



Tender Sl No: \_\_\_\_\_

Issued By : \_\_\_\_\_  
(Signature)

OIL INDIA LIMITED Name : \_\_\_\_\_  
(A Govt. of India Enterprise)  
P.O. Udayan Vihar, Narengi, Guwahati Designation: \_\_\_\_\_  
Assam

To, \_\_\_\_\_  
\_\_\_\_\_**TENDER NOTICE NO. : GCO 0755 P16 DATE : 31-03-2016**

OIL INDIA LIMITED invites SEALED TENDERS from experienced and approved Contractors/  
Firms for the under mentioned work:

Description of Work / Service.	Location	Contract Period	i) Bid Closing Date (BCD) / Opening date. ii) Earnest money deposit (EMD).
<b>Hire the services for fabrication/ repair of components of engines, Pumps and auxiliary equipment under Mechanical Maint. Section PS-8, Sonapur</b>	Mech. Maint, PS-8, Sonapur	12 Months	i) If submitted at <u>Place</u> <u>BCD/Opening date</u> Sonapur : 10-05-2016, 13:30Hrs Guwahati : 10-05-2016, 13:30Hrs Bid opening: 13-05-2016, 14:00Hrs at Guwahati ii) EMD: 6,450.00 (Rupees Six Thousand Four Hundred Fifty only) iii) Tender Fee : Rs. 500.00

- a) Earnest money deposited /Not deposited vide Bank Guarantee / D. Draft/B.Cheque/Money Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ (**strike out which is not applicable**).
- b) Performance Security Deposit will be Non-interest bearing **2.5%** of the total contract price.
- c) Conditional/Non Conditional offer as per letter attached.
- d) Retention Money **7.5%** from each running bills

Bidders interested to provide the services and interested to participate in the above tender are requested to purchase the bid document available in the office of the Chief Manager (Contracts), Oil India Limited, Pipeline HQ, Narangi, Guwahati 781171, Assam against payment of Rs. 500.00 (Rupees Five hundred only) only by Demand Draft/Banker's Cheque/Pay-in-slip, favouring OIL INDIA LIMITED, Payable at Guwahati issued by any Nationalised Bank from **08.04.2016** (from 08.00 A.M. to 10.00 A.M.) during working days (excluding Sundays/Holidays). NO OTHER MODE OF PAYMENT WILL BE ACCEPTED BY THE COMPANY.

Contractor

Company

This bid document is not transferable and Bids will be on sale w.e.f **08-04-2016 to 09-05-2016** (during office hours 08 AM to 10 AM). Bidders to submit the hard copy of the bid purchased. In the event any bidder submits the bid by down loading the same from the OIL website, then the bid must accompany the cost of Bid document by way of a Demand Draft favouring OIL INDIA LIMITED, Payable at Guwahati. Otherwise the bid will be outright rejected.

- 2.0 SEALED ENVELOPES Containing the Tender shall be marked with the above Tender Number and description of work and addressed to the:

CHIEF MANAGER (CONTRACTS),  
OIL INDIA LIMITED (A Govt. of India Enterprise)  
P.O. Udayan Vihar, Narengi, Guwahati 781 171

All tenderers shall deposit the requisite EARNEST MONEY along with the Tender in the form of Demand Draft/Banker's Cheque in favour of M/s Oil India Limited and payable at Guwahati. This Earnest Money shall be refunded to all unsuccessful tenderers, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 6 below. Tenders received without Earnest Money in the manner specified above will be summarily rejected. The bids are to be submitted in **duplicate**. (One in original and one photocopy of the original). A copy of the Bank Guarantee (EMD) format is enclosed as **Annexure –A.**

- 3.0 Tenders will be received upto **01:30 PM (IST)** on the date as mentioned above and opened on **13.05.2016** at **02:00 PM (IST)** at **CHIEF MANAGER(CONTRACTS), PHQ's** office before any attending tenderers. Tender box is placed at the office of Chief Manager (Contracts). However, if the above mentioned closing / opening day of the tender happens to be non-working day due to Bundh / Strike or any other reason, the tenders will be received and opened on the following working day at the same time except on Saturdays.
- 4.0 The rates shall be quoted per unit as specified in the Schedule of Work (Part II) and shall be in words as well as in figures. No overwriting shall be allowed, but all corrections may be inserted in the blank space above the corrected word / figure and must be initialled. However, white fluid shall not be used for making correction. **Any bid not meeting this requirement will be rejected. In case of discrepancy the unit rate quoted in words shall be considerate to be correct.**
- 5.0 The Company reserves the right to reject any or all the tenders or accept any tender in full or in part, without assigning any reason.
- 6.0 (a) No Tenderer must withdraw the tender after its public opening. Any such withdrawal will make the tenderer liable of forfeit his/her/their Earnest Money in full and debarred from further tendering at the sole discretion of the company and the period of debarment will not be less than 6(six) months.
- (b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.
- 7.0 The tender must be valid for **180 (One Hundred & Eighty)** days from the date of opening of the tender.
- 8.0 Conditional tenders are liable to be rejected at the discretion of the Company.
- 9.0 Tenders can be dropped at the box placed at the office of Contract Department or can be sent by registered post addressed to

CHIEF MANAGER (CONTRACTS), PHQ  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. Udayan Vihar, Narengi, Guwahati,  
Assam-781171

so as to reach his office before scheduled closing date and time. Company will not be responsible for any postal delay or non-receipt of the same.

**Alternatively tender can also be submitted at the office of the station In-Charge, Pump Station (PS)-8, Sonapur, Oil India Ltd, P.O.- Haptiaganj Dist- Uttar Dinaipur West Bengal-733 202 before the respective scheduled bid closing date and time as mentioned above.**

- 10.0 The work may be split up amongst more than one contractor at the sole discretion of the Company.
- 11.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name tender documents have been purchased/issued along with one or more of the following documentary evidences(which are applicable to the bidder) in support of the same.
01. In case of Sole Proprietorship Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.
  02. In case of HUF-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.
  03. In case of Partnership Firm-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.
  04. In case of Co-Operative Societies-Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.
  05. In case of Societies registered under the Societies Registration Act -Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.
  06. In case of Joint Stock Companies registered under the Indian Companies Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of

Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

07. In case of Trusts registered under the Indian Trust Act - Copies of Telephone/Electricity/Mobile Bill, PAN, latest Income Tax Return indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.
- 12.0 The selected tenderer will be required to enter into a formal contract, which will be based on their tender i.e O.I.L's Standard Form of Contract.
- 13.0 PERFORMANCE SECURITY:
- 13.1 Successful bidder shall be required to furnish an amount equivalent to **2.5%** of the estimated total contract value as Performance Security Deposit within 30 days of notification of award of contract and before signing of the formal contract. In case of default the award of contract may be cancelled and Security deposit forfeited. The Performance Security Deposit may be in the form of Demand Draft / Banker's Cheque/ Bank Guarantee issued by a Nationalized Bank. A copy of the Bank Guarantee format is enclosed as **Annexure –B.**
- 13.2 **In addition to Performance Security Deposit, a retention money equivalent to 7.5% of each running account bill shall be deducted till final completion of the work.**
- 13.3 The performance security and retention money shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.
- 13.4 The performance security in the form of Bank Guarantee as specified above must be valid for **6 months** after the date of expiry of the tenure of the contract to cover the warranty obligations. The same will be discharged by company not later than 30 days following its expiry.
- 13.5 Failure of the successful Bidder to comply with the requirements of **clause 13.1 and /or 13.4** shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an event the Company may award the contract to the next evaluated Bidder or call for new bid or negotiate with the next lowest bidder as then case may be.
- 14.0 The amount of retention money shall be released after expiry of Contractor's performance obligation under this contract.
- 15.0 The work shall have to be started within **07 days** from the date of issue of work order.
- 16.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.
- 17.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

**18.0 DISCOUNTS / REBATES:**

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

**19.0 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.

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

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

**21.0 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.

**22.0 RESPONSIVENESS OF THE BIDS:**

The bids shall conform to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected. All the documents related to BRC shall be submitted along with the Techno-Commercial Bid.

**BID REJECTION CRITERIA (BRC)**

The Bid shall conform to the specifications and terms and conditions as per Bid documents. Bidder Should conform to the stipulated specifications without which the same will be considered as non-responsive and rejected. All documents related to BEC shall be submitted along with the Bid.

**A) Financial capability: Bidders must have**

Average Annual financial turnover as per Audited Annual Reports for the last three accounting years ( **ending 31<sup>st</sup> March, 2015**) should be at least **Rs. 96,500.00**

For Proof of Annual Turnover any of the following documents /photocopy must be furnished:

- A Certificate issued by a practicing Chartered / Cost Accountant Firm, with membership number certifying the Annual Turnover and nature of business.
- Audited Balance Sheet and Profit & Loss account.

**B) Experience: Bidders must have;**

Experience of having successfully completed Servicing of **similar works** during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

- 2.1 Three similar completed works each costing not less than **Rs. 1,28,600.00**  
Or
- 2.2 Two similar completed works each costing not less than **Rs. 1,60,700.00**  
Or
- 2.3 One similar completed works each costing not less than **Rs. 2,57,100.00**

**Definition of similar work: Services for Fabrication / repair of engines/ pumps and auxiliary equipment.**

**23.0 EVALUATION OF BIDS:**

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

**BID EVALUATION CRITERIA (BEC)**

1. Bids conforming to the terms and conditions stipulated in the bid document and considered responsive and subject to qualifying the Bid Rejection Criteria will be considered for further evaluation.
2. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of SOQ of the tender.
3. Any discount/rebates offered shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract and if they have offered any discount/rebate the contract shall be awarded after taking into consideration such discount/rebate after negotiation or otherwise.
4. Oil will not be responsible of delay, loss or non receipt applications (for bidding documents) sent by mail and will not entertain by correspondence in the regard.
5. In case more than one bidder emerges as lowest bidder due to equal rate quoted by the bidder, then the lowest bidder will be decided by draw of lots. Company's decision in this regard is final and binding to all bidders

**24.0 GENERAL:**

- a) In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.

**Contractor**

**Company**

- b) In case Bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company shall exercise its discretion to load or reject the offer on account of such exception if the Bidder does not withdraw/ modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders.
- c) To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BEC/BRC also and such clarification fulfilling the BEC/BRC clauses must be received on or before the deadline given by the Company, failing which the offer will summarily rejected.
- d) Any additional information/terms/ conditions furnished in sealed Price Bid will not be considered by Company for evaluation /award of contract.

**25.0 EXEMPTION OF TENDER FEE AND EMD:**

- (i) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of tender fees for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents.
- (ii) Public Sector Units (PSU) are also exempted from payment of tender fee.
- (iii) Firms registered with NSIC, PSU's & Government Departments claiming exemption from payment of tender fee should submit their request with all credentials to the tender administrator at least 7 days in advance from the date of closer of sale of bid documents, to get access for participation in the tender.
- (iv) Tender documents provided to SSI Units registered with NSIC on free of charge basis shall submit their offer for the service for which they are registered. Their offer for other than the registered service shall not be acceptable. Their offer as service provider also will not be acceptable and shall be rejected straightway.
- (v) Small Scale Industries (SSI) registered with NSIC under Single Point Registration Scheme are exempted from payment of Earnest money deposit for the items they are registered with NSIC. Valid registration certificate with NSIC must be enclosed along with the application for issuing tender documents

Thanking you,

Yours faithfully  
For Oil India Limited

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

\*\*\*\*\*

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

**GCO 0755 P16**

## DESCRIPTION OF WORK/SERVICE:

**Hire the services for fabrication/ repair of components of engines, Pumps and auxiliary equipment under Mechanical Maint. Section PS-8, Sonapur**

---

GENERAL CONDITIONS OF CONTRACT (GCC):

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

## WITNESSETH :

1.
  - a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at **Mechanical Maintenance Section, PS-8, Sonapur.**
  - b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.
  - c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.
2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not necessary for its completion in a specifically mentioned in this contract sound and workman like manner.

Contractor

Company



3. The Company's Engineer shall have power to:
- a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not upto the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.
  - b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.
  - c) Order the Contractor to remove or replace any workman who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.
  - d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.
  - e) Order deviations in Part II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed. The rates to be applied for such Deviation Order shall be the same for those appearing in Company's Schedule of Rate in force on the date of issue of such Deviation Order, to which the contractor has no objection.
4. The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.
5. The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract upto the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.
6. The Contractor hereby undertakes to indemnify the Company against all claims which may arise under the under noted Acts:-
- i) The Mines Act.
  - ii) The Minimum Wages Act, 1948.
  - iii) The Workman's Compensation Act, 1923.
  - iv) The Payment of wages Act, 1963.
  - v) The Payment of Bonus Act, 1965.
  - vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.

- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952. x) AGST Act.
- xi) Service Tax Act.

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

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.
8. The Contractor must complete the work within **12 Months** of the written order to commence the work. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c ) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) per week of delay of the total contract cost subject to a maximum of 7.5% of total contract cost. The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

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

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

9. In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots , or in any agitation prejudicial to the Company's interest and any such event taking shape or form at any place of the Company's works or and its neighbourhood.
10. The tendered all-inclusive Price (i.e. the Contract price) is Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only.) but the Company shall pay the Contractor only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract. On account payment may be made, not oftener than monthly, upto the amount of **92.5%** of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

Contractor

Company

11. The contractor employing 20 (twenty ) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.
12. Wages shall be paid by the Contractor to the workmen directly without any intervention of any Jamadars or Thekaders and that the Contractor shall ensure that no amount by way of commission or otherwise be deducted/ recovered by the Jamadar from the wages of the workmen.
13. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the **clause 5** here of shall prevail and the accounts between the parties will be in accordance therewith finalised.
14. The Contractor will not be allowed to construct any structure (for storage / housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.
15. The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.
16. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount of the contract specified in the contract is inclusive of all tax liabilities.
17. The Contractor shall deploy local persons in all works.
18. The Contractor shall not engage minor labour below 18(eighteen) years of age under any circumstances.
19. The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act (Latest editions).
20. SPECIAL CONDITIONS:
  - a) Contractor shall be required to furnish an amount equivalent to 2.5% of the estimated total contract value as Performance Security Deposit. The Performance Security Deposit may be in the form of Demand Draft / Banker's Cheque/ Bank Guarantee issued by a Nationalized Bank.
  - b) In addition to Performance Security Deposit, a retention money equivalent to 7.5% of each running account bill shall be deducted till final completion of the work.
  - c) The performance security and retention money shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.
  - d) The performance security in the form of Bank Guarantee as specified above must be valid for 6 months (plus 3 months to lodge claim, if any) after the date of expiry of the tenure of the contract to cover the warranty obligations. The same will be discharged by company not later than 30 days following its expiry.

- e) The amount of retention money shall be released after 6(six) months from the date of issue of completion certificate from concerned department.
- f) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- g) 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.
- h) In case P.F. is not included in the contract cost and later on required to be deposited by the Contractor, the same will be reimbursed on production of documentary evidence of depositing the same to the authority concerned. 12% P.F. will be applicable on the wage component of the contract cost. The following points are incorporated in the contract based on Contractor's declaration at the time of submission of offer against this contract.
  - i) 12% P.F. is included / not included in the contract cost.
  - ii) Wage component of the contract cost is \_\_\_\_\_%.

**21. ARBITRATION:**

Any dispute under this contract will be settled through Arbitration as per Indian Arbitration and Conciliation Act, 1996.

Place of Arbitration: **GUWAHTI, PHQ.**

**22. FORCE MAJEURE:**

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

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

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

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

## 25. 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)."

## 26. 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.

## 27. LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/ OR COMPLETION OF WORKS AND SERVICES

27.1 In normal case of works /service contracts, liquidated damages will be applicable @ 0.5% of the contract value per week or part thereof, for delay in contract mobilization /completion date subject to a maximum ceiling of 7.5% of contract value .

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

SIGNED & DELIVERED FOR AND ON (Signature of Contractor or his legal Attorney)  
BEHALF OF CONTRACTOR

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

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

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

And in presence of

\_\_\_\_\_

\_\_\_\_\_  
(Signature of witness)

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

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

Address: \_\_\_\_\_

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

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

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

Designation \_\_\_\_\_

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

**Tender No. GCO 0755 P16**

**SOQ - Schedule of Work, Unit, Quantities, Rates and Prices.**

Service Line No	Description of Work	Unit	Qty	Rate per Unit (Figures & Words) Rs.	Total Amount Rs.
10	<b><u>Allen Engine piston groove machining:</u></b>  Allen engine piston groove machining: To machine ring groove of Allen engine piston for inserting 0.020" oversize piston ring.	NO	20		
20	<b><u>Allen engine P &amp; B coupling pin - old:</u></b>  Allen engine P & B coupling pin - old: To make pin (old type) for 'P&B' coupling of Allen Engine as per sample. Quality material supply is within the scope of contract.	NO	40		
30	<b><u>Allen engine P &amp; B coupling pin - new:</u></b>  Allen engine P & B coupling pin - new: To make pin (new type) for 'P&B' coupling of Allen Engine. (as per sample).  Quality material supply is within the scope of contract.	NO	40		
40	<b><u>Allen engine P&amp;B coupling retainer plate:</u></b>  Allen engine P&B coupling retainer plate: To make retainer plate of 'P&B' coupling of Allen Engine from 4mm thick MS plate as per sample.  Quality material supply is within the scope of the contract.	SET	4		

Contractor

Company

50	<p><b><u>Allen engine rocker arm outer cover:</u></b></p> <p>Allen engine rocker arm outer cover: To make outer cover plate of rocker arm bearing of inlet and exhaust valve of Allen Engine as per sample.</p> <p>Quality material supply is within the scope of contract.</p>	NO	20		
60	<p><b><u>Allen engine rocker arm inner cover:</u></b></p> <p>Allen engine rocker arm inner cover: To make inner cover plate of rocker arm bearing of inlet and exhaust valve of Allen Engine as per sample.</p> <p>Quality material supply is within the scope of contract.</p>	NO	20		
70	<p><b><u>Allen engine Replacement of con.rod bush:</u></b></p> <p>Allen engine Replacement of con. rod bush: Removal of old bush from connecting rod of Allen engine, inserting new bush by using hydraulic press.</p>	SET	6		
80	<p><b><u>Allen engine Fabrication of fuel gallery</u></b></p> <p>Allen engine Fabrication of fuel gallery: Fabrication of new fuel gallery of Allen engine as per sample. Quality material supply is within the scope of contract.</p> <p>Location at PS-9,Dumar, Alternator house.</p>	NO	3		
90	<p><b><u>Allen engine Lub oil pump repairing:</u></b></p> <p>Allen engine Lub oil pump repairing: Repairing of lub oil pump by replacing brass bushes.</p> <p>Quality material supply is within the scope of contract.</p>	NO	4		

100	<p><b><u>Allen engine Rocker arm fulcrum pin:</u></b></p> <p>Allen engine Rocker arm fulcrum pin: Making pins (shafts) for rocker arm fulcrum pin, inlet and exhaust valves of Allen engine.</p> <p>Quality material supply is within the scope of contract.</p>	NO	20		
110	<p><b><u>Allen engine main bearing LO port modify:</u></b></p> <p>Allen engine main bearing LO port modification: Modify oil port of new type main bearing to old type of Allen Engine as per sample.</p> <p>Job includes drilling of holes for locating pins, supply and fitting of locating pins.</p>	NO	10		
120	<p><b><u>Allen engine repair of overspeed trip:</u></b></p> <p>Allen engine repair of overspeed trip: Repair over speed trip of Allen Engine by changing the bushes.</p> <p>Quality material supply for bush is within the scope of contract.</p>	NO	6		
130	<p><b><u>Allen engine inspection cover bolts:</u></b></p> <p>Allen engine inspection cover bolts: Standardize worn out inspection cover bolt/stud holes to 9/16" BSW and provide with new bolts/studs for Allen Engine.</p> <p>Quality material supply is within the scope of contract.</p>	NO	100		
140	<p><b><u>Allen engine water jacket bolt holes:</u></b></p> <p>Allen engine water jacket bolt holes: Standardize water jacket holes of head and block to 9/16" BSW and provide with new bolts for Allen Engine.</p> <p>Quality material supply is within the scope of contract.</p>	NO	60		



150	<b><u>Aldrich pump - Repair of LO pump:</u></b> Aldrich pump - Repair of LO pump: Repairing lube oil pump by building up and turning worn out shaft and making new distance pieces for thrust adjustor as per sample.	SET	6		
160	<b><u>Aldrich pump - honing of small end bush:</u></b> Aldrich pump - honing of small end bush: Honing of small end bush of Aldrich pump to create a clearance of 0.2 mm between the crosshead bore and new gudgeon pin.	NO	10		
170	<b><u>Aldrich pump - repair of stuffing box:</u></b> Aldrich pump - repair of stuffing box: Repair worn stuffing box of Aldrich pump by metal filling and turning to size.	NO	14		
180	<b><u>Aldrich pump - repair of crosshead:</u></b> Aldrich pump - repair of crosshead: Repair of pump cross head by inserting cast iron sleeve in the pull rod holes.  Quality material supply for cast iron sleeves is within the scope of contract.	NO	10		
190	<b><u>Doman engine - machining of shaft:</u></b> Doman engine - machining of shaft: Repair water pump of Dorman engine by making shaft and bush and fitting with a new ball bearing.	NO	2		
200	<b><u>Making new station inlet strainer:</u></b> Making new station inlet strainer: To make station inlet strainer from 3mm thick perforated MS plate as per sample.  Quality material supply is within the scope of contract.	NO	2		

210	<p><b><u>Making of new booster pump strainer.:</u></b></p> <p>Making of new booster pump strainer: To make inlet strainer for booster pump from 3MM thick and 5mm perforated MS plate as per sample.</p> <p>Quality material supply is within the scope of contract.</p>	NO	2		
220	<p><b><u>Machining of new booster pump sleeve:</u></b></p> <p>Fabrication of new booster pump sleeve: To make a new SS sleeve of booster pump as per sample.</p> <p>.</p>	NO	6		
230	<p><b><u>Machining of new bush for booster pump:</u></b></p> <p>Machining of new bush for booster pump: Making gun metal bush of booster pump.</p> <p>Quality material supply is within the scope of contract.</p> <p>.</p>	NO	4		
240	<p><b><u>Machine of new cooling water pump shaft:</u></b></p> <p>Fabrication of new cooling water pump shaft: Making shaft of circulating water pump as per sample.</p> <p>Quality material supply is within the scope of contract.</p>	NO	2		
250	<p><b><u>Servicing of Deep tube well pump:</u></b></p> <p>Servicing of Deep tube well pump: Servicing and repair of submersible water pump of tube well.</p> <p>Quality material supply for reconditioned parts like shaft, bushes etc. is within the scope of contract.</p>	NO	2		
260	<p><b><u>Repairing of pump couplings:</u></b></p> <p>Repairing of pump couplings: Repairing coupling of Booster Pump/Circulating water pump/Fire Pump etc.</p>	SET	6		

270	<b><u>Making bolts of assorted sizes:</u></b> Making bolts of assorted sizes: Making bolts of assorted sizes as per sample. Quality material supply is within the scope of contract.	NO	50		
280	<b><u>Repair of lifting tackles:</u></b> Repair of lifting tackles: Repair of tackles like chain pulley block, lifting tackles of Allen engines, pullers etc.	NO	6		
290	<b><u>Aldrich pump-repair of valve retainers:</u></b> Aldrich pump - repair of valve retainers: Metal filling & turning/ re-facing of worn out valve retainer of Aldrich pump.	NO	10		
300	<b><u>Aldrich pump -repair of flame arrestors:</u></b> Allen engine - repair of flame arrestors: Repairing of flame arrestor of Allen Engine exhaust including dismantling and refitting. Quality material supply for wire mesh is within the scope of contract.	NO	4		
310	<b><u>Allen engine - coupling bolt extraction:</u></b> Allen engine - coupling bolt extraction: Extraction of broken retainer plate bolts and tapping of oversize bore holes for Allen engine P&B coupling.	SET	4		
320	<b><u>Aldrich pump-reconditon of SRV:</u></b> Aldrich pump - reconditioning of Safety Relief Valve: Reconditioning of worn out safety relief valve's seat and disc. Quality material supply for worn out disc is within the scope of contract.	SET	8		

330	<u><b>Allen engine - fabricatn. of air cleaner:</b></u>  Allen engine - Fabrication of air cleaner element: Repairing of cycoil air cleaner element by providing new steel new wire mesh as per sample.  Supply of steel wire mesh of suitable quality is in the scope of contract.	SET	6		
340	<u><b>Allen engine - repairing of silencer drum:</b></u>  Allen engine -repairing of silencer drum: Repairing of exhaust silencer drum of Allen Engine by welding at site. Providing machinery, consumables, scaffolding etc. is within the scope of contract.	NO	4		
350	<u><b>Repair of Air Compressor:</b></u>  Air Compressor Repairing: Repairing of Air compressor includes complete overhauling of compressor cylinder head with spare part replacement.  Repairing/ Replacement of Critical parts like, liner & piston assembly, crankshaft, bearings etc.	NO	1		
Grand Total Rs.					

Total: \_\_\_\_\_ (In Words)

Note :- Bidders must include all liabilities including statutory liabilities but **excluding Service Tax** in their quoted rates. 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 documentary evidence.

\*\*\*\*\*

Contractor

Company

**TENDER NOTICE NO.: GCO 0755 P16**

**DATE : 31-03-2016**

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

**WORKS CONTRACT**

**Tender No. GCO 0755 P16**

**Special Conditions of the Contract (SCC)**

NIL

\*\*\*\*\*

**Contractor**

**Company**

**TENDER NOTICE NO.: GCO 0755 P16**

**DATE : 31-03-2016**

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

**WORKS CONTRACT**

**Schedule of company's Plants, Materials and Equipments (SCPME)**

**Tender No. GCO 0755 P16**

---

NIL

---

\*\*\*\*\*

**Contractor**

**Company**

To

CHIEF MANAGER (CONTRACTS), PHQ  
OIL INDIA LIMITED  
GUWAHTI, PHQ

SUB: SAFETY MEASURES

**Tender No. GCO 0755 P15**

Description of work/service:

**Hire the services for fabrication/ repair of components of engines, Pumps and auxiliary equipment under Mechanical Maint. Section PS-8, Sonapur**

---

Sir,

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

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

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

- c) Due notice would be given for any change of personnel under item(b) above.
- d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's 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.

**Contractor**

**Company**

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

(Seal)

Yours Faithfully

Date\_\_\_\_\_

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

CONTRACTOR FOR & ON BEHALF OF

\*\*\*\*\*



**ANNEXURE-A****BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT (EMD)**

To:

M/s. OIL INDIA LIMITED,  
**(CHIEF MANAGER -CONTRACTS)**  
 Oil India Ltd. Pipeline Headquarter  
 Narangi, Guwahati-781171

WHEREAS \_\_\_\_\_ (Name and address of Bidder) (hereinafter called "Bidder") desires to participate against your Tender No. \_\_\_\_\_ to execute \_\_\_\_\_ ( Brief Description of the Work) (hereinafter called "the Tender").

AND WHEREAS it has been stipulated by you in the said Tender that the Bidder shall furnish you with a Bank Guarantee as security for compliance with bidder's obligations in accordance with the terms and conditions of the Tender.

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

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

This guarantee is valid until the date \_\_\_\_\_ (calculated at 2 months after Bid Validity date).

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Date ..... \_\_\_\_\_

Place \_\_\_\_\_

\*\*\*\*\*

**ANNEXURE-B****FORMAT FOR PERFORMANCE BANK GUARANTEE**

To:  
M/s. OIL INDIA LIMITED,  
(CHIEF MANAGER -CONTRACTS)  
Oil India Ltd. Pipeline Headquarter  
Narangi, Guwahati-781171

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

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

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

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

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

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

Designation	_____
Name of Bank	_____
Address	_____
Witness	_____
Address	_____
Date	_____
Place	_____

\*\*\*\*\*

**VENDOR CODE NO. If the bidders already have vendor code the form need not to be filled up.)**

**APPLICATION FORM FOR VENDOR CODE**

**Please go through the following points before filling up the format. The form should be filled up in the given format only.**

- 1) Please indicate the vendor code as mentioned on top of the covering letter.
- 2) Please mention SSI or NSIC or PSU or DGS & D if you are a SSI or NSIC or PSU or DGS & D unit.
- 3) In the event PAN not allotted to you please enclose copy of application made by you for PAN allotment.
- 4) For Sales tax and service tax wherever applicable, provide the registration Number.
- 5) Please mention Company or non-Company in the field Corporate / Non-Corporate.
- 6) Please mention not applicable in case any of the data is not applicable.
- 7) Please put your signature, seal of your company at the bottom.

Required data	Your data to be filled up in this column
VENDOR CODE	
NAME	
ADDRESS	
DISTRICT	
POSTAL CODE	
CITY	
COUNTRY	
TELEPHONE NUMBER	
FAX NUMBER	
MOBILE NUMBER	
E-MAIL	
WEB SITE	
CONTACT PERSON	
TELEPHONE NUMBER OF CONTACT PERSON	
Whether SSI/NSIC/PSU/DGS & D UNIT	
CORPORATE/NON-CORPORATE	
TAX EXEMPTION CERTIFICATE NO.	
EXEMPTION FROM (Date)	
EXEMPTION TO (Date)	
CST REGISTRATION NO.	
LOCAL SALES TAX REGISTRATION NO	
ECC NO. (Excise Control Code)	
PAN	
VAT REGISTRATION NO. (TIN)	
SERVICE TAX REGISTRATION NO.	
PF CODE	
BANK A/C NUMBER	
BANK A/C TYPE (S/B, CC etc.)	
BANK NAME	
BANK BRANCH	

Contractor

Company

BANK ADDRESS	
BANK CITY	
SERVICE TAX REGISTRATION NO.	
PROVIDENT FUND CODE NO.	
NATURE OF BUSINESS	
CONSTITUTION OF THE FIRM	
SALES TAX REGISTRATION NO.	
VAT REGN. NO (TIN NO)	
EPF CODE NO.	
ESI CODE NO.	
TAN	

Signature of authorized person :

Name in block letter : \_\_\_\_\_ :

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

Seal of your company :