

**OIL INDIA LIMITED**  
(A GOVT. OF INDIA ENTERPRISE)  
P.O.DULIAJAN-786602, ASSAM  
**E-TENDER NOTICE**

## **WORKS CONTRACT**

**OIL INDIA LIMITED (OIL)** invites Bids under Composite bid System from established Civil Engineering firms / contractors through its E-Procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following works.

| <b>IFB No.</b>   | <b>DESCRIPTION OF SERVICE</b>   | <b>BID SECURITY</b> | <b>COST OF BID DOCUMENT</b> |
|--|---|---------------------|-----------------------------|
| <b>CDC8578P22</b>  | Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs. | <b>NIL</b>          | <b>NIL</b>                  |
| <b>Bid Closing / Opening Date &amp; Time for the above work : 30.11.2021 at 11.00/14.00 Hrs.</b>   |   |                     |                             |
| Bidder shall require User ID and Password for online submission of Bid.  |   |                     |                             |
| Bidders without having E-tender Login ID and Password should complete their online registration <u>at least seven (7) days prior to the scheduled bid closing date and time of the tender</u> . For online registration, Bidder may visit the OIL's E-tender site <a href="https://etender.srm.oilindia.in/irj/portal">https://etender.srm.oilindia.in/irj/portal</a> .          |   |                     |                             |
| Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.  |   |                     |                             |
| <b>No physical Bid documents will be issued.</b> The details of IFB can be viewed using “Guest Login” provided in the E-Procurement portal and also in OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a> . The link to OIL's E-Procurement portal has also been provided through OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a> . |   |                     |                             |
| All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on the OIL's website and in the e-tender portal only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep them updated.  |   |                     |                             |

**Date: 27.10.2021**

DGM Contracts (Civil)  
**For GM-Contracts (HOD)**  
**For RESIDENT CHIEF EXECUTIVE**

**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**Contracts Department, Duliajan**

**WORKS CONTRACT**

OIL INDIA LIMITED, a premier Public Sector Enterprise of Govt. of India engaged in drilling and exploration activities for hydrocarbon invites ON-LINE BIDS from experienced and established firms/ contractors meeting the requisite criteria for the following mentioned work under **COMPOSITE BID SYSTEM** through its e-Procurement site:

-----  
**DESCRIPTION OF WORK/ SERVICE: Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs.**

INTERNAL ESTIMATED COST: ₹ **2,42,49,812.71**

LOCATION OF WORK: **OIL Industrial area at Duliajan, Assam**

CONTRACT PERIOD: **104 Weeks**

BID CLOSING/ OPENING DATE & TIME: **30.11.2021 (11:00 HRS/ 14:00 HRS)**

BID SECURITY DEPOSIT: **NIL**

PERFORMANCE SECURITY DEPOSIT: **3 % of Total Contract Cost** (shall be kept as retention money from running bill)

**2.0** Bidders must submit the Bid Security Declaration against the tender as per format prescribed in **Annexure-III**.

Any bidder having MSE Registration Certificate may upload a scanned copy of their registration certificate along with the technical bid while participating in the tender. This is for Company's information and record only.

**3.0** If the above mentioned closing / opening day of the tender happens to be non-working day due to Bandh / Strike or any other reason, the bids will be received and opened on the following working day at the same time except on Saturdays.

**4.0** While submitting responses against the tender in OIL's e-tender portal, bidders must fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST). A screen shot in this regard is shown below. The price quoted under the "Total Bid Value" should be within the range of "At Par" to "+10%" of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.

Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.

It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

In case of identical bidding, Draw of Lots shall be conducted amongst the bidders who have quoted the lowest price (within the permissible percentage) under the "Total Bid Value" tab, to select 7 (seven) numbers of bidders priority-wise. The Technical and Commercial Scrutiny of bids will be carried out for these 7(seven) bidders only for further processing of the tender.

For convenience of the bidders and to improve transparency, the overall rate quoted by the bidders (within the range of "At par" to +10% of the internal estimate) against the tender shall be available for online viewing by all such bidders whose price bids shall be opened. Online view of prices as above shall be available to the bidders only upto 7 (seven) days from the date of price bid opening of the tender.

**5.0** All techno-commercial documents are to be submitted as per tender requirement under **"Technical Attachments Tab"** in E-TENDER PORTAL.

**6.0** To participate in OIL's E-procurement tender, bidders must have a legally Valid Digital Signature of Class 3 [**Organizational Type**] with Organizations Name along with **Encryption Certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Digital Signature Certificates having "**Organization Name**" field other than **Bidder's Name (i.e. Firm's Name)** are not acceptable.

6.1 The authenticity of above Digital Signature shall be verified through authorized CA after bid opening. If the **Digital Signature Certificate (DSC)** used for signing is not of "**Class -3**" & Organizational type with Organization's name in the name of the bidder i.e. firm, the bid will be rejected.

**Note:** Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.

6.2 Bidder is responsible for ensuring the validity of Digital Signature Certificate (DSC) and its proper usage by their employee.

6.3 The bid including all uploaded documents shall be **digitally signed** by duly authorized representative of the bidding company. The DSC used must be of the type as mentioned above.

**7.0** Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oilindia.in/irj/portal>.

7.1 Necessary Login ID & Password will be issued by OIL only after submitting the complete online registration by the Bidder. In the event of late registration/incomplete registration by Bidder, OIL INDIA LIMITED shall not be responsible for late allotment of User ID & Password and request for bid closing date extension on that plea shall not be entertained by Company.

**8.0** The Company reserves the right to reject any or all the bids or accept any bid without assigning any reason.

**Note:** Bidders must note that in case of any discrepancy or non-compliance to the tender criteria is found in their bids at any stage of tendering prior to the award of contract, such bids shall be rejected straightway. No claims or requests from such bidders shall be entertained thereafter.

**9.0** (a) Bidders will be permitted by System to withdraw their bid or make any changes in their bid after the bid has been uploaded by the bidder prior to the Bid Closing date and time as mentioned in the bid. But no changes or withdrawal would be allowed by the system once the due date and time for submission of bids has been reached and bids are opened. Bidders are requested to take note of the above and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.

(b) No bid can be modified / withdrawn subsequent to the deadline for submission of bids. No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within bid validity period will lead to forfeiture of his/her/their Bid Security in full and debarment from

participation in future tenders, at the sole discretion of the Company and the period of debarment will be decided as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

(c) 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.

**10.0**

- a) The Bid must be valid for 90 (Ninety) days from the actual date of closing of the tender.
- b) The bidders must upload the Integrity Pact, digitally signed by the authorized signatory (who is authorized to sign the bid) along with the Technical Bid.

**11.0** Conditional bids are liable to be rejected at the discretion of the Company.

**12.0** The work may be split up amongst more than one contractor at the sole discretion of the Company.

**13.0** Before submission of bids, the bidder is advised to inspect the work site with permission from HOD - Civil or his representative, to assess the nature and extent of work and the conditions under which it will be carried out.

**14.0** The bidder may also seek such clarification from this office as are deemed necessary.

**15.0** The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un priced bid documents.

15.1 In case of Sole Proprietorship Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and phone numbers of the owner and copies of GST Registration Certificate.

15.2 In case of HUF, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and phone numbers of the owners in general and Karta in particular and copies of GST Registration Certificate.

15.3 In case of Partnership Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mails and phone numbers of all the partners (including the Managing Partner), registered partnership agreement/deed and copies of GST Registration Certificate.

15.4 In case of Co-Operative Societies, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mails and phone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of GST Registration Certificate.

15.5 In case of Societies registered under the Societies Registration Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies of GST Registration Certificate.

15.6 In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of GST Registration Certificate.

15.7 In case of Trusts registered under the Indian Trust Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and

telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies GST Registration Certificate.

**NOTE: Point no. 15.1 to 15.7 is not applicable for contractors who are already registered with OIL INDIA LIMITED.**

**16.0** Wherever applicable, the bidder shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers to be engaged by such bidder. If the bidder does not have P.F. Code number at the time of applying for this tender, then the bidder must apply for the same if the contract is awarded to the bidder. Such bidder shall furnish the Provident Fund code number issued by the appropriate Govt. Authority, within 45 days of signing of contract, to Company (or when advised by Company, after 45 days of signing the contract); and all PF related statutory guidelines shall be adhered to by the bidder.

Bidders who are currently not covered under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 should submit an Undertaking for the same as prescribed in **Annexure-I** of the Tender Document.

**17.0** Before Bidding :

- Bidder(s) are advised to inspect the work site with permission from HOD-Civil or his representative, to assess the nature and extent of work and the conditions under which it will be carried out.
- Bidder(s) should clearly understand all the terms & conditions, criteria, specification etc. of this tender.

**18.0** The selected bidder will be required to enter into a formal contract within two weeks from the date of issuance of LOI, which will be based on their bid, i.e. OIL's Standard Form of Contract.

**19.0** OIL INDIA LIMITED reserves the right to curtail / enhance the scope of the work stated above or cancel, if required.

**20.0** The amount of retention money shall be released after 6 (six) months from the date of completion certified by the concerned department.

**21.0** The work shall have to be started within seven days from the date of work order.

**22.0** Time Schedule: The time allowed for completing the work will be reckoned from the date of issue of work order. Time is the essence of the Contract and failure on part of the contractor to complete the work within the stipulated time, shall entitle the Company to impose liquidated damages and / or penalty from the contractor as per terms of the Contract.

**23.0** The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

**24.0 BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, the Bid Security will be forfeited and be debarred from further tendering as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website: [www.oil-india.com](http://www.oil-india.com).

**25.0 BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOI:** In case LOI 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 dealt as per OIL's banning policy dated 6<sup>th</sup> Jan 2017 available at OIL's website: [www.oil-india.com](http://www.oil-india.com).

**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 as per the OIL's Banning Policy dated 6<sup>th</sup> Jan 2017 available at OIL's website. **Annexure VI must be duly filled in bidder's letter head and upload the scanned copy of the same along with techno-commercial bid.**

**27.0 ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com).

**28.0 Bidder(s) must also furnish the followings:**

- a) NAME OF FIRM :
- b) DETAIL POSTAL ADDRESS :
- c) MOBILE / TELEPHONE NO :
- d) E-MAIL ADDRESS :
- e) FAX NO (If available) :
- f) CONTACT PERSON :
- g) VENDOR CODE :
- h) GST Registration Number (If available):

**29.0 The tender will be governed by :**

- a) Covering Letter
- b) Bid Evaluation Criteria/ Bid Rejection Criteria (BRC/BEC)
- c) Part-I - General Conditions of Contract (GCC)
- d) Part-II - Schedule of Work, Unit and Quantity (SOQ)
- e) Part-III - Special Conditions of Contract (SCC)
- f) Part-IV - Schedule of Company's Plants, Materials and Equipment (SCPME)
- g) Part-V - Safety Measures (SM)
- h) Part-VI - Integrity Pact (IP)
- i) Pro forma
- j) Annexures

**30.0** Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications. Offers sent without the requisite value of prescribed Bid Security (if called for in the bid) in original will be rejected straightway.

**31.0** Both "TECHNICAL" and "PRICED" Bids should be submitted on-line through OIL's e-Tender Portal up to scheduled bid closing date and time and will be opened on the scheduled bid opening date and time as mentioned in e-tender portal at Office of the GM-Contracts (HOD) in presence of authorized representatives of the bidders present, if any.

The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and should be uploaded under "Technical Attachment" Tab only. Bidders must note that no price details should be uploaded in "Technical Attachment" Tab Page. Bidders must quote their overall price under the "Total Bid Value" within the range of "at par" to "+10%" of Company's Internal Estimate, taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). Bidder must also upload the Undertaking in respect of quoted price digitally signed under the "Notes and Attachment" Tab in e-tender portal. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.

Please go through the "**GENERAL GUIDELINES TO BIDDERS**" and "**VENDOR USER MANUAL (Effective 15.09.19)**" provided in OIL's e-Portal, in detail before uploading the document.

**NB:** In order to bid for OIL e-tenders all the vendors are required to obtain a legally valid Digital Certificate Class III [Organization] along with Encryption Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. Digital Signature Certificate comes in a pair of Signing/verification and Encryption/decryption certificate. Bidder should have both the Signing/verification and Encryption/Decryption certificate for Signing and encryption, decryption purpose respectively. The driver needs to be installed once, without which the DSC will not be recognized. While participating on e-Tendering the DSC token should be connected to your system.

Encryption certificate is mandatorily required for submission of bid. In case bidder created response with one certificate (using encryption key) and bidder change his Digital Signature Certificate then old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of the response. Once decryption is done, bidder may use new DSC certificate for uploading and submission of their offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of the certificate, OIL INDIA LTD is not responsible.

**32.0 The Integrity Pact is applicable against this tender:** OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “Part-VI Integrity Pact” of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL’s competent signatory. The proforma has to be returned by the bidder (along with the technical bid) duly signed (digitally) by the same signatory who sign the bid, i.e., who is duly authorized to sign the bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder’s authorized signatory who sign the Bid.

32.1 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact.

32.2 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms and conditions of the contract.

**Note:** Bidders may contact the Independent External Monitors for any matter relating to the IP at the following addresses:

Shri Sutanu Behuria, IAS (Retd.), e-Mail ID: [sutanu2911@gmail.com](mailto:sutanu2911@gmail.com), Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh, e-mail: [Ops2020@rediffmail.com](mailto:Ops2020@rediffmail.com) and Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture, e-mail ID: [rudhra.gangadharan@gmail.com](mailto:rudhra.gangadharan@gmail.com) have been appointed as Independent External Monitors.

**33.0 SCREEN SHOT :**

Bidders must fill up the **“Total Bid Value”** (under **RFx Information > Basic Data > Total Bid Value**), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST).

- A.** Filling of **“Total Bid Value”** with overall quoted price where Detailed Price Information is “No Price”: Under “RFx Information”> “Basic Data”> “Total Bid Value”

The screenshot shows the 'Create RFx Response' interface. At the top, there are tabs: **Submit**, **Read Only**, **Print Preview**, **Check**, **Technical RFx Response**, and **Close**. Below these, a summary bar displays: **RFx Response Number** 60038748, **RFx Number** 1396, **Status** In Process, **RFx Owner** BHARALI, **Total Value** 0.00 INR, and **RFx Response Version Number**. The main section has tabs for **RFx Information**, **Items**, **Notes and Attachments**, and **Conditions**. Under **RFx Information**, there are sub-tabs: **Basic Data**, **Questions**, and **Technical Attachments**. The **Event Parameters** section includes: **Currency:** Indian Rupee (dropdown), **Detailed Price Information:** No Price (dropdown), **Terms of Payment:** (text field with a file icon), and **Total Bid Value:** (text field highlighted with a red box). A blue callout bubble points to the **Total Bid Value** field with the text: **“Total Bid Value” considering all liabilities, taxes & duties except PF & GST**.

**Note: Total Bid Value” is mandatory in “No Price” RFx only**

On **“EDIT”** Mode, bidders are advised to upload **“Technical Bid”** and **“Priced Bid”** in the respective places as indicated below:

**Note:**

\* The “Technical Bid” shall contain all techno-commercial details **except the prices**.

\*\* The “Priced bid” must contain the price schedule as available in the tender. For uploading Priced Bid, first click on Add Attachment, a browser window will open, select the file from the PC and name the file under Description, Assigned to General Data and click on OK to digitally sign and upload the File. Please click on Save Button of the Response to Save the uploaded files.



**B. Uploading of Technical Bid:** Technical files to be added under RFX Information >“Technical Attachments”

RFx Response Number 60037504 RFx Number TESTARUP Status In Process Submission Deadline 15.04.2017 11:00:00 INDIA Opening Date 15.04.2019 00:00:00 INDIA

RFx Response Version Number Active Version RFx Version Number 1

RFx Information Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Technical Attachments

Notes

Clear

| Category                    | Description |
|-----------------------------|-------------|
| Conditions of Participation | -Empty-     |
| Bid Invitation/Auction Text | -Empty-     |
| Bidder's Remarks            | -Empty-     |
| Purchaser's Remarks         | -Empty-     |

Attachments

cFolder Attachments

Add Attachment Delete Verify Signature

| cFolder Name                        | Category | Description | File Name | Version | Processor | Check |
|-------------------------------------|----------|-------------|-----------|---------|-----------|-------|
| The table does not contain any data |          |             |           |         |           |       |

Go to this Tab **“Technical Attachment”** for Uploading “Technical Bid”.

**C. Uploading of UNDERTAKING IN RESPECT OF QUOTED PRICE :**

RFx Response - Internet Explorer

RFx and Auctions

Edit RFx Response:

Submit Read Only Print Preview Check Technical RFx Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

RFx Response Number 60032949 RFx Number SDIO69P17 Status Saved Submission Deadline 26.02.2017 11:00:00 INDIA Opening Date 26.02.2019 11:00:00 INDIA Remaining Time 4 Days 01:50:00

RFx Owner BHARALI Total Value 0.00 INR RFx Response Version Number Active Version RFx Version Number 2

RFx Information Items Notes and Attachments Conditions Summary Tracking

Notes

Add Clear

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

Attachments

Sign Attachment Add Attachment Edit Description Delete Create Qualification Profile

| Assigned To                         | Category | Description | File Name | Version | Processor | Checked Out | Type | Size (KB) | Changed by | Changed on |
|-------------------------------------|----------|-------------|-----------|---------|-----------|-------------|------|-----------|------------|------------|
| The table does not contain any data |          |             |           |         |           |             |      |           |            |            |

Go to this Tab **“Notes and Attachment”** for Uploading “Undertaking in respect of quoted price i.e Proforma-I”.

**D. After Uploading of Proforma-I Click 'Save'**

RFx Response - Internet Explorer

RFx and Auctions

Edit RFx Response:

Submit Read Only Print Preview Check Technical RFx Response Close Save Delete Verify Signature Sign Response Refresh Smartform System Information Create Memory Snapshot

RFx Response Number 60032949 RFx Number SDIO69P17 Status Saved Submission Deadline 26.02.2017 11:00:00 INDIA Opening Date 26.02.2019 11:00:00 INDIA Remaining Time 4 Days 01:19:48

RFx Owner BHARALI Total Value 0.00 INR RFx Response Version Number Active Version RFx Version Number 2

RFx Information Items Notes and Attachments Conditions Summary Tracking

Notes

Add Clear

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

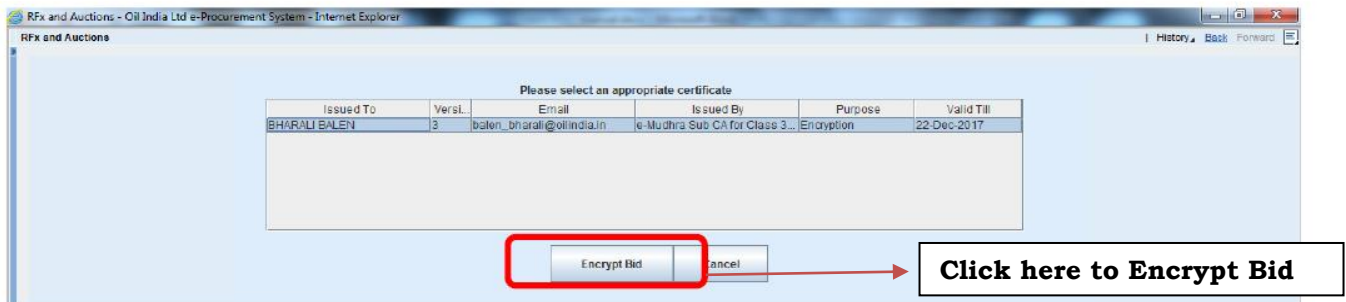
Attachments

Sign Attachment Add Attachment Edit Description Delete Create Qualification Profile

| Assigned To     | Category            | Description | File Name     | Version | Processor | Checked Out              | Type | Size (KB) | Changed by | Changed on |
|-----------------|---------------------|-------------|---------------|---------|-----------|--------------------------|------|-----------|------------|------------|
| Document Header | Standard Attachment | PRFORMA-I   | PRFORMA-I.xls | 1       |           | <input type="checkbox"/> | sig  | 10        | V210445    | 24.02.2017 |

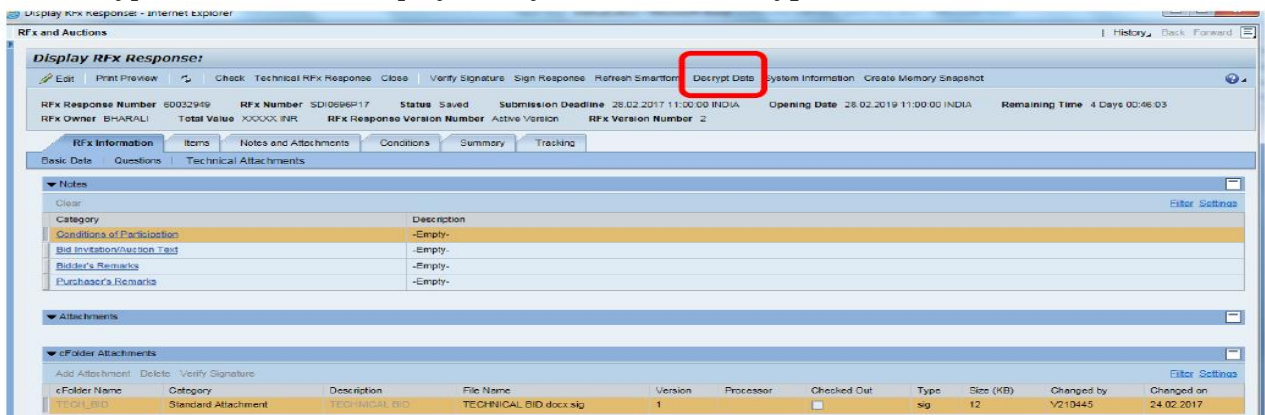
Once Saved ,the Data will be Encrypted & the Encryption Certificate will be in use.

**E.** Click to select the desired Encryption certificate & Encrypt Bid:

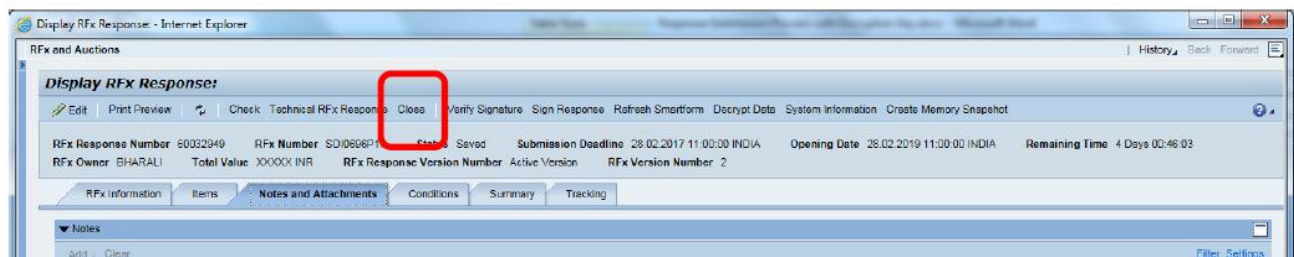


**The Encrypted Data will be displayed only when click 'Decrypt data'**

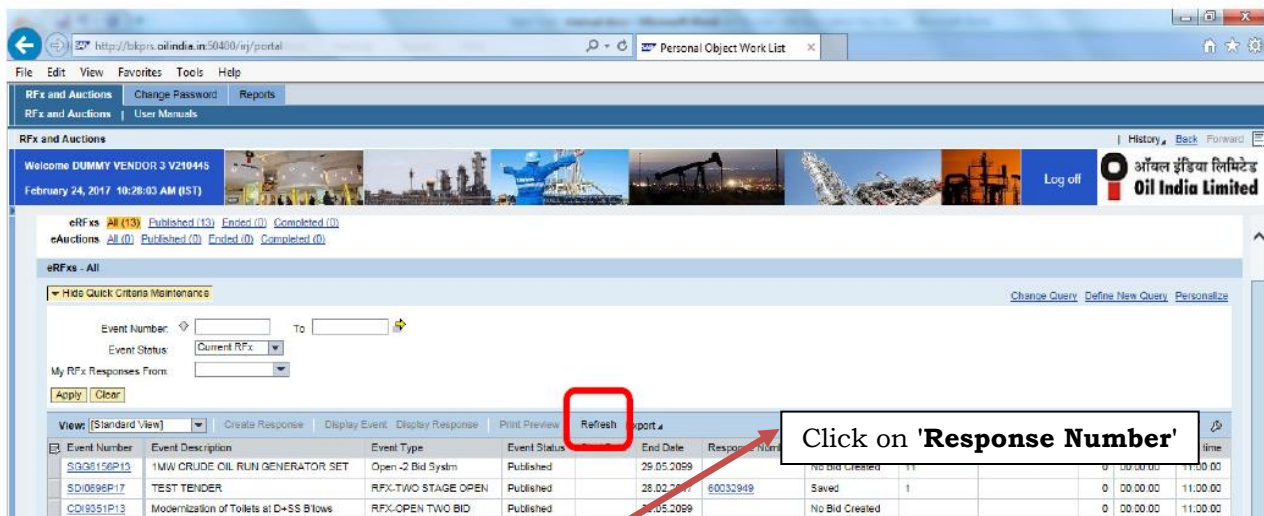
**F.** The Encrypted Data will be displayed only when click 'Decrypt data'



**G.** Click on 'Close'



**H.** Click on 'Refresh'. Then Click on 'Response No.'

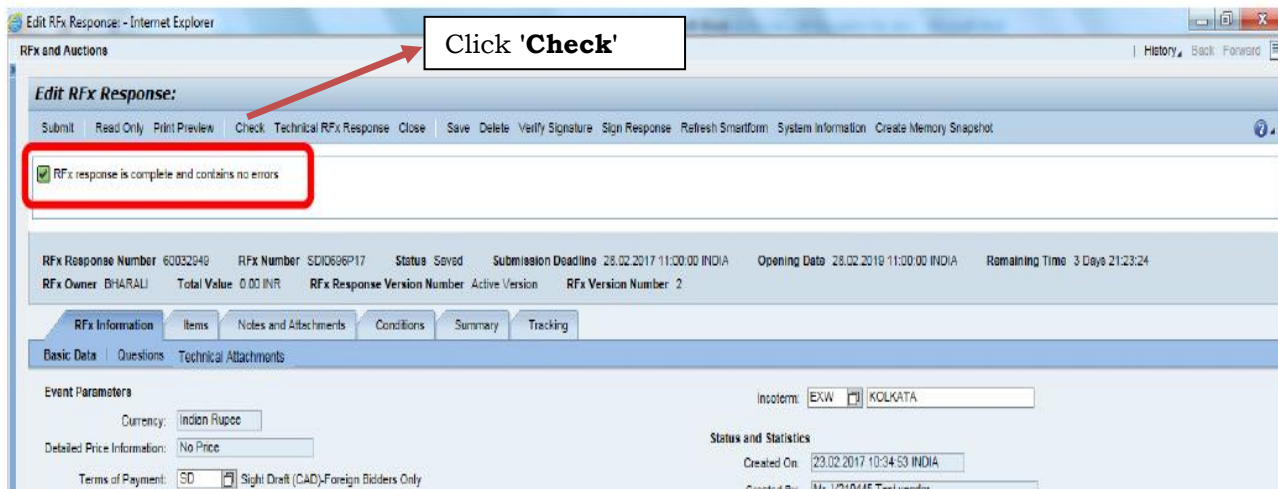


Now Uploading part is complete. Bidders are requested to go to the Initial screen. It is always better to come to the first screen and refresh the page and then going in into the response for the submission process.

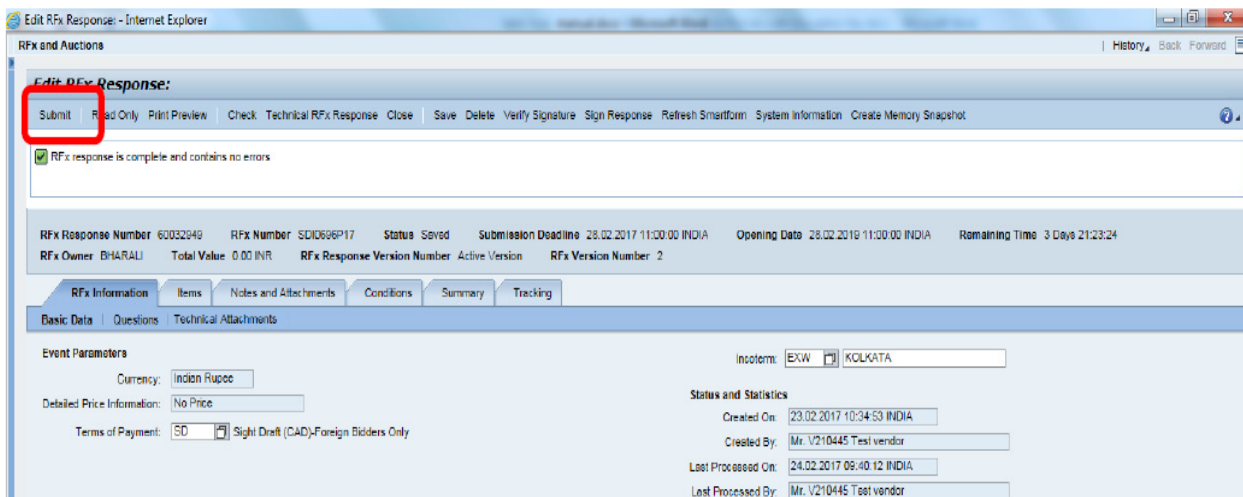
- I. On 'Edit' mode Click to select the same Encryption certificate used for De-cryption else data will not Decrypt.



- J. After Entering User pin , Click '**Check**'. Bidder may submit the response in case there is no error.

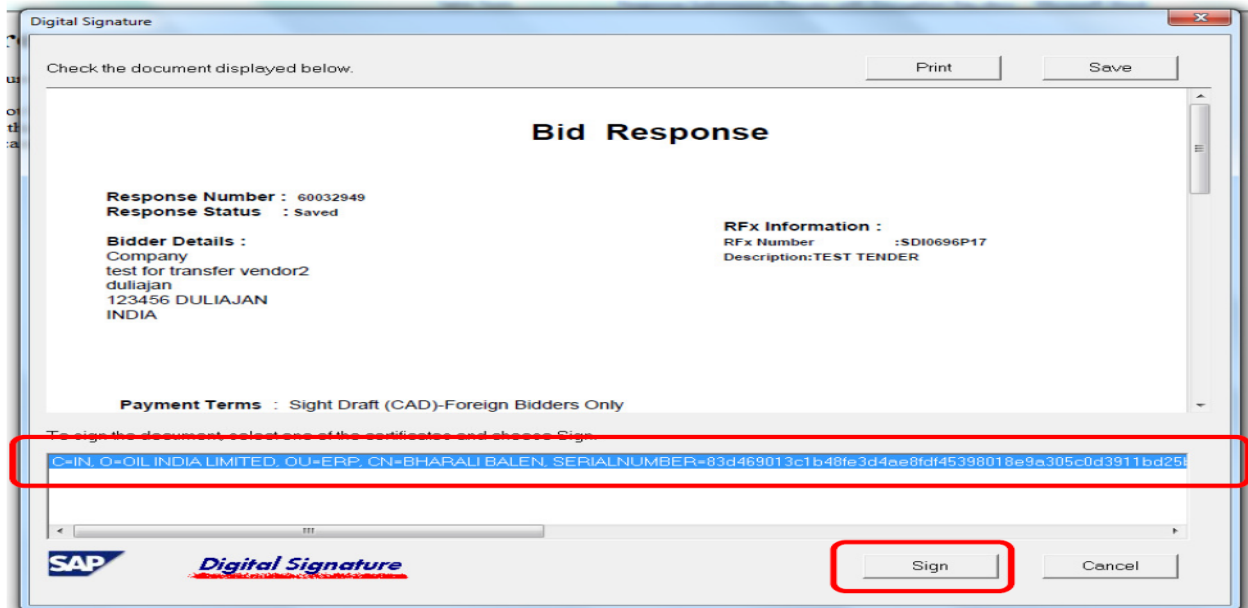


- K. Click on '**Submit**' button

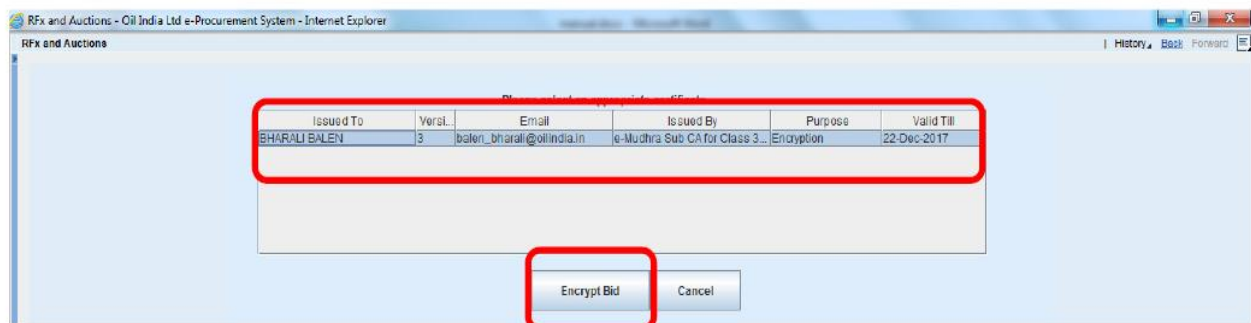


**Before submit, Please do check all the documents uploaded and on-line data maintained are correct.**

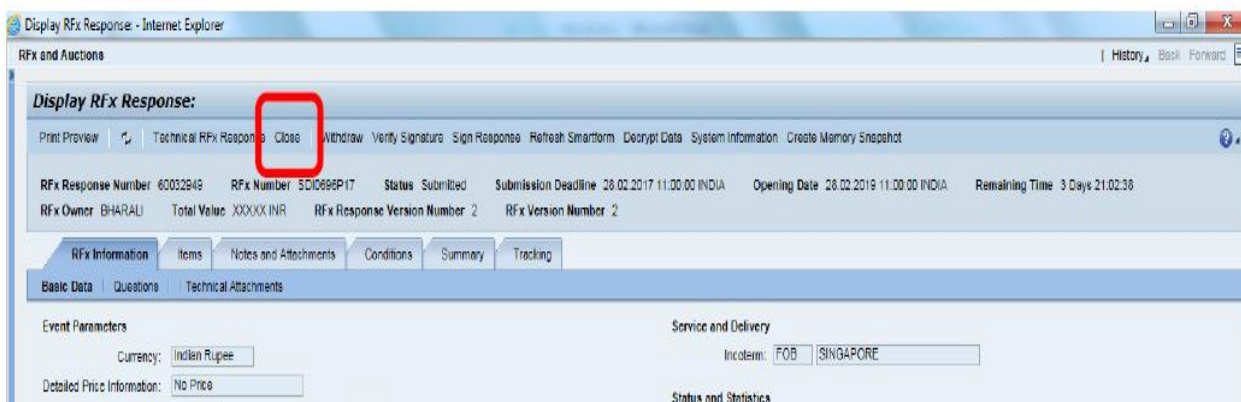
**L.** After Clicking '**Submit**' below pop up will open. Select Digital Signature & **Sign**.



**M.** After Signing the response has to be encrypted again. Select the encryption certificate and **Encrypt Bid**.



**N.** Click '**Close**'





O. Click on **'Refresh'**. The status of Response must be **'Submitted'**

The screenshot shows the Oil India Limited e-tender portal. At the top, there's a navigation bar with 'RFx and Auctions', 'Change Password', and 'Reports'. Below this, a welcome message for 'DUMMY VENDOR 3 V210445' is displayed. The main content area shows a list of eRFxs and eAuctions. A search filter section includes 'Event Number', 'Event Status' (set to 'Current RFX'), and 'My RFX Responses From'. Below this, there's a table of eRFxs. The 'Refresh' button is highlighted with a red arrow and a text box saying 'Click \'Refresh\''. The table below has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. The 'Submitted' status in the 'Response Status' column for event SQ0986P17 is highlighted with a red box.

| Event Number | Event Description                                | Event Type         | Event Status | Start Date | End Date   | Response Number | Response Status | Event Version | Response Version | Q&A | Start Time | End time |
|--------------|--|--------------------|--------------|------------|------------|-----------------|-----------------|---------------|------------------|-----|------------|----------|
| SQ08156P13   | 1MW CRUDE OIL RUN GENERATOR SET                  | Open-2 Bid System  | Published    |            | 29.05.2099 |                 | No Bid Created  | 11            |                  | 0   | 00:00:00   | 11:00:00 |
| SQ0986P17    | TEST TENDER                                      | RFX-TWO STAGE OPEN | Published    |            | 28.02.2017 | 60032949        | Submitted       | 1             | 2                | 0   | 00:00:00   | 11:00:00 |
| QD03351P13   | Modernization of Toilets at D+SS Blows           | RFX-OPEN TWO BID   | Published    |            | 23.05.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |
| QD03350P13   | Modernization of Toilet TD + Blows               | RFX-OPEN TWO BID   | Published    |            | 23.05.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |
| QD03677P12   | Construction of drilling / OCMMSD at Jaisal area | Open-2 Bid System  | Published    |            | 25.06.2099 |                 | No Bid Created  |               |                  | 0   | 00:00:00   | 11:00:00 |

This is the end of **Response submission with Encryption key** process.

**34.0** OIL now looks forward for your active participation in the tender.

**DGM-Contracts (Civil)**  
**For GM-CONTRACTS (HOD)**  
**For RESIDENT CHIEF EXECUTIVE**

**BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)****(A). BID EVALUATION CRITERIA (BEC):**

**1.0** The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following mandatory 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** must be submitted along with the Techno-Commercial Bid.

**2.0** Interested bidders shall have to submit the following documents to qualify for the tender:

**2.1 Work Experience Criteria**

- a) One successfully completed **similar work\*** of minimum value of ₹ **1,21,25,000.00** under tender with CPWD, Railways, APWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking during the last seven (07) years **reckoned from the original bid closing date**.
- b) For proof of requisite experience of **similar work\***, Job Completion Certificate clearly mentioning Gross value of job done, Nature of works, Contracts period/ Contract Start and Completion date issued by CPWD, Railways, APWD, MES, NRL, ONGCL, OIL or any other Government Organization / Public Sector Undertaking must be submitted along with the bid.
- c) **Similar work\*** executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.

Notes to Clause no. 2.1 above:

**\*Definition of similar work:**

- 1. Construction of RCC Overhead Water Tank.

**2.2 Financial Criteria**

- a) Annual Financial Turnover of the bidder during **any of preceding three financial / accounting years from the original bid closing date** should be at least ₹ **36, 38,000.00**.
- b) **Net worth** of bidder must be positive for preceding financial/ accounting year.

**Note:** The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

- c) Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial/ accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit / undertaking as per format prescribed in **Annexure-VII**, certifying that the Balance Sheet / Financial Statements for the preceding financial year with respect to the original bid closing date has actually not been audited as on the original bid closing Date.

Notes to Clause No. 2.2 c):

- i) In case of extension of due date for Tax Audit for the preceding financial/ accounting year, Undertaking as mentioned above shall be applicable only if the original bid closing date falls within the extended period.

- ii) In case of non-submission of the Undertaking within the bid closing date and time, bid shall be rejected straightway and no further claim shall be entertained after the bid closing date.
- d) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-
- i) A certificate issued by a practicing Chartered/ Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **Annexure-II**.
- OR**
- ii) Audited Balance Sheet along with Profit & Loss account.
- e) Mention of UDIN (Unique Document Identification Number) is mandatory for all certificates, tax audit reports etc. issued by Chartered Accountant as per the notifications issued by the Institutes of Chartered Accountant of India (ICAI). Certificates, tax audit reports etc. without mentioning of UDIN shall not be considered for evaluation and shall be summarily rejected. No further clarification or request from bidders shall be entertained thereafter in this regard.
- f) In case the bidder is Central Govt. organization/ PSU/ State Govt. organization/ Semi-State Govt. Organization or any other Central/ State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder has to provide documentary evidence for the same.

### **3.0 Commercial Evaluation Criteria**

- a) Bids must be valid for minimum **90 (Ninety) days** from the actual date of Bid closing. If bidder does not submit / declare bid validity period, it will be presumed that the bid validity is **90 (Ninety) days**.
- b) OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Part-VI of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be uploaded by the bidder (along with the Un-priced Techno-Commercial Bid). -Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact have been signed by the bidder's authorized signatory who sign the Bid. Any bid not accompanied by Integrity Pact Proforma duly signed (digitally) by the bidder shall be rejected straightway.
- c) The bidders **must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class 3 [Organization Type]** to upload all the documents. If the **Digital Signature Certificate (DSC)** used for signing is not of "**Class -3**" & Organizational type with Organization's name in the name of the bidder i.e. firm's name, the bid will be rejected.

**Note:** Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.

- d) **Purchase Preference Policy- Linked with Local Content (PP-LC)**  
Purchase Preference Policy- Linked with Local Content (PP-LC) as notified vide Letter No. FP-20013/2/2017-FP-PNG dated 17th November, 2020 of MoPNG shall be applicable in this tender.

Only 'Class-I local supplier' shall be eligible to bid against this tender. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined under this policy. To establish their status as class-I local supplier, it is mandatory for the bidders to give adequate documentation along with the technical bid as follows:

- The bidder shall provide the percentage of local content through an undertaking in their letterhead as per format prescribed in **Annexure-IV** from the authorised signatory of bidder having the power

of Attorney along with the bid stating the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.

**4.0** The bidders must submit documentary evidence for BEC Clauses 2.1 & 2.2 above. All the documents should be legible.

**5.0** Non-submission of the documents as specified in all the paragraphs above will result in rejection of bids.

**6.0 Price Evaluation Criteria**

- a) While submitting responses against the tender in e-tender portal, bidders must fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value), taking account of all liabilities including statutory liabilities in their quoted price (excluding PF and GST). The price quoted under the "Total Bid Value" should be within the range of "At Par" to "+10%" of Company's Internal Estimate. Bids with overall quoted price as indicated in the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) below "at par" and above "10%" of Company's Internal Estimate will be rejected straightway.
- b) Company shall evaluate the inter-se-ranking of the bidders and conduct Draw of Lots amongst the eligible bidders in case of identical bidding, strictly as per the overall quoted price under the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) and awarding of contract shall be done accordingly.
- c) It is the responsibility of the bidder to fill up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) correctly as per the instructions given herein. OIL INDIA LTD accepts no liability of any nature resulting from any calculation error or omissions while filling up the "Total Bid Value" (under RFx Information > Basic Data > Total Bid Value) by the bidders and no claim whatsoever shall be entertained thereof.

**Note:** The Company's Internal Estimated Rates, as indicated in Part-II, are inclusive of all overheads, taxes, duties, levies etc. except P.F. & GST.

**7.0** The bids conforming to the specifications, terms and conditions stipulated in the tender documents and considered to be responsive will be evaluated as per the procedure mentioned below:

- a) Bid will be opened on schedule date & time as specified in the NIT and all the bids where the bidders have quoted the lowest price (within the permissible percentage as per NIT) under the **"Total Bid Value" tab** in e-tender portal will be selected for conducting Draw of Lots (DoL). DoL will be conducted within a short period after Bid Closing Date. In the DoL, 7 (seven) numbers of bidders will be selected first, in the order of B-1 (Bidder-1), B-2 B-3, B-4, B-5, B-6 and B-7. The technical and commercial scrutiny will be carried out for these seven bidders only. If the bid of bidder B-1 is found to be technically and commercially qualified, B-1 will be the successful bidder (Priority-1 bidder) and the contract will be awarded to B-1. If B-1 is not found to be technically & commercially qualified but B-2 is technically and commercially qualified, B-2 will be awarded the contract, ---- and so on; i.e. whoever becomes the first technically qualified bidder in the order of B-1 → B-2 → B-3 → B-4 → B-5 → B-6 → B-7, will be the successful bidder (P-1). In this way, P-1 (Priority-1) and P-2 bidders will be selected. The contract will be awarded to the P-1 bidder only. However, in case the bidder P-1 is not able to carry out the job due to any reason, P-2 may be awarded the job, if the same is approved by Company's competent authority. In case, none of these seven bidders are found to be techno-commercially acceptable, the draw of Lot will be again conducted to select 7 more bidders as B-8 to B-14 and similar steps will be followed thereon as explained above. The system of conducting further draw of lots will be followed till a technically acceptable bidder is selected.
- b) Bidder should note that deficit documents will not be sought from the bidders. The bids will be evaluated as per the documents received from the bidders at the time of bid opening. Any bid, which is not supported with the requisite documents as per the NIT, will be rejected straightway without seeking any further clarification and deficit document.



**(B). BID REJECTION CRITERIA (BRC):**

1. The bids are to be submitted in single stage under composite bid system i.e. Un-priced Techno-Commercial Bid and Price Bid together. The overall price should be quoted under the “Total Bid Value” tab in the e-tender portal taking into account all liabilities including statutory liabilities in their quoted price (excluding PF and GST). The bidder must also upload the PROFORMA-I digitally signed without any input/ alteration from their end in the PROFORMA-I under the “Notes and Attachments” tab.
2. Bid Documents / User Id & Password for OIL’s E-Tender portal are not transferable.
3. Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.
4. Bidders must quote their total price under the “Total Bid Value” (under RFx Information > Basic Data > Total Bid Value) tab within the permissible limit (‘at par’ to above 10% of Company’s Internal Estimate); otherwise the bid will be rejected straightway. If a bidder wants to quote at ‘at par’ with the Company’s Internal Estimate, he must declare the “Total Bid Value” equal to the Internal Estimate mentioned in the Covering Letter. If a bidder wants to quote above the Internal Estimate by certain percentage, he must declare the “Total Bid Value” equal to the sum of Internal Estimate and the desired percentage of Internal Estimate. If any bidder has quoted the total price above “at par” with Company’s Internal Estimate within the permissible range, the percentage quoted above the internal estimate will be calculated and will be loaded accordingly in the rates of each and every items as specified in SOQ.
5. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement in the c-Folder link (collaboration link) under “Technical RFx Response” Tab Page only.
6. Bidders must accept and comply with the following provisions as given in the tender document. Deviations to such provisions shall make the bid liable for rejection.
  - a. Firm price
  - b. Scope of work
  - c. Specifications
  - d. Price schedule
  - e. Delivery / completion schedule
  - f. Period of validity of bid
  - g. Liquidated Damages
  - h. Guarantee of material / work
  - i. Arbitration / Resolution of Dispute
  - j. Force Majeure
  - k. Applicable Laws
  - l. Integrity Pact

**(C). GENERAL:**

- a) Submission of Forged Documents: Bidders should note that Company may verify authenticity of all the documents /certificates / information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel / terminate the contract and forfeit EMD / SD submitted by the bidder(s), besides taking action as per OIL’s Banning Policy dated 6<sup>th</sup> January 2017, available in the OIL’s website.
- b) In case bidder takes exception to any clause of bidding 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 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.
- 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 clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the

company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless Company is satisfied with the substantial responsiveness of the offer.

- d) Bidder(s) must note that requisite information/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- e) OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
- f) If any of the clauses in the BEC/BRC contradicts with any of the clauses of the tender document/disclaimer/guideline/user manual/report or any other field displayed in the e-tender portal, the clauses in the BEC/BRC shall prevail.

**WORKS CONTRACT**

**DESCRIPTION OF WORK/SERVICES:** Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs.

**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 location \_\_\_\_\_.

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. i) 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 specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

ii) Contractor shall have to produce necessary cash memos towards forest produce used against the contract to HOD (Civil) used against this contract from the authorities prior to processing of final payment. In absence of cash memos, the final bill shall not be processed.

3. The Company's Engineer shall have power to:

a) Reduce the rates at which payments shall be made if the quality of work although acceptable is not up to the required standard set forth in the OIL Standard Specifications which have been perused and fully understood by the Contractor.

b) Order the Contractor to remove any inferior material from the site and to demolish or rectify any work of inferior workmanship, failing which the Company's Engineer may arrange for any such work to be demolished or rectified by any other means at the Contractor's expenses.

c) Order the Contractor to remove or replace any workman/ supervisor/ engineer/ project-in-charge or any other contractor's personnel who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any personnel 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.

Contractor

1

Company

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 and items stipulated in Part-II (SOQ). In case of positive variation in quantities of any items from the quantity mentioned in the tender / contract, the contractor will have to carry out the positive varied quantity at the contract rate, or the internally estimated rate, whichever is lower.

However, during the actual execution of the contract, if the contract is to be utilised in a different zone due to Company's operational requirement, and accordingly if the rates of the contractual items are different as in OIL's Schedule of Rates (SOR), then the rates as per the actual zone of execution will be applicable for the contractual items and shall be adopted from the same OIL's SOR which has been adopted in the tender. In that case, the rates shall be applicable for both the contractual quantities as well as for the additional quantities, if required to be executed.

If any additional items (items not covered in the tender / contract) are required to be executed during actual execution of works, the payment of such items shall be made as per the rates of OIL Schedule of Rates (SOR) prevailing in the working zone (the zone where the contract is utilized) at the time of issuance of advice by Company to execute such additional items.

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

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

- I. The 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. Goods and Service Tax (GST) Law,

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 **104 weeks** of the written order to commence 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 percent) 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 HOD-Civil's certificate as to the criticality or otherwise of an item shall be final.

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

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

**9.** In order to promote, safeguard and facilitate the general operational economic in the interest of the Company during the continuance of this contract the Contractor hereby agrees and undertakes not to take any direct or indirect interest and or support, assist, maintain or help any person or persons engaged in antisocial activities, demonstration, riots, or in any agitation prejudicial to the Company's interest and any such even taking shape or form at any place of the Company's works or and its neighbourhood.

**10.** The tendered all-inclusive Price (i.e. the Contract price) is ₹ \_\_\_\_\_ **(Not to be filled up by bidder while submitting the offer in c-Folder. This figure will be filled up by OIL at the time of award of the contract to the successful bidder.)**  
(₹ \_\_\_\_\_ 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, up to the amount of 97% 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 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 the Oil Mines Regulations 2017. 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, except PF & GST, will be borne by Contractor and the contract cost is inclusive of all tax liabilities except PF & GST. However, any subsequent increase in such statutory taxes after bid opening day will be borne by the Company. Similarly if there is any decrease in such statutory taxes after bid opening, the Company shall recover the decreased amount of such taxes from the contractor.

**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) The Contractor shall obtain and submit the Labour Clearance Advice (LCA) / Labour Clearance Certificate (LCC) within 14 days of signing the contract agreement. If the contractor fails to submit the LCA / LCC within 14 days of signing the contract agreement, the period of delay in submission of LCA / LCC shall be deducted from the contractual period while issuing the work order. In such cases, the time period mentioned in Clause No. 8 of GCC (Part-I of this contract) shall not be applicable and the contractor must complete the work within the reduced time period allotted to the contractor as per the work order issued.

However, if submission of LCA / LCC is delayed, under some exceptional circumstances, for any reason not attributable to the contractor, the same should be recorded by the contractor with documentary proof. In such cases, the decision as to whether the reason of delay is attributable to the contractor or not shall be taken by the Head of Civil Engineering Department and the work order will be issued accordingly.

b) Retention Money @ 3 % will be kept as Performance Security Deposit against the contract and will be deducted from the running bill. The amount of retention money shall be released after 6(six) months from the actual date of completion of the work. A part or whole of retention money shall be used by the Company in realisation of liquidated damage or claims, if any, or for adjustment of compensation or loss due to the Company for any reason. The retention money shall not earn any interest.

c) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.

d) 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 P.F. Contribution on wage component.

e) The Contract cost is excluding P.F. & GST. The P.F deposited by the Contractor, 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. Wage component of the Contract cost is 22.00 %.

f) All safety precautions to be maintained by the Contractor at his own cost as per safety rules and regulations.

g) The Contractor shall use pump if needed for dewatering of pit while excavation for which no extra payment will be made.

h) The Contractor shall have to work during rainy seasons also.

i) Watch and ward, loss or damage to Company's property, theft and other incidental charges shall be Contractor's responsibility.

j) Efficient workmen to be engaged by the Contractor.

k) The Contractor's representative should report to Engineer-in-charge on all working days at 7.00 A.M. and 3.00 P.M. for instructions.

l) Materials if rejected should be removed from site within 48 (forty- eight) hours of rejection, failing which the Company reserves the right to get the rejected materials removed at the risk and cost of the Contractor.

m) The Company reserves the right to get the part or whole work complete at the risk and cost of the Contractor if he fails to complete the work within the stipulated time without any valid reason. The Company's decision shall be final and binding on the Contractor.

n) Water that may accumulate on the site during progress of the works or in trenches and excavations from other than accepted risks shall be removed from the site to entire satisfaction of the Engineer-in-charge and at the Contractor's expense.

o) The Contractor shall be in a position to execute 2(two) locations simultaneously.

p) If required, the Contractor shall have to work in two shifts for which no extra payment will be admissible to him/them.

q) If needed water and electricity will have to be arranged by the Contractor at his own cost.

r) The Contractor and his workmen are to strictly observe the safety precautionary rules as per Mines Act (Latest edition) while executing the work.

s) The Contractor shall have to provide temporary latrine facilities in the entire work site for use of their workmen during progress of work.

t) The contractor himself (the signatory of the contract) must visit the site at least twice in a week as fixed for taking necessary instruction from the Engineer-in charge.

u) The program of works to be submitted in the form of Bar Chart within 3 days of receipt of work order.

## **21. SPECIAL INSTRUCTION**

The contractor must quote considering the prevailing minimum Labour wage rate for each day of work.

## **22. GOODS AND SERVICES TAX (GST) CLAUSES UNDER GCC**

### **22.1 GENERAL REMARKS ON TAXES & DUTIES:**

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

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

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

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

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

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

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

OIL will reimburse **GST** to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of **GST**.

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

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

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

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

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

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

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

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

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

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



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

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

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

**22.18 Documentation requirement for GST**

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

Any invoice issued shall contain the following particulars

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

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

- i. The original copy being marked as ORIGINAL FOR RECIPIENT;
- ii. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- iii. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

**22.19 ANTI-PROFITEERING CLAUSE**

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

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

**23. ARBITRATION:**

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

Place of Arbitration: Duliajan, Dibrugarh, Assam.

**24. FORCE MAJEURE:**

In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared / undeclared); riot, revolts, rebellion, terrorism, sabotage by persons other than the

CONTRACTOR's Personnel; fires, explosions, ionising radiation or contamination by radio-activity or noxious gas, if not caused by CONTRACTOR's fault; declared epidemic or disaster; acts and regulations of respective Govt. of the two parties, namely the COMPANY and the CONTRACTOR and civil commotions, lockout not attributable to the CONTRACTOR.

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

Should 'force majeure' condition as stated above occurs and should the same be notified within 72 (Seventy two) hours after its occurrence the 'force majeure' rate (if specified in the SCC of the Contract) shall apply for the first 15 (fifteen) days for each such occasion.

Either party shall have the right to terminate the Contract if such 'force majeure' conditions continue beyond successive 60 (Sixty) days [or exclusively mentioned in the SCC of the Contract] with prior written notice of 15 days, provided termination of the Contract does not result into safety hazard to the life and property on account of withdrawal of operations or the operation is at critical stage. COMPANY shall have the absolute right to decide whether any safety hazard exists or operation is at critical position and decision of the COMPANY shall binding upon the CONTRACTOR.

Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period. [or exclusively mentioned in the SCC of the Contract]

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

If however, relative obligation of the party affected by such 'Force Majeure' is limited to part of the obligation(s), the contract shall not be terminated and the parties shall continue to perform their respective obligations, which are not affected by the 'force majeure' condition, provided the obligations affected by the 'force majeure' do not preclude the parties in performing the obligations not affected by such conditions.

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

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

**26.** 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.

**27. 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)."

**28. COMMISSION OF MISCONDUCT / SUBMISSION OF FRAUDULENT DOCUMENT BY THE BIDDER/CONTRACTOR AND BANNING THEREOF:** The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the notice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

**29. ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017

available in OIL's website: [www.oil-india.com](http://www.oil-india.com). Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.

**30. TERMINATION:**

- a) **Termination on expiry of the contract:** This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.
- b) **Termination of contract for death:** If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.
- c) **Termination on account of Force Majeure:** Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-24.0 above.
- d) **Termination on account of insolvency:** In the event that the CONTRACTOR or its collaborator or its guarantor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt or under the process of insolvency or liquidation, then the COMPANY shall, by a notice in writing have the right to terminate the Contract and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or Insolvency Professional Manager, as appointed by the Competent Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

- e) **Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of dissatisfaction. The COMPANY shall have the option to terminate the Contract by giving 15 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days' notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].
- f) **Termination due to change of ownership and Assignment:** In case the CONTRACTOR's rights and /or obligations under this Contract and/or the CONTRACTOR's rights, title and interest to the equipment/ material, are transferred or assigned without the COMPANY's written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.
- g) If at any time during the term of this Contract, breakdown of CONTRACTOR's equipment results in CONTRACTORS being unable to perform their obligations hereunder for a period of 15 successive days, COMPANY at its option, may terminate this Contract in its entirety or partially to the extent of non-performance, without any further right or obligation on the part of the COMPANY, except for the payment of money then due. No notice shall be served by the COMPANY under the condition stated above.

- h) Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the COMPANY on giving 30 (thirty) days written notice to the CONTRACTOR due to any other reason not covered under the above Article from (a) to (g) and in the event of such termination the COMPANY shall not be liable to pay any cost or damage to the CONTRACTOR except for payment of services as per the Contract upto the date of termination.
- i) **Consequence of Termination:** In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

Upon termination of this Contract, CONTRACTOR shall return to COMPANY all of COMPANY's properties, which are at the time in CONTRACTOR's possession.

In the event of termination of contract, COMPANY will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the CONTRACTOR shall demobilize their personnel & materials. No demobilization charges shall be payable by COMPANY in case of Article from (d) to (g).

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

-----  
(Signature of Contractor or his legal Attorney)

-----  
(Full name of signatory)

-----  
(Seal of Contractor's firm)

-----  
(Signature of witness)

-----  
(Full name of Signatory)

Address:

-----  
(Signature of Acceptor)

Designation: -----

**WORKS CONTRACT****SCHEDULE OF WORK, UNIT AND QUANTITY**

| SL.NO. | DESCRIPTION OF SERVICE   | UOM | QUANTITY | UNIT PRICE | TOTAL     |
|--------|--|-----|----------|------------|-----------|
|        | GROUP A SEC A  |     |          |            |           |
| 1      | Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift up to 1.5 m, as directed by Engineer-in-charge. All kinds of soil. | M3  | 425      | 140.75     | 59818.75  |
| 2      | Filling available excavated earth (excluding rock) in trenches, plinth, sides of foundations etc. in layers not exceeding 20cm in depth, consolidating each deposited layer by ramming and watering, lead up to 50 m and lift up to 1.5 m.   | M3  | 425      | 148.62     | 63163.50  |
| 3      | Surface dressing of the ground including removing vegetation and in-equalities not exceeding 15 cm deep and disposal of rubbish, lead up to 50 m and lift up to 1.5 m. All kinds of soil.  | M2  | 2500     | 16.32      | 40800.00  |
| 4      | Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :1:3:6 (1 Cement : 3 coarse sand (zone-III) : 6 graded stone aggregate 20 mm nominal size)  | M3  | 98       | 4392.37    | 430452.26 |
| 5      | Laying Brick Flat Soling (75mm thick) including grading the base and spreading 25mm thick sand bed at bottom and grouting soling with cement mortar (prop. 1:3) and carrying all materials from a distance of upto 30.00m.   | M2  | 481      | 604.97     | 290990.57 |
| 6      | Extra for providing and mixing water proofing material in cement concrete work in doses by weight of cement as per manufacturer's specification.   | KG  | 2500     | 49.62      | 124050.00 |
| 7      | Centering and shuttering including strutting, propping etc. and removal of form for: Foundations, footings, bases of columns, etc. for mass concrete.  | M2  | 70       | 227.17     | 15901.90  |
| 8      | Centering and shuttering including strutting, propping etc. and removal of form for: Walls (any thickness) including attached pilasters, buttresses, plinth and string courses etc.  | M2  | 636      | 468.85     | 298188.60 |
| 9      | Centering and shuttering including strutting, propping etc. and removal of form for: Suspended floors, roofs, landings, balconies and access   | M2  | 63       | 534.12     | 33649.56  |

| SL.NO. | DESCRIPTION OF SERVICE  | UOM | QUANTITY | UNIT PRICE | TOTAL      |
|--------|---|-----|----------|------------|------------|
|        | platform.   |     |          |            |            |
| 10     | Centering and shuttering including strutting, propping etc. and removal of form for: Lintels, beams, plinth beams, girders, bressumers and cantilevers.   | M2  | 583      | 432.06     | 251890.98  |
| 11     | Centering and shuttering including strutting, propping etc. and removal of form for: Columns, Pillars, Piers, Abutments, Posts and Struts.  | M2  | 415      | 569.66     | 236408.90  |
| 12     | Centering and shuttering including strutting, propping etc. and removal of form for :Spiral staircases (including landing)  | M2  | 139      | 466.56     | 64851.84   |
| 13     | Centering and shuttering including strutting, propping etc. and removal of form for: Arches, domes, vaults up to 6 m span.  | M2  | 687      | 1330.99    | 914390.13  |
| 14     | Centering and shuttering including strutting, propping etc. and removal of form for : Extra for arches, domes, vaults exceeding 6 m span.   | M2  | 498      | 472.22     | 235165.56  |
| 15     | Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete upto plinth level.Thermo-Mechanically Treated bars of grade Fe-500D or more.  | KG  | 125528   | 74.54      | 9356857.12 |
| 16     | Steel work welded in built up sections/ framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer using structural steel etc. as required: In gratings, frames, guard bar, ladder, railings, brackets, gates and similar works.   | KG  | 12833    | 112.18     | 1439605.94 |
| 17     | 12 mm cement plaster of mix: 1:4 (1 cement: 4 fine sand).   | M2  | 3921     | 170.95     | 670294.95  |
| 18     | Finishing walls with Premium Acrylic Smooth exterior paint with Silicone additives of required shade: New work (Two or more coats applied @ 1.43 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm).   | M2  | 2122     | 124.96     | 265165.12  |
| 19     | Painting with synthetic enamel paint of approved brand and manufacture to give an even shade: Two or more coats on new work.  | M2  | 380      | 93.45      | 35511.00   |
| 20     | Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40 mm dia M.S. tube1.5 m center to center, horizontal & vertical tubes joining with cup &lock system with M.S. tubes, M.S. tube challies, M.S. clamps and M.S.staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it thereafter .The scaffolding system shall be stiffened with bracings, runners, connection with the | M2  | 3671     | 203.14     | 745726.94  |

| SL.NO. | DESCRIPTION OF SERVICE  | UOM | QUANTITY | UNIT PRICE | TOTAL      |
|--------|---|-----|----------|------------|------------|
|        | building etc wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineer-in-charge .The elevational area of the scaffolding shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.  |     |          |            |            |
| 21     | Providing and laying in position machine batched and machine mixed design mix M-25 grade cement concrete for reinforced cement concrete work, using cement content as per approved design mix, including pumping of concrete to site of laying but excluding the cost of centering, shuttering, finishing and reinforcement, including admixtures in recommended proportions as per IS: 9103 to accelerate, retard setting of concrete, improve workability without impairing strength and durability as per direction of Engineer-in-charge.(Note :- Cement content considered in this item is @ 330 kg/cum. Excess/less cement used as per design mix is payable/recoverable separately).All works upto plinth level.                     | M3  | 279      | 5162.07    | 1440217.53 |
| 22     | Providing and laying in position machine batched and machine mixed design mix M-25 grade cement concrete for reinforced cement concrete work, using cement content as per approved design mix, including pumping of concrete to site of laying but excluding the cost of centering, shuttering, finishing and reinforcement, including admixtures in recommended proportions as per IS: 9103 to accelerate, retard setting of concrete, improve workability without impairing strength and durability as per direction of Engineer-in-charge.(Note :- Cement content considered in this item is @ 330 kg/cum. Excess/less cement used as per design mix is payable/recoverable separately).All works above plinth level upto floor V level. | M3  | 688      | 6103.21    | 4199008.48 |
| 23     | Extra for R.C.C./ B.M.C/ R.M.C. work above floor V level for each four floors or part thereof.  | M3  | 305      | 243.92     | 74395.60   |
| 24     | Boring, providing and installation bored cast-in-situ reinforced cement concrete piles of grade M-25 of specified diameter and length below the pile cap, to carry a safe working load not less than specified, excluding the cost of steel reinforcement but including the cost of boring with bentonite solution and temporary casing of appropriate length for setting out and removal of same and the length of the pile to be embedded in the pile cap etc. by   | M   | 822      | 2140.7     | 1759655.40 |

| SL.NO. | DESCRIPTION OF SERVICE   | UOM | QUANTITY | UNIT PRICE | TOTAL     |
|--------|--|-----|----------|------------|-----------|
|        | percussion drilling using Direct mud circulation (DMC) or Bailer and chisel technique by tripod and mechanical Winch Machine all complete, including removal of excavated earth with all its lifts and leads (length of pile for payment shall be measured up to bottom of pile cap). Note: Truck Mounted rotary/TMR/Tubewell boring machine shall not be used.600 mm dia piles.   |     |          |            |           |
| 25     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 7  | M2  | 70       | 45.43      | 3180.10   |
| 26     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 8  | M2  | 636      | 93.77      | 59637.72  |
| 27     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 9  | M2  | 63       | 106.82     | 6729.66   |
| 28     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 10   | M2  | 583      | 86.41      | 50377.03  |
| 29     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 11   | M2  | 415      | 113.93     | 47280.95  |
| 30     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 12   | M2  | 139      | 93.31      | 12970.09  |
| 31     | Extra for shuttering in circular work (20% of respective centering and shuttering items)Extra for Item No.: 13   | M2  | 687      | 266.2      | 182879.40 |
| 32     | Hydraulic Excavator (3D) with driver and fuel.   | DAY | 5        | 8050       | 40250.00  |
| 33     | Vertical load testing of piles in accordance with IS 2911 (Part IV)including installation of loading platform by Kentledge/Anchor piles method and preparation of pile head or construction of test cap and dismantling of test cap after test etc. complete as per specification &the direction of Engineer in charge. Single pile upto 50 tons Safe capacity. Initial test (Test Load 2.5 times the Safe capacity),,,,,,,,,, | EA  | 4        | 44717.75   | 178871.00 |
| 34     | Vertical load testing of piles in accordance with IS 2911 (Part IV)including installation of loading platform by Kentledge/Anchor piles method and preparation of pile head or construction of test cap and dismantling of test cap after test etc. complete as per specification &the direction of Engineer in charge. Single pile upto 50 tons Safe capacity. Routine test (Test Load 1.5 times the Safe capacity)           | EA  | 2        | 16028.7    | 32057.40  |
|        | <b>GROUP A SEC B</b>   |     |          |            |           |
| 1      | Supply and fixing of Cu Lightning Arrester complete  | NO  | 4        | 1288.52    | 5154.08   |



| SL.NO.               | DESCRIPTION OF SERVICE  | UOM | QUANTITY | UNIT PRICE | TOTAL     |
|----------------------|---|-----|----------|------------|-----------|
|                      | with nuts and bolts for overhead lightning protection(As directed and approved by Electrical Engineering Department)  |     |          |            |           |
| 2                    | Supply and fixing of Earthing with G.I. earth pipe 3 meter long, 50 mm dia (Conforming to BIS:1239) including accessories, and providing masonry cubical/cylindrical enclosure with minimum inner length/diameter of 600 mm) with cover plate having locking arrangement and watering pipe etc. with charcoal/ coke and salt as required.(As directed and approved by Electrical Engineering Department)  | NO  | 2        | 4485.89    | 8971.78   |
| 3                    | Supplying and laying 25 mm X 3 mm G.I strap at over ground as strap earth electrode, including connection/ terminating with G.I. nut, bolt, spring, washer etc. as required. (Jointing shall be done by overlapping and with 2 sets of G.I. nut bolt & spring washer spaced at 50 mm)(As directed and approved by Electrical Engineering Department)  | M   | 100      | 151.5      | 15150.00  |
| <b>GROUP A SEC C</b> |   |     |          |            |           |
| 1                    | Joining of 250 mm NB pipes & Fittings: The job involves joining of 250mm NB pipes including flanges etc. to complete the inlet and outlet pipe connections as the construction drawing from tank to the ground level which has to be complete in all aspects. Necessary alignment of the pipes is to be carried out as per the tank construction drawing and as per advice of competent person from OIL. For handling of the pipes, necessary Cranes etc. shall have to be arranged by the Contractor. Any welding Cutting requirement for alignment of the pipes if required have to be carried out by the Contractor. The contractor shall have to supply all machines/ equipment/manpower etc. and consumables like fuel, electrodes, grinding discs, etc. as required for the job. OIL shall supply all the requisite pipes and pipe fittings required for the job.(As directed and approved by Field Engineering Department) | JT  | 50       | 5720.83    | 286041.50 |
| 2                    | Joining of 200 mm NB pipes & Fittings: The job involves joining of 200mm NB pipes including flanges etc. to complete the inlet and outlet pipe connections as the construction drawing from tank to the ground level which has to be complete in all aspects. Necessary alignment of the pipes is to be carried out as per the tank construction drawing and as per advice of competent person from OIL. For handling of the pipes, necessary Cranes etc. shall have to be arranged by the Contractor. Any welding Cutting requirement for alignment of the   | JT  | 20       | 3813.89    | 76277.80  |

| SL.NO. | DESCRIPTION OF SERVICE   | UOM | QUANTITY | UNIT PRICE | TOTAL     |
|--------|--|-----|----------|------------|-----------|
|        | pipes if required have to be carried out by the Contractor. The contractor shall have to supply all machines/ equipment/manpower etc. and consumables like fuel, electrodes, grinding discs, etc. as required for the job. OIL shall supply all the requisite pipes and pipe fittings required for the job.(As directed and approved by Field Engineering Department)  |     |          |            |           |
| 3      | Placement, Fitting and Clamping of 50 mm NB pipes & Fittings: The job involves Placement, Fitting and Clamping of 50 mm NB pipes to hold the Inlet, Outlet and Drain Pipes in Position. The Pipes are to be placed and fitted suitably to clamp the Inlet, Outlet and Drain Pipes in Position. Necessary alignment of the pipes is to be carried out as per the advice of competent person from OIL. For handling of the pipes, necessary Cranes etc. shall have to be arranged by the Contractor. Any welding-Cutting requirement for alignment of the pipes if required have to be carried out by the Contractor. The contractor shall have to supply all machines/equipment/manpower etc. and consumables like fuel, electrodes, grinding discs, etc. as required for the job. OIL shall supply all the requisite pipes and pipe fittings required for the job.(As directed and approved by Field Engineering Department) | JT  | 25       | 5720.83    | 143020.75 |
| 4      | Hydraulic testing: Hydraulic testing of the entire newly laid pipe line at available head of water column for a period of 4 hours (continuous).The testing of the pipe line will have to be done after complete completion of joining of the pipe line in all aspects. Any failure detected will have to be rectified by the contractor and the whole piping will have to be retested hydraulically. Only source water will be supplied by OIL.(As directed and approved by Field Engineering Department)  | JOB | 6        | 4102.47    | 24614.82  |
| 5      | Painting: Applying of one coat of anti-rust primer and two coats of enamel paint to pipe lines and associated pipe fittings to the satisfaction of OIL's representative. The shades of paints to be applied on pipe lines and associated pipe fittings shall be specified by HEAD –FE or his representative and will have to be supplied by the contractor along with the necessary tools and tackles. Prior to the application of paints the same will have to be approved by HEAD – FE or his representative. Nominal Dimensions of Pipes and Pipe fittings: 250 MMNB to 200 MM NB.(As directed and approved by Field Engineering Department)  | M2  | 100      | 146.88     | 14688.00  |

| SL.NO. | DESCRIPTION OF SERVICE  | UOM | QUANTITY | UNIT PRICE | TOTAL    |
|--------|---|-----|----------|------------|----------|
| 6      | Supply and installation of Float and board type level indicator(As directed and approved by Field Engineering Department) | NO  | 1        | 15500      | 15500.00 |

**Note:**

a) Bidder must quote overall price within the range of “At Par” to “+10%” of Company’s Internal Estimate.

b) Bidder must include all impale plant, labour, supervision, materials, erection of display board, sign/caution board, insurance, profit, taxes and duties, together with all general risks, liabilities and in their quoted rates excluding PF and GST.

**WORKS CONTRACT****SPECIAL CONDITIONS OF CONTRACT**

**DESCRIPTION OF WORK/SERVICES:** Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs.

Reference OIL Drawing No: OIL/10803 to OIL/10814.

**ANNEXURE = A: SCOPE OF WORK.**

Civil Engineering Work: Construction of RCC Overhead Water Tank over the pile foundation including carrying out pile load tests.

Electrical Engineering Work: Fixing of Cu Lightning Arrester and Earthing.

Field Engineering Work: Laying, Fixing & Testing of Water Pipes including supply and installation of Float and board type level indicator.

**I. Specifications of CIVIL ENGINEERING works:**

**GENERAL :** All materials used in the work shall conform to the latest revision of the relevant Indian Standard Specifications to the extent practicable. Where no such specifications exist they shall be of the best quality available in the market. Wherever ISI certified materials and products are available these alone shall be used. All materials shall be stored at site in accordance with IS-4082-1977.

Unless specially provided for in the contract the tendered rates shall include the cost of testing, carriage, transport, loading, unloading and stacking as directed for all materials required on the work. Where a tender provides a rate for transport of materials, it includes for all loading, unloading and stacking on the site in such position and manner as directed.

1.0 SITE CLEARANCE : Cleaning & Dressing levelling of the demarcated area and disposal of all debris before starting of the work and after completion of the work at contractor's own cost.

**1.1.PREPARATION OF SITE**

The land described or shown on the site plan shall be cleared of all obstructions, rubbish, brush wood, jungle and bamboo clumps as directed by the Site Engineer.

**2.0 Earth work in excavation:**

All excavations shall be done to the minimum dimensions as required for safety and working facility. Prior approval of the Engineer shall be obtained by the Contractor, in each individual case, for the method he proposes to adopt for the excavations including dimension, side slopes, shoring, dewatering, disposal, etc. This approval, however, shall not in any way make the Engineer responsible for any consequent loss or damage. The excavation must be carried out in the most expeditious and efficient manner.

All excavation in open cuts shall be made true to line, slopes and grades shown on the drawing or directed by the Engineer. No material shall project within the dimension of minimum excavation lines marked. Boulders projecting out of the excavated surfaces shall be removed, if in the opinion of the Engineer they are likely to be a hindrance to the workers.

Method of excavation shall be in every case subject to the approval of the Engineer and the Contractor shall ensure the stability and safety of the excavation, adjacent structures, services and works.

The Contractor shall have full responsibility of the stability of the excavation and safety of the workmen. If any slip occurs, the Contractor shall remove all slipped material from the excavated pit.

All loose boulders, semi-detached rocks, not directly in excavation but so close to the area to be excavated as to be liable, in the opinion of the Engineer, to fall or otherwise endanger the workmen, equipment of the work, etc., shall be stripped off and removed away from the areas of excavation. The method used shall be such as not to shatter or render unstable or unsafe the portion which was originally sound and safe. Any materials not requiring removal as contemplated in the work, but which, in the opinion of the Engineer, is later to become loose or unstable shall also be promptly and satisfactorily removed as directed by the Engineer.

Prior to starting the excavation, the ground level at the location shall be checked jointly with the Engineer.

The rough excavation may be carried up to a maximum depth of 150 mm above the final level. The balance shall be excavated with special care. If directed by the Engineer, soft and undesirable spots shall be removed even below the final level. The extra excavation shall be filled up as instructed by the Engineer and the Contractor shall be paid for the extra excavation and the filling at the appropriate item rates.

If the excavation is done to a depth greater than that shown on the drawing, or directed by the Engineer, due to the Contractor's fault, the excess depth shall be filled up to the required level at the later's cost (with cement concrete not leaner than 1:4:8 ordinary concrete or richer) as directed by the Engineer in each individual case.

#### 2.1.1 Disposal

The excavated spoils will be disposed off in any or all the following manners :

- a) By using it for backfilling straightway.
- b) By stacking it temporarily for use in backfilling at a later date during execution of the Contract.
- c) i) By either spreading, Or  
ii) Spreading and compacting at designated disposal areas.

3.0 CEMENT CONCRETE/ REINFRCED CEMENT CONCRETE WORK: All C.C. work in 1:3:6 proportion shall be done with 20mm down to 12 mm graded down boulder broken stone. Broken stone shall be properly screened before use. All reinforced cement concrete work to be done in M25 as per related drawings and instructions of site Engineer to be followed in case of any discrepancies. Proper vibration to be done as per IS recommendation.

4.0 CURING OF CONCRETE : Curing shall be done in accordance with IS:456 by keeping the concrete surface covered with wet hessian cloths, canvas or similar absorbent materials and kept constantly wet for a period of not less than 7 days from the date of pouring of concrete. Brick work and plastered surface to be kept wet by sprinkling with water for at least 7 days.

5.0 STORAGE : Materials shall be transported, handled and stored at site carefully to the approval of Engineer so as to prevent any damage of any kind and to be kept at his own risk and cost.

6.0 Water : Water shall be clear, clean and free from all harmful impurities which must be approved by the Engineer. Arrangement of water for concreting and other purpose shall be made by the contractor at his own cost. Water from excavation shall not be used for construction work and curing.

#### 7.0 CEMENT MORTAR :

Cement mortar shall be of proportions specified for each type of work in the schedule. It shall be composed to Portland cement and sand. The ingredients shall be accurately gauged by measured and shall be well and evenly mixed together in a mechanical pan mixer, care being taken not to add more water than is required. No mortar that has began to set shall be used. River sand shall be used unless otherwise specified.

If hand mixing is allowed it shall be done on pucca water proof platform. The gauged materials shall be put on the platform and mixed dry water will then be added and the whole mixed again until it is homogeneous and of uniform colour. Not more than one bag of cement shall be mixed at one time and which can be consumed within half an hour of its mixing.

#### 8.0 Design mix:

For mix design concrete work, the mix to be established by the contractor at his own expenses from the approved laboratory.

#### 9.0 SAND :

i) Quality : Sand to be used for mortar or concrete shall be clean, well graded, hard, strong, durable, uncoated grains, free from any deleterious matter such as loam, clay, shells, soft or flaky particles or any organic matter. More than a mere trace of mica is very objectionable.

The sand shall be tested for organic and other foreign matter before use.

If the percentage of silt and clay matter exceed 5 percent the sand shall be washed before use and retested and shall not be used until the silt content is below this figure.

ii) Precaution against using damp sand with cement : During the rains or when there is heavy dew, sand for concrete or mortar must be covered in order to keep it dry. Damp sand must not be mixed with cement.

For concrete work the sand shall include all particles from very fine (exclusive of dust) up to those which will pass through a 6mm mesh screen but not more than 10 percent shall be retained on 3mm mesh screen.

iii) For finishing coats of fine plaster a smaller grained sand shall be used but on no account may dirt sand, silt or sand of which more than ten percent passes through a screen having two thousand and five hundred (2,500) meshes to the 645 sq.mm be used.

#### 10.0 CEMENT :

Cement issued to the contractor shall store in suitable dry place in a raised wooden platform. Care should be taken so that no cement is got damaged in transportation from OIL's Go-down at Duliajan to the site and poor quality of storage facilities. Cement should be consumed which comes to the site first.

##### 10.1 CEMENT MORTAR :

i) Must be freshly mixed: Cement mortar will only be mixed in such quantities as can be used up on the work within half an hour of mixing. Mortar which has been mixed longer or which has taken its initial set will on no account be used on the work or remixed with fresh mortar. It must be immediately removed from the site or work.

ii) Method of mixing: The cement and sand will be mixed dry in the specified proportions, by turning over at least three times on the mixing platform. Only sufficient water will then be added, thorough a rose of a watering can, to produce a workable mixture. The wet mortar will be thoroughly worked or mixed by repeatedly turning over, not less than three times on the mixing board.

iii) Size of mixing platform and precaution against list : All mixing of mortar must be done on platforms of angle size and workman bringing the material to and from the platform must not be permitted to walk about on it, thereby bringing mud or dirt to the place, where the mortar is being mixed. The platform must be clean and level and all joints closed or filled so that the cement is not washed out.

iv) Proportion of cement and sand : Where not otherwise specified, cement mortar for plaster will consist of one part of cement to four parts of sand. For mortar for brick or stone masonry work the proportion unless otherwise specified, will be one part of cement to three parts sand.

#### 11.0 CEMENT CONCRETE

##### REINFORCED CEMENT CONCRETE:

##### i) Mixing :

Concrete mixing to be done as per design mix M-25 grade of Concrete.

ii) TRANSPORTATION : The concrete shall be conveyed from the place of mixing to the place of final deposits as rapidly as practicable by methods which will prevent segregation or loss of any of the ingredients. If segregation does occur during transport, the concrete shall be remixed before being placed. In no case more than 30 minutes shall elapse between mixing and final placement in its position.

(iii) Concrete shall be thoroughly compacted during the operation of placing and thoroughly worked around the reinforcement by punning, prodding, mechanically vibrating. The intensity and duration of vibration should not be more which may cause segregation of concrete and will be weaker in strength.

##### iv) Curing :

Concrete shall be carefully protected during first stage of hardening from harmful effects or excessive heat, drying winds, rain or running water and shock. It shall be covered with a layer of sacking, sand, canvas, hessian or similar absorbent materials and kept constantly wet for ten days from the date of placing of concrete. Alternatively, the concrete being thoroughly wetted and covered by layer of approved waterproof material which should be kept in contact with it for seven days.

#### 12.0. FORM WORK :

a. Form work shall conform to the slope lines, curvature and dimensions of concrete and RCC structure as shown in the relevant drawings. Form work for concrete shall be plywood, steel plates, seasoned timber or other approved materials as per directions of the Engineer. It shall be sufficiently tightened to prevent loss of cement slurry and all holes and joints shall be blocked with putty. For casting R.C.C. slab polythene sheet may have to be used to prevent leakage as advised by the Engineer-In-charge for which no extra payment will be made to the Contractor.

13.0 SCAFFOLDING : The scaffolding required for plastering work , shall be strong enough and of approved materials by the Engineer-in-charge. Before use of scaffolding, it has to be inspected and approved by the Engineer-in-charge or authorized representative.

PLANKING AND STRUTTING : The contractor is responsible for the design, fixing and removal of planking, strutting shoring etc. of sufficient strength required for earth pressure for which no extra claim on this amount will be granted.

All rubbish particularly Chippings, shavings and saw dust, shall be removed from the interior of the forms before the concrete is placed and the form work in contact with the concrete shall be cleaned and thoroughly wetted or treated with an approved composition. Care shall be taken that such approved composition is kept out of contact with the reinforcement.

In normal circumstances and where ordinary Portland cement is used form may generally be removed after the expiry of the following periods.

- a) Walls, columns and vertical face of all structural members as may be decided by the Site Engineer # 24 to 48 hours.
- b) Slabs side (props left under ) 3 days
- c) Beam soffits (props. left under) 14 days
- d) Removal of props under slabs
  - i) Spanning up to 4.5 m # 14 days
  - ii) Spanning over 4.5 m # 21 days
- e) Removal of props under beams :
  - i) Spanning up to 6 m # 21 days
  - ii) Spanning above 6 m # 28 days

In no circumstances shall forms be struck until the concrete reaches a strength of at least twice the stress to which concrete may be subjected at the time of removal of form work. All form works shall be removed without such shock or vibration as would damaged the concrete. Form work for long span deep beams to be supported by MS props or Bholuka Bamboo props as required based on the design for the formwork to take care the massive load of the green concrete.

#### 14.0 MATERIALS AND WORK SPECIFICATIONS :

1 CEMENT. Cement shall be issued by the company from its Store at Duliajan.

Cement shall be stored in weatherproof shade with raised wooden plank flooring to prevent deterioration by dampness or intrusion of foreign matter. It shall be stored in such a way as to allow the removal and use of cement in chronological order of receipt, i.e. first received being first used. Cement deteriorated and or clotted shall not be used on work but shall be removed at once from the site.

2. Fine Aggregate : Sand shall conform to relevant portion of IS 515. It shall pass through an IS sieve 4.75(3/16 BS) test sieve, leaving a residue not more than 5%. It shall be from natural source or crushed stone screening, if allowed. Chemically inert, clean, sharp, hard, durable, well graded and free from dust, clay, shale, large pebbles, salt, organic matter, loam mica, or other deleterious matter. The sum of percentage of all such deleterious materials in sand shall not exceed 5% by weight. It shall be washed if directed to reduce the percentage of deleterious substances to acceptable limits. Sand shall not contain any trace of salt and it shall be tested and sand containing any trace of salt shall be rejected.

The fine aggregate for concrete shall be graded within limits as specified in IS 383 and the Fineness Modulus may range between 2.60 to 3.20.

The fine aggregate shall be stacked carefully on a clean, hard, dry surface so that it will not get mixed up with deleterious foreign materials. If such a surface is not available a platform of planks or corrugated iron sheets or brick floor or a thin layer of lean concrete shall be prepared.

3. Coarse Aggregate: Shall consist of crushed or broken stone 95% of which shall be retained on 5.75mm IS test sieve. It shall be obtained from crushing Granite, Quartzite, Trap Basalt or similar approved stones from approved quarry and shall conform to IS-383 and IS-515. Coarse aggregate shall be chemically inert when mixed with cement and shall be

fairly cubical in shape and free from soft, feeble, thin, porous, laminated or flaky pieces. It shall be free from dust and any other foreign matter.

4. Reinforcement : Reinforcement shall be of TMT bar of tested quality conforming to IS-1786.

All reinforcement shall be free from cracks, surface flows, laminations, jagged, imperfect edges, loose mill scales, loose rust and coats of paints, oil or other coating which may destroy or reduce bond.

5. Bricks : Bricks shall generally comply with IS-1077 except in size, which shall be conforming to the sizes locally available.

Bricks of 75 class designation shall be the best quality locally available, table moulded, well burnt but not over burnt, have plane rectangular face with parallel sides and sharp right angle edges have a fine compact and uniform texture. The bricks shall be free from cracks, chips, flaws, stones or lumps of any kind and shall not show efflorescence either dry or subsequent to soaking in water. It shall emit a clear ringing sound on being struck and shall not absorb water more than 20% by weight. Common building bricks shall have a minimum compressive strength of 75 kg/sq.cm. unless otherwise specifically stated.

6. Water : Water for mixing cement mortar or concrete shall not be salty or brackish and shall be clean, reasonably clear and free from objectionable quantity of silt and traces of oil, acid, injurious alkali, salts, organic matter and other deleterious materials which will either weaken the mortar or concrete or causes efflorescence or attack the steel in reinforced cement concrete. Water shall be obtained from sources approved by the Site Engineer. Potable water is generally considered satisfactory for mixing and curing concrete mortar masonry etc. Where water other than from main source is used this shall be tested in an approved testing laboratory to establish its suitability. All charges connected there with shall be borne by the contractors.

#### 15.0 Site Drainage:

All water, which may accumulate on the site during the progress of the works or in trenches and excavation, shall be removed from the site to the satisfaction of the Engineer-in-Charge at the Contractor's expense.

#### 16.0 Nuisance:

The Contractor shall not at any time do, cause or permit any nuisance on the site or do anything, which shall cause unnecessary disturbance or inconvenience to the Company and shall be disposed of asked by the Engineer-in-charge.

#### 17.0 Materials obtained from Excavation:

Materials of any kind obtained from excavation on the site shall remain the property of the Company and shall be disposed of as the Engineer-in-charge may direct.

#### 18.0 Protection of Trees:

Tree designated by the Engineer-in-charge shall be protected from damage during the course of the works and earth level within one meter of each such tree shall not be changed. Where necessary, such trees shall be protected by providing temporary fencing.

#### 19.0 Watching and lighting:

The Contractor shall provide and maintain at his own expense all lights, guards, fencing and watching when and where necessary or required by the Engineer-in-charge for the protection of the works or for the safety and convenience of those employed on the public.

#### 20.0 Contractors supervision-

##### Site Engineer:

The Contractor shall engage and keep at site, qualified Site Engineer(Degree in Civil Engineering from a recognized university and work experience of minimum 3 years) and proceed with the work as required for proper execution of the work.

The Contractor shall submit the details and documents of the Site Engineer within 14 days of signing the contract agreement. If the contractor fails to submit the details and documents of the Site Engineer within 14 days of signing the contract agreement, the period of delay in submission of the details and documents of the Site Engineer shall be



deducted from the contractual period while issuing the work order. In such cases, the time period mentioned in contract shall not be applicable and the contractor must complete the work within the reduced time period allotted to the contractor as per the work order issued.

However, if submission of the details and documents of the Site Engineer is delayed, under some exceptional circumstances, for any reason not attributable to the contractor, the same should be recorded by the contractor with documentary proof. In such cases, the decision as to whether the reason of delay is attributable to the contractor or not, shall be taken by the Head of Civil Engineering Department and the work order will be issued accordingly.

The contractor shall inform OIL in advance, in case of the replacement of the Site Engineer, with same academic qualification(i.e. Degree in Civil Engineering from a recognized university) and work experience of minimum 3 years. In case of absence to Site Engineer, OIL will have the right to stop the work till such time a new Site Engineer is deployed at site by the Contractor. The hindrance in work due to the said circumstances will be accountable to the Contractor.

#### 21.0 Inspection and Approval:

All works embracing more than one process shall be subject to examination and approval at each stage thereof and the Contractor shall give due notice to the Engineer-in-charge or his authorized representative when each stage is ready. In default of such notice, the Engineer-in-charge shall be entitled to appraise the quality and extent thereof.

#### 22.0 Working during Night or on Sundays and Holidays:

Required permission may be obtain from the concern authority to carry out work during night or on Sundays or on authorized holidays.

#### 23.0 Steel

For Reinforcement:

High Yield strength deformed bars confirming to IS: 1786 #Specification for High Strength Deformed Steel Bars & Wires for Concrete Reinforcement.

All reinforcement bars shall be of uniform cross-sectional area and be free from loose mill scales, dust, loose rust, coats of paint, oil or other coatings which may destroy or reduce bond.

24.0 CONTRACTORS GODOWN : The contractor shall construct at his own cost suitable go-down at site of work for storing adequate quantity of cement in weather proof walls. The cement shall be stacked in rows of two bags each and not exceeding 10 bags in height. A clear walking space of at least 500 mm shall be left in between the two rows as also from the surface of side walls. No material shall be issued by department for construction of contractor's go-down.

25.0 PLANT & MACHINERY : The contractor must provide at his own expenses following minimum numbers of equipment in operational condition capable of providing uninterrupted services under the contract as and when required.

- i) Concrete mixer machine- 01 No
- ii) Vibrators with needles - 01 Nos.
- iii) Slump cone- 01 No.
- iv) Cube Mould- 06 No

#### 26.0 CONTRACTORS SUPERINTENDENCE

The contractor shall employ one or more competent and qualified technical person/s and supervisor/s whose name/s shall have to be communicated in writing to the Engineer-in-charge by the contractor at the site of work during all working hours and any orders or instructions which the Engineer-in-charge/Engineer's representative may give to the said representative of the contractor, shall be deemed to have been given to the contractor.

#### 27.0 TESTS FOR QUALITY CONTROL:

The various tests shall be carried out by the contractor as and when instructed by the Engineer-in-charge and no separate payment shall be made unless otherwise specified in the contract. Following tests /test certificate to be produced by the contractor at his own cost as and when directed by the Engineer-in-charge.

- i) Test report of water for construction and curing should be produced('PH' value should not be less than 6).
- ii) Cube test for RCC work.
- iii) Manufacture Test certificate for steel materials, M.S. rod, Tor steel should be produced prior to its use in construction.
- iv) Test report for quarry materials should be produced.
- v) For Design mix concrete works, design mix to be established from approved lab.
- vi) Any other tests as per the direction of Engineer-in-charge.

**28.0 MEASUREMENT & PAYMENT:**

Payment for all works done shall be made on the basis of actual work done as per the schedule of rates. For all extra work done on the advice of the Company's Engineer and which is not included in the schedule of rates, deviation order for the same shall be made on the rates as decided by the Company's Engineer.

**29.0 SAFETY MEASURE:**

Safety measure as per OIL regulations shall be strictly adhered to by the Contractor. If any loss or damage caused to life during the erection and execution, the contractor shall be fully responsible for the loss.

**30.0 RECORD KEEPING:**

- i) A site order book will be maintained at site which will be in the custody of the Engineer-in-charge or his representative and all instructions given to the Contractor will be recorded in the site order book and the same has to be signed by the contractor / contractor's representative to comply with the instruction given therein.
- ii) A register to be maintained at site which will be in the custody of the Engineer-in-charge or his representative to maintain the records of cement the same has to be signed by the contractor.
- iii) A separate register to be maintained by the contractor to record the works executed and a remarks columns to be added in this to record the hindrance.

**31.0 SPECIAL INSTRUCTION TO THE CONTRACTOR**

- i. Contractor must use mixture machine and vibrator for the RCC works. The Contractor shall use pump if needed for dewatering for excavation job for which no extra payment will be made.
- ii. Watch and ward, loss or damage to Company's property, theft and other incidental charges shall be Contractor's responsibility.
- iii. Efficient workmen to be engaged by the Contractor.
- iv. The Contractor's representative should report to Engineer-in charge on all working day's at 7.00AM for instruction(if required).
- v. Materials if rejected should be removed from site within 48(forty eight) hours of rejection, failing which the company reserves the right to get the rejected materials removed at the risk and cost of the contractor.
- vi. The Company reserves the right to get the part or whole work completed through other agency at the risk and cost of the contractor if he fails to complete the work within the stipulated time without any valid reasons. The Company's decision shall be final and binding on the Contractor.
- vii. Water that may accumulate on the site during progress of the works or in trenches and excavation from other than accepted risks shall be removed from the site to the satisfaction of the Engineer-in-charge and at the Contractor's expense.
- viii. If needed water and electricity will have to be arranged by the Contractor at his own cost. However, if felt, the same may be provided by OIL on Chargeable basis depending on its availability & approved by the Competent authority.
- ix. The Contractor and his workmen have to strictly observe the safety precautionary rules as per Mines Act.(Latest edition) while executing the work(if applicable).
- x. No road closure will be allowed during execution of work and necessary traffic signal/road boards to be displayed at proper place by the Contractor at his own cost. The Contractor shall be wholly responsible for any accident arising out of non-fulfilment of this condition.
- xi. The Contractor will be required to work expeditiously at the site and must visit the site before tendering.
- xii. Welding and cutting sets with fuel & operator, welder, fitter etc. shall be arranged by the Contractor at his cost at site for fabrication and erection work, if required.

32.00 In case of any ambiguity/conflict among various documents the decision of Engineer-in-charge will be final and binding.

**II. Specifications of ELECTRICAL ENGINEERING works:**

The SCC for the Electrical Part of the Tender comprises two basic parts as follows:

- A. GENERAL
- B. TECHNICAL

**A. GENERAL**

1.1 Special conditions of contract shall be read in conjunction with the General Conditions of Contract, Bill of Quantities, specifications of work, drawings and any other document forming part of this contract wherever the context so requires.

1.2 Notwithstanding the sub -division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary of every other part and shall be read with and into the contract so far as it may be practicable to do so.

1.3 Where any portion of the General Conditions of contract is repugnant to or at variance with any provisions of the Special conditions of Contract, then unless different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provision(s) of General Conditions of Contract only to the extent that such repugnance or variance cannot be reconciled with the tender conditions of contract and shall be to the extent of such repugnance of variations, prevail; it being understood that the provisions of General Conditions of Contract shall otherwise prevail.

1.4 Wherever it is stated anywhere in this tender document that such and such a supply is to be effected or such and such a work is to be carried out, it shall be understood that the same shall be effected/carried out by the contractor at his own cost, unless a different intention is specifically and expressly stated herein or otherwise explicit from the context.

1.5 The materials, design and workmanship shall satisfy the relevant Indian Standards, the job specifications contained herein & codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard/Specifications/Codes of practice for detailed specifications covering any part of the work covered in this tender, the instructions/directions of Company will be binding on the Contractor.

1.6 The items given under Bill of Quantity shall be read in conjunction with scope of work, scope of supply (by Contractor) and job specifications and in case of any irreconcilable conflict between them the provision in the item under "Bill of Quantity" will override the corresponding provision only if the scope of work, scope of supply and job specifications, which cannot be reconciled in such cases the decision of Company shall be final and binding on the contractor.

1.7 In case of contradiction between Indian Standards, General Conditions of Contract, Special Conditions of contract, Specifications Drawings, Bill of Quantity, the following shall prevail in order of precedence.

- (i) Letter of intent / Detailed Letter of intent along with statement of Agreed Variations and its enclosures.
- (ii) Bill of Quantity.
- (iii) Special Conditions of Contract.
- (iv) Job specifications
- (v) Drawings
- (vi) General Condition of contract

(vii) Indian Standard/Technical/Material Specifications.

## **2.0 STATUTORY REQUIREMENT FOR WORK**

2.1 Contractor shall employ wiremen with valid wireman permit (covering relevant portions), issued/recognized by State Licensing Board, Govt. of Assam to carry out all electrical jobs and shall deploy one supervisor holding valid Electrical supervisor's competency certificate (covering relevant portions), issued/recognized/endorsed by State Licensing Board, Govt. of Assam for supervision of electrical jobs.

2.2 Validity of all certificates/permits/licenses mentioned above shall be reckoned as on the original bid closing date.

## **3.0 POWER**

Electricity required for earthing purpose shall be arranged by the contractor. However, electricity may be provided by the Company on chargeable basis at its discretion to use drill machine or any other portable tools required for earthing purposes if available at nearest point. The Contractor shall have to arrange for required switch board with proper safety device like RCBO/ELCB/RCCB to draw power and use safely from the existing source. However for welding machine power supply will not be provided by the company, contractor may use Diesel Welding Generators for the same

## **4.0 SCOPE OF SUPPLY**

Company does not envisage supplying any material for this work & contractor shall arrange all materials, instruments, tools and tackles etc. required for execution of the work.

## **5.0 SCOPE OF WORK**

Brief details of work to be carried out by the contractor are as described below. This will include supply, storage, laying, installation, jointing and testing, obtaining approvals, testing and commissioning and completion of different works. The contractor shall finally give a certificate of electrical work executed by him stating the job done as per the requirement of Central Electricity Authority Regulations, 2010. The work shall be carried out as described in Schedule of Quantities (SOQ), specifications, and drawings, BIS/NEC guidelines and as per the instructions by Engineer -in-charge (electrical), of the Company. The scope of work shall cover electrification works of any office building/Industrial house/ residential area or as specified by concerned Engineer in charge.

The broad items/activities covered under "electrical works" shall include the supply, installation, testing and commissioning of any or all of the following (as per SOQ):

i) Cu Lightning Arrester

ii) G.I. Earth Electrode

iii) G.I. strap

## **6.0 SCHEDULE OF QUANTITIES/RATE**

6.1 The quantities shown against the various items are only approximate and may vary to any extent individually subject to relevant clause of General Conditions of Contract. Any increase or decrease in the quantities shall not form the basis for alteration of rates quoted and accepted including where low/ high rates have been quoted by the successful bidder.

6.2 The Engineer in charge reserves the rights to interpolate or extrapolate the rate for any new item of work not finding a place in the Bill of Quantity, for similar items of lower and/ or higher magnitude available in the Bill of Quantity.

6.3 In case any activity though specifically not covered in Bill of Quantity description but covered under scope of work/spec./drawing etc., contractor has to carry out the same without any extra claim.

6.4 The words "Bill of Quantity ", " BOQ", "Schedule of Quantity" and "SOQ" , appearing in this document, carry the same meaning.

#### 7.0 PRICE VARIATION

OIL requires "FIRM PRICES" as indicated in General Conditions or Contract during Contract period and no material or labour escalation shall be admissible on any account whatsoever.

#### 8.0 MEASUREMENTS, BILLING & PAYMENT

8.1 All works shall be measured in metric system based on actual work done as per the terms and conditions of the Tender documents.

8.2 The final bill shall be submitted by the Contractor within three months of physical completion of the work or within one month of the date of the final certificate of completion furnished by the contractor (approved by OIL) whichever is earlier. No further claims shall be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished.

8.3 Final bill based on Schedule of Quantity shall be prepared and submitted based on joint measurements (OIL and contractor). Contractor shall ensure that bills are submitted promptly and timely.

#### 9.0 CONTRACT DRAWINGS

Contractor has to prepare all working drawings mentioned below and obtain approval from the engineer in charge (Electrical) before starting of the civil work.

a) Schematic diagram for complete electrical work (Earthing Layout)

b) The contractor shall keep at least one copy each of drawings, conditions of contract, specifications, instructions and schedule of quantities at the site of works available for reference by any authorized representative Engineer-in-charge(Electrical), at all times during the progress of the work.

#### 10.0 COMPLETION DOCUMENTS

The contractor shall submit 2 copies of AS BUILT layout drawing to OIL after completion of the work. These complete drawings shall give the following information:

a) Electrical Earthing Layout

b) Earth resistance test report for the electrical work done as per CEA, 2010

### **B. TECHNICAL**

#### 1.0 SCOPE

This section covers the general technical requirements and measurement system of the various components in Electrical Installation works.

#### 2.0 ELECTRICAL EARTHING WORKS:

As per the details given in the SoQ.

#### 3.0 CONFORMITY TO CEA REGULATIONS, 2010 AND STANDARDS:

All electrical works shall be carried out in accordance with the provisions of CEA (Measures relating to safety and electric supply) Regulations 2010, National Electric code and National Building Code. The works shall also conform to relevant Indian Standards.

In all electrical installation works, relevant safety codes of practice shall be followed.

#### 4.0 TESTING OF EARTH ELECTRODE:

Wherever required by OIL's engineer-in-charge, inspection will be done in stages, as work progresses.

On completion of the earthing jobs contractor shall issue an Earthing resistance test certificate, countersigned by certified supervisor under whose supervision the job was carried out.

The following tests should be carried out:

##### 4.1 Earth continuity test

##### 4.2 Earth electrode resistance test

All necessary test instruments shall be arranged by the contractor.

#### 5.0 GENERAL REQUIREMENTS OF COMPONENTS:

##### 5.1 Quality of materials:

All materials shall be of such design, size, material and make as to satisfactorily function under the rated conditions of operation.

##### 5.2 Conformity to Standards:

All components shall conform to relevant Indian Standard Specification, including amendments or revisions there of up to the date of tender acceptance.

##### 5.3 General Notes:

a) Item shall be guaranteed for a period of one year from the date of installation of materials against any manufacturing defect or workmanship.

#### 6.0 EARTHING:

6.1 Cu Lightning Arrester shall be fixed properly with nuts and bolts for overhead lightning protection.

6.2 Earthing of Lightning Arrester shall be done with G.I. earth pipe 3 metre long, 50 mm dia (Conforming to BIS: 1239) including accessories. This shall be complete with excavation of earth pit and construction of masonry cubical/cylindrical enclosure with minimum inner diameter of 600 mm with cover plate having locking arrangement and watering pipe etc. with charcoal/ coke and salt as required.

6.3 25 mm X 3 mm G.I strap shall be fixed as strap earth electrode which shall be complete with connection/ termination of each G.I strap with G.I. nut, bolt, spring, washer etc. as required. (Jointing shall be done by overlapping the straps with 2 sets of G.I. nut bolt & spring washer spaced at 50 mm).

#### 7.0 WORKMANSHIP:

Good workmanship is an essential requirement to be complied with. The entire work of manufacture/fabrication, assembly and installation shall conform to sound Engineering practice. The work shall be carried out under the direct supervision of a person holding a valid supervisor's certificate of competency issued by the State Govt. for the type of work involved, employed by the contractor, who shall rectify then and there the defects pointed out by the Engineer -in-charge (Electrical) during the progress of work.

**8.0 COMMISSIONING ON COMPLETION:**

After the job is completed, a joint inspection shall be carried out. The contractor shall rectify the defects pointed out by OIL during inspection. The works shall be tested by the contractor and contractor shall submit the test certificates duly signed by the competent persons. Commissioning shall be considered complete only after satisfactory job completion as per the contract.

**III. Specifications of FIELD ENGINEERING works(Piping jobs):****A. Condition of works :**

I. The following materials and equipment are to be supplied by the bidder:

- a. Crane for loading & unloading of Pipes, Pipe fittings etc.
- b. Welding machine, oxy-acetylene cutting set, grinding machine, tools & tackles along with all necessary consumables.
- d. Portable lighting arrangement (along with necessary fuel etc.) as and when necessary.
- e. Vehicle for transportation of Welding machine & oxy-acetylene cutting set to and fro work site.
- f. Board and Float type Water level Indicator.
- h. Primer and Paint for painting job as detailed in the contract.
- j. First- aid box with all necessary items.

II. Standard conditions of work:

1.0 All materials such as pipes, valves, flanges, pipe fittings, bolts & nuts etc. will be supplied by OIL as Free Issue Items and transported & unloaded at the working site by OIL itself.

2.0 The contractor should arrange all the requisite manpower for execution of the jobs as detailed in the scope of work.

3.0 The Board and Float type water level indicator shall have to be supplied and installed by the contractor.

4.0 Water for hydraulic testing will be sourced by OIL.

5.0 Any defect shall have to be rectified or replaced at contractors cost. Necessary alignment and end preparation of the pipe swabbing and cleaning etc. shall be done prior to fitment. The Contractor shall supply all machines, lights, Equipment manpower etc. and consumables (if required) required for the job.

6.0 The pipe trestles, IF REQUIRED, for above ground portion of the pipe lines & manifold shall be arranged and installed by OIL.

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

1. The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.
2. The Contractor shall ensure complete safety of the personnel and all the equipment engaged by him. They shall take full responsibility for their safety.
3. Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).

4. Contractor must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omission at work. The contractor must cooperate with his/ her employee or other persons as far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
5. The Contractor may frame a mutually agreed bridging document if required between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.
6. The contractor has to keep a register of the persons employed by him/ her. The Contractor's supervisor shall take and maintain attendance of his/ her men every day for the work, punctually.
7. Every person deployed by the Contractor must use appropriate PPEs (Personal Protective Equipment) to be provided by the Contractor. The Contractor shall provide Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devices (FPD) shall conform to relevant IS codes. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may request to the Company (OIL) for providing the same. In case of exigency OIL will provide the safety items if available. However in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him use the proper PPE while at work. Contractor employees should be encouraged for proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/ penalty due non-adherence to PPE shall be binding to the Contractor.
8. All safety gears as per requirement of job are to be provided to the working personnel before commencement of the work.
9. Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe methods to deal with it/ them. The SOP should clearly mention the risk arising to men, machineries & material from the operations to be done by the contractor and how it is to be managed. However; in case of any doubts, the Contractor shall reconfirm the same from the Engineer In Charge (OIL).
10. Contractor has to ensure that all work is carried out in accordance with the SOP and for the purpose he may deploy competent personnel for the purpose of carrying out the job in a safe manner. For the work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.
11. In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.
12. Necessary cold and hot work permits, wherever applicable, including excavation clearance and permission for working at height, Confined Space Entry are to be obtained by the competent person of the Contractor from Installation Manager before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department.
13. If the Company (OIL) arranges any safety awareness program/ training for the working personnel at site (company employee, Contractor worker, etc.) the Contractor will not have any objection to any such training.
14. The Contractor or his representative shall arrange tool box meetings and regular site safety meetings and maintain records.
15. Contractor should ensure that all his personnel deployed are of sound health and medically fit as per the requirement of the job. The Contractor shall not engage minor labor below eighteen (18) years of age under any circumstances.



16. OIL will communicate all information to the Contractor or his authorized representative only. Contractor shall submit details of authorized representative wherever applicable.
17. The Contractor shall have to report all incidents including near miss to the representative of OIL.
18. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the Contractor only.
19. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/ facilities in case of accidents should be provided by the same contractor.
20. The Contractor should prevent frequent change of his deployed employees as far as practicable. However, of OIL's Engineer In Charge found any person not suitable for the job, the Contractor has to remove the person and replace a suitable person.
21. Necessary sign-board/ warning signals like "caution", "hot work in progress", "men at work", emergency telephone numbers etc. should be used wherever applicable. The said signals/ sign-boards shall have to be arranged by the contractor and shall be in line with the circular of signboards issued by HSE Department, Oil India Limited.
22. Barricading of area to be done with reflecting tapes as applicable during work.
23. The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site.
24. Smoking is prohibited in all Company restricted areas except in authorized smoking areas/ shelters. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas/ hazardous areas unless they have been classified as "intrinsically safe" for use in that atmosphere. Consumption of alcohol and possession of non-prescribed drug in Company work site is strictly prohibited.
25. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the Contractor to cease work until the non-compliance is corrected.
26. In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, appropriate action will be initiated against the Contractor.
27. Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.
28. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/pertaining to Health, Safety and Environment.
29. Considering the ongoing Covid-19 pandemic, those who are engaged in the above operations should be followed the Covid-19 Protocol as per the prevailing Government Guidelines.

**V. CONTRACTOR'S RISKS:**

All risks of loss of or damage to physical property and of physical injury and death to the personnel, which arise during the course of and in consequence of the performance of the contract, are the responsibility of the contractor.

**VI. INDEMNITY AND INSURANCE:**

1. The contractor shall provide suitable insurance coverage from the date of issuance of work order to the end of defect liability period of the contract for the following events which are due to the contractor's risks, irrespective of whether such loss or damages are caused on account of negligence of the Contractor or their personnel.
  - a. Loss of or damage to the works plants and materials.

- b. Loss of or damage to the equipment.
- c. Loss of or damage of property (except the works, plant, materials & equipment) in connection with the contract.
- d. Physical injury or death of all his manpower deployed by him.

2. In the event of any loss or damage, it shall be the responsibility of contractor to lodge the claim with insurer and Contractor shall put his best effort with the insurer for early settlement of the claim.

3. The policies and certificates for insurance shall be submitted by the contractor to the engineer in charge before the issuance of Work Order. In case, the Contractor fails to arrange the Insurance or arranges insufficient insurance, for the events, as mentioned above against any or all insurable risks, the Contractor shall be solely liable for loss or damage arising from such events or causes.

4. Contractor shall at his own expense arrange, secure, maintain and renew insurance for the events mentioned above throughout the contract period including the defect liability period.

**5. Indemnity Agreement:**

The contractor shall at all times indemnify and keep indemnified the Company and its personnel from and against all third party claims whatsoever, including but not limited to property loss and damage, personal accident, injury or death of or to property or person and any sub-contractor or agents of the contractor or Company.

**VII.** The contractor shall deposit the PAN and GST registration number (if applicable, as per Statutory GST Regulations) as and when required by the Company. If the above are not available with the contractor, the contractor must apply for the same after signing of the Contract and submit the same within 45 days of signing the contract (or as and when advised by the Company, after 45 days of signing the contract). Moreover, the statutory guidelines of Goods and Service Tax (GST) shall be adhered to by the contractor.

**VIII.** A Hindrance Register shall be maintained in the enclosed Format to record all hindrances encountered during execution of works against the contract. The items of work affected due to any hindrance shall be clearly recorded in the Hindrance Register and the Engineer-in-charge of the Company as well as the site representative of the Contractor will sign on the register against the recorded hindrance. In case of encountering multiple hindrances simultaneously over a period of time affecting the same item or different items, the net period of hindrance will be worked out considering the overlapping period.

**IX.** Company reserves the right to initiate actions against the bidder / contractor during processing of tender and / or during continuation of the contract as per OIL's Banning Policy dated 6<sup>th</sup> Jan 2017 available at OIL's website.

**X.** Defect liability period shall be 6 months beyond the date of completion of works as certified by Engineer-In-Charge. During defect liability period, all corrective works shall be carried out entirely at Contractor's own expenses. If such corrective works are not carried out within a reasonable time, the Company, at its discretion, may have such remedial works carried out by other agencies and charge the cost thereof to the Contractor. This amount shall be deducted from contractor's bill/ Retention money/ Performance security.

**WORKS CONTRACT****SCHEDULE OF COMPANY'S PLANTS, MATERIALS AND EQUIPMENT**

- A. SCHEDULE OF MATERIALS AVAILABLE AT THE COMPANY'S STORES/STOCK PILES for permanent incorporation in works and
- B. SCHEDULE OF COMPANY'S PLANTS AND EQUIPMENT for use in the execution of work.
- 1) **MATERIALS:** Cement will be supplied by company (i.e. OIL).
- 2) **PLANTS AND EQUIPMENT:** Nil

**NOTE:-**

1. All empty Cement bags must be returned to material's Godown, Duliajan failing which a sum of Rs.8.00(Rupees Eight) only per bag will be recovered from contractors bill.
2. The Contractor is to arrange transport of the above materials to site of work with proper safety.
3. Plants and equipment if issued to Contractor must be under proper watch so that no part is pilfered. These must be handled only by Company's operators. Contractor shall be responsible for any loss or damage to these plants and equipment while these are under his/their custody.
4. Materials issued to Contractor must be under proper watch & ward so that no part is pilfered. If any pilferation takes place the matter will be referred to appropriate Govt. authorities for legal action as well as realization of the materials issued.
5. Cement issued to Contractor by the Company is meant only for the specific Company work relating to the Contract. However, if any quantity of Cement is left over from the quantities issued for any reason whatsoever, on the completion / cancellation / termination of the Contract the same shall have to be returned to the Company in full within one week of completion/cancellation of the work failing which the matter will be referred to appropriate Govt. authorities for legal action as well as realization of the Cement.
6. All other materials issue to the Contractor by the Company if subsequently found to be in excess of the actual requirement will have to be returned by the Contractor within two weeks of completion of the work failing which the cost of all such materials will be recovered from the Contactor at double the value of materials without any reference to him.

**To,  
GM-CONTRACTS (HOD)  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**DESCRIPTION OF WORK/SERVICE:** Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs.

Sir,

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

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

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

- c) Due notice would be given for any change of personnel under item (b) above.
- d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 2017 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.
- g) We shall abide by the HSE (Health Safety & Environment) points mentioned in SCC.

(Seal)

Date\_\_\_\_\_

Yours Faithfully

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

CONTRACTOR

**INTEGRITY PACT**

Between

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

And

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

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **"Construction of 1000 KL capacity RCC Overhead Water Tank inside OIL Industrial area at Duliajan including supply of required materials except cement for Civil job and pipes & pipe fittings for Piping jobs."** The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

**Section 1 - Commitments of the Principal**

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

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

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

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

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

- I. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- II. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

- III. The Bidder/Contractor will not commit any offence under the relevant anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- IV. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- V. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.
- VI. The Bidder (s)/ Contractor of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder (s)/ Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
- VII. Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act.
- (2) The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (3) The Bidder/Contractor signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

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

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

**Section 4 - Compensation for Damages**

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

**Section 5 - Previous transgression**

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

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

1. The Principal will enter into Pacts on identical terms with all bidders and contractors.
2. The Bidder / Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

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

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

**Section 8 - External Independent Monitor/Monitors  
(three in number depending on the size of the contract)  
(to be decided by the Chairperson of the Principal)**

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and

unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality. However, the documents/ records/ information having National Security implications and those documents which have been classified as Secret/ Top Secret are not to be disclosed.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
8. The word 'Monitor' would include both singular and plural.
9. In case of any complaints referred under IP Program, the role of IEMs is advisory and would not be legally binding and it is restricted to resolving the issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidder.

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

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

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

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

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor/ bidder is a Joint Venture or a partnership concern or a consortium, this agreement must be, signed by all partners or consortium members. In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor and all sub-contractors shall also sign the IP.



4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like warranty/ guarantee, etc. shall be outside the purview of IEMs.

-----  
For the Principal

-----  
for the Bidder/Contractor

Place: Duliajan.

Witness 1: .....

Date:

Witness 2: .....

---

**UNDERTAKING BY BIDDER IN RESPECT OF QUOTED PRICE AGAINST TENDER NO. CDC8578P22**

I/We do hereby solemnly affirm and declare as under:

- a) That I/we have gone through all the tender documents (i) Covering Letter (ii) BEC/BRC (iii) GCC (iv) SOQ (iv) SCC (v) SCPME (vi) SM (vii) IP and agree with all the terms and conditions provided there in.
- b) That I/we hereby offer to execute the work described above at the price quoted in the “Total Bid Value” (under RFx Information > Basic Data > Total Bid Value) inclusive of all liabilities including statutory liabilities except PF & GST in accordance with the Contract Terms & Conditions, which I/ we have fully understood.

---

(Note: Uploading in the OIL’s e-portal with digital signature will be construed that the same has been signed by the bidder’s authorized signatory who has signed the bid).

**(TO BE TYPED ON THE OFFICIAL LETTER HEAD OF THE BIDDER)**

To,  
Oil India Limited  
Contracts Department  
Duliajan, Assam - 786602

**Sub: UNDERTAKING/DECLARATION BY THE BIDDER (S) IN RESPECT OF TENDER NO. CDC8578P22**

(To be submitted by the Bidders who are not covered under EPF&MP Act, 1952)

Dear Sirs,

This is in connection with the Bid submitted by .....(Name of the Bidder) against Tender .....for .....(subject of the Tender). As per the conditions stipulated in Clause no.....(Name of the Provision/Covering Letter etc.), we/I ,being authorized on behalf of .....(Name of the Contractor) hereby confirm and undertake as follows;

- That our Firm/Company shall be responsible to comply with all the applicable labour laws in respect of the present Contract.
- That we are fully conversant with the applicable laws and confirm that our Firm/Company is not covered under the Employees Provident Funds and Misc. Provisions Act, 1952 and applicable Rules there under, and therefore I we have not obtained any registration or Provident Fund Code under the Act.
- That if, during the period of the present Contract, we/our Firm /Company comes within the coverage of the aforesaid Acts or any other statutes; we shall comply with the same and submit the necessary documents to OIL. We further confirm that we will indemnify OIL towards any future statutory compliances/claims raised from any corner including statutory authorities against the Labour engaged by our Firm/Company in the Contract.
- That in the event of any contravention towards the applicable laws found on our part in respect of the present Contract, we undertake to indemnify OIL and deposit the claims, if any.
- That we shall fulfill all the obligations arising from under the labour laws in force from time to time and keep OIL indemnified against any loss/liability arising out of failure of our avoiding the laws.

We, further agree and undertake that in case of any violation of the above undertaking, OIL shall be at liberty to take appropriate action against us in terms of the Tender including but not limited to termination of contract and debarment from future business with OIL.

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

Yours faithfully,

**1. Authorized Signatory \_\_\_\_\_**  
**(BIDDER)**

**Place:-**

**Date:-**

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM ON THEIR LETTER HEAD

**TO WHOM IT MAY CONCERN**

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) bearing PAN ..... for the last three (3) completed accounting years upto .....(as the case may be) are correct.

| <b>YEAR</b> | <b>TURN OVER</b><br>In INR (Rs.) | <b>NET WORTH</b><br>In INR (Rs.) |
|-------------|----------------------------------|----------------------------------|
|             |                                  |                                  |
|             |                                  |                                  |
|             |                                  |                                  |

Place:

Date:

Seal:

UDIN:

Membership No. :

Registration Code. :

Signature

**BID SECURITY DECLARATION**

(To be submitted on Bidder's letter head)

---

**To,  
Oil India Limited  
Contracts Department  
Duliajan, Assam - 786602**

Sub: BID SECURITY DECLARATION IN RESPECT OF TENDER NO. **CDC8578P22**

Dear Sirs,

I/We, the undersigned, declare that:

- 1.0 I/We understand that, according to your Tender conditions, bids must be supported by a 'Bid Security' in the form of a 'Bid-Securing Declaration'.
- 2.0 I/We the undersigned hereby declare that if we withdraw or modify our Bids during the period of its validity, or if we are awarded the contract and fail to sign the contract; we will be suspended for a period of two years. This suspension of two years shall be automatic without conducting any enquiry.

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of Authorised Signatory

Name:

Designation:

Place:

Date:

(Affix Seal of the Organization here)

**Annexure-IV**

Format of Undertaking by bidders to declare percentage of Local Content in works offered  
(To be submitted on Bidder's letter head)

---

**To,**  
**Oil India Limited**  
**Contracts Department**  
**Duliajan, Assam - 786602**

Sub: PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) (PP-LC):

Dear Sirs,

I/We \_\_\_\_\_ (Name of the bidder) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. 50 % as per Clause No. 2.5 & 4.4 (a) of the policy vide Letter No. FP-20013/2/2017-FP-PNG dated 17th November, 2020 of MoPNG to bid against **Tender No. CDC8578P22.**

The percentage of local content in the bid is \_\_\_\_\_%.

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of Authorised Signatory/ POA

Name:

Designation:

Place:

Date:

(Affix Seal of the Organization here)

**ANNEXURE V - FORMAT FOR HINDRANCE REGISTER**

Description of Project : ..... Contract No. & Date : .....

Contractor's Name : ..... Scheduled Completion Date : .....

| <b>Sl.<br/>No.</b>                              | <b>Nature of<br/>Hindrance</b> | <b>Items of work that<br/>could not be executed<br/>because of this hindrance</b> | <b>Date of<br/>start of<br/>hindrance</b> | <b>Date of<br/>Removal<br/>of<br/>hindrance</b> | <b>Period of<br/>hindrance</b> | <b>Overlapping<br/>Period,<br/>if any</b> | <b>Net<br/>hindrance<br/>days</b> | <b>Remarks</b> |
|---|--------------------------------|---|---|---|--------------------------------|---|-----------------------------------|----------------|
|   |                                |   |   |   |                                |   |                                   |                |
| <b>Signature of Contractor's Representative</b> |                                |   | <b>Signature of Engineer-in-charge</b>    |   |                                | <b>Signature of HoD</b>                   |                                   |                |

**Annexure- VI**

**Format of undertaking by Bidders towards submission of authentic information/documents**

**(To be typed on the official letter head of the bidder)**

**Sub: Undertaking of authenticity of information/documents submitted**

**Ref: Your Tender No. CDC8578P22**

To,  
Oil India Limited  
Contracts Department  
Duliajan, Assam – 786602

Dear Sirs,

With reference to our quotation against your above-referred tender, we hereby undertake that no fraudulent information/documents have been submitted by us.

We take full responsibility for the submission of authentic information/documents against the above cited bid.

We also agree that, during any stage of the tender/contract agreement, in case any of the information/documents submitted by us are found to be false/forged/fraudulent, OIL has right to reject our bid at any stage including forfeiture of our EMD and/or PBG and/or cancel the award of contract and/or carry out any other penal action on us, as deemed fit.

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of Authorised Signatory

Name:

Designation:

Phone No.:

Place:

Date:

(Affix Seal of the Organization here)



**TO BE EXECUTED ON THE OFFICIAL LETTER HEAD OF THE BIDDER BY  
THE AUTHORIZED SIGNATORY OF THE BIDDER**

---

**Certificate of compliance of Financial Criteria in respect of Tender No. CDC8578P22**

I ..... the authorized signatory(s) of  
..... (Bidder's/ Firm's name) do hereby  
solemnly affirm and declare as under:-

**The Balance Sheet/Financial Statements for the financial year 2020-2021 has actually  
not been audited as on the Original Bid closing Date.**

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of the authorized signatory

Name of bidder/ firm: .....

Designation:

Place: .....

Date: .....

(Affix Seal of the Organization here)

---

**Note to bidders:** This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the Original Bid Closing Date. In case of extension of due date for Tax Audit for the preceding financial/ accounting year, the Undertaking shall be applicable only if the original bid closing date falls within the extended period.