

**FORWARDING LETTER**

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

Document Serial No. \_\_\_\_\_ at the office of Head-Contracts, DULIAJAN

Signature of Issuing Officer \_\_\_\_\_ Date of Issue \_\_\_\_\_

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

Office Seal:-

**1.0 TENDER REFERENCE NO. : DCT4879P15**

**2.0 DESCRIPTION OF SERVICES :**Hiring of Transport services of readily available TATA LPT 1613/48 697 TCIC Euro-II,TATA SK 1613 TC/32,E-II or equivalent model of trucks with all standard fittings, manufactured not earlier than 01.01.2008 to be stationed at OIL's operational areas in Assam and Arunachal Pradesh for a period of 3(three)years extendable by another 1(one) year, if required, with applicable rates, terms and conditions at sole discretion by the company.

**3.0** Sealed tenders are invited from reliable, experienced and resourceful bidders for the abovementioned services. This tender document is non-transferable.

**4.0 TYPE OF BID: SINGLE BID**

**5.0 BID CLOSING DATE & TIME: 31.03.2015 (1245 Hrs. IST)**

**6.0 TECHNICAL / COMPOSITE BID OPENING DATE & TIME: 31.03.2015(1300 Hrs. IST).**

**7.0 ~~COMMERCIAL/PRICE BID OPENING DATE & TIME: \*\*.\*\*.\*\*\*\*(1300 Hrs. IST)~~**

**8.0 EARNEST MONEY/BID BOND/BID SECURITY : Rs.16,500.00 (RUPEES SIXTEEN THOUSAND FIVE HUNDRED ONLY)**

**9.0 BID OPENING PLACE:**

CONTRACTS DEPARTMENT  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Duliajan, DISTRICT: DIBRUGARH  
ASSAM, PIN: 786602

**10.0 MOBILISATION PERIOD: 30** days from the date of issuance of LOA.

**11.0 DURATION OF THE CONTRACT:** 03 (three) years from the date of placement of the Truck and extendable by another one year, at sole discretion of the company.

Bidder/Contractor

Company

**FORWARDING LETTER**

**12.0 BID SUBMISSION:**

12.1 The bidder(s) are required to submit their offer(s) in duplicate (one in original & the photocopy of the original).

12.2 The detailed tender document supplied by the company bearing Seal & Signature of OIL's authorized Officer(s) & duly signed and sealed by the Bidder(s) or their authorized attorney in all pages as a token of acceptance of the offered rates, terms and conditions of the Company, is to be Submitted in "ORIGINAL BID DOCUMENT & ENCLOSURES" along with the other supporting enclosures.

EMD to be enclosed with the "ORIGINAL BID DOCUMENT & ENCLOSURES".

12.3 The photocopy of tender document & all of the enclosures as in Para-12.2 above is to be submitted in "DUPLICATE BID DOCUMENT & ENCLOSURES".

12.4 The cover containing the "ORIGINAL BID DOCUMENT & ENCLOSURES" must be in one sealed envelope bearing the following in writing on the right hand top corner:

- (i) Envelope No. A "ORIGINAL BID DOCUMENT & ENCLOSURES"
- (ii) Tender No. DCT4879P15
- (iii) Bid Closing Date: 31.03.2015 (12:45PM IST)
- (iv) Bidder's Name \_\_\_\_\_

12.5 The cover containing the "DUPLICATE BID DOCUMENT & ENCLOSURES" must be in one sealed envelope bearing the following in writing on the right hand top corner:

- (i) Envelope No. B "DUPLICATE BID DOCUMENT & ENCLOSURES"
- (ii) Tender No. 4879P15
- (iii) Bid Closing Date: 31.03.2015 (12:45PM IST)
- (iv) Bidder's Name \_\_\_\_\_

12.6 The "ORIGINAL BID DOCUMENT & ENCLOSURES" i.e Envelope-A and the "DUPLICATE BID DOCUMENT & ENCLOSURES" i.e Envelope-B should then be put together and sealed in another separate envelope and following should be superscribed on the envelope along with the name & registered postal address of the bidder in typed format or in clear legible handwriting:-

"BID FOR TENDER NO: 4879P15

"BID CLOSING DATE & TIME: 31.03.2015 AT 12.45 P.M. (IST)"

12.7 The bid should be submitted to reach the address given below on or before the bid closing date and time as specified.

HEAD-CONTRACTS  
OIL INDIA LIMITED  
P.O-DULIAJAN, DISTRICT: DIBRUGARH  
PIN- 786602, ASSAM

12.8 Tenderer(s)/Bidder(s) may send their offer(s) to the addressee mentioned in Para 12.7 above hereof by post or place the same in the TENDER BOX situated at the same address. Company will not be held responsible for any postal delay or non-receipt of the same.

12.9 The bid must accompany the following documents:

Bidder/Contractor

Company

**FORWARDING LETTER**

12.9.1 EMD as specified.

12.9.2 Registration Certificate (attested copy) of the truck will have to be submitted along with the bid.

12.9.3 Declaration in the form of Court affidavit (in original) as per the enclosed format in Annexure-B & Annexure-A.

12.9.4 Registered Deed of Partnership specifying Power of Attorney (in case of Partnership firms).

12.9.5 The bidder will have to submit a declaration confirming that the truck will be mobilised within 30(thirty) days time from the date of issue of LOA.

12.9.6 Duly filled up CHECK LIST in the tender document.

**13.0 EARNEST MONEY DEPOSIT (EMD):**

13.1 The offer must be accompanied by a BANK DRAFT / BANKER'S CHEQUE favouring OIL INDIA LIMITED, payable at DULIAJAN/ BANK GUARANTEE **(in specified format or any other format acceptable to OIL & valid for minimum 210 days from the date of Technical/Composite bid opening i.e minimum up to 26.10.2015)** purchased from any Nationalised/Scheduled Bank for the amount applicable as per para 8.0 towards Earnest Money Deposit (EMD). NO OTHER MODE OF PAYMENT WILL BE ACCEPTED BY THE COMPANY. The EMD shall not earn any interest to the tenderer(s) from the Company.

13.2 Any offer not accompanied with the EMD shall be treated as invalid and summarily rejected. Any subsequent deposit of EMD after the bid closing date shall not be permitted. Also, adjustment of EMD due against the instant tender, against dues from the Company or on any account shall not be permitted.

13.3 The EMD will be forfeited in case the tenderers withdraw their offer for any reason whatsoever after the appointed time on the bid closing date and before the validity period of the offer which shall be **180(One Hundred Eighty)** days from the date of opening of the tender. Any such withdrawal will make the tenderer liable to be debarred from further tendering at the sole discretion of the Company and the period of debarment will not be less than 1(One) year.

**14.0** Any offer received after the appointed time on the Bid closing date shall be summarily rejected and returned to the tenderer(s) unopened.

**15.0** No modification or alteration to the offer shall be permitted after the appointed time on the bid closing date. NO CLARIFICATION ON WHATSOEVER REASONS THEREOF WILL ALSO BE ENTERTAINED AFTER THE BID CLOSING DATE.

**16.0 Salient Eligibility Criteria:**

16.1 Bidder(s) must possess the readily available TATA LPT 1613/48 697 TCIC Euro-II, TATA SK 1613 TC/32, E-II or equivalent model of truck (s) with all standard fittings, manufactured not earlier than 01.01.2008 in his/her/their own name as on bid closing date. Attested copies of Registration Certificate etc. must be submitted as evidence along with the Bid(s). Any commitment by the bidder(s) for transfer of ownership/procurement of vehicles after submission of bids will not be accepted.

Bidder/Contractor

Company

**FORWARDING LETTER**

16.2 One Bidder can offer maximum 1(one) Truck only. Priority list will be made through Draw of Lots amongst the eligible bidders.

16.3 The address of the bidder must not be of OIL's Quarters / Settlement Area / OIL Premises(excluding "OIL Market" and "Public Bus Stand", Duliajan).However this clause shall not be applicable for Sons/Daughters of OIL employees in service who are not dependent of OIL employee as per OIL's policy.

16.4 The bidder must not be employed in Government/Quasi Government/Public Sector\_Undertaking and/or dependent of OIL employee in service.

16.5 The bidder must not be an employee or dependent of any employee of any Government/Quasi Government/ Public Sector Undertaking.

16.6 Eligible offers for trucks running under existing contracts of OIL will also be accepted. However, these trucks will be considered only after expiry of the existing contract only and priority in such cases may vary as per the expiry date of the present contract, i.e., the priority no. in the list of eligible bidders shall get degraded accordingly.

**17.0 TENDER OPENING AND EVALUATION:**

**17.1 BID OPENING AND EVALUATION:**

17.1.1 The Technical / Composite bid will be opened on 31.03.2015 (Bid opening date) at 1300 hours (IST) in the presence of any attending Tenderer(s) or their Authorized Representative. However, an authorized letter from the Bidder must be produced by Bidder's representative at the time of opening of Tender, without which such representative won't be allowed to attend the opening of Tenders. Only one representative against each Bid will be allowed to attend the bid opening. Attending Tenderer(s) & Authorized Representative(s) will have to sign a register evidencing their presence. In case it happens to be a bundh/holiday, the tender will be opened on the next working day (except Saturday).

17.1.2 Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

**18.0 RESPONSIVENESS OF BID:** For the purpose of determining the responsiveness of a bid, it must conform to all the terms and conditions of the bidding document without any material deviation.

**19.0 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.

19.1 On non-receipt of duly signed original bid document (along with specified EMD) issued by the Company and also non-receipt of duly filled up Annexure A, Check list and a declaration in the form of court affidavit (in original) as per enclosed format as in Annexure B. Also, if received without properly filled up & joint declaration (by the bidder's parent who is an OIL employee & the bidder in case the bidder is Son/Daughter of OIL employee) in the form of a registered Court affidavit (in original) as in enclosed Annexure-C.

19.2 The bidder must possess the truck in their own name. Attested copy of Registration certificate of the truck will have to be submitted along with the bid.

19.3 In case of partnership firm, registered deed of partnership specifying power of attorney to be submitted.

19.4 The bidder will have to submit a declaration confirming that the truck will be mobilized within 30 days from the date of issuance of LOA by OIL.

19.5 Bids submitted with address of any of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market" and "Public Bus Stand", Duliajan). However this clause shall not be applicable for Sons/Daughters of OIL employees in service who are not dependent of OIL employee as per OIL's policy.

19.6 Bid containing any false statement/document.

19.7 Bids received after the deadline fixed for the bid closing date & time.

19.8 Bids received with any condition(s) whatsoever and not accepting the rates as specified in SOQ(Part-II) of the Tender Document.

19.9 The bid documents are not transferable. Bids received from any person to whom it has not been issued by the Company will stand rejected.

19.10 If the bidder happens to be an OIL employee in service or dependent of any OIL employee in service.

19.11 If the bidder happens to be an employee or dependent of any employee of any Government/ Quasi Government/ Public Sector Undertaking.

19.12 Bids received with any condition(s) whatsoever and not accepting the rates as specified in SOQ (Part-II) of the Tender Document.

19.13 Trucks with Higher Deck Load Body [(high cabin height and cabin height platform) or (Punjab Body Truck)]will not be acceptable.

**20.0 BID EVALUATION CRITERIA (BEC):**

20.1 Only one bid against a party offering individually as well as under proprietorship / partnership firms shall be accepted. If any other bid found having same individual name already submitted by another proprietorship / partnership firm (s), both the bids will be rejected summarily.

20.2 Eligible offers of trucks running under existing contracts of OIL will also be accepted. But these trucks will be considered only after expiry of the existing contract only and priority in such cases may vary as per the expiry date of the present i.e. the priority no. in the list of eligible bidders shall degraded accordingly.

20.3 For evaluation, no preference shall be given to the vintage or date of registration of the vehicles. All the acceptable trucks shall be considered at par and priority number shall be decided through Draw-of-Lots(Lottery) only. For the purpose of such lottery, a list of all the acceptable trucks assigning serial numbers shall be displayed in the notice board before holding of the lottery. In case number of trucks offered is more than the requirement, lottery will be held to select 58(Fiftyeight) numbers of truck only including 6(six) nos. in the waiting list.

20.4 One bidder can offer a maximum of one truck only. However, priority list will be made for the individual trucks through lottery as noted in point 20.3 above.

20.5 Acceptable bidders will be issued "Letter of Award (LOA) in order of priority list as in point 20.3 above so as to hire as many nos. of trucks to meet Company's requirement. Remaining parties(Priority nos. 53 to 58) will be kept in a waiting list for a period of 01(one) year from the date of lottery for any future requirement.

20.6 The EMD of the unsuccessful Bidder(s) shall be refunded to them after the date of issue of Letter of Award (LOA) to the successful bidder(s).

**21.0** The successful bidder(s) shall be notified by the Company of its intention to enter into an Agreement with him/her/them on the basis of his/her/their acceptance of the offer. Such notification shall be treated as a "Letter of Award (LOA)".

21.1 Within two weeks of issue of "Letter of Award (LOA)", the successful bidder(s) will required to pay an interest free Security Money amounting to 2.5% of total contract value (for Hiring the services of vehicles & equipments other than Cranes) by way of DEMAND DRAFT/ BANKER'S CHEQUE favouring "OIL INDIA LIMITED" payable at "DULIAJAN" / BANK GUARANTEE (in specified format or any other format acceptable to OIL) / from any Nationalised/Scheduled Bank. Upon furnishing of the Security Deposit, the successful bidder(s) will be required to enter into a formal Service Agreement based on the instant tender on the O.I.L Standard forms of Agreement.

21.2 This Security Deposit must be valid for six months after the date of expiry of the tenure of the contract. In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "security Deposit" for the extended period.

Bidder/Contractor

Company

**BRC-BEC**

21.3 The "security deposit" will be refunded to the contractor within six months of satisfactory completion of works under the contract (including extension, if any), but part or whole of which shall be used by the Company in realisation of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

21.4 Failure of the successful bidders to comply with the conditions as specified in Para 21.1 hereof would render him liable for rejection and in turn forfeiture of Earnest Money Deposit (EMD) apart from any other actions the Company may take against him at its sole discretion.

21.5 The EMD of the bidders shall be refunded to them as under;

(a) To the Technically unsuccessful bidders after the Draw of Lots .

(b) To the successful bidders only after submission of the Security Deposit as specified in para no. 21.1 above.

(c) To others after the date of issue of Letter of Award to the successful bidders.

**22.0** The Tenderer (s) may consult Head-Transport or his Representative(s) to assess the nature and extent of the services and the conditions under which it would be carried out he/she/they may also seek such clarifications from these Officers as are deemed necessary for his/her/their offer.

**23.0 GENERAL CONDITIONS:**

23.1 To ascertain the substantial responsiveness of the bid, the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC and such clarification fulfilling the BRC clauses must be received within the date fixed by the Company, failing which the bid will liable to be rejected.

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

23.3 The Company reserves the right to reject any or all of the tenders or accept any tender, in full or in part without assigning any reason.

**24.0 BACKING OUT BY BIDDER:**

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

24.1 Backing out by bidder/ L1 bidder after issue of LOA: In case LOA issued is not accepted by the bidder / L1 bidder or the Security Money / Performance Security is not submitted as per terms of the tender/ contract within the time specified in the Bid Document, the Earnest Money/Bid Bond/ Bid Security shall then be forfeited and the bidder/firm shall be debarred for 02(two) years from the date of default.

**25.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party shall be debarred for period of not less than 01(one)year from date of detection of such fraudulent act, besides the legal action.

**PART-I-GCC**

**OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)**

**CONTRACTS DEPARTMENT, DULIAJAN**

**DISTRICT: DIBRUGARH (ASSAM), PIN-786602**

**TEL: (91) 374-2800548, FAX: (91) 374-2803549**

**Website: [www.oil-india.com](http://www.oil-india.com)**

**DESCRIPTION OF SERVICES:**

Hiring of Transport services of readily available TATA LPT 1613/48 697 TCIC Euro-II, TATA SK 1613 TC/32, E-II or equivalent model of trucks with all standard fittings, manufactured not earlier than 01.01.2008 to be stationed at OIL's operational areas in Assam and Arunachal Pradesh for a period of 3(three) years extendable by another 1(one) year, if required, with applicable rates, terms and conditions at sole discretion by the company.

**GENERAL CONDITIONS OF CONTRACT (GCC): PART-I**

This service contract agreement (herein after referred to as Contract') made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ between OIL INDIA LTD, a body corporate and established under the Companies Act 1956, having its registered office at Duliajan, Assam, PIN - 786602 (hereinafter called 'Company' which expression shall unless otherwise provided, include its executors, successors, administrators and permitted assignees) on one part

AND

Shri/Smti/M/s..... carrying on business as proprietor / partners / Company under the name and style of \_\_\_\_\_ and having is/her/their Registered/Main Office in the State of \_\_\_\_\_ and governed by the Indian Laws (hereinafter called the "Contractor") which expression unless repugnant to the context shall include its Executors, Successors, Administrators and permitted Assigns on the other part.

Whereas, the Company desires to hire the above mentioned services.

Whereas, the Contractor represents that he/she/they has/have adequate capacity to undertake the aforesaid service and is equipped with fully trained personnel capable of adequately operating and providing the required services.

NOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

Bidder/Contractor

Company

**PART-I-GCC**

**1.0 DEFINITION AND CONDITIONS GOVERNING THE SERVICES**

In this contract, unless the context otherwise requires:

"AGREEMENT" means this service agreement.

1.2 "AREA OF OPERATIONS" means the Company's oilfield operations in the States of Assam and Arunachal Pradesh.

1.3 "BASE STATION" means the station as set out in Part-II (SOQ) hereof where the vehicle(s) / equipment shall be permanently based, (i.e. based for minimum period of 10 (Ten) days at a stretch) which may be changed at the discretion of the Company.

1.4 "BID OPENING DATE" means the date on which the Tender was opened by the Company against the finalisation of this agreement.

1.5 "BREACH OF CONTRACTUAL OBLIGATION" means amongst others also the following:

i) Carriage of unauthorised passengers by the Transport Supplier while under this agreement with the Company:

ii) Unauthorised use of the vehicle(s)/equipment when released to the Transport Supplier for undertaking its deployment for any other business purpose:

iii) Withdrawal of vehicle(s)/equipment from the service before expiry of the term of this Agreement for any reason whatsoever without the consent/instruction of the Company Engineer

and

iv) Failure of the Transport Supplier to place the vehicle(s)/equipment for periodic inspection as per schedule as directed by Company's Engineer.

v) Failure to park the vehicle(s)/equipment after release on close of working hours at place designated by Company's Engineers.

vi) The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.

1.6 "COMPANY" means Oil India Limited.

1.7 "COMMENCEMENT OF SERVICE" means the date of placement of the first vehicle / equipment under this Agreement.

1.8 "COMPANY ENGINEER" means the following:

i) Head-Transport or his nominee in case of the following events:

Bidder/Contractor

Company

**PART-I-GCC**

- a) Initial and subsequent inspection of vehicle(s)/equipment;
- b) Scrutiny of documents regarding Transport Supplier's compliance with the requirements under this agreement for permits, licenses, insurance documents, employees roster etc;
- c) Initial placement of vehicle(s)/equipment with a user department

or

Daily allocation of vehicle(s) / equipment in the area of operations of the Company;

- d) Release of vehicle(s)/equipment upon conclusion of this agreement;
- e) Assessment of time to be allowed for repairs in case of accident;
- f) Release of vehicle(s)/equipment and termination of this agreement in case of complaints as to its deteriorated mechanical condition

or

Unruly behavior of the crew or repeated defaults by the Transport Supplier; and

g) Instruct Transport Supplier to replace by more suitable hand of Driver(s)/crew engaged for operating the vehicle/equipment.

ii) The head of the user department or his/her nominee in case of the following :

- a) Normal day-to-day operation of service after placement under the respective department;
- b) Release of vehicle(s)/equipment for maintenance/inspection/fuelling
- c) Release of vehicle(s)/equipment for daily/periodic fuelling;
- d) Allotment of daily duties and timings for reporting and release;
- e) Certification of daily log sheets;
- f) Authentication of monthly statement-cum-bill
- g) Determination of undisputed instances of shutdown or standby, liquidated damages and penalties for defaults on breach of contract.

iii) Head-Contracts in case of the following events:

- a) Release/forfeiture of Security Deposit/Bid Security;
- b) Any dispute under this Agreement as to the Transport Supplier's obligations or otherwise;

Bidder/Contractor

Company

**PART-I-GCC**

c) Determination of instances of shut down or stand by due to Force Majeure, Bundhs etc. or defaults or otherwise in case of dispute by the Transport Supplier.

1.9 CREW: Means Supervisors, Operators, Drivers, Handymen/ Helper(s)/Jugalees attached to the vehicle(s)/equipment, as defined in the Clause: 1.13, 4.10.

1.10 "DUE DATE OF PLACEMENT" means the date stipulated in Clause No.8, Part-II (SOQ) hereof.

1.11 "DETERIORATED CONDITION OF VEHICLE/EQUIPMENT" means any vehicle(s) / equipment found not acceptable to Company's Engineer after mechanical inspection or/and vehicle(s) / equipment found to be unworthy of undertaking the services envisaged under the provisions of this Agreement or/and vehicle(s)/equipment which is/are facing repeated breakdown due to inadequate, improper and timely repairs and maintenance and / or vehicle(s)/equipment refused by the Company's Engineer/user department as being unfit.

1.12 "DAILY LOG BOOK" means the format as may be certified by the Company's Engineer on a day-to-day basis during the tenure of these Agreement.

1.13 "DRIVER / OPERATOR" means an individual possessing sound mental and physical health who must be in possession of an appropriate professional Driving License and P.S.V. Badge issued by the Regional Transport Authority who is having jurisdiction over the area of operations of the Company, who is (are) engaged by the Transport Supplier and provided with the service envisaged under this Agreement, cost whereof included in the fixed charge per month.

1.14(A) "DEFAULT" means any of the following commissions or omissions by the Transport Supplier or his/her crew which will lead to shut down of vehicle(s) and/or breach of contractual obligations:-

- a) Delay in initial placement of vehicle(s) beyond the stipulated date;
- b) Unsuitability of the Driver or assigned/Attendant and/or working crew;
- c) Drunkenness and intoxication of the driver and/or the Attendant/crew;
- d) Non-availability of vehicle(s)/equipment due to any reason, whatsoever, including but not limited to the following conditions:-
  - i) Deteriorated mechanical condition of the vehicle(s)/equipment and/or breakdown;
  - ii) Due to inadequate routine maintenance
  - iii) Time taken for routine servicing / maintenance in any particular month in excess of time allowed for such maintenance in any month
- e) Non-possession of valid permits and licenses for the crew and vehicle(s)/equipment;
- f) Non-supply of fuel;

Bidder/Contractor

Company

**PART-I-GCC**

- g) Delay in placement of vehicle(s)/equipment on any day as per the instruction of the Company's Engineer and or unauthorised and untimely release of vehicle(s)/equipment on any day without prior permission and authorisation from the Company Engineer during the tenure of this Agreement;
- h) If the Transport Supplier bases the vehicle(s)/equipment at a station other than the stipulated Base Station without the authorisation of the Company Engineer;i) Non-availability of vehicle(s)/equipment due to defects detected upon periodic inspection/tests by the Company;
- j) Non-rectification of defects expeditiously upon detection by the Company Engineer upon inspection/test undertaken by the Company;
- k) Non-availability of equipment/vehicle(s)/ crew beyond 48(Forty Eight) Hours allowable for repair / maintenance time per month;
- l) Non-availability of the vehicle(s)/equipment or crew when required by the Company's Engineer; and
- m) Failure on part of the Transport Supplier to discharge his/her obligations as set out in Clause 4.0 hereof and/or failure on part of the Transport Supplier to abide with particular instructions as set out in Clause 5.0 hereof and/or failure on part of the Transport Supplier to obey the instruction of the Company's Engineer as set out in Clause 6.0 hereof.
- n) Any other acts or omissions by the Transport Supplier or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.
- o) Non-availability of equipment/vehicle(s)/crew when the Company's operations are normal;
- p) Non-availability of services due to unauthorised/lightening strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.

1.14(B) In case of default not leading to shutdown, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s)/equipment shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

1.15 "FIXED CHARGE PER MONTH" means fixed charge mentioned under of Part-II(SOQ) hereof which will be inclusive of depreciation, parking fee if applicable, all applicable taxes & duties (but excluding Service Tax) as applicable, insurances, wages and other emoluments of Driver(s) /Helper(s) and other operation staff/crew inclusive of relief Driver(s) / Helper(s) / and other operating staff/crew, which the Transport Supplier will have to engage and provide at all times essentially for the continuous operation of the service envisaged under this Agreement. The Transport Supplier shall have to ensure full compliance with Motor Vehicles Act 1988 and Motor Transport Workers Act 1961 and the Rules framed there under all other applicable statutory acts as may be in force from time to time governing the

**PART-I-GCC**

engagement of staff, their conditions of service which must include minimum wages as per the aforesaid Acts, Statutory/weekly offs, holiday, overtime, annual leave, uniforms etc. No other separate charges on such accounts will be payable by the Company at any point of time during the tenure of the Contract and same, if any, shall have to be borne entirely by the Transport Supplier. The Fixed Charges payable under this Agreement shall be deemed to be inclusive of all payments to be borne by the Transport Supplier on all such accounts. Any increase in the wages of the crew or any further benefits and perquisites accruing or arising to the crew subsequent to the date of this agreement due to revision in the minimum wages as applicable shall be borne solely by the contractor and deemed to be included in the fixed charge per month. Fixed charge also includes the cost of consumables and fuel as may be required for stipulated normal hours of duty at a stationary place when there is no km run.

1.16 "HOLIDAY" means the National Holiday defined under the Motor Transport Workers Act, 1961 as may be in force from time to time, which the Transport Supplier would be required to give to his/her Crew as per the aforesaid Act.

1.17 "NORMAL HOURS/TIMINGS OF DUTY" means the duty hours, which may be stipulated or instructed by the Company's Engineer.

1.18 "HANDIMEN/HELPER/JUGALEE" means such crew engaged by the Transport Supplier and provided with the vehicle/equipment, cost whereof is included in the Fixed Charge per month.

1.19 "INSPECTION" means initial/periodic inspection carried out by the Company's Engineer to ascertain road worthiness of the vehicle(s)/equipment along with necessary Permits, Insurance etc. for the vehicle(s)/equipment as well as all the Crew engaged against this contract. The Company's decision in this regard shall be final.

1.20 "INSURANCE" means comprehensive insurance of the vehicle(s)/equipment and shall include insurance of the crew.

1.21 "LICENCE AND PERMITS" means any and all of the following which must be valid and updated periodically by the Transport Supplier to the satisfaction of the Company:-

- a) Professional driving license(s) and P.S.V. badge(s) for the driver(s)/Operator(s);
- b) Registration Book(s) with endorsement of Road Tax;
- c) Permits for plying the vehicle(s)/equipment for commercial purpose as may be required;
- d) Road permits;
- e) Fitness certificate
- f) Inner line permit(s) for Arunachal Pradesh.;
- g) Comprehensive insurance certificate(s) both for vehicle(s)/equipment as well as Crew;

Bidder/Contractor

Company

h) Any other as required under law in force;

i) Pollution under control certificate

1.22(a) "LIQUIDATED DAMAGES" means pro-rata fixed charge per hour rate payable by the Transport Supplier in case of Default as mentioned in Para 1.14(A) sub clause (b) to (n) which shall be levied for the shutdown period on the basis of 0.5(Zero Point Five) times the rate subject to maximum of 12(Twelve) hours in a month arrived at on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per clause No.1.27 will only be applicable.

1.22(b) "SPECIAL LIQUIDATED DAMAGES" means the amount payable by the Transport Supplier in case of default as mentioned in para 1.14 (A) sub clause (o) & (p) which shall be levied at the rate of twice the prorata fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.

1.23 "LEAVE" means Annual Leave to be granted to the Crew who is employees of the Transport Supplier as per the stipulations of The Motor Transport Workers Act, 1961 as may be in force from time to time.

1.24 "MONTHLY KILOMETREAGE STATEMENT CUM BILL" means the format specified by the Company.

1.25 "HELPER/MAZDOOR" means an unskilled labourer employed by the Transport Supplier who may be engaged as per the requirements of the Company from time to time along with vehicle/equipment, in respect of whom payment shall be made as per the rates of Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time in force under the MTV Act from time to time.

1.26(a) "PRO-RATA FIXED CHARGE PER DAY" means the Fixed Charge per month as per Item- 10 of Part-II(SOQ), divided by 30(Thirty) days.

1.26(b) "PRO-RATA FIXED CHARGE PER HOUR" means the amount accrued at per Clause 1.26(a) divided by 24 (Twenty Four) hours.

1.27 "PENALTY" means the amount payable by the Transport Supplier in the event of breach of contract as stated in clause 1.14 which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.

1.28 "REGISTRATION" means the vehicle(s)/equipment having registration in the name of the Supplier(s)/Firm with the R.T.O. /D.T.O. having jurisdiction in the area of operations of the Company.

**PART-I-GCC**

1.29 "RUNNING CHARGE PER KILOMETER" means the rates stipulated in Item-20 of Part II(SOQ) hereof and shall be deemed to include all the expenditures of the Transport Supplier viz., cost of fuel, tyre / tube, battery & consumables like lubricants etc. and other maintenance expenditures including accessories involved towards movement of the vehicle(s)/equipment.

1.30 "STIPULATED HOURS OF SERVICE PER DAY" means hours of duty per day, normal hours/timings of duty whereof shall be determined by the Company's Engineer for which fixed charge shall be payable.

1.31 "STATUTORY ACTS" means all the State and Central Government statutes and regulations effecting the operation of the services under this Agreement as may be in force from time to time and shall particularly include but not be limited to the following;

- a) The Motor Vehicle Act, 1988,
- b) The Motor Transport Worker's Act, 1961,
- c) The Contract Labour (Regulations & Abolition) Act, 1970,
- d) The Minimum Wages Act, 1948,
- e) The Employees Provident Fund & Miscellaneous Act, 1952,
- f) The Oil Mines Act, 1972 and Oil Mines Regulation, 1984,
- g) The Workmen Compensation Act, 1923 &
- h) Industrial Disputes Act, 1947
- i) Industrial Employment (Standing Order Act, 1946)
- j) Inter-state Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
- k) Payment of Wages Act, 1936.
- l) Any other Act as applicable from time to time.

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

1.32(a) "SHUT DOWN" means disruption/non-availability of the Transport Service due to any of the defaults in Clause 1.14(A).

1.32(b) "SHUT DOWN" shall also mean the non-availability of the Transport service due to an accident.

**PART-I-GCC**

1.33 "STAND BY" means any of the following "-

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

i) For maintenance up to 48(Forty Eight) hours per month, counted from the beginning of the month, the Company shall pay the fixed charge on certification from the Head of the User Department that the shut down was due to maintenance of the vehicle(s)/equipment. This facility will be limited to maximum of 4(Four) instances in calendar month. Any excess shut down over 48 hours for maintenance shall be treated as default and Clause No.1.22 shall be applicable. Accumulation may be allowed up to a maximum of 4(Four) days i.e., 96(Ninety Six) hrs in a space of 3(Three) months which the Transport supplier will notify in writing at least 5(Five) days in advance. In case it is not availed in a space of 3(Three) months the facility will stand lapsed for that period. Shut down due to minor breakdown of the vehicle(s)/equipment (i.e., punctured tyre, minor mechanical adjustment etc.) involving downtime up to a maximum of 1(One) hour shall not be included in the 48 (Forty Eight) hours time or counted towards shutdown which shall be allowed not more than 3(Three) instances in a calendar month.

ii) Re-fuelling time for the vehicle(s)/equipment stationed at Duliajan which shall not be more than 30(Thirty) minutes and not involving more than 5(Five) km at any instance subject to a maximum of 8(eight) re-fuelling in a calendar month. For vehicle(s)/equipment stationed at other base station the time and kms will be determined by the Company's Engineer considering the distance from the nearest petrol pump and subject to the maximum of 8(Eight) re-fuelling in a calendar month. In exceptional cases where running of the vehicle(s)/equipment is/are more than 3500(Three Thousand Five Hundred) Km/month, the Head of the user department will determine the additional no. of re-fuelling required. This Kilometer and time will not be charged to the Transport Supplier.

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

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

Service Tax, if applicable, shall be to the Company's account. However, Service Tax portion payable directly by the Service Provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.

Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall entirely rest upon the Contractor.

1.35(b) Taxes and duties shall also mean deduction of Tax at source from the payments made to the Transport Supplier towards operation of the services envisaged under this Agreement at the rates as may

Bidder/Contractor

Company

**PART-I-GCC**

be in force from time to time under the Income Tax Act, 1961 or any other Act where requires deduction of tax at source which may be in force from time to time.

1.36 Substantial control of the Vehicle/Equipment hired against this tender / contract will rest with the contractors.

**2.0 DESCRIPTION OF WORK: -**

2.1 All work performed by the Transport Supplier shall be continuous, on day to day basis as set down in Schedule of Service, Units and Rates described in Part-II (SOQ) hereof which Part-II (SOQ) forms and constitutes part and parcel of this Agreement, read in conjunction with the particular specification and instruction contained in Part-III (SCC) hereof which Part-III (SCC) also forms and constitutes a part and parcel of this Service Agreement. All the 3(Three) Parts of this service agreement will be read and construed together with the related Annexure.

2.2 Transport Supplier shall provide the transport service with vehicle(s)/equipment as determined in Part-II(SOQ) hereof and shall be responsible for all actions necessary for day to day running and maintaining the services on a continuous basis in an efficient and adequate manner. The Transport Supplier shall be responsible for timely payment of all applicable taxes, fees, insurances for smoothly operating the services envisaged under this agreement including all capital investments and operating expenses as may be necessary and incidental in relation thereto.

2.3 The rates agreed/accepted by the Transport Supplier as set-out in Part-II(SOQ) hereof are inclusive of all expenses mentioned hereof and such other similar charges as may be required including payment to his/her operator(s), Driver(s), Crew and other staff as per the provisions of the Motor Vehicles Act, 1988 and other Statutory Acts. The rates stipulated in Part-II (SOQ) hereof shall be firm and final and no escalation whatsoever except as may be stipulated otherwise shall be admissible on any account.

2.4 The Transport Supplier shall supply and maintain the services of the vehicle EVERY DAY with Operators, Driver(s), Attendant(s), Helper(s) / Jugalees/Mazdoor(s) (wherever applicable) as may be required by the Company.

2.5 The Transport Supplier shall hereby undertake to pay to his/her Crew/Staff reasonable/fair wages which are not less than the wages payable under the Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time during the Currency of this Agreement. He further undertakes to pay all his/her operating staff working under this Agreement the due wages in time including any arrears of wages which may arise due to amendments in future to the above mentioned Act.

3.0 MANNER OF CONDUCTING WORK: The Transport Supplier shall carry out all operations hereunder with due diligence, in a safe and workmen like manner and in accordance with the accepted practice and safety rules of the Company in the area of its operations.

**PART-I-GCC**

**4.0 OBLIGATIONS OF THE TRANSPORT SUPPLIER:**

4.1 The Transport Supplier shall observe and abide by all the Statutory Acts and shall be primarily and solely responsible for observance of the rules and regulations stipulated hereunder.

4.2 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of vehicle(s)/equipment or operations of the services envisaged under this agreement including liability under the Statutory Act or any other liability as may arise due to operation of this agreement and the Company shall not be held liable or responsible for any such claim in any manner whatsoever. The Statutory requirements and obligations to be performed under the Statutory Acts affecting the operations of the services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility. Be it stated particularly that the Transport Supplier hereby undertakes to fully implement entirely at his/her own cost all the provisions of the Motor Transport Workers Act, 1961 and other Statutory Acts as may be in force from time to time and the rules framed there under as may be applicable to the operation of the service envisaged under this agreement in the area of operations of the Company.

4.3 The Company shall not be liable for any dues, statutory or otherwise claimed by the employees/workmen employed by the Transport Supplier for the services rendered under this agreement and all such claims, statutory or otherwise or operation of any settlement or award in favour of the employees/workmen employed by the Transport Supplier will be solely against the Transport Supplier and not against the Company. Be it expressly stated that any demands whether present or future by the employees deployed by the Transport Supplier against the services envisaged under this agreement shall have to be settled and satisfied by the Transport Supplier solely and in the event of any loss or inconvenience or disruption that may result because of any non-settlement of such demands which may lead to a disruption of service envisaged under this Agreement shall also be deemed as a default.

4.4 The Company shall neither entertain any demands from the employees of the Transport Supplier nor deal directly or indirectly with any recognised or un-recognised unions of such employees. Be it expressly stated that it shall be primarily and solely the responsibility of the Transport Supplier to deal, interact and settle any demands or disputes of his/her employees individually or through any unions or otherwise and the Company shall not mediate in this matter at all.

4.5 Any unsettled disputes between the Transport Supplier and his/her employees leading to a legal or illegal strike by them would have to be settled by the Transport Supplier expeditiously. In the event of such a strike, whether legal or illegal, the vehicle(s)/equipment shall be treated as shut down. Any failure on the part of the Transport Supplier to settle the disputes expeditiously or with reasonable dispatch which results in interruption of the services envisaged under this Agreement would be considered as a default under this agreement and the agreement would be terminated at the discretion of the Company. The Transport Supplier shall, however, be given reasonable opportunity by the Company to explain that the cause of the dispute was not due to delay on his/her part or due to failure to implement the statutory obligations under the Statutory Acts as stipulated hereof. In the event if it is proved that the Transport

**PART-I-GCC**

Supplier was in default as mentioned here above, the Company shall have the option to terminate the Agreement forthwith and the Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

4.6 The Transport Supplier shall ensure that the vehicle(s)/equipment deployed under this service agreement do not cause any damage to the Company's properties. In the event of any such damages, the cost of repair in respect thereof as determined by the Company's Engineer shall be deducted from the Transport Suppliers outstanding bills. The Company's decision in this regard shall be final and binding.

4.7 Any normal hours/timings of duty will be decided by the Company's Engineer and shall be binding on the Transport Supplier. The normal hours of duty/timings may be changed from time to time at the discretion of the Company and the Transport Supplier shall be obliged to accept such changes.

4.8(a) The Transport Supplier will park the vehicle(s)/equipment at his/their own parking yard or at Company's yard as directed by the Company's Engineer at the end of the day's work. The Transport Supplier found violating, this will be liable for breach of Contract.

4.8(b) The Transport Supplier may be asked by Company's engineer to make his/their own arrangement for parking the vehicle/equipment within 5(five) km. from the Industrial Gate of the base station on round the clock basis with ready availability of the services of the crew in such a manner that the vehicle(s)/equipment can be deployed for any specified duties immediately on receipt of the instructions from the Company's Engineer.

4.9 The Transport Supplier must place the vehicle(s)/equipment for duties in time on any particular day as per the instructions of the Company's Engineer. In the event of failure to adhere to the foregoing or in the event of unauthorised release of vehicle(s)/equipment before completion of the normal duty hours, the vehicle(s)/equipment shall be treated as shut down and will attract the liquidated damages for each such failure.

4.10 The vehicle/equipment should be supplied with the services of Operator / Drivers / Handymen / Helpers / Supervisor /Attendant on duty hours basis, cost in respect thereof is included in that fixed charge per month as per clause No.1.15.

4.11 The Transport Supplier shall keep the vehicle(s)/equipment roadworthy throughout the contract period by complying with the statutory requirement, failing which the vehicle(s) will be treated as shut down.

4.12 The Transport Supplier should ensure that the Driver(s)/Helpers/Jugalees/Mazdoors (as applicable) are available every day, i.e. on Holidays, Sundays, off days or during leave of the Regular drivers/crew as per the requirements of the Company's Engineer. In the event of failure to do so would tantamount to a default and the vehicle(s)/equipment shall be treated as shut down, in which case the liquidated damages shall be deducted from the Transport Supplier.

**PART-I-GCC**

4.13 The Transport Supplier must maintain a register incorporating particulars with the name(s) of the Operator / driver(s) / handymen / Attendant(s) / Crew engaged by the Transport Supplier and the aforesaid be required to sign the register maintained for this purpose, for monitoring their daily attendance, off days; holidays and leave roster etc. This will ensure proper roster of the crew in respect of compliance with the various Statutory Acts. This register must be available for inspection by the appropriate authorities as and when required. The Transport Supplier will be required to submit a certificate to the Company every month along with the Monthly Statement-Cum Bill in the specified format to the effect that all statutory requirements effecting the operations of the service under this agreement under various Statutory Acts have been complied with.

4.14 The Transport Supplier shall undertake only journeys authorised by the Company's Engineer. Any unauthorised journeys shall be treated as breach of Contract and shall attract penalty for each such occurrence without prejudice to the Company's right to terminate the agreement without any compensation to the Transport Supplier on any account whatsoever.

4.15 The Transport Supplier would be required to submit the statement of payments made to his/her crew employed on the Service envisaged under this agreement as and when required by the appropriate authorities.

4.16 The Transport Supplier shall indemnify the Company against any claims by the driver(s)/crew on account of payment of wages, bonus, perquisites etc.

4.17 The Transport Supplier shall operate the service envisaged under this Agreement in an efficient, workmen like manner as per the instructions of the Company's Engineer. The Transport Supplier shall abide by the Company's Engineer instructions always and ensure continuous uninterrupted service on day-to-day basis.

**5.0 PARTICULARS, SPECIFICATIONS AND INSTRUCTION TO THE TRANSPORT SUPPLIER:-**

5.1 The Transport Supplier shall instruct his/her crew suitably to ensure that while driving speed limits as enforced are necessarily observed. Any breach of law due to violation of the speed limits shall have to be redressed by the Transport Supplier entirely at his/her own cost.

5.2 The vehicle(s)/equipment described/set out in Part-II hereof must be equipped with all standard fittings, instruments etc., and shall be at all times fully conform with all provisions of the Motor Vehicles Acts, 1988.

5.3 The vehicle(s)/equipment must all times be comprehensively insured against all risks.

5.4 The Operators / Driver(s) must possess valid and relevant permits and professional licenses.

**PART-I-GCC**

5.5 The vehicle(s)/equipment must be registered with the appropriate Govt. authority and periodic requirements of fitness, test, must be complied with the evidences produced to the Company's Engineer in this regard as and when required by him.

5.6 The vehicle(s)/equipment must at all times be licensed by the appropriate Govt. authority having jurisdiction in the operating areas of the Company to ply on commercial basis and to carry passengers including crew and goods as applicable and within the designed load capacity.

5.7 The Transport Supplier must ensure timely renewals of all licenses and permits within the due dates.

5.8 The Transport Supplier shall provide at his/her own cost the accommodation/housing for his/her employees, sheds for repairing and servicing of vehicle(s)/equipment, land/garages for parking of the vehicle(s)/equipment (wherever applicable) in and around the base station.

5.9 During the course of the day-to-day operations, the vehicle(s)/equipment may be required to ford or ferried through various rivers. The Transport Supplier will not object to such crossing and shall not be entitled to any additional charges.

5.10 The vehicle(s)/equipment must be maintained in first class road worthy condition along with uniform standards of safety and comfort to passengers as initially provided for at the time of acceptance of the vehicle(s) on the date of placement.

5.11(a) Hour meter, Speedometer and kilometreage gauge must be maintained at a high standard of accuracy. Any defects noticed by the Company's Engineer at the initial and subsequent periodical inspection must be rectified forthwith by the Transport Supplier at his/her own cost. Until such rectification, the readings of the instrument will be subject to such correction factor as may be determined by the Company's Engineer. The Company's decision in this regard shall be final and binding on the Transport Supplier.

5.11(b) Monthly payments shall accordingly be regulated according to the corrected readings.

5.12 All employees of the Transport Supplier who are deployed under this service agreement must observe the security and safety rules of the Company when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from security considerations must be replaced by the Transport Supplier.

5.13 All vehicles / equipment must carry special nameplates or marking for the purpose of identification as directed by the Company's Engineer. Wherever required, all vehicles must also be provided with the towing hook. All expenses on account of the foregoing shall be borne by the Transport Supplier entirely on his/her own cost.

5.14 The Transport Supplier shall not refuse the vehicle(s)/equipment to be driven by the Company's operator / driver(s) / officer(s) in case of emergency when Transport Supplier's operator / driver(s) is/are not available for any reason.

**PART-I-GCC**

5.15 The Transport Supplier shall not refuse parking of any vehicle at such places as may be directed by the Company's Engineer.

5.16 "OIL INDIA LIMITED" must be painted prominently in the wind glass frame and number plate of all vehicles.

5.17 The Transport Supplier shall furnish together with related power of attorney the names and specimen signature(s) of the authorised representative(s) who will be overall in charge of the Transport Supplier's organisation to carry out its obligations including preparation of bills, receipts of cheques etc.

5.18 The Transport Supplier's representative(s) shall report every day to the Transport Office of the Company for receiving instruction for duties of equipment / vehicle allotted for the day-to day operations.

5.19 The Transport Supplier must furnish to the Company upon initial placement of the equipment / vehicle(s), the name(s) of the Operators, Supervisor(s), Driver(s), Handymen, Helper(s), crew as may be applicable together with particulars of their driving license(s) etc. In case any changes are made in the crew deployed under this agreement at any time during the tenure of this contract, the Transport Supplier must notify the Company in writing and furnish similar particulars as required hereof in respect of the replacement(s).

**6.0 RIGHTS OF COMPANY'S ENGINEER:-**

6.1 The Company's Engineer shall upon initial placement of equipment / vehicle(s) check all the relevant documentation and duly inspect/test the same before accepting it for the services under this agreement. Such inspection/test shall be carried out entirely at the Transport Suppliers' risk and cost. Any equipment / vehicle found deficient or defective in any manner will not be acceptable till such deficiency is completely rectified to the satisfaction of the Company's Engineer.

6.2 The Company's Engineer shall arrange for allocation of the equipment / vehicle(s) duty to the various departments if so desired.

6.3 Upon deployment of the equipment / vehicle(s) to a specified department if required, the transport service shall have to be provided by the Transport Supplier to the satisfaction of the Company's Engineer.

6.4 The Company's Engineer shall have power amongst others as follows:-

- a) Fix the normal duty hours/timings of the Transport Supplier and regularly monitor the same;
- b) Instruct the Transport Supplier from time to time for such further inspection as may be necessary for the proper and adequate supply of services and for keeping such records as are deemed necessary.
- c) Instruct the Transport Supplier to replace by more suitable hands any of his/her crew engaged for running/operating the equipment / vehicle(s) or for general management of the service. When such person is found unsuitable for the purpose of rendering efficient service to the Company under this agreement. Be it expressly stated that the Company shall not be responsible or liable in the event of any action by the

Bidder/Contractor

Company

**PART-I-GCC**

Transport Supplier against his/her employees or workmen in any manner whatsoever arising out of their removal or replacement.

- d) Instruct the Transport Supplier to remedy breach of contract and levy any penalty in relation thereto.
- e) Refuse the services of any equipment / vehicle(s) found in deteriorated conditions and orders the Transport Supplier to rectify the defects or arrange for replacement till such default is remedied.
- f) Instruct the Transport Supplier to park the equipment / vehicle(s) at a specified place within the Company's premises or at the Transport Supplier's works.
- g) Instruct the Transport Supplier to utilise the services beyond the stipulated hours of service.
- h) Instruct the Transport Supplier to undertake authorised journeys to specified destination(s) and carry the authorised passengers or goods as the case may be.
- i) Instruct the Transport Supplier to go out of station for overnight halt(s).
- j) Undertake periodic inspection of the equipment / vehicle(s) as per programmed as may be decided by him/her. Such inspection shall be carried out in the presence of the Transport Supplier or in presence of his / her authorised representative. Such inspection/ test carried out by the Company shall be at the Transport Supplier's cost and risk.
- k) Instruct the Transport Supplier to remedy/rectify expeditiously and defects revealed upon periodic inspection/test carried out by the Company. Such rectification shall be at the Transport Supplier's cost entirely.
- l) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which the defects as aforesaid which have been detected upon inspection/test periodically by the Company which have remained unrectified.
- m) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which defects have been found upon periodic inspection from the service under this agreement till such time as the same are rectified.
- n) Check the hour meter, speedometer and kilometer readings and notify any defects and determine any correction factor on the statement-cum-bill in case the readings are found to be defective.
- o) Instruct the Transport Supplier to furnish the names of all operator, driver(s) and crew with full particulars at the time of commencement of the service or on any occasion when such operator / driver(s)/crew are required to be replaced for any reason.
- p) The Company's Engineer shall clearly indicate the total shut down hours in a month due to maintenance of the equipment / vehicle(s) and/or default with reason in the monthly statement which will be treated as final for determining liquidated damages or penalty, if any.

Bidder/Contractor

Company

**PART-I-GCC**

6.5 The Transport Supplier would at all times obey the instructions of the Company's Engineer and ensure compliance of the above mentioned orders and instructions.

**7.0 SECURITY DEPOSIT:**

7.1 The transport supplier shall upon acceptance of the tender, pay to the Company within two weeks of issue of Letter of Award (LOA) a Security Deposit amounting to **2.5% of contract value**(for Hiring the services of vehicles & equipments other than Cranes ) by way of DEMAND DRAFT/ BANKER'S CHEQUE/BANK GUARANTEE valid beyond six months of the full tenure of the contract, in favour of OIL INDIA LIMITED, DULIAJAN and payable at Duliajan from any Nationalised Bank as a guarantee against timely placement of all vehicles in an acceptable condition and as a guarantee towards smooth operation of the services envisaged under the agreement. This money shall not bear any interest and will be refunded only upon successful completion of the tenure of the contract (including any extension being granted) after deduction/recovery, if any. Failure to provide the aforesaid security amount would render the party liable for rejection and in turn forfeiture of Bid Security apart from any other actions the company may take at its sole discretion.

7.2 The Security Deposit shall be forfeited in case of the occurrence of the following events:-

- (a) In case of non placement of equipment/ vehicle(s) as per agreement, in full at the sole discretion of the Company.
- b) In case of any event occurring as envisaged in clause No.8.1 hereof; and/or
- c) In case of any event occurring as envisaged in clause No.9.0 hereof, where the outstanding bills are not adequate to recover the damages to the extent of such shortfall;
- d) In case of premature termination due to default or breach of contract by the Transport Supplier.

7.3 In the event of an occurrence as envisaged in clause No.7.2 (b) & (c), the Transport Supplier will have to furnish additional Security Deposit in the manner prescribed to the extent of amount forfeited. Failure on the part of Transport Supplier to comply with this would render this agreement liable for termination whether partially or fully at the sole discretion of the Company, without prejudice to the right of the Company to take any other action or such default including but not limited to forfeited of the entire security deposit. The Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.

7.4 Provided that in case of delay beyond 3(Three) months from the due date of placement, this agreement shall automatically stand terminated to the extent of the non-performance. This will be without prejudice to the right of the Company to terminate the agreement earlier with 1(One) month's due notice. The Transport Supplier will not be entitled to any damages or compensation whatsoever on account of such termination.

**PART-I-GCC**

8.0 The Transport Supplier shall commence the supply of regular and continuous service by placing the equipment / vehicle(s) as per this agreement on and with effect from the due date of placement. Any delay in placement of equipment / vehicle(s) for whatsoever reasons beyond the stipulated due date of placement will call for forfeiture of Security Deposit as stipulated hereof without prejudice to any other rights of the Company reserved in this Agreement.

8.1 The Transport Supplier shall supply and maintain the services of all the equipment / vehicles in normal service EVERY DAY with drivers and attendant crew (wherever applicable) as required by the Company. In the event of a default leading to a shut down the Transport Supplier shall not be paid the daily pro-rata fixed charge for the day(s) or part thereof and also be liable to pay to the Company liquidated damages. Such damages will be recovered normally from the Transport Supplier's outstanding bills for the specific shut down vehicle(s). However, in case the outstanding bill for such shut down vehicle(s) (kept off road) is not adequate for such recovery, the Company will have the right to recover the damages from the bills of other vehicles under the agreement, if any. This is without prejudice to the Company's right to recover the amount in any other manner as laid out in the law including appropriation of the Security Deposit towards such outstanding.

8.2 In case of default not leading to shut down, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s) shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

8.3(a) In case of accidents and consequent non-availability of equipment / vehicle(s), pro-rata fixed charges will be deducted but the same will not attract liquidated damages if the Transport Supplier notifies in writing to the Company with adequate proof about the accident, copy of FIR (FIRST INFORMATION REPORT) lodged by the Transport Supplier, MVI(Motor Vehicle Inspector) report and copy of garage certificate(in case of damage of vehicles) shall be required as mandatory in addition to other proof to be submitted and accepted by Head-Transport. However, this will not be applicable in case of

(i) Accidents caused by rough/rash driving or because of negligence of the driver engaged

(ii) Where a FIR is lodged by a third party and services of the equipment / vehicle(s) is/are not available for formalities to be observed as per the laws of the land. In such a situation the equipment / vehicle(s) will be treated as shut down and will attract liquidated damages in addition to deduction of pro-rata fixed charges.

8.3(b) In case of accidents or otherwise leading to damage/breakdown of the equipment / vehicle(s) the time required to repair and place back the equipment / vehicle(s) into Company's service shall be decided by the Company's Head-Transport which shall be final and not alterable. On expiry of such allotted time, pending placement of equipment / vehicle(s) liquidated damages will be recovered in addition to the deduction of pro-rata fixed charges.

Bidder/Contractor

Company

**PART-I-GCC**

8.3(c) In case of Bundhs, Rasta Roko, and Strike etc. called by other organisation and if the equipment / vehicle(s) is/are not available for operations due to absence of operator / driver or otherwise the equipment / vehicle(s) will be treated as shut down and pro-rata fixed charge will be deducted. However, if Company feels such shut down could have been avoided liquidated damages will be imposed and shall be recovered from the subsequent bills of the Transport Supplier with proper intimation. It is to be clearly understood that 48(Forty Eight) hours time allotted per month for general maintenance without deduction of pro-rata fixed charge will not be adjusted against such bandh/strike period.

**9.0 TERMINATION:**

In the event of the Transport Supplier's failure to place equipment / vehicles in due time or render proper services as per terms of this Agreement, the Company reserves the right to terminate wholly or partially the Agreement with 30(Thirty) days notice in writing and on the expiry of this notice period, this service Agreement shall stand terminated or modified for the reduced number of equipment / vehicle(s) and Transport Supplier shall not be entitled to any damage or compensation on account of such termination or reduction in number of equipment / vehicle(s) or otherwise from any cause arising whatsoever.

9.1 The Company may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Transport Supplier to terminate this Agreement in whole or in part if the Transport Supplier fails to perform any of his/her obligations under this agreement or if the Transport Supplier does not cure his/her failure immediately upon receipt of notice from the Company or during any such time as the Company may authorise in writing after receipt of default notice from the Company.

9.2 In the event of Company terminates the contract in whole or in part pursuant to clause No.9.1, the Company may procure, upon such terms and in such manner as may deem appropriate similar services shall be liable for any excess costs incurred by the Company in this regard. However, the Transport Supplier shall continue performance of the Contract to the extent not terminated.

9.3 The Company may at any time terminate the contract giving a written notice to the Transport Supplier without compensating him, if the Transport Supplier becomes bankrupt or otherwise insolvent, provided such termination will not prejudice or effect any right of action or remedy which occurred or will occur thereafter to the Company.

9.4 The Company may send written notice to the Transport Supplier, terminate the agreement, in whole or in part at any time for its convenience. The notice of termination shall specify that the termination is for Company's convenience, the extent to which performance of service under this agreement is terminated and the date which such termination becomes effective, which will be at least 45(Forty Five) days after the date of the notice of termination. If the Company exercises this right, it shall pay the Transport Supplier in accordance with the provisions of this agreement for the services satisfactorily rendered up to the date of termination. The Transport Supplier will not be entitled to any damages or compensation on account of such termination.

9.5 This Agreement shall stand partially or fully terminated in case of default due to delay in placement of vehicle beyond 3(Three) months from the due date of placement stipulated hereof and the Transport Bidder/Contractor

Company

**PART-I-GCC**

Supplier shall be debarred at the discretion of the Company from quoting against any future contract for a period not exceeding 2(Two) years for such default. Such termination will be without prejudice to the Company to forfeit the Security Deposit also.

10.0(a) The Company will make monthly payment subject to adjustment / deduction as necessary for the services rendered in each calendar month and will endeavor to pay before expiry of 30 (Thirty) days from the date of submission of monthly statement-cum-bill for the month for every equipment / vehicle on the basis of accepted rates calculation as mentioned in Part-II (SOQ) of this Service Agreement. The above period shall be counted from day when all statements in respect of all equipment / vehicles to be deployed under this Agreement are received by the Company.

10.0(b) At the end of the month, the Transport Supplier will have to submit the monthly statement-cum-bill in triplicate. Along with the monthly statement-cum-bill, the Transport Supplier will also submit to the user department a certificate every month confirming compliance with the statutory requirement and in absence of the said certificate, bill will not be processed for payment and any delay arising out of the same shall be attributable to the Transport Supplier.

10.0(c) Monthly statement / bills submitted by the Transport Supplier will be cross checked by the Company with the records maintained by the Company. Wherever discrepancies are found the Company would have right to make necessary corrections in the statement/bill submitted by the Transport Supplier before certifying/countersigning the same for processing payment.

10.0(d) A daily logbook will be maintained in triplicate. The Transport Supplier's representative or his/her operator / driver should collect the original and a copy of the daily logbook has to be submitted with statement-cum-bill for claiming payment.

**STATUTORY OBLIGATIONS OF TRANSPORT SUPPLIER:**

11.0 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of the equipment / vehicles or operation of the services envisaged under this Agreement including liability under the Motor Vehicles Act, Payment of Bonus Act, Workmen's Compensation Act, Payment of Wages Act or any other statutory liabilities as may be in force from time to time and whatsoever. The Statutory requirements and obligations to be performed under the above Acts or any other enactment affecting the operation of services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility.

12.0 FORCE MAJEURE: means except or otherwise specified in the event of either party being rendered unable by force majeure to perform any obligations required to be performed by them under this Agreement, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The terms "Force Majeure" as employed herein shall include Acts of God, War, Revolt, Riots, Fire, Flood, illegal & unlawful Strikes, Bundhs, Sabotage, failure or destruction of roads, culverts or bridges over or on which Transport Supplier's equipment / vehicle(s) is/are or are to travel. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby shall notify the other Bidder/Contractor

Company

**PART-I-GCC**

party in writing within 48(Forty Eight) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of his/her claim. The Force Majeure (Exemption) clause of International Chamber of Commerce (ICC Publication No. 421) will be applicable under this contract.

**13.0 ARBITRATION AND CONCILIATION:**

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

**14.0 LIABILITY & INDEMNITY:**

14.1 Except as otherwise expressly provided, neither the Company or its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss or damage to the equipment / vehicle(s) or loss or damage to the property of the Transport Supplier or his/her contractors, sub-contractors, irrespective of how such loss is caused and even if caused by the negligence of the Company and/or his/her servants, agents, nominees, assignees unless caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.2 Neither the Company nor its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever from injury to, illness, or death of any employee of the Transport Supplier irrespective how such injury, illness or death is caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.

14.3 Except as otherwise, expressly provided, neither the Transport Supplier nor his/her servants, agents, nominees, contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss of or damage to the equipment and/or loss to the property of the Company irrespective of how such loss or damage is caused unless caused by willful or gross negligence of the Transport Supplier or his/her servants, agents, nominees, assignees, contractors and sub-contractors. The Company shall protect, defend, indemnify and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.4 Neither the Transport Supplier nor his/her servants, agents, nominees, assignees, contractors, sub-contractors shall have any liability or responsibility to whomsoever for injury to, illness, or death to any employee of the Company, irrespective of how such injury, illness or death is caused unless caused by willful or by gross negligence by or his/her servants, agents, nominees, assignees, contractors or sub-contractors and assignees and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

**PART-I-GCC**

**14.5 INDEMNITY AGREEMENT:**

14.6 The Transport Supplier agrees to protect, defend, indemnify and hold the Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, costs, liens and judgment of every kind and character, without limit, which may arise in favour of the Transport Supplier'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 / services contemplated hereby, regardless of whether or not the said claims, demands or causes of action arise out of negligence or otherwise, in whole or in part, or other faults.

14.7 The Company agrees to protect, defend, indemnify and hold the Transport Supplier harmless from and against all claims, suit, demands, and causes of action, liabilities, expenses, costs, liens and judgment of sever kind and character, without limit. Which may arise in favour of the Company's agents, contractors and sub-contractors or their employees on account of bodily injury, death or damage to personnel/property as a result of the operations contemplated hereby regardless of whether or not the said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part, or other faults.

14.8 INDEMNITY APPLICATION: The indemnities given herein above, whether given by the Company or the Transport Supplier 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.

14.9 INSURANCE:- The Transport Supplier shall arrange comprehensive insurance to cover all risks in respect of their personnel, materials equipment and vehicle(s) belonging to the Transport Supplier or his/her contractors or sub-contractors during the currency of the agreement and shall provide certificates of such insurance.

**15.0 TAXES & LEVIES:**

15.1 Corporate taxes and other duties including Income-Tax arising out of this agreement shall be borne by the Transport Supplier as per the laws that may be in force from time to time.

15.2 Company shall withhold Income tax as per rates, which may be in force from time to time as may be applicable to the operational services under this agreement.

**16.0 ASSIGNMENT:**

16.1 The Transport Supplier shall not assign his/her rights, duties and obligations arising under this agreement and sublet to any third person or party except in respect of payments to be received by Transport Suppliers, if acceptable to the Company.

**17.0 SUB-CONTRACT:**

17.1 The Transport Supplier shall not sub-contract all or any part of the work envisaged under this Agreement.

**PART-I-GCC**

**18.0 STATUTORY OBLIGATIONS:**

18.1 The Transport Supplier shall bear all other expenditure, which may be deemed necessary or required towards fulfillment of his/her obligations under the Statutory Acts during the tenure of this service agreement.

**19.0 SET OFF CLAUSE:-**

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

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

21.0 LIQUIDATED DAMAGES FOR DELAY IN PLACEMENT/ MOBILISATION OF EQUIPMENTS/ VEHICLES AND/OR COMPLETION OF WORKS AND SERVICES: Liquidated Damages will be applicable @0.5% of the first year contract value per week or part thereof, for delay in placement of vehicle(s)/ equipments(s) for Company's services/ Contract mobilization/completion date subject to a maximum ceiling of 7.5% of estimated total contract value.

IN WITNESS whereof the parties hereinto set there hands and seals the day and year first above written.

SIGNED & DELIVERED FOR AND ON BEHALF OF

\_\_\_\_\_  
(Signature of Contractor or his/her/their legal Attorney)

\_\_\_\_\_  
BY THE HAND OF HIS/ HER/ THEIR  
PARTNER/ LEGAL ATTORNEY.

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

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

**PART-I-GCC**

And in presence of

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

\_\_\_\_\_  
(Name of Witness)

Date\_\_\_\_\_

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

Address:-

SIGNED & DELIVERED FOR AND ON  
BEHALF OF OIL INDIA LIMITED.

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

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

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

**SOQ (PART-II)****1.1 SCHEDULE OF SERVICES:-**

Hiring of Transport services of readily available TATA LPT 1613/48 697 TCIC Euro-II, TATA SK 1613 TC/32, E-II or equivalent model of trucks with all standard fittings, manufactured not earlier than 01.01.2008 to be stationed at OIL's operational areas in Assam and Arunachal Pradesh for a period of 3(three) years extendable by another 1(one) year, if required, with applicable rates, terms and conditions at sole discretion by the company.

2. Vintage of Equipment / Vehicle(s) : TATA LPT 1613/48 697 TCIC Euro-II, TATA SK 1613 TC/32, E-II or equivalent model truck with all standard fittings, manufactured not earlier than 01.01.2008.

3. Tenure of Agreement : 03 (Three) years from the date of placement of the Vehicle into OIL's services and extendable by another 01 (one) year (if required) at the sole discretion of the company.

4. Area of operations : Assam and Arunachal Pradesh.

5. Bid Opening Date : **31.03.2015** , 1:00 P.M. (IST)

6. Tendered Cost of Fuel per Litre : RS.53.43

7. Rated consumption of fuel : -----

8. Mobilisation Period : 30 days from the date of issuance of LOA.

9. Periodic inspection / test :

a) On initial placement; and

b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.

10. Normal hours/timings of duty / day : As may be stipulated by the Company's Engineer. (Subject to change depending upon the requirement).

**11. SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES:-**

<b>Item No.</b>	<b>Description of Service</b>	<b>Unit in Words</b>	<b>Rate per Unit</b>
10	Fixed charge per month per Vehicle for 24 hours with 01(one)driver & 01(one)helper for 8(eight) hrs. normal duty everyday excluding service tax .	MONTH	<b>Rs. 31,603.00</b>
20	Running charge per KM per Vehicle at HSD price of <b>Rs. 53.43.</b> per litre	KILOMETER	<b>Rs. 19.48</b>
30	Additional Labour Charge per helper per day	MAN DAYS	<b>Rs. 198.00</b>
40	Overtime rate for Driver (beyond 8 hours of normal duty)	HOUR	<b>Rs.21.25</b>
50	Overtime rate for Helper (beyond 8 hours of normal duty)	HOUR	<b>Re. 15.00</b>

Note:- **The above rates include all liabilities including statutory liabilities but excluding Service Tax.** Service Tax, if applicable, shall be to the Company's account. However, Service Tax portion payable directly by the Service Provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.

Bidder/Contractor

Company

**SOQ (PART-II)**

Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall entirely rest upon the Contractor.

12. The above rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement except in respect of the following:-

(a) Variation in the offered running charges will be effective provided fuel (Diesel) price changes plus or minus 5% (Five percent) over the tendered price of fuel. The variation will be calculated @ Rs. 0.295/Km for variation of Rupee 1.00 per litre of fuel price.(including service tax)

(b) Reimbursement, recovery on account of subsequent increase / decrease in road tax / insurance / or any other taxes and duties (including service tax if any) will be allowed subject to satisfactory documentary evidence. For reimbursement / recovery of the above, the basic values of different parameters per month are given below:

- (i) Insurance (Average) = Rs. 833.33
- (ii) Road tax, Fitness ,Pollution = Rs. 1217.54 .

(c) Changes in wages of Driver/Helper(s) due to amendments in applicable minimum wages as notified by Govt. of India.

13. Fixed charge above is inclusive of wages, insurance, cost of uniform for Driver & Helper, Safety etc. and all other liabilities including statutory liabilities but excluding Service Tax. The Fixed charge also includes vehicle for 24 hours with services of driver & 01(one) helper for 8(eight) hours normal duty everyday throughout the month and Driver(s) wages of **Rs. 8,670.00(inclusive of PPE cost) per month** and Helper(s) wages of **Rs. 6240.00(inclusive of PPE cost) per month**. For services of additional helper, company will reimburse at the rate of Rs. 198.00 per helper for 8 hrs. of normal duty everyday. For services of the Vehicle with Driver and Helper(s) beyond 08 hours, overtime of Driver will be reimbursed at the rate of Rs. 21.25 per hour and that of Helper(s) will be reimbursed at the rate of Rs. 15.00 per hour per helper by OIL. **However, in view of ongoing implementation of the New MoS dated 24.01.2014 the above wage/overtime rates are likely to change and revised rates as per New MoS dated 24.01.2014 will be applicable.**

14. The payment of monthly Salary/Wages to the driver/drivers/helper/helpers must be made through A/C payee Cheque. The contractor must also submit a certificate (declaration as per format) duly signed by both the contractor & driver/drivers/helper/helpers along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the Salary/wages to driver/drivers/helper/helpers as mentioned in Para-13 above of SOQ (Part-II) of this agreement / tender document.

15. Bidder(s)/Contractor(s) shall provide PAN number, Service Tax No. from appropriate authority. In case the Bidder does not have Service Tax Registration No., the same must be submitted by the Bidder(s)/Contractor(s) on issuance of LOA.

**SPECIAL CONDITIONS OF CONTRACT (SCC/ PART-III)**

**1.0 The final agreement shall consist of Part I(GCC), Part II(SOQ) and Part III(SCC) and Part-IV(Safety Measures).This Tender Document contains Forwarding Letter ( includes BRC-BEC), Part I(GCC), Part II(SOQ) and Part III(SCC) ,Part-IV(Safety Measures), Check List, Annexure-A (Details of Bidder) , Annexure-B(Format for Court Affidavit), Annexure-C & Format for Bid Security(BG).**

2.0 Primary location of the vehicles as per priority no. shall tentatively be as under:

Priority No.: 1 -Arunachal Pradesh  
Priority No.: 2-5 -Duliajan  
Priority No.: 6 -Digboi/Hapjan Area  
Priority No.: 7-15 -Duliajan  
Priority No.: 16 -Shalmari OCS  
Priority No.: 17-18-Moran  
Priority No.: 19 -Katthaloni OCS  
Priority No.: 20-29-Duliajan  
Priority No.: 30 -Digboi/Hapjan Area  
Priority No.: 31-33-Moran  
Priority No.: 34-52-Duliajan  
Priority No.: 53-58-Waiting List

The validity of the waiting list will be for a period of 1(one) year from the date of holding the lottery.

However, Company reserves the right to place the vehicle at any place of Company's operational areas in Assam and Arunachal Pradesh for which the contractor shall have no objection whatsoever.

3.0 Present immediate requirement of vehicle is 52 (fifty two) nos.

However, depending on Company's requirement more vehicles may be hired in future from the priority list under this tender which shall remain valid for (01)one year from the date of holding the Draw of Lots under this tender.

4.0 Contracts will be awarded on 'ONE PARTY ONE VEHICLE' basis only.

5.0 The offered fixed charge includes vehicle for 24 hrs.and driver & helpers wages for 8(eight) hrs. normal duty everyday.Payments to driver(s) and helper(s) beyond 8hrs. normal duties per hr. will be paid as per applicable Over Time rates.

6.0 The transport supplier agrees and undertakes to carry out the transport service by deployment of 01(one) number readily available truck as specified in this tender document/ agreement bearing registration no. \_\_\_\_\_

\_\_\_\_\_ of vintage \_\_\_\_\_ to be owned and

registered in the name of the transport supplier during the entire duration of the contract including

Bidder/Contractor

Company

extension if any.

**SCC(Part-III)**

7.0 The crew shall always wear proper uniform while attending duties.

8.0 The Truck/s will be used for the requirement of various field operations of OIL INDIA LIMITED(OIL), involving transfer of materials to various sites / installations and perform OIL authorized duty as and when required. To this effect the Truck owners will have to obtain necessary road permit. The truck will be stationed at OIL's operational areas in Assam and Arunachal Pradesh. The driver/drivers of the truck/s must possess professional driving license of HMTV category & must have sufficient experience in that category. All the guide lines issued by State/Regional Transport Authority in respect of the truck/s, drivers/helpers etc. must be adhered / followed while performing the duties.

9.0 The truck body, floor, doors, windows and seats etc. should be of standard construction and should be in sound mechanical condition at the time of inspection of the truck/s as per stipulated specification. The driver's cabin should be comfortable with proper ventilation and windows and must have comfortable bench type seating provision with foam cushioned for minimum 4 persons besides the driver supported by necessary endorsement in the Registration Certificate of the vehicle. Single cabin truck(s) will not be accepted. Separate doors for driver and helpers with easy footsteps must be provided for entry of truck helpers and other passengers into driver's cabin. The truck should be provided with heavy duty wooden rear platform and hinged type dulla on rear and left hand side of the truck, for carrying heavy duty drilling, production and other materials. Punjab type truck body with high cabin height platform will not be acceptable. A heavy duty towing hook suitable for pulling production winches, gen set, compressor etc must be fitted in the rear of the truck. Minimum 01(one) helper will always be attached with the driver of the truck during operation of the vehicle. Contractor shall have to provide additional helper(s) at the rate mentioned in Part II of the agreement as and when required by the Company. The vehicle will be stationed at any place of OIL's operational areas in Assam and Arunachal Pradesh.

10.0 The truck(s) must have full insurance coverage for Crew, truck(s) and the third party comprehensive for the entire contract period, to cover all risks.

11.0 The truck(s) must be complete with all necessary permits etc. from Govt. Authorities of ASSAM and ARUNACHAL PRADESH for carrying Crew and materials etc.

12.0 Contractors will have to station and operate their truck/s at OIL's different operating stations as awarded in the contracts. Contractors getting contracts for Duliagan, Moran, Digboi, Arunachal Pradesh etc. will have to station and operate their truck/s from respective stations.

**13.0 Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F. must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to 12% P.F. Contribution on wage component. Payment shall be made for the days/kilometrage actually logged on Company's duties as per instructions of the Company's Engineer and as reflected in the Daily Log Book.**

Bidder/Contractor

Company

**SCC(Part-III)**

14.0 For the days or part thereof when the services envisaged under this agreement are disrupted due to default/shut down etc. clause nos. 1.27 and 1.32 of Part I of the agreement will be applicable.

15.0 In case of any situation not provided under this Agreement, the Company's Engineer or any other person authorised on his/her behalf by the Company, shall have the right to decide upon any further claim on the facts and circumstances, which shall be binding upon the Transport Supplier.

**16.0 TERMS OF PAYMENT:**

16.1 On receipt of the Monthly statement-cum-kilometrage Bill the Company's Engineer shall verify the same with the Daily Log Book and forward the same after making adjustment as may be necessary to the Finance Department of the Company for Payment. The Bill must be accompanied with the following:

- i) Daily Log Book in original for the month.
- ii) Statutory compliance statement per proforma - IV & the declaration as per format regarding payment of wages to driver/drivers/ helper/ helpers.

16.2 The Company shall pay the Transport Supplier during the term of the contract the amounts due from time to time calculated according to the rates of payment set out hereof and in accordance with the other provisions of this agreement.

16.3 Payment of monthly bills, if undisputed, shall be made within 30(Thirty) days following the date of receipt of the same by the Company. The company shall within 30(Thirty) days of receipt of invoice notify the Transport Supplier or any item under dispute, specifying the reasons thereof, in which event, the disputed amount may be withheld till settlement of the dispute, but payment shall be made for the undisputed portion on or before the due date.

17.0 For the purpose of payment for the service rendered the Transport Supplier shall:

(i) Accept as final and daily logbook as per Proforma - I annexed herewith which must be signed on a daily basis by the Company's Engineer. Any deletions and/or over writings on the Daily Log Book must be avoided as far as practicable and if such deletions and over writings are incised, the same must be countersigned by the Company's Engineer, otherwise the Monthly kilometrage Statement-cum-bill shall not be accepted. Proforma-I must be made out in triplicate of which second copy be retained by the Transport Supplier for preparing the monthly kilometrage statement-cum-bill only at the end of each month. The original should be sent to Accounts Department and the first copy be retained by user / Transport department.

(ii) (a) Prepare monthly kilometrage statement-cum-bill as per Proforma-II annexed herewith and submit the same to the Company's Engineer for verification within 10(Ten) days following the last date of the month. The monthly kilometrage statement-cum-bill must be accompanied with a certificate every month furnished by the Transport Supplier as per Proforma - IV annexed herewith towards his/her compliance with the Statutory Acts affecting the operation of this Service Agreement.

(b) The monthly kilometrage statement-cum-bill must include a factual record of based on daily logsheet for services rendered as per instructions of the Company's Engineer, i.e. for Company duty only and should exclude for payment the following:-

Bidder/Contractor

Company

**SCC(Part-III)**

----- Such kilometreage and time as may be involved on standby where kilometreage done for refueling is in excess of 5(Five) kms. Or time taken is more than 30(Thirty) minutes.

----- Such hours/days or part thereof as may be involved on standby per month where time taken for routine servicing and maintenance exceeds 48(Forty Eight) hours (2 days).

----- Such hours/days or part thereof as may be involved in any month when the vehicle(s) was/were shut down due to default or otherwise.

( c) Accept such adjustments on the monthly kilometreage statement-cum-bill as the Company's Engineer may make on account of all or any of the following:-

A) Deductions for defaults/shut downs not shown correctly:

B) Deductions for liquidated damages for shut downs:

C) Deductions for penalties in case of breach of contract:

D) Adjustment of kilometreage and corrections as per Clause 5.11 of Part-I under General Terms and Conditions of Transport Contract.

E) Such other adjustments as the Company's Engineer shall consider necessary as per the requirements of the situation prevailing, the Company's decision in which regard shall be final.

**18.0 The vehicle(s) should be fitted with audio reverse alarm system.**

**18.1 If required, vehicle tracking system will** be installed on the vehicle at Company's cost for which the contractor shall not have any objection.

**19.0 MODE OF PAYMENT:**

19.1 The payment of monthly Salary/ Wages to the driver/drivers/helper/ helpers must be made through A/C payee Cheque. The contractor must also submit a certificate (declaration as per format)duly signed by both the contractor & driver/ drivers/ helpers/ helpers along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the Salary/wages to driver/ drivers/ helper/ helpers as mentioned in Para-13 of SOQ(Part-II) of this agreement/ tender document.

**19.2 The contractor has to ensure payment of applicable minimum wages to his/her crews at all the time as notified by Govt of India and shall disburse through A/C payee cheques only as monthly payment including Over Time(OT),if any.The proof of monthly payment(s) of previous month needs to be submitted as enclosure with the bill for the current month for processing of monthly bill without which the bill for the current month shall not be processed.**

**19.3 The offered rates i.e. wages & O.T. rates shall accordingly be revised/amended suitably from time to time against such revision as notified by Govt. of India.**

[illegible]

**TENDER NO. DCT**  

**B.T. No.**   **OIL INDIA LIMITED** **PROFORMA - II**  
**TENDER NO. DCT**   **(A Govt. of India Enterprise)**

**MONTHLY KILOMETERAGE STATEMENT CUM-BILL FOR HIRED VEHICLE**

Type of Vehicle : ..... Tax Paid upto : .....  
Month : ..... Year : ..... Insurance valid upto : .....  
Agreement No : ..... W.O. No. : ..... Permit valid upto : .....  
Vehicle Regd No. : ..... Fitness valid upto : .....  
Name of user Department : ..... Pollution valid upto : .....  
Daily Duty timing of Driver(s) : .....

Date	Opening K. M.	Closing K. M.	Total K. M.	K.M. run on Company Duty	Private K. M.	Shutdown Details	O.T. (Hrs.) for Driver	O.T. (Hrs.) for Helper(s)	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total									

**SUMMARY OF DUTIES**

1. Total No. of days & hrs. on Company Duty : .....  
2. Total K. M. run on Company Duty : .....  
3. Number of extra helpers : a) ..... Nos. for ..... days  
(In case of Truck etc.) b) ..... Nos. for ..... days  
4. Overtime in hrs a) Driver .....  
b) Helper (in case of Truck etc.) .....

Checked & corrections made wherever necessary . Signature of Contractor  
Signature of HoD of user department ..... Name  
Name ..... Designation ..... Salary Code .....

**ALL THE REQUIRED INFORMATION AS ABOVE TO BE FILLED UP FOR PROCESSING PAYMENT**  
**Note : Correction(s), if any, to be countersigned by HoD.**

91-76-7815  
7116/90/015 dt 19-12-2011. (P.P.)

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

**PROFORMA-IV**

Name of Contractor \_\_\_\_\_  
 Agreement No. \_\_\_\_\_  
 Vehicle Regn.No. \_\_\_\_\_  
 Type of Vehicle \_\_\_\_\_  
 Month \_\_\_\_\_ Year \_\_\_\_\_

This is to certify that all statutory regulations effecting the operations of the above mentioned agreement have been complied with for the services rendered to OIL INDIA LIMITED during the month of \_\_\_\_\_ Year \_\_\_\_\_.

It is also certified that all drivers etc., employed by the undersigned in the operation of hired vehicles contract under agreement No. CCO/TPT/\_\_\_\_\_ have been paid wages and the terms and conditions of their employment have been regulated strictly in accordance to the provisions of the relevant statutes / gazette notifications governed by the same.

Signature of Contractor \_\_\_\_\_  
 Name of the Contractor \_\_\_\_\_

**DECLARATION OF PAYMENT OF WAGES TO DRIVER & HELPERS / ATTENDANTS****ANNEXURE**

Month & Year \_\_\_\_\_  
 Contract No. \_\_\_\_\_  
 Vehicle Registration No. \_\_\_\_\_  
 Name of Contractor \_\_\_\_\_  
 Hiring services of \_\_\_\_\_

It is hereby certified that the applicable wages in full to the crew (driver(s)/Helper(s)) listed below have been paid as per the rate of wages with effect from 01.04.2009 engaged against the above mentioned contract with OIL INDIA LIMITED.

Name of driver/helper / attendant	Payment of the period		Details of Cheque (copy enclosed)	Amount (Rs.)	Signature of driver/helper / attendant
	From	To			

**Note:-** To be enclosed with monthly statement/bill/SES. Additional format to be attached in case more number of driver/helper/attendant.

DATE: \_\_\_\_\_

**NAME & SIGNATURE OF THE CONTRACTOR****PAY-IN SLIP**

Name of Driver / Helper : \_\_\_\_\_  
 Vehicle Regn. No. : \_\_\_\_\_  
 Period of Payment : From \_\_\_\_\_ To \_\_\_\_\_

Sl No.	Details	OT Hours	Rate Per Hour	Amount
1	Wages			
2	Single OT		@Rs. _____	
3	Double OT		@Rs. _____	
			@Rs. _____	
			@Rs. _____	
NET PAY				

Driver/Helper's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Driver/Helper's Mobile No. \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name of Contractor: \_\_\_\_\_  
 Mobile/Contact No.: \_\_\_\_\_

**Part-IV( SAFETY MEASURES)**

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

**SUB: SAFETY MEASURES**

**Description of work/service:** Hiring of Transport services of readily available TATA LPT 1613/48 697 TCIC Euro-II,TATA SK 1613 TC/32,E-II or equivalent model of trucks with all standard fittings, manufactured not earlier than 01.01.2008 to be stationed at OIL's operational areas in Assam and Arunachal Pradesh for a period of 3(three)years extendable by another 1(one) year, if required, with applicable rates, terms and conditions at sole discretion by the company.

Sir,

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

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

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

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

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

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

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

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

Bidder/Contractor

Company

**Part-IV( SAFETY MEASURES)**

e) We confirm that all persons engaged by us would be provided with the necessary Safety Gears at our cost.

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

g) We shall abide by the following HSE (Health, Safety & Environmental) POINTS:

**GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:**

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

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

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

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

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

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

Bidder/Contractor

Company

**Part-IV( SAFETY MEASURES)**

7. All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME & PME.
8. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.
9. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.
10. It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager / Safety Officer / Engineer / Official / Supervisor/Junior Engineer for safe operation.
11. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.
12. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.
13. The contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of OIL.
14. The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.
15. If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.
16. The health check up of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.
17. To arrange daily tool box meeting and regular site safety meetings and maintain records.
18. Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.
19. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

**Part-IV( SAFETY MEASURES)**

20. A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
21. Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.
22. In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/Rules/Regulations.
23. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the contractor to cease work until the non-compliance is corrected.
24. The contractor should prevent the frequent change of his contractual employees as far as practicable.
25. The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.
26. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

(Seal)

Yours Faithfully

Date\_\_\_\_\_

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

FOR & ON BEHALF OF CONTRACTOR

**CHECK LIST****CHECK LIST** (To be filled up by the Bidder and submitted along with the bid)**DETAILS OF TRUCK OFFERED**  
(As per BRC 19.1 of Tender Document)**A. Quantity of truck offered:** (01) ONE**B. Brief Description of the Truck Offered:**

Sl No.	Details/Description of the Offered Truck	
1	Model	
2	Make	
3	Year of Manufacture	
4	Date of Registration	
5	Registration Number	
6	Engine Number	
7	Chassis Number	
8	Name of Registered owner	
9	Payload	
10	GVW	
11	Whether offered truck is running with OIL INDIA LIMITED (Mark √ for the applicable one)	YES/NO
12	Agreement No. (If above 11 is YES)	
13	Validity of agreement (If above 11 is YES)	

**C.**

Whether following are duly filled/enclosed: (Mark √ for the applicable, Cut like X for the non applicable)				
Annexure-A	Court Affidavit (in original)	Declaration	Registration Certificate) (Attested)	EMD as
specified	YES/ NO	YES/ NO	YES/ NO	YES/ NO

I hereby confirm that the above information is true to the best of my knowledge.

**DATE:** \_\_\_\_\_ **(FULL NAME OF BIDDER):** \_\_\_\_\_ **SIGNATURE OF BIDDER**

Bidder/Contractor

Company

**DETAILS OF BIDDER (WHEREVER APPLICABLE)**  
**TO BE FILLED BY THE BIDDER**  
**(As per BRC 19.1 of Tender Document)**

**To**  
The Head-Contracts  
Oil India Limited  
Duliajan

To affix  
passport size  
photograph(s)  
of Proprietor/  
Partner/Director

- a) Name of the bidder / firm (in capital letters) \_\_\_\_\_
- b) Registered postal address(in capital letters): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c) Name of Directors (in case of Company): \_\_\_\_\_  
\_\_\_\_\_
- d) Name of Proprietor (in case of sole proprietor)(in capital letters): \_\_\_\_\_
- e) Name of Partnership (in case of partnership)(in capital letters) \_\_\_\_\_  
\_\_\_\_\_
- (Attested copy of partnership deed to be enclosed)
- f) Permanent Account No.: \_\_\_\_\_  
(Attested copy to be enclosed)
- g) Service Tax Registration No.(if any): \_\_\_\_\_  
\_\_\_\_\_  
(Attested copy to be enclosed) (If not available then to be submitted on issuance of LOA)
- h) Telephone No. \_\_\_\_\_
- i) Mobile No. \_\_\_\_\_
- j) E-mail i/d (if available) \_\_\_\_\_
- k) Fax No.(if available) \_\_\_\_\_
- l) Bank details: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
A/c type & no: \_\_\_\_\_
- m) Vendor code with OIL: \_\_\_\_\_  
(If available)

Signature: \_\_\_\_\_  
Name in Block letters \_\_\_\_\_  
For M/S. \_\_\_\_\_

**ANNEXURE-B**

**SAMPLE FORMAT FOR COURT AFFIDAVIT (To be submitted in Original under BRC 19.1)**

In the Court of the Magistrate at ..... Date .....  
I, Sri / Smti ..... S/o / D/o / W/o Sri/Late ..... by religion  
....., aged..... years, by occupation ....., resident of  
..... P.S..... Dist ..... State ....., do hereby  
solemnly affirm and declare an oath as follows: -

- 1) That the deponent is permanently residing at the above address with the family members.
- 2) That the deponent is not an OIL employee in service or dependent of any OIL employee in service.
- 3) That the deponent is not an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking.
- 4) That the deponent has not submitted any other bid as a proprietor or partner of any other firm or against the name of deponent against tender no. **DCT4879P15**.
- 5) That the deponent is sole proprietor / partner of M/s ..... at ..... (If applicable).
- 6) That the deponent desires to supply one number readily available truck of model \_\_\_\_\_, Registration No. \_\_\_\_\_ as specified in the tender document, to be stationed at any place of OIL's operational areas in Assam and Arunachal Pradesh.
- 7) That the deponent's address is not the same with any of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market & "Public Bus Stand", Duliajan.
- 8) That the deponent has fully understood & agreed to accept the rates, terms and conditions of the above tender, is fully conversant with the general terms and conditions of transport service contracts and also agrees to abide by the same throughout the contract period (including any extension of the contract if granted by OIL in future).

The above statements are true to the best of my knowledge, belief and information. In case of the above statement of mine is found to be false / incorrect at any point of time, the contract shall stand terminated and Company shall be at liberty to initiate necessary action as deemed fit against me.

Paste a  
recent  
photograph

The deponent Sri /Smti. .... signs as \_\_\_\_\_

Identified by ADVOCATE \_\_\_\_\_ Sworn and signed before me  
by the above named deponent on being Identified by Sri ..... Advocate  
..... on .....

**NOTARY/ MAGISTRATE**

Bidder/Contractor

Company

ANNEXURE-C

(APPLICABLE IF THE APPLICANT/BIDDER IS SON/DAUGHTER OF OIL EMPLOYEE IN SERVICE)  
FORMAT FOR JOINT DECLARATION BY THE APPLICANT'S/ BIDDER'S PARENT WHO IS AN OIL  
EMPLOYEE & THE APPLICANT/BIDDER AS PER BRC CLAUSE NO.19.1  
(TO BE SUBMITTED IN THE FORM OF AFFIDAVIT IN ORIGINAL ALONGWITH THE BID, IF APPLICABLE)

**TENDER NO. DCT4879P15 -     HIRING THE SERVICES OF READILY AVAILALABLE TRUCK**

We, (1)Sri/Smt \_\_\_\_\_, age \_\_\_\_\_, son of Sri \_\_\_\_\_, and  
(2) Sri/Smt. .... both resident of \_\_\_\_\_ P.S. \_\_\_\_\_ & P.O. \_\_\_\_\_, District  
\_\_\_\_\_, State \_\_\_\_\_ do hereby solemnly affirm and declare on oath as follows:

(i) That, above named deponent at (1) is an employee of Oil India Limited (OIL) having OIL Regd. No.  
/Salary Code. .... and resides at OIL Qtr No. .... (detail address) at Duliajan/Moran/Digboi.

(ii) That, above named deponent at (2) is the son/daughter of the above named deponent at (1).

(iii) That, aforementioned son/daughter is residing together with his/her parent at the aforesaid OIL Qtr.

(iv) That, aforementioned son/daughter has participated in the IFB No.DCT4879P15 floated by Oil India  
Limited for Hiring the Services of readily available truck(s).

(v) That, aforementioned son/daughter is not a dependent son/daughter as per the existing OIL policy.

The above statements are true to the best of our knowledge, belief and information and nothing material has been  
concealed.

The Deponents Sri \_\_\_\_\_ and Sri \_\_\_\_\_, signs as

**DEPONENTS**

1) \_\_\_\_\_  
2) \_\_\_\_\_

VERIFICATION

We, Sri \_\_\_\_\_ and Sri. ....the above named deponents, do hereby verify on oath that the contents of the  
affidavit above are true to my personal knowledge and nothing material has been concealed or falsely stated.  
Verified at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

**DEPONENTS**

1) \_\_\_\_\_  
2) \_\_\_\_\_

IDENTIFIED BY:

(\_\_\_\_\_)

ADVOCATE:

Signed & sworn before me by the above named deponents on being identified by Sri  
\_\_\_\_\_, Advocate.

NOTARY/MAGISTRATE (SIGNATURE WITH SEAL)

**FORMAT OF BID SECURITY (BANK GUARANTEE) OR**  
**ANY OTHER FORMAT ACCEPTABLE TO OIL**

To:

M/s. OIL INDIA LIMITED

For Head (Contracts)

Duliajan, Assam, India, Pin - 786 602.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of Hiring services of 02 Nos. brand new 40MT Cranes (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company)'s **IFB No. DCT4879P15.**

KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of (\*) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 201\*.

THE CONDITIONS of these obligations are:

(1) If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder; or  
(2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:

(a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or

(b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

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

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

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

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

Witness \_\_\_\_\_ Address \_\_\_\_\_

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

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

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

\* \* Date of expiry of Bank Guarantee should be minimum 210 days from the date of opening of Technical Bid i.e minimum up to 26/10/2015.

**TENDER DOCUMENT ENDS HERE**

Bidder/Contractor

Company