



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

Tender Sl No:

Issued By : _____
(Signature)

Name : _____

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

Designation: _____

To,

TENDER NOTICE NO. : GCO 1153 P17 DATE : 18-05-2016

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). |
|---|--|-----------------|---|
| Hiring services for clean-up at Industrial /domestic area and sending and receiving official correspondence at PS 3, Jorhat for a period of two years extendable by another one year on satisfactory service | Pump Station No. 3(PS-3), Oil India Limited, Jorhat, Assam | 2 Years | <p>i) If submitted at Place <u>BCD/Opening date</u> <u>BCD at :</u> Jorhat : 01-07-2016 13:30Hr Guwahati: 01-07-2016 13:30Hr</p> <p><u>Bid opening:</u> Guwahati: 08-07-2016 14:00Hr</p> <p>ii) EMD : ` 6600.00 (Rupees Six Thousand Six Hundred only)</p> <p>iii) Tender Fee : Rs.500.00</p> |

- 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: NIL**
- c) Conditional/Non Conditional offer as per letter attached.

Contractor

Company

Bidders interested to provide the services and interested to participate in the above tender are requested to obtain the bid document available in the office of the **DGM(PL-PS3), PS-3, JORHAT** and in the office of **Chief Manager (Contracts), PHQ, Guwahati** against payment of Rs.500/- (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 30-05-2016 (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.

This bid document is not transferable and Bids will be on sale w.e.f **30-05-2016** to **30-06-2016** (during office hours 08 AM to 10 AM).

The company reserves the right to refuse issuance of bid document without assigning any reason thereof.

- 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)
Udyan 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/Bank Guarantee 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 the **date mentioned above** day at **02:00 PM (IST)** at **CHIEF MANAGER(CONTRACTS), PHQ** 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 **90 (Ninety)** 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)
Udyan Vihar, Narengi, Guwahati,
Assam

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 DGM(PL-PS3), Pump Station No.3(PS-3) Jorhat, Oil India Limited, Charigaon, PO: Chengaligaon, Dt: Jorhat, Assam before the respective schedule 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: (NOT APPLICABLE FOR THIS TENDER)**
- 13.1 Successful bidder shall be required to furnish an amount equivalent to **7.5% (initial security deposit along with acceptance of contract is to be deposited for 2.5% and remaining 5% is to be recovered from running account bill)** 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 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.
- 13.3 The performance security in the form of Bank Guarantee as specified above must be valid for **90 (Ninety)** days 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.
- 13.4 Failure of the successful Bidder to comply with the requirements of **clause 13.1 and /or 13.3** 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. **(NOT APPLICABLE FOR THIS TENDER)**
- 15.0 The work shall have to be started within **7 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:

- 1.1 Unconditional Discounts/ Rebates if any given in the bid or along with bid will be considered for evaluation.
- 1.2 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 generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement under **Bid Rejection criteria (BRC)/ Bid Evaluation Criteria (BEC)** will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected.

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

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

1.0 Financial capability: Bidders must have:

- (A) Annual financial turnover as per Audited Annual Reports **in any of preceding three(3) financial years (ending 31st March, 2015)** should be at least ` **98,100.00**

FOR CONSORTIUM :

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

(B) Net Worth should be positive for preceding financial year.

For Proof of **Annual Turnover** and **Net Worth** 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.

2.0 **Experience: Bidders must have:**

2.1. Experience of having successfully completed similar works (**Similar type of works mean “Providing Manpower service”**) in previous **7(seven)** years to be reckoned from the original bid closing date in which applications are invited should be the following :

- (i) Experience of at least one similar work of **Rs.81,800.00**

Documentary proof must be furnished in support of the experience by way of purchase order / work order / contract document along with completion certificate from the organization to whom such services have been rendered.

3.0 **Deviation to the following provision of the tender document shall make the bid liable for rejection:**

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

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)

- 23.1 The bids conforming to the technical specifications, terms and conditions stipulated in the tender documents and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below.
- 23.2 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Comparison of offers will be done on total evaluated cost on the basis of rates quoted in the Price Bid Format.
- 23.3 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

24.0 GENERAL:

- 24.1 No deviation will however, be accepted in the clauses covered under BEC/BRC and bidder shall attach full documentary evidences in support of the eligibility criteria, otherwise, the bid will be rejected. In case, any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere, then the clauses in the BRC shall prevail.
- 24.2 In case bidder takes exception to any clause of Tender Document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by the Company. The loading so done by the Company will be final and binding on the Bidders. No deviation will however, be accepted in the clauses covered under BRC.
- 24.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the Bidder for clarification in respect of clauses covered under BRC also such clarification fulfilling the BRC clauses must be received on or before ten days from the date of clarification sought by the Company, failing which the bid will be summarily rejected.
- 24.4 In case of any of the clauses in the BRC contradict with other clauses of Bid Document elsewhere and then the clauses in the BRC shall prevail.
- 24.5 Any exceptions/deviations to the tender and applicable statutory duties and levies must be spelt out by bidder in their "Techno-Commercial" bid only.
- 24.6 The original copy of documents [furnished by bidders(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

25.0 OPENING OF COMMERCIAL/ PRICE BIDS:

- 25.1 *Company will open the Commercial/Price Bids of all the Bidders on a specific date in presence of interested bidders.*
- 25.2 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

- 25.3 *Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If any Bidder does not accept the correction of the errors, their bid will*
- 25.4 All entries in the offer must be made in English. Rates quoted must be firm and shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail. No overwriting shall be allowed and all corrections must be initiated. The quoted price shall be the net price inclusive of all taxes/charges/expenses. (However taxes, duties, charges etc. considered should also be shown separately). In absence of these details the quoted price shall be considered as net price inclusive of all taxes, duties, charges/expenses for providing the services at the required place/location.
- 25.5 Bidders are requested quote their rates in the Price Format enclosed as per SOQ. Rates quoted shall be both in figures and words. In case of any discrepancy the rates quoted in words will prevail.

26.0 EXEMPTION OF TENDER FEE AND EMD:

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

Thanking you,

Yours faithfully,
For OIL INDIA LIMITED

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

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

GCO 1153 P17

DESCRIPTION OF WORK/SERVICE:

Hiring services for clean-up at Industrial /domestic area and sending and receiving official correspondence at PS 3, Jorhat for a period of two years extendable by another one year on satisfactory service

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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 **PS-3,JORHAT.**
 - 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 are necessary for its completion in a specifically mentioned in this contract sound and workman like manner.
3. The Company's Engineer shall have power to:

Contractor

Company

- 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 thereunder.
 - 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 **2 (Two) years** 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.
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

Contractor

Company

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 Thekadars 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 **7.5% (initial security deposit along with acceptance of contract is to be deposited for 2.5% and remaining 5% is to be recovered from running account bill)** 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. **(NOT APPLICABLE FOR THIS TENDER)**
- b) 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. **(NOT APPLICABLE FOR THIS TENDER)**
- c) The performance security in the form of Bank Guarantee as specified above must be valid for **3** 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. **(NOT APPLICABLE FOR THIS TENDER)**

- d) The amount of retention money shall be released after 6 (six) months from the date of issue of completion certificate from concerned department. **(NOT APPLICABLE FOR THIS TENDER)**
- 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

Contractor

Company

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)."

26.0 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.

27.0 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 .

28.0 PAYMENT TERMS:

28.1 The company shall make payment, subject to adjustment/deduction of TDS as necessary for the service, rendered in each calendar month on the basis of rates finalized by OIL and as mentioned in SOQ of this service agreement, provided bills which are to be submitted by the service provider are received not later than end day of subsequent calendar month.

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

SIGNED & DELIVERED FOR AND ON
BEHALF OF CONTRACTOR

(Signature of Contractor or his legal Attorney)

_____ by
the hand of _____ its
Partner/Legal Attorney

(Full Name of Signatory)

(Seal of Contractor's Firm)

And in presence of

(Signature of witness)

Date: _____

(Full Name of Signatory)

Address:

SIGNED & DELIVERED FOR & ON
BEHALF OF OIL INDIA LIMITED

Date : _____

(Signature of Acceptor)

Designation _____

SOQ

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

WORKS CONTRACT**Tender No. GCO 1153 P17****SOQ - Schedule of Work, Unit, Quantities, Rates and Prices.**

| Service Line No | Description of Work | Quantity | Unit in Word | Rate per Unit(Figures & Words) | Amount (Rs.) |
|--------------------|--|----------|--------------|--------------------------------|--------------|
| 10 | <u>Services for sending Official correspondence:</u> Services required at Pump station no.3 for sending official correspondence from Jorhat to PHQ, Guwahati and also collecting correspondence from PHQ and carry it to PS 3 on as and when required basis | 80 | PSE | | |
| 20 | <u>Services for sending Official correspondence:</u> Services required at Pump station no.3 for sending urgent official correspondence from Jorhat to PS 1, PS 2, TPS, NT and PS 4 and also collecting correspondence from above mentioned stations and carry it to PS 3 on as and when required basis | 20 | PSE | | |
| 30 | <u>Clean up services at Industrial/domestic:</u> Services required for exigencies like Clean-up in domestic area, collection and removal of waste from Industrial area, main drain servicing etc on as and when required basis | 600 | PSE | | |
| Total Amount (Rs): | | | | | |

Rupees _____
_____) only.

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

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

Tender No. GCO 1153 P17

SPECIAL TERMS AND CONDITIONS

1. The estimated cost is inclusive of service tax.
2. Any loss incurred by the company due to improper handling /wrong handling shall be borne by the Service provider.
3. Delivery schedule shall be maintained regularly by the Service provider.
4. Confidentiality of the official correspondence shall be maintained by the Service provider.
5. Services may be required on Sundays/holidays on emergency requirement.
6. While working inside the premises of the Company, the service provider shall follow all the Safety rules under Factories act.
7. Service provider shall have office at Jorhat for daily communication and operation. This office shall be fully functional throughout the period of Contract and the address with Telephone numbers should be made available with Station in-charge.
8. The Service provider shall arrange for Police verification of character and antecedents of the persons engaged by him under the contract as per the system and submit the reports to OIL Office positively prior to their deployment, and if not- due to any reason positively within three months of commencement of the contract

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 1153 P17

NIL

To

CHIEF MANAGER (CONTRACTS), PHQ
Oil India Limited
GUWAHTI, PHQ

SUB: SAFETY MEASURES

Tender No. GCO 1153 P17

Description of work/service:

Hiring services for clean-up at Industrial /domestic area and sending and receiving official correspondence at PS 3, Jorhat for a period of two years extendable by another one year on satisfactory service

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.

- 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 1 month 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 3 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.) | |

Contractor

Company

| | |
|------------------------------|--|
| BANK NAME | |
| BANK BRANCH | |
| 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 :