the Service Provider will have to provide suitable replacement with similar qualification and experience within 24 hours. In the event of failure, penalty @ ₹ 2600.00 (₹ Two thousand six hundred) per person per day irrespective of the grade of the non available manpower will be applicable until suitable replacement is provided.

- 9.8 Damage or loss of any Company property, equipment, machinery, furniture, spare parts etc. under the custody of operation and maintenance Service Provider in the three installations (DND-GPC, TOT-GGS & TVC) shall be borne by the Service Provider at the actual value of the items which shall be unilaterally decided by the Company or the Service Provider has to restore back the items to its original position by replacement/repairing at their cost. Inventory list of all the above items shall be made by the Service Provider jointly with Company's Demobilization representative and shall be updated at every three months interval.
- 9.9 The Service Provider shall maintain high standard of catering services. Regular monitoring shall be done by Company's representative and shall advise for quality improvement if there shall be any quality deterioration. In case of quality deterioration, cost of catering service per day of Twelve (12) Company's designated persons, as mentioned under clause 3.8.2 Catering Services of Section – IV of the Tender Document, shall be deducted from the Service Provider by the Company till quality is improved. Cost of Catering service as quoted under Sl. No. G of the Price Bid Format shall be taken as reference.
- 9.10 In the event of non execution of any job as stated under SECTION –IV of the tender document by the Service Provider, Company will take action for execution of the job and cost will be charged with 20 % extra from the Service Provider.

(END OF SECTION –V)

SECTION – VI

FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, (Name of Bidder)_____ (hereinafter called “the Bidder”) has submitted his bid dated (Date) _____ for the provision of certain oilfield services (hereinafter called “the Bid”).

WE KNOW ALL MEN by these presents that We (Name of Bank) _____ of (Name of Country) _____ having our registered office at _____ (hereinafter called “the Bank”) are bound unto Oil India Ltd (hereinafter called “Company” in the sum of (_____) * for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents. SEALED with the common seal of the Bank this _____ day of _____, 2015.

THE CONDITIONS of this obligation are :

- (1) If the Bidder withdraws his Bid during the period of bid validity specified by the bidder.
- (2) If the Bidder, having been notified of the acceptance of his Bid by the Company during the period of Bid validity:
 - (a) Fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders in the tender document;
 - OR
 - (b) Fails or refuses to furnish the Performance Bank Guarantee in accordance with the Instructions to Bidders in the tender documents.
 - (c) If the bidder furnishes fraudulent document/information in their bid.

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

This guarantee will remain in force up-to and including the date (date of expiry of bank guarantee should be minimum 30 days beyond the validity of the bid) any demands in respect thereof should not reach the bank not later than the above date.

The bank should insert the amount of guarantee in words and figures

Date:

Signature of issuing authority of Bank with
designation seal and seal of the bank.

(END OF SECTION-VI)

SECTION – VII

FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)*

To: (Name of Company)
(Address of Company)

WHEREAS (Name and address of Contractor) (hereinafter called “Contractor”) had undertaken, in pursuance of Contract No..... dated 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 by a recognised bank for the sum specified therein as security for compliance with his 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 the Guarantor and responsible to you, on behalf of the Contractor, up to a total of (Amount of Guarantee)** (in words) such sum being payable in the type 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 the 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 modifications of the terms of the Contract or of 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 release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee is valid until the date (.....)** four months after Contract Completion.

SIGNATURE & SEAL OF THE CONTRACTOR :
Name of Bank :
Address :
:
:
:
:
Date :

* Bidders are NOT required to complete this form while submitting the bid.

** An amount is to be inserted by the Guarantor, representing the percentage of the Contract price specified in the forwarding letter, and denominated in the currency of the Contract.

(END OF SECTION-VII)

SECTION – VIII

SAMPLE FORM OF CONTRACT’ *

THIS AGGREEMENT is made on the day of..... 2015, between (Name of Company)- _____ of (Mailing address of Company) _____, hereinafter called “the Company”, of the one part and (Name of Service Provider) _____ (hereinafter called “the Service Provider”) of the other part.

WHEREAS the Company is desirous that certain works should be executed viz. (Brief description of works) _____ and has, by Letter of acceptance dated (Date of Letter of Acceptance) _____, accepted a Bid by the Service Provider for the execution, completion and maintenance of such works.

NOW THIS CONTRACT WITNESSETH as follows:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, viz.:
 - a) This form of Contract,
 - b) The Letter of Acceptance,
 - c) The said Bid and Appendix,
 - d) The Technical Specifications and
 - e) The Priced Bid and Quantities,
 - f) The Drawings,
 - g) The Schedules of Supplementary Information,
 - h) The Special Conditions of Contract and
 - i) The General Conditions of Contract
3. The aforesaid documents shall be taken as complementary and mutually explanatory of one another, but in the case of ambiguities or discrepancies they shall take precedence in the order set out above.
4. In consideration of the payment to be made by the Company to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Company to execute, complete and maintain the works in conformity in all respects with the provisions of the contract.
5. The Company hereby covenants to pay the Service Provider in consideration of the execution, completion and maintenance of the works the Contract price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have set their respective hands and seals to this Contract on the day, year first written above.

SIGNED, SEALED AND DELIVERED.

By the said Name _____

On behalf of the Service Provider
in the presence of:

SECTION-IX

BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)

I. BID REJECTION CRITERIA (BRC):

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case 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.

1.0 TECHNICAL

1.1 The bidder should have experience of operating and maintaining oil & gas fields and process facilities of handling Crude oil or Natural Gas in upstream petroleum sector, falling within the purview of DGMS, as mentioned under Section IV (Terms of Reference/Scope of Work/Technical Specifications) of the Tender Document.

1.2 The Bidder/Principal Bidder (in case of Joint Venture Firms/Consortium) must have minimum of 18 (Eighteen) months field experience of operating and maintaining oil & gas fields and process facilities handling Crude oil or Natural Gas in upstream petroleum sector falling within the purview of DGMS in the last seven (07) years ending last day of the month previous to which bids are invited.

1.2.1 Additionally the Bidder/Principal Bidder should have also at least 18 months experience of Operation & Maintenance of the following items:

- i) GDU for natural gas having capacity of 0.5 MMSCUMD or more.
- ii) SCADA/ DCS based instrumentation and control.
- iii) Captive power generation facility of minimum capacity of 100 KVA and electrical systems comprising control panel, MCR Panel, Sub- station, transformer, switch gear etc.
- iv) Firefighting equipment and services including fire tender.
- v) Central AC plant of minimum 50 ton capacity.
- vi) Catering service for minimum 75 persons.

Documentary evidence confirming their experience as above must be submitted along with the technical bid, failing which the offer will be rejected.

1.3 Bidder having experience of successfully completed similar nature of above works during the last seven (07) years ending last day of the month previous to the one in which bids are invited, should be either of the following:

i) Must have completed three similar works each costing not less than the amount equal to ₹ 5.10 Crore (Rupees Five Crore Ten Lakhs)

OR

ii) Must have completed two similar works each costing not less than the amount equal to ₹ 6.38 Crore (Rupees Six Crore Thirty Eight Lakhs),

OR

iii) Must have completed one similar work costing not less than the amount equal to ₹ 10.21 Crore (Rupees Ten Crore Twenty One Lakh)

Documents establishing successful execution as above must be submitted along with the technical bid. These documents should be in the form of duly attested copies of contracts/work orders/completion certificates/payment certificates etc. issued by clients, failing which offer will be rejected.

- 1.4 Average Annual financial turnover as per Audited Annual Reports for the last three accounting years, should be at least ₹ 3.83 Crore (Rupees Three Crore Eighty Three Lakh)

For proof of Annual turnover, any one of the following document/photocopy must be submitted along with the bid: -

- i) A certificate issued by a practicing Chartered/ Cost Accountants Firm, with membership no. certifying the Annual Turnover and nature of business.
 - ii) Audited Balance Sheet and Profit and Loss account.
- 1.5 The key manpower to be engaged by the successful bidder should be as per qualifications, experience and number indicated in **Annexure-C** (Section-IV) of the tender document under the heading “Key Personnel”. Bio-data of the intended key persons are to be provided along with the Technical Bid. Further, the bidders must furnish a declaration in their Technical Bid that for all intended services mentioned in the tender document shall be provided as required without affecting the continuity and quality of operations by deploying adequate suitable resources. Without these documents the bids will be rejected.
- 1.6 Bids which do not include all the jobs/services mentioned in the ‘Scope of Work’ will be considered as incomplete and rejected.
- 1.7 Bidders must confirm mobilization of manpower and equipment for performance of the services within 30 days from the date of issue of Letter of Intent intimating award of contract against the tender, failing which their offer will be rejected.
- 1.8 Conditional offers will not be considered and will be rejected.
- 1.9 Offer with false information will liable for rejection.
- 1.10 In absence of direct experience of the Bidder/Principal Bidder in areas explained in Para 1.2 above, a legally valid MOU with a party having adequate experience as mentioned therein and defined by the following parameters will also be considered:
- a. There must be a clear commitment accountability clause of the partners in the MOU.
 - b. Clear indication of MOU validity period covering the entire period of the proposed contract.
 - c. Extent of financial stake/equity participation of the MOU partners.
 - d. Documentary evidence of MOU partner as indicated in Para 1.2 and 1.3 of above.

- e. A clear undertaking from the MOU partner not to resign from their obligations during the currency of the contract specifically indicated their role in execution of the agreement.
- 1.11 Bidder(s) quoting in Collaboration / joint venture Partnership/ Consortium with any firm are not allowed to quote separately/independently against this tender. The collaborator is also not allowed to quote separately/independently against this tender. All the bids received in such case will be summarily rejected.

2.0 COMMERCIAL

- 2.1 Bids are invited from reputed capable Bidders under Single Stage Two Bid System i.e. Technical Bid (Un-priced) and Commercial Bid (Priced) separately. Bidders must submit both “Technical” and “Commercial” Bids in electronic form through online OIL’s e-Tender portal accordingly within the Bid Closing Date and time stipulated in the e-Tender. The technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender in **Technical RFx Response Tab** and the Price Bid as per the **Price Bid Format under Notes and Attachment Tab**. Any offer not complying with the above will be rejected straightway.
- 2.2 In Technical Bid opening, only the **Technical RFx Response Tab** will be opened. Therefore, the bidder should ensure that Technical Bid is uploaded in the **Technical RFx Response->User->Technical Bid Tab** Page only. No price should be given in above **Technical RFx Response Tab**; otherwise the offer will be rejected. Please go through the help document provided in OIL’s e-Portal, in details before uploading the documents.
- 2.3 Deleted
- 2.4 Prices/Rates should be quoted in Indian Rupees and Price Bid Format in the form of MS-Excel sheet has been uploaded in e-Tender portal. Bidder should upload their price bid under Notes and Attachment and as per the format provided.
- 2.5 Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subject to any variation. Bids with adjustable price terms will be rejected.
- 2.6 Bid Security in original must reach the office of **Chief Manager (M & C), Oil India Limited, Rajasthan Project, 2A, District Shopping Center, Saraswati Nagar, Basni, Jodhpur – 342 005**, Rajasthan, India, before the bid opening date and time, otherwise, bid will be rejected. However, timely delivery of the Bid-Security to the Office of Chief Manager (M&C) is the sole responsibility of the bidder. The amount of Bid Security shall be as specified in the “Forwarding Letter”. Scanned copy of this Bid Security should also be submitted / uploaded online along with the un-priced (Technical) Bid. Public Sector Undertakings and Firms registered with NSIC/Directorate of Industries in India are exempted from submission of bid security against this tender. Bid security must be valid for **30** days more than the validity of bid. Bids with Bid security not having above minimum validity will be rejected.

Bid Security may also be paid online on or before the Bid Closing Date and Time mentioned in the Tender.

If bid security in ORIGINAL of requisite Amount (please refer Forwarding Letter) and Validity is not received or paid online within bid closing date and time, the bid submitted through electronic form will be rejected without any further consideration.

In case of extension of Bid Closing date against the tender where a bidder has already submitted his bid with requisite bid security validity within the original B.C. Date, such bidders will extend validity of bid security covering the extended period of the bid closing date.

- 2.7 Bids received in physical form, but not uploaded in OIL's e-Tender Portal will be rejected
- 2.8 Bidders must quote rates in accordance with the price schedule outlined in **PRICE BID FORMAT (PROFORMA-II)**, otherwise the Bid will be rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the work/item, 'NIL' should be mentioned against such part of work.
- 2.9 Bids received by Company after the Bid Closing Date and Time will be rejected.
- 2.10 The User ID and Password issued by the Company are not transferable. Offers made by bidders who have not been issued User ID/password and permitted to quote will be rejected.
- 2.11 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 2.12 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid closing. Bids with inadequate validity will be rejected.
- 2.13 The Bids and all uploaded documents must be digitally signed using "Class 3" digital certificate [e-commerce application (Certificate with personal verification and Organization name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 2.14 There must be no exception to the following Clauses including sub-clauses; otherwise the Bid will be rejected:
- Performance Security Clause
 - Tax liabilities Clause
 - Insurance Clause
 - Force Majeure Clause
 - Termination Clause
 - Arbitration Clause
 - Withholding Clause
 - Applicable Law Clause
 - Liquidated Damages & Penalty Clause

3.0. GENERAL

- 6.1 The compliance statement (PROFORMA – I) should be fully filled up and should form a part of technical bid. 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 exceptions/deviations if the bidder does not withdraw/modify the same when/as advised by the Company. The loading so done by the Company will be final and binding on the bidders.
- 6.2 To ascertain the substantial responsiveness of the bid the Company also reserves the right to ask the bidder for clarifications in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in total must be received on or before the deadline given by the Company, failing which the offer will be summarily rejected.
- 6.3 If any of the clauses in the BRC contradicts with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

- 6.4 Any exception or deviation to the tender requirements must be tabulated in PROFORMA-I of this section by the Bidder in their Technical Bid only. Any additional information, terms or conditions included in the Commercial (Priced) Bid will not be considered by OIL for evaluation of the tender.
- 3.5 The Integrity Pact Proforma (PROFORMA-III) must be returned by the bidder (along with the Technical Bid) duly signed digitally by the same signatory who signs the Bid. **Bid not accompanied by the Integrity Pact Proforma duly signed digitally shall be liable for rejection.**
- 3.6 The Company also reserves the right to cancel/withdraw the Tender or annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the bidders or any obligation to inform the bidders of the grounds for Company's action. The bidder must confirm their acceptance to this clause in their respective bids.

II. BID EVALUATION CRITERIA (BEC):

- 1.0 The bids conforming to services required, technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to Bid Rejection Criteria will only be considered for further evaluation as per Bid Evaluation Criteria.
- 2.0 The Bids shall be technically evaluated based on the requirements given in Section – IV (Terms of Reference/Scope of works/Technical Specifications). The various requirements including personnel to be deployed by the bidder should meet the tender terms given in the bid document.
- 3.0 Price Bids of only the technically qualified bidders will be opened on a predetermined date and the same will be evaluated taking in to account the sum total cost of all components quoted by the bidders as per Price Bid Format (PROFORMA – II) and the contract will be awarded to the lowest evaluated bidder.
- 4.0 Arithmetical errors, if any, in the price bids will be rectified on the following basis. “If there is a discrepancy between the Unit Rate and Total Amount (that is obtained by multiplying Unit Rate with Quantity), the unit rate shall prevail and the total amount shall be corrected accordingly. Similarly, if there is a discrepancy between words and figures, the amount quoted in words will prevail. Any bidder who does not accept the said correction procedure, their bid will be rejected.”
- 5.0 Evaluation of Bids will be as per enclosed Proforma – II for arriving at the total estimated cost of the contract. The headings(s) mentioned in Proforma-II are summarized one for which the details are provided in Section- IV of the tender document. Priced Bids will be evaluated on the basis of total cost for a period of two (2) years Operation and Maintenance services and the contract will be signed with successful bidder accordingly.

NOTE: If any of the clauses in the BEC/BRC contradict with other clauses of bidding document elsewhere, then the clauses in the BEC/BRC shall prevail.

PROFORMA - I

STATEMENT OF COMPLIANCE

(Only exceptions/deviations to be rendered)

SECTION NO. (PAGE NO.)	CLAUSE NO. SUB-CLAUSE NO.	COMPLIANCE/ NON COMPLIANCE	REMARKS

(Authorised Signatory)

Name 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 here and put in the un-priced bid. If the proforma is left blank, then it would be presumed that the bidder has not taken any exception/deviation to the terms and conditions of the bid document.

PRICE BID FORMAT
OPERATION & MAINTENANCE OF DND-GPC,TOT-GGS & TVC

Sl No.	Description of Item	Unit	Qty.	Unit Rate	Total Amount	
1.0 Mobilization and Demobilization Charge (One Time Lump sum)						
(i)	Mobilization Charge	01	Lump sum			
(ii)	Demobilization Charge	01	Lump Sum			
I. Total Mob and Demobilization Charge : (i) + (ii) under Srl No. 1.0 above						
2.0 OPEARATING AND MAINTENANCE CHARGES:						
Sl. No (1)	Description of Item (2)	Unit (3)	Qty (4)	Combined O&M Unit Rate (5)= (6.1+6.2)	Break-up of O&M Unit Rate (6)	Exten ded Value (7)= (4x5)
					OperationCharge (6.1)	Maint. Charge (6.2)
A	Operation and Maintenance (O&M) Rate					
1.a	Monthly Lump sum O&M charges for Dandewala Gas Processing Plant (DND-GPC)	Monthly	24			
1.b	Monthly lump sum O&M charges for Tanot Gas Gathering Station (TOT- GGS)	Monthly	24			
2	Monthly lump sum O&M charges for Tanot Village Camp (TVC)	Monthly	24			
3	Monthly lump sum Charge for Fire Service at DND- GPC, TOT-GGS & TVC	Monthly	24			
B	Force Majeure Day Rate					
1.a	Force Majeures Day Rate for DND-GPC	Days	10		x	x
1.b	Force Majeure Day Rate for Tanot-GGS	Days	10		x	x
2	Force Majeure Day Rate for TVC	Days	10		x	x
C	Standby Day Rate					
1.a	Standby Date Rate for DND-GPC	Days	30		x	x

Sl. No (1)	Description of Item (2)	Unit (3)	Qty (4)	Combined O&M Unit Rate (5)= (6.1+6.2)	Break-up of O&M Unit Rate (6)		Extended Value (7)= (4x5)
					Operation Charge (6.1)	Maint. Charge (6.2)	
1.b	Standby Day Rate for Tanot-GGS	Days	30		x	x	
D	Maintenance Day Rate (During Scheduled Shut Down Only)						
1.a	Maintenance Day Rate for DND-GPC	Days	60		x	x	
1.b	Maintenance Day Rate for Tanot-GGS	Days	60		x	x	
E	Catering Service						
1	Bed Tea/Coffee with biscuit	No	1500		x	x	
2	Breakfast	No	1500		x	x	
3	Lunch	No	1500		x	x	
4	Evening Tea/Coffee with snacks	No	1500		x	x	
5	Dinner	No	1500		x	x	
F	Vehicle charges, 4WD						
1.a	(a) Fixed Charges with Driver , Tata Safari/ Scorpio (2 nos)	Per Month	48		x	x	
	(b) Fixed Charges with Driver , Bolero Camper/Tata camper	Per Month	24		x	x	
1.b	(a) Running Charges with AC, Tata Safari/ Scorpio (2 nos)	KM	108000		x	x	
	(b) Running Charges with AC, Bolero Camper/Tata camper	KM	63000		x	x	
1.c	(a) Running Charges without AC, Tata Safari/ Scorpio (2 nos)	KM	36000		x	x	
	(b) Running Charges without AC, Bolero Camper/Tata	KM	21000		x	x	

Sl. No (1)	Description of Item (2)	Unit (3)	Qty (4)	Combined O&M Unit Rate (5)= (6.1+6.2)	Break-up of O&M Unit Rate (6)		Extended Value (7)= (4x5)
					Operation Charge (6.1)	Maint. Charge (6.2)	
	camper						
II. Total O & M Charge (Sum Total of Column (7) above)							

Total Estimated Value of the Contract for Evaluation Purpose: Sum total of (I+II) above

3.0 CHARGES FOR CATERING SERVICES : (In excess of 12 persons a day)

Note : No charge for catering services will be payable by Company up to 12 numbers of Company's designated personnel in a day. The rate to be quoted as above will be applicable only when number of personnel exceeds 12 (twelve) on any particular day and includes Bed Tea, Breakfast, Lunch, Evening Tea with snacks and Dinner. Bidders are also requested to furnish break-up of rates on per meal basis

Total Estimated Value of the Contract for evaluation purpose = Sum total of (I+II)

NOTE:

- Break-up of charges towards operations and maintenance to be shown separately as called for.
- Bidder shall note that no other charges apart from above shall be paid by COMPANY for providing the services mentioned under Scope of Work (Section-IV). Therefore, charges apart from above, if any, bidder shall load in the above rates.
- Assumptions made in respect of the number of days/parameters above for various operations are only for the purpose of evaluation of the bids. The Operator/ Contractor will be paid on the basis of the actual number of days/parameters, as the case may be.
- Rates quoted above must be inclusive of all taxes, duties and levies including Service Tax etc. However, the quantum included towards same must be indicated separately.
- Quoted rates must be in compliance to following stipulations.
 - Mobilization and demobilization charges together should not exceed 1% of the total evaluated contract value for 2 years O & M.
 - Standby day rate shall not exceed 98% of the respective operating & maintenance day rate on pro-rata basis.
 - Force Majeure day rate shall not exceed 90% of the respective operating and maintenance day rate on pro-rata basis.

(END OF SECTION – IX)

INTEGRITY PACT

Between

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

And

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

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for -----
----- . 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 5** substantive suspicions in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section: 2 -Commitments of the Bidder/Contractor

(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 Contract 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.

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 credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

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

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

Section 4 -Compensation for Damages

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

Section 5 -Previous transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

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

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

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

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

Section: 8 -External Independent Monitor/Monitors

(three in number depending on the size of the contract)

(to be decided by the Chairperson of the Principal)

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Contract.
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 Contract, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
8. The word 'Monitor' would include both singular and plural.

Section:9 -Pact Duration

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

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

Section:10 -Other provisions

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

.....
For the Principal

.....
For the Bidder/Contractor

Witness 1:

Witness 2:

Place. JODHPUR.
Date

NAME OF INDEPENDENT EXTERNAL MONITOR:

SRI RAGHAW SHARAN PANDEY, IAS (Retd.),
Former Secretary, MOP & NG,
E-mail ID: rspandey_99@yahoo.com

AUTHORISATION FOR ATTENDING BID OPENING

Date : _____

TO

CHIEF MANAGER (M&C)

Materials & Contracts Department
Oil India Ltd., Rajasthan Project
Jodhpur-342005
Rajasthan, India

Sir,

Sub: OIL's e-Tender No. CJI6214P15

We authorise Mr. /Ms. _____ (Name and address) to be present at the time of opening of the above Tender due on _____ on our behalf.

Yours Faithfully,

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

Note: This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person who signs the bid.

GENERAL HSE POINTS

- 1.0 It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect in the Health, Safety & Environmental aspects of the entire job (namely, the persons employed by him, the equipment, the environment etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub Contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub Contractors.
- 2.0 Every person deployed by the Contractor in a mine must wear safety gadgets to be provided by the Contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and the Company PPE schedule. Safety appliances like protect footwear, safety helmet and full body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available, but in turn. OIL will recover the actual cost of the items by deducting from Contractor's bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
- 3.0 The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including as assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries and materials from the mining operation/operations to be done by the Contractor and how it is to be managed.
- 4.0 The Contractor shall provide a copy of SOP to the person designated the Mine Owner who shall be supervising the Contractor's work.
- 5.0 Keep an up to date SOP and provide a copy to changes to a person designed by the Mine Owner/Agent/Manager
- 6.0 The Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the Mine Owner a site
- 7.0 All persons deployed by the Contractor for working in mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the Contractor and the work and its validity period, indicating status of MVT, IME & PME.
- 8.0 The Contractor shall submit to DGMS indicating – name of his firm Registration Number, name 7 Address of person heading the firm, nature of work, type of deployment of work persons, No. of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.

- 9.0 The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.
- 10.0 It will be entirely the responsibility of the Contractor/ his Supervisor/Representative to ensure strict adherence to all HSE measures and statutory rules during operation in Oil's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by the Company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.
- 11.0 Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the Contractor only.
- 12.0 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor.
- 13.0 The Contractor shall have to report all incidents including near miss to installation manager/Departmental Representative of concerned department of OIL.
- 14.0 The Contractor has to keep a register of the persons employed by him/her. The Contractor's supervisor shall take and main attendance of his men every day for the work, punctuality.
- 15.0 If the Company arranges any safety class/training for the working personnel at site (Company employees, Contractor worker etc.) the Contractor will not have any objection to any such training.
- 16.0 The health check up of Contractor's personnel is to be done by the Contractor in authorized Health Centers as per Oil's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.
- 17.0 To arrange daily tool box meeting and regular site safety meeting and maintain records.
- 18.0 Records of daily attendance, accident report etc. are to be maintained in Form B.EJ (as per Mines Rules 1955) by the Contractor
- 19.0 A Contractor employee must, while at work, take reasonable care for the health and safety of people who are all the employee's place of work and who may be affected by the employee's act or omissions at work.
- 20.0 A Contractor employee must, while at work, co-operate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
- 21.0 Contractor's arrangements for health for health and safety management shall be consistent with those for the mine owner.
- 22.0 In case Contractor is found non-compliant of HSE laws as required the Company will have the right for directing the Contractor to take action comply with the requirements, and for further non-compliance, the Contractor

- 23.0 When there is a significant risk to health, environment or safety of a persons or pace arising because of a non-compliance of HSE measure the Company will have the right to direct the Contractor to cease work until the non-compliance is corrected.
- 24.0 The Contractor should prevent the frequent change of his contractual employees as far as practicable.
- 25.0 The Contractor should frame a mutually agreed bridging document between OIL and the Contractor with roles and responsibilities clearly defined.
- 26.0 For any HSE matters not specified in the Contract document, the Contractor will abide the relevant and prevailing Acts/Rules/Regulations pertaining to Health, Safety and Environment.

Procedure for obtaining Labour Licence under Contract Labour (R&A) Act, 1970 & Central Rules-1971

Every Contractor to whom this Act applies shall execute any work through Contract Labour only after obtaining valid licence from Licensing Officer. To obtain licence contractor is required to submit:

- i) Application in Form IV in triplicate duly filled (Name of the Proprietor/Partner or the Directors/Responsible person in case of firm/company, complete postal address including Pin Code number, Telephone Number, Fax Number & E-mail address, if any), correct details of PE and work to be executed etc. correctly against all columns;
- ii) In case contractor is registered under the Companies Act and applicant is other than Director then he should be holding valid Power of Attorney.
- iii) Original Form-V issued by PE
- iv) Demand Draft for licence fees and security deposit payable in favour of Regional Labour Commissioner (Central), Ajmer along with duly filled central challan (in TR-6) duly signed by applicant in quadruplicate for each demand draft;
- v) Copy of Work Order;
- vi) Copy of Partnership Deed and in case of Company, the application should be accompanied with Memorandum of Association/Article of Association;

Note: 1. Application form complete in all respect shall be either personally delivered to the Licensing Officer or can be sent by Registered A.D. Post.

2. Contractors, may intimate Dy. Chief Labour Commissioner (Central), Ajmer for expediting/suitable action if they do not receive licence nor any communication within a week.

3. Contractors are not required to visit office of Licensing Officer unnecessarily for obtaining licence until and unless they have been specifically advised to appear in person. Appearance of contractors in the office of licensing officer for obtaining licence by persuasion will be viewed seriously.
