



**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**

**CONTRACTS DEPARTMENT**  
**P.O. DULIAJAN, DIST - DIBRUGARH**  
**ASSAM, INDIA, PIN-786602**  
**TEL: (91) 374-2800548**  
**E-mail: [contracts@oilindia.in](mailto:contracts@oilindia.in)**  
**Website: [www.oil-india.com](http://www.oil-india.com)**

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**FORWARDING LETTER**

**Sub: IFB No. CDI4361P21 – Hiring of services of an External Agency for recruitment of work persons through online application process and computer based examination system, in all spheres of Oil India Limited for a period of 04 (four) years.**

Dear Sir(s),

**1.0** OIL INDIA LIMITED (OIL), a “Navaratna” Category, Government of India Enterprise, is a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.

**2.0** In connection with its operations, OIL invites Local Competitive Bids (LCB) from competent and experienced Contractors through OIL’s e-procurement Portal: <https://etender.srm.oilindia.in/irj/portal> for **“Hiring of services of an External Agency for recruitment of work persons through online application process and computer based examination system, in all spheres of Oil India Limited.”** One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL’s e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL’s e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

(i)	IFB No. / E-Tender No.	:	CDI4361P21
(ii)	Type of Bidding	:	Online – Single-Stage Two-Bid System
(iii)	Bid Closing Date & Time	:	As mentioned in OIL’s e-Procurement Portal
(iv)	Technical Bid Opening Date & Time	:	As mentioned in OIL’s e-Procurement Portal
(v)	Price Bid Opening Date & Time	:	Will be intimated only to the eligible / qualified Bidders nearer the time.
(vi)	Bid Submission Mode	:	Bids must be uploaded online in OIL’s E-procurement portal
(vii)	Bid Opening Place	:	Office of CGM-Contracts Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.

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(viii)	Bid Validity	:	120 days from the date of Bid Closing
(ix)	Mobilization Time	:	<b>15 (fifteen) days</b> from date of issue of LOA.
(x)	Bid Security Amount	:	<p><b>Rs. 38,76,000.00</b></p> <p>Note:</p> <ol style="list-style-type: none"> <li>The Bid Security should be submitted only in the form of Bank Guarantee (in specified format) issued by Nationalized/Scheduled Bank.</li> <li>Alternately, Bid Security can also be paid through the online payment gateway against this tender.</li> <li>In case of Bidder(s) submitting Bid Security in the form of Bank Guarantee, the original hard copy of Bid Security should reach the office of <u>CGM-CONTRACTS</u> on or before <b>12.45 p.m. (IST)</b> on the bid closing/opening date otherwise bid will be rejected.</li> <li>A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.</li> </ol> <p>No other mode of payment will be accepted by the Company. The Bid Security shall not earn any interest to the bidder from the Company.</p> <p><b>Notes:</b> Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in Para No. 6.0 below along with technical bid.</p> <p>Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.)</p>
(xi)	Bid Security Validity	:	As mentioned in OIL's e-Procurement Portal
(xii)	Original Bid Security to be submitted	:	Office of CGM-CONTRACTS, CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786 602, INDIA
(xiii)	Amount of Performance Security	:	10% of annualized contract value.

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(xiv)	Validity of Performance Security	:	15 (fifteen) months beyond contract period / duration
(xv)	Duration of the Contract	:	<b>04 (four) years</b> from the commencement of contract i.e. after completion of mobilization.
(xvi)	Quantum of Liquidated Damage for Default in Timely Mobilization	:	Refer General Conditions of Contract
(xvii)	Integrity Pact	:	Must be digitally signed & uploaded along with the Techno-commercial Bid.
(xviii)	Bids to be addressed to	:	CGM-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(xix)	Pre-Bid conference	:	Not Applicable
(xx)	Last Date of receipt of Queries	:	Not Applicable

**3.0 Integrity Pact:** The Integrity Pact must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid 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 signs the Bid.

Note: OIL has appointed Shri Sutanu Behuria, IAS (Retd.), Shri Rudhra Gangadharan, IAS (Retd.) and Shri Jagmohan Garg, Ex-Vigilance Commissioner as Independent Monitors (IEM) for a period of 03 (three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitors for any matter relating to Integrity Pact (please refer **PART-VI INTEGRITY PACT** attached to this Tender) for the same:

- a. Shri Sutanu Behuria, IAS (Retd.)  
E-mail id: [sutanu2911@gmail.com](mailto:sutanu2911@gmail.com)
- b. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture; E-mail id: [rudhra.gangadharan@gmail.com](mailto:rudhra.gangadharan@gmail.com)
- c. Shri Jagmohan Garg, Ex-Vigilance Commissioner, CVC  
E-Mail id: [jagmohan.garg@gmail.com](mailto:jagmohan.garg@gmail.com)

**4.0 A. Bid Security:** Bidders can submit Bid Security either on on-line mode through OIL's electronic Payment Gateway or submission of Bank Guarantee from any Scheduled Indian Bank **as per BG format enclosed herewith (PROFORMA-VII).**

**B. Performance Security:** In case the bidders submit performance Security in the form of Bank Guarantee, then the BG should be issued by any

Scheduled Indian Bank as per BG format enclosed herewith **(PROFORMA-VI)**.

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

- (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
- (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS (indicating the Tender / Contract Number) by the BG issuing bank branch to HDFC Bank, Duliajan Branch; IFS Code – HDFC0002118; SWIFT Code – HDFCINBBCAL; Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

## **5.0 GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT:**

5.1 In order to bid for OIL e-tenders all the bidders are required to obtain a legally valid Digital Certificate Class 3 [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.

The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of "Class - 3" with Organizations name, the bid will be rejected.

Digital Signature Certificates having "**Organization Name**" field other than **Bidder's Name** are not acceptable. However, aforesaid Digital Signature Certificates having Bidder's Name in the "Organization Name" field are acceptable.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

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The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

5.2 For participation, applicants already having User ID & Password for OIL's E-Procurement Portal need to register against the IFB. New vendors / existing vendors not having User ID & Password for OIL's E-Procurement Portal shall obtain User ID & password through online vendor registration system in E-Portal.

5.2.1 Bidders without having E-Tender Login ID and password should complete their online registration at least 07 (Seven) days prior to the scheduled Bid Closing Date and Time of the tender. For online registration, bidder may visit OIL's E-Tender site <https://etender.srm.oilindia.in/irj/portal>.

5.2.2 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.

5.3 Parties, who do not have a User ID, can click on **Guest** login button in the E-portal to view and download the tender. **The detailed guidelines are available in OIL's e-procurement site (Help Documentation).** For any clarification in this regard, bidders may contact E-Tender Support Cell at Duliajan at [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in), Ph.: 0374-2807178 / 4903.

5.4 Details of process for submission of Bid Security (EMD) through the online payment gateway are available in Vendor User Manual under E-Procurement Portal. (Note: Important Points for on-line Payment can be viewed at Oil India's website at url: <http://oil-india.com/pdf/ETenderNotification.pdf>).

5.5 The link to OIL's E-Procurement portal has been provided through OIL's web site ([www.oil-india.com](http://www.oil-india.com)).

### **6.0 EXEMPTION OF BID SECURITY:**

In case any bidder is exempted from paying the Bid security, they should request OIL with supporting documents. The detailed guidelines for exemption of the Bid security are given below.

6.1 MSEs Units (manufacturers/Service Providers only and not their dealers / distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration.

6.2 Central Government Departments and Central Public Sector Undertakings (CPSUs) are also exempted from submitting bid security.

6.3 In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

6.4 Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority.

**7.0 IMPORTANT NOTES:**

Bidders shall take note of the following important points while participating in OIL's e-procurement tender:

i) The bid along with all supporting documents must be submitted through OIL's e-procurement site only except 'Original Bid Security' (if submitted in the form of BG) which shall be submitted manually by the bidder in a sealed envelope super-scribed with OIL's IFB No./E-Tender No., Bid Closing date and marked as "Original Bid Security" and addressed to CGM-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam (India), **failing which the bid shall be rejected.**

Additionally, following documents are to be submitted in hard form:

- a) Power of Attorney for signing the bid.
- b) Printed catalogue and Literature, if called for in the tender.
- c) Any other document required to be submitted in original as per tender requirement.

**The above documents including the Original bid security, must be received at OIL's CGM-Contract's office at Duliajan on or before 12.45 p.m. (IST) on the technical bid closing date.** A scanned copy of the Bid Security shall also be uploaded by the bidder along with their Technical Bid in OIL's E-procurement site.

ii) Bid should be submitted online in OIL's E-procurement site up to 11.00 a.m. (IST) (Server Time) on the date as mentioned and will be opened on the same day at 2.00 p.m. (IST) at the office of the CGM-Contracts in presence of the authorized representatives of the bidders.

iii) If the digital signature used for signing is not of "Class - 3" with Organizations name, the bid will be rejected.

iv) The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

v) (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his / her / their Bid Security Deposit in full and debar from participation in future tenders, at the sole discretion of the company

(b) Once a bid is withdrawn, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

vi) Conditional bids are liable to be rejected at the discretion of the Company.

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

viii) 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 Technical Bid.

A. In case of Sole Proprietorship Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business

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and residential address, E-mail and telephone numbers of the owner and copy of GST Registration Certificate.

B. 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 telephone numbers of the owners in general and Karta in particular and copy of GST Registration Certificate.

C. 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-mail and telephone numbers of all the partners (including the Managing Partner), registered partnership agreement/deed and copy of GST Registration Certificate.

D. 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-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copy of GST Registration Certificate.

E. 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 copy of GST Registration Certificate.

F. 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 copy of GST Registration Certificate.

G. 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 copy of GST Registration Certificate.

ix) The selected bidder will be required to enter into a formal contract, which will be based on their bid and OIL's Standard Form of Contract.

x) The Bid Security / Performance Security Money shall not earn any interest.

xi) Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

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

xiii) **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be put on Holiday as per the Banning Policy (available in OIL's website) of Company.

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xiv) **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

xv) **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnish by the bidder / contractor in respect of the subject tender/contract are accepted to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake / fraudulent document or furnished false statement, the offer/contract shall be rejected/ cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company.

With regards to this, the bidder has to provide an undertaking also as per the format attached in **PROFORMA-IX**.

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

xvii) **The tender will be governed by:**

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Instruction to Bidders

BEC-BRC- Bid Evaluation Criteria & Bid Rejection Criteria.

Part-I - General Conditions of Contract (GCC)

Part-II - Schedule of Work, Unit and Quantity (SOQ)

Part-III - Special Conditions of Contract (SCC)

Part-IV - Schedule of company's Plants, Materials and Equipments - **Not Applicable**

Part-V - Safety Measures (SM)

Part-VI - Integrity Pact

Proformas & Drawings

Price Bidding Format

Technical Evaluation Sheet for BEC-BRC & others

xviii) **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 bidder's 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 ignored straightway.**

xix) The tender is invited under **SINGLE-STAGE TWO-BID SYSTEM**. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under **"Technical Attachment" Tab only. Bidders to note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid to be uploaded under "Notes and Attachment" Tab. A screen shot in this regard is shown below. Offer not**



**complying with above submission procedure will be rejected as per Bid Rejection Criteria.**

**SCREEN SHOT:**

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

Conditions of Participation

Bid Invitation/Auction Text

Bidder's Remarks

Purchaser's Remarks

Attachments

cFolder Attachments

Add Attachment Delete Verify Signature

cFolder Name	Category	Description	File Name	Version	Processor	Ch
The table does not contain any data						

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

**Note:**

- The “Technical Bid” shall contain all techno-commercial details **except the prices**.
- The “Priced bid” must contain the price schedule and the bidder’s commercial terms and conditions, if any. 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.

**8.0 MAINTENANCE OF TOTAL BID VALUE IN THE RESPONSE**

The rates / costs quoted by bidders against the e-tender shall be available for online viewing after price bid opening to those bidders whose price bids have been opened in the system. For tenders where **Detailed Price Information** under “**RFx Information**” Tab Page is “**No price**”, the bidders shall have to enter the **Total Cost (including GST)** as per their price bid in the data field “**Total Bid Value**” under “RFx Information” Tab Page in addition to uploading their pricing as per the “Price Bid format” under “**Notes & Attachment**” Tab Page.

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 header 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. A secondary bar contains tabs: **RFX Information**, [Items](#), [Notes and Attachments](#), and [Conditions](#). A third bar has **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 calendar icon), and Total Bid Value: (text field). Two blue callout boxes provide instructions: one points to the 'Detailed Price Information' dropdown stating '“Total Bid Value” is mandatory in “No Price” RFX only.', and the other points to the 'Total Bid Value' text field stating '“Total Bid Value” considering all the taxes & duties.'

The Total Amount (inclusive of GST) as entered by the bidders against “Total Bid Value” in their on-line response shall be displayed in the e-tender portal amongst the bidders whose price bids have been opened and Company will not take any responsibility whatsoever towards incorrect information furnished by the bidders in the “Total Bid Value” field.

It is to be noted that amount mentioned in the “Total Bid Value” field will not be considered for bid evaluation and evaluation will be purely based on the Price bid submitted as per the Price Bid Format.

**9.0** OIL now looks forward to your active participation in the IFB.

Thanking you.

Yours faithfully,  
**OIL INDIA LIMITED**

**TANUSHREE AGRAWAL**  
**MANAGER - CONTRACTS**  
For **CGM – CONTRACTS**  
For **RESIDENT CHIEF EXECUTIVE**

## **INSTRUCTION TO BIDDERS**

**1.0** Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **2.0 BIDDING DOCUMENTS:**

**2.1** The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a. A forwarding letter highlighting the following points
  - i Company's IFB No.
  - ii Description of Service
  - iii Bid closing date and time
  - iv Bid opening date, time and place
  - v Bid submission place
  - vi The amount of Performance Guarantee
- b. Instructions to Bidders
- c. BEC/BRC
- d. General Conditions of Contract (GCC): **Part-I**
- e. Schedule of Work, Unit, Quantities (SOQ): **Part- II**
- f. Special Conditions of Contract (SCC): **Part-III**
- g. Schedule of Company's Plants, Materials and Equipments (SCPME): **Part-IV** [Not applicable for this Tender]
- h. Safety Measures (SM): **Part-V**
- i. Integrity Pact: **Part-VI**
- j. Proformas & Drawings
- k. Price Bidding Format (Attached under “**Notes and Attachments**” tab in the main bidding engine of OIL's e-Tender portal).
- l. Technical Evaluation Sheet for BEC-BRC & others

**2.2** The bidder is expected to examine all instructions, forms, terms and specifications in the Bid document. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid without seeking any clarifications.

### **3.0 TRANSFERABILITY OF BID DOCUMENTS:**

**3.1** Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.

**3.2** Unsolicited offers will not be considered and will be rejected straightway.

### **4.0 AMENDMENT OF BIDDING DOCUMENTS:**

**4.1** At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by issuance of an Addendum.

**4.2** The Addendum will be uploaded in OIL's E-Tender Portal in the Tab “Technical RFx” and External Area – “Amendments” folder. The company may, at its discretion, extend the deadline for bid submission. Bidders are expected to take the Addendum into account in preparation and submission of their bid. **Bidders**

**are to check from time to time the E-Tender portal [“Technical RFx” Tab and under the folder “Amendments”] for any amendments to the bid documents before submission of their bids. No separate intimation shall be sent to the Bidders.**

## **5.0 PREPARATION OF BIDS**

**5.1 LANGUAGE OF BIDS:** The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an official and notarized English translated version, which shall govern for the purpose of bid interpretation.

## **5.2 DOCUMENTS COMPRISING THE BID:**

### **(A) UN-PRICED TECHNO-COMMERCIAL BID:**

- (i) Bid Documents duly filled up as indicated.
- (ii) Complete technical details / specifications of the equipment with catalogue, etc. as per tender requirement.
- (iii) Documentary evidence established in accordance with BEC / BRC part.
- (iv) Statement of Non-Compliance (if any).
- (v) Bid Security (scanned copy). Hard copy of original Bid Security (Only in case of bidder(s) submitting bid security in the form of Bank Guarantee) should be sent separately to reach **on or before 12.45 p.m. (IST) on the bid closing date failing which the bid shall be rejected.**  
**(Bidders can submit bid security on-line through OIL’s electronic Payment Gateway)**
- (vi) Any other document as per tender requirement (scanned copy). Hard copy(ies) of the same, if called for in the tender, should be sent separately to reach on or before **12.45 p.m. (IST) on the bid closing date failing which the bid shall be rejected.**
- (vii) Integrity Pact

**Note: Please note that no price details should be uploaded in UN-PRICED TECHNO-COMMERCIAL BID under “Technical Attachment” Tab.**

### **(B) PRICED BID:**

The Priced Bid shall contain the rates / prices along with the currency and any other commercial information pertaining to the rates / prices. Bidder shall quote their rates / prices in the “PRICE BIDDING FORMAT” attached under **“Notes and Attachments”** tab in the main bidding engine of OIL’s e-Tender portal. The bidder must quote their price as per the attached “PRICE BIDDING FORMAT” under **“Notes and Attachments”** tab. Any other format will not be considered for evaluation.

Bidder must include all liabilities except GST in their quoted rates and indicate the applicable GST percentage separately as per the “PRICE BIDDING FORMAT”. The rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed

under any circumstances during the tenure of this service agreement except as mentioned in the Bid Document.

The bidder shall also have to enter the **Total Cost (including GST)** as per their price bid in the data field **“Total Bid Value”** under **“RFx Information”** Tab Page in addition to uploading their pricing as per the “Price Bid format” under “Notes & Attachment” Tab Page.

## **6.0 PERIOD OF VALIDITY OF BIDS:**

**6.1** The Bid must be valid for **120 (One Hundred Twenty) days** from the actual date of bid closing.

**6.2** In exceptional circumstances, OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder granting the request will neither be required nor permitted to modify their bid.

## **7.0 FORMAT AND SIGNING OF BID:**

**7.1** The original and all copies of the bid shall be typed or written in indelible inks and shall be signed digitally by the Bidder to bind the Bidder to the contract.

## **8.0 SUBMISSION OF BIDS:**

**8.1** The tender is processed under **Single-Stage Two-Bid System**. Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proformas (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL's E-Tender Portal, detailed instructions are available in “User Manual” available in OIL's E-Tender Portal. Guidelines for bid submission are also provided in the “Forwarding Letter”. The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid should be uploaded in the “Technical Attachment” Tab only. Prices to be quoted as per Price Bid Format should be uploaded as attachment in the Attachment link under “Notes & Attachments” Tab under General Data in the e-portal. No price should be given in the “Technical Attachment”, otherwise bid shall be rejected. The priced bid should not be submitted in physical form which shall not be considered.

**8.2** Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company (OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company (OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company (OIL) may sustain on account thereof.

**8.3** Timely submission of the bids is the responsibility of the Bidder and Bids should be submitted before the bid closing date and time. Company shall not be responsible for any delay.

## **INSTRUCTION TO BIDDERS**

**8.4** Physical Bid / E-mail / Fax / Telephonic offers will not be accepted.

**8.5** Bidder shall submit the Bid, duly completed in terms of the Bid Document.

**8.6** Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

### **9.0 DEADLINE FOR SUBMISSION OF BIDS:**

**9.1** Bids should be submitted on-line up to **11.00 a.m. (IST) (Server Time) on the Bid Closing date** mentioned in the Forwarding Letter. Bidders will be permitted by System to 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 except in condition mentioned in clause 12.1 below. But no changes would be allowed by the system once the due date and time for submission of bids has been reached and bids are opened.

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

**9.3** The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before **12:45 p.m. (IST) on the bid closing date**. Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

### **10.0 LATE BIDS:**

**10.1** Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.

### **11.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

**11.1** 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.

**11.2** No bid can be modified / withdrawn subsequent to the deadline for submission of bids.

**11.3** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of any bid within validity period will lead to forfeiture of his / her / their Bid Security Deposit in full and debar from participation in future tenders, at the sole discretion of the company.

**12.0 EXTENSION OF BID SUBMISSION DATE:**

**12.1** Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and / or Time due to any reasons.

**13.0 BID OPENING AND EVALUATION:**

**13.1.1** The Technical bid will be opened on scheduled Bid opening date & time in the presence of any attending Bidder(s) or their Authorized Representative, if any. However, an authorized letter (format given in Proforma Section) from the Bidder must be produced by Bidder's representative at the time of opening of Tender, without which such representative won't be allowed to attend the opening of Tenders. Only one representative against each Bid will be allowed to attend the bid opening. Attending Bidder(s) & Authorized Representative(s) will have to sign a register evidencing their presence.

**13.1.2** In case of two bid system, after the evaluation of the Technical Bids, the Price Bids of only the techno-commercially acceptable Bidders will be opened. The opening Date and Time will be intimated to the techno-commercially qualified Bidders in due course. Price bids will be opened in the same procedure as mentioned in Para 13.1.1 above.

**13.2** In case it happens to be a bundh / holiday, the tender will be opened on the next working day (except Saturday). Accordingly, Bid Closing Date / time will get extended up to the next working day and time (except Saturday).

**13.3** Bids which have been withdrawn pursuant to Clause 11.0 will not be allowed to be opened by the system. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

**13.4** OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 13.3.

**13.5** To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

**13.6** Prior to the detailed evaluation, OIL will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other

## **INSTRUCTION TO BIDDERS**

bidders presenting substantial responsive bids. OIL's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

**13.7** A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**13.8** The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

### **14.0 EVALUATION AND COMPARISON OF BIDS:**

**14.1** OIL will evaluate and compare the bids as per Bid Evaluation Criteria (BEC) of the bidding documents.

**14.2** To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted inclusive of all liabilities and GST for the items of Part-II (i.e. schedule of works, units, quantity, rates) of the tender.

**14.3** DISCOUNTS / REBATES: Unconditional discounts / rebates, if any, given in the bid or along with the bid will be considered for evaluation.

**14.4** Post bid or conditional discounts / rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts / rebates, the contract shall be awarded after taking into account such discounts / rebates.

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

### **15.0 CONTACTING THE COMPANY:**

**15.1** Except as otherwise provided in Clause 14.0 above, no Bidder shall contact OIL on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by OIL vide sub-clause 13.5.

**15.2** An effort by a Bidder to influence OIL in the bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

### **16.0 AWARD CRITERIA:**

**16.1** OIL will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

### **17.0 OIL' S RIGHT TO ACCEPT OR REJECT ANY BID:**

**17.1** OIL reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for OIL's action.



**18.0 NOTIFICATION OF AWARD:**

**18.1** Prior to the expiry of the period of bid validity or extended validity, OIL will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

**19.0 SIGNING OF CONTRACT:**

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

**19.2** Within 02 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder(s) will be required to pay an interest free Performance Security by way of Demand Draft / Banker's Cheque / Bank Guarantee (in specified format) favouring "OIL INDIA LIMITED" payable at "DULIAJAN" from any Nationalized Bank. Upon furnishing of the Performance Security, the successful Bidder(s) will be required to enter into a formal Service Agreement based on the instant tender on the OIL Standard forms of agreement.

**19.3** This Performance Security must be valid for **03 (three) months** after the date of expiry of the tenure of the contract. In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

**19.4** The "Performance Security" will be refunded to the contractor after **03 (three) months** of satisfactory completion of works under the contract (including extension, if any), but part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

**19.5** Failure of the successful bidders to comply with the conditions as specified in Para 19.2 above would render him liable for rejection and in turn forfeiture of Bid Security apart from any other actions the Company may take against him at its sole discretion. The bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

**\*\*\*\*\*End of ITB\*\*\*\*\***

**BID EVALUATION CRITERIA - BID REJECTION CRITERIA****1.0 BID EVALUATION CRITERIA:**

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

**1.1 Technical Criteria:**

**1.1.1** Bidder must have experience of successfully completing at least one **SIMILAR work** of minimum value **Rs. 4,06,41,000.00 (Rupees Four Crore Six Lakh Forty-One Thousand)** only in previous 07 (seven) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Public Limited Company.

**1.1.2** The bidder must have the facility of primary and secondary data centre with Data Recovery (DR) site infrastructure for data security. Both the Data Centres should be located in India in different seismic zones. The data centre must be Tier III and ISO certified. Data Centre should be certified as per the Government of India guidelines. The infrastructure of the bidder must be certified as per Government of India guidelines. Self-Declaration by CEO / Head of bidding entity on their letter head certifying the above mentioned condition with addresses of the DR site infrastructure along with self-certified copies of its certification shall be provided by the bidder along with the technical bid.

**1.1.3** The bidder should ensure that the processes should have ISO / IEC 27001:2013 certification and should have authorized and globally accepted software certification, Capability Maturity Model Integration (CCMI) Level-4 or above certification. Self-certified copies of the above certifications shall be provided by the bidder along with the technical bid.

**1.1.4** The bidder should not have been black-listed / holiday listed / suspended by any Central / State Government Department, Central / State Government Organization, Public Sector Undertaking in previous 07 (seven) years to be reckoned from the original bid closing date. An affidavit in this respect that their firm has not been black-listed / holiday listed / suspended as cited above shall be provided by the bidder along with the technical bid.

**Notes to BEC Clause No. 1.1.1:**

1. **"SIMILAR work"** mentioned above means "Experience in providing services for handling online applications and conduct of Computer Based Test on end-to-end solution basis for recruitment."

2. If the prospective bidder is executing **SIMILAR work** which is still running and the job executed prior to original bid closing date satisfies the minimum value prescribed in the BEC Clause No. 1.1.1, then such experience will also be taken into consideration provided that the bidder

submits relevant document(s) certified by the end user clearly showing the gross value of **SIMILAR work** executed prior to original bid closing date along with Contract documents / work order of the running contract.

3. For proof of requisite experience of **SIMILAR work**, self-attested photocopies of following documents must be submitted along with the bid:

- i. Contract document / Work order showing details of work;
- ii. Completion Certificate issued by PSUs / Govt. Organisation / Public Limited Company for the similar work mentioned above confirming the following:
  - a. Gross value of work done
  - b. Nature of Job done.
  - c. Contract start and completion date.

OR

Certificate of Payment (COP) issued by PSUs / Govt. Organisation / Public Limited Company indicating the following:

- a. Work Order No. / Contract No.
- b. Gross value of jobs done
- c. Period of Service
- d. Nature of Service

4. **SIMILAR work** executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.

## **1.2 Financial Criteria:**

(i) Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least **Rs. 4,06,41,000.00 (Rupees Four Crore Six Lakh Forty-One Thousand)** only.

(ii) **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.

### **Notes to BEC Clause No. 1.2:**

**A.** 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 **PROFORMA- I**.

OR

**(ii)** Audited Balance Sheet along with Profit & Loss account.

\*Note:

- Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.

- In case the bidder is a 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 to provide documentary evidences for the same.

**B.** 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 certifying that the balance sheet/Financial Statements for the financial year \_\_\_\_\_ have actually not been audited so far, as per format prescribed in **PROFORMA-X**.

**C.** In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para **A.** and **B.** above.

- 1.3** Price bids shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive. A substantially responsive bid is one that meets the terms and conditions of the Tender and / or the acceptance of which bid will not result in indeterminate liability on OIL.
- 1.4** Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.
- 1.5** If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 1.6** The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameter, as the case may be.
- 1.7** **Price Bids of the techno-commercially acceptable bidders will be evaluated on overall lowest cost basis (L-1 offer) i.e. considering the total quoted price inclusive of all liabilities and GST as per Price Bid Format.**

- 1.8** Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to the L-1 bidder.
- 1.9** The bidders are advised not to offer any discount/rebate separately and to offer their prices in the Price Bid Format after considering discount/rebate, if any.
- 1.10** Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.
- 1.11** In case of identical overall lowest offered rate by more than 01 (one) bidder, the selection will be made by draw of lot between the parties offering the same overall lowest price.
- 1.12 PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME:
- (a)** In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.
- (b)** In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.
- (c)** In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions then the contractor shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the sub-contractor to OIL.
- (d) Documentation required to be submitted by MSEs:**  
Submit a copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

**2.0 BID REJECTION CRITERIA (BRC):**

- 2.1** The bids are to be submitted in **Single-Stage Two-Bid system** i.e. Un-priced Techno-Commercial Bid and Price Bid together. Only the Price Bid should contain the quoted price.

**2.2** The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.

**2.3** Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the forwarding letter. Any bid not accompanied by a proper bid security will be rejected.

For availing EMD exemption, the interested MSE Bidders must ensure that their technical offer must include a valid copy of relevant MSE Certificate issued by appropriate authority. If the technical offer does not include a valid copy of relevant MSE Certificate, then the Bid without EMD shall be rejected.

**2.4** Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid made by parties who have not submitted the requisite tender fees will be rejected.

**2.5** Any bid received in the form of Physical document / Telex / Cable / Fax / E-mail will not be accepted.

**2.6** Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.

**2.7** Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

**2.8** Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.

**2.9** Bids are invited under **Single-Stage Two-Bid System**. Bidders must submit both "Technical" and "Price" Bids in electronic form through online OIL's e-Tender portal accordingly within the Bid Closing Date and time stipulated in the e-Tender. The Technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender under "Technical Attachment" Tab and the Priced Bid under "Notes and Attachments" Tab as per the **PRICE BID FORMAT**.

**2.10** Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:

- (i) Firm price
- (ii) EMD / Bid Bond
- (iii) Period of validity of Bid
- (iv) Price Schedule
- (v) Performance Bank Guarantee / Security deposit
- (vi) Delivery / Completion Schedule
- (vii) Scope of work

- (viii) Guarantee of material / work
- (ix) Liquidated Damages clause
- (x) Tax liabilities
- (xi) Arbitration / Resolution of Dispute Clause
- (xii) Force Majeure
- (xiii) Applicable Laws
- (xiv) Specifications
- (xv) Integrity Pact

- 2.11** There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.
- 2.12** Bid received with validity of offer less than **120 (One Hundred Twenty) days** from the date of Technical Bid opening will be rejected.
- 2.13** 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** 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 Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. 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.

### **3.0 GENERAL:**

- 3.1** 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 BEC-BRC.
- 3.2** 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 or before the deadline given by the company, failing which the offer will be 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.
- 3.3** If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC-BRC shall prevail.
- 3.4** Bidder(s) must note that requisite information(s) / 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.
- 3.5** 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.

- 3.6** The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.
- 4.0** **CHECKLIST FOR BEC-BRC:** Enclosed as ***TECHNICAL EVALUATION SHEET***. To be submitted along with the technical bid.

**\*\*\*\*\*End of BEC-BRC\*\*\*\*\***



**GENERAL CONDITIONS OF CONTRACT (GCC)**

**A. DEFINITIONS:** In the contract, the following terms shall be interpreted as indicated:

- (a) **"The Contract"** means agreement entered into between Company and Contractor, as recorded in the contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- (b) **"The Contract Price"** means the price payable to Contractor under the contract for the full and proper performance of its contractual obligations;
- (c) **"The Work"** means each and every activity required for the successful performance of the services described in Section II, the Terms of Reference.
- (d) **"Company"** or **"OIL"** means Oil India Limited;
- (e) **"Contractor"** means the Contractor performing the work under this Contract.
- (f) **"Contractor's Personnel"** means the personnel to be provided by the Contractor to provide services as per the contract.
- (g) **"Company's Personnel"** means the personnel to be provided by OIL or OIL's Contractor (other than the Contractor executing the Contract). The Company representatives of OIL are also included in the Company's personnel.
- (h) **"Gross Negligence"** means any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.
- (i) **"Wilful Misconduct"** means intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.

**WITNESSETH:**

**1.0** 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 in **Employee Relations Department, Oil India Limited.**

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.

**2.0** 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.

**3.0** 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 who he (The Engineer) considers incompetent or unsuitable; the Engineer's opinion as to the competence and suitability of any workman engaged by the Contractor shall be final and binding on the Contractor.

d) Issue to the Contractor from time to time during the progress of the work such further drawings and instructions as shall be necessary for the purpose of proper and adequate execution and maintenance of the works and the Contractor shall carry out and be bound by the same.

e) Order deviations in Part-II and III of this Contract. All such deviation orders shall be in writing and shall show the financial effect, if any, of such deviation and whether any extra time is to be allowed.

**4.0** The Contractor shall have no claim against the company in respect of any work which may be withdrawn but only for work actually completed under this contract. The contractor shall have no objection to carry out work in excess of the quantities stipulated in Part-II if so ordered by the company at the same rates, terms and conditions.

**5.0** 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.

**6.0** 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, 1936.
- 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.
- xi) GST Act.
- xii) Assam Professional Trades, Callings and Employment Taxation Act, 1947 and its Rules as amended

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.

**7.0** 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.

**8.0** The duration of the contract shall be for a period of **04 (four) years** from the commencement of contract i.e. after completion of mobilization. The mobilization period shall be for a period of **15 (fifteen) days** from date of issue of LOA. The Contractor must complete the work abiding by the time frame as mentioned in PART – III (SPECIAL CONDITIONS OF CONTRACT: SCC) within the contract period. 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.

**9.0** 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 neighborhood.

**10.0** The total estimated Contract Price as indicated in Schedule of work, quantities & rates - Part II of this Contract is inclusive of all statutory liabilities viz. Corporate Income Tax, Personal Tax, etc. and GST. The Company shall pay the

Contractor only for actual work done at the all-inclusive rates set down in Part-II of this Contract.

Payment will be made, not often than monthly, up to **100%** 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.

**Note:** All Invoices are to be sent to the following address:

Chief General Manager – ER  
Oil India Limited,  
P.O. Duliajan-786602  
Dist. Dibrugarh, Assam.

**11.0** The contractor employing **20 (twenty)** or more workmen on any day preceding 12 months shall be required to obtain requisite license 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.

**12.0** 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.

**13.0** The Contractor shall ensure that all men engaged by him/her are provided with appropriate protective clothing and safety wear in accordance with regulation 89(a) and 89(b) in the Oil Mines Regulations 1984. The Company's representative shall not allow/accept those men who are not provided with the same.

**14.0** The Contractor shall deploy local persons in all works.

**15.0** The Contractor shall not engage minor labour below 18 (eighteen) years of age under any circumstances.

**16.0** The Contractor and his/her workmen shall strictly observe the rules and regulations as per Mines Act (Latest editions).

**17.0 GENERAL OBLIGATIONS OF COMPANY:**

COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

- i) Pay the Contractors in accordance with terms and conditions of the contract.
- ii) Allow access to Contractors and their personnel, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.

**18.0 SPECIAL CONDITIONS:**

- a) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- b) 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 applicable P.F. Contribution.

## **19.0 ARBITRATION:**

### **19.1 ARBITRATION (APPLICABLE FOR SUPPLIERS/CONTRACTORS OTHER THAN PSU)**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

a) A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

b) The number of arbitrators and the appointing authority will be as under:

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Up to Rs. 5 Crore	Sole Arbitrator	OIL
Above Rs. 5 Crore	3 Arbitrators	One Arbitrator by each party and the 3 <sup>rd</sup> Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

c) The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.

d) Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.

e) If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his

predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

f) Parties agree that neither shall be entitled for any pre-reference or pendent-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

g) The arbitral tribunal shall make and publish the award within time stipulated as under:

Amount of Claims and counter claims(excluding interest)	Period for making and publishing of the award (counted from the date of first meeting of the Arbitrators)
Up to Rs. 5 Crore	Within 8 months
Above Rs. 5 Crore	Within 12 months

The above time limit can be extended by Arbitrator, for reasons to be recorded in writing, with the consent of the other parties.

h) If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.

i) Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.

In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.

j) The Arbitration shall be held at **Duliajan, Assam**. However, parties to the contract can agree for a different place for the convenience of all concerned.

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

l) Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

## **19.2 ARBITRATION (APPLICABLE IN CASE OF CONTRACT AWARDED ON PUBLIC SECTOR ENTERPRISE):**

In the event of any dispute or difference relating to, arising from or connected with the Contract, such dispute or difference shall be referred by either party to the arbitration of one of the Arbitrators in the Department of Public Enterprises, to be nominated by the Secretary to the Government of India, In-Charge of the Bureau of Public Enterprises. The Arbitration and Conciliation Act 1996 shall not be applicable to the Arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Deptt. of Legal Affairs, Ministry of Law and Justice,

Government of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

The venue of all arbitrations under both 19.1 & 19.2 will be **Duliajan, Assam**. The award made in pursuance thereof shall be binding on the parties.

## **20.0 FORCE MAJEURE:**

**20.1** In the event of either party being rendered unable by 'Force majeure' to perform any obligations required to be performed by them under the contract the relative obligations of the party affected by such 'Force Majeure' shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

The term 'Force Majeure' as employed herein shall mean acts of God, earthquake, war (declared/undeclared) revolts, riots, fires, floods, rebellions, explosions, hurricane, sabotage, civil commotions, and acts and regulations of respective Govt. of the two parties, namely the Company and the contractor.

**20.2** Upon the occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim.

Time for performance of the relative obligations suspended by the force majeure shall then extended by the period for which such cause lasts.

**20.3** Should 'force majeure' condition as stated above occurs and should the same be notified within Seventy-Two (72) hours after its occurrence the 'force majeure' rate shall apply for the first fifteen days. Parties will have the right to terminate the Contract if such 'force majeure' conditions continue beyond fifteen (15) days with prior written notice. Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period unless otherwise agreed to.

## **21.0 TERMINATION:**

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

**21.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE:** Either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article 20.0 above.

**21.3 TERMINATION ON ACCOUNT OF INSOLVENCY:** In the event that the Contractor or its collaborator at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Company shall, by a notice in writing have the

right to terminate the Contract and all the Contractor's rights and privileges hereunder, shall stand terminated forthwith.

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

**21.5 TERMINATION DUE TO CHANGE OF OWNERSHIP & ASSIGNMENT:** In case the Contractor's rights and/or obligations under this Contract and/or the Contractor's rights, title and interest to the equipment/material, are transferred or assigned without the Company's consent, the Company may at its absolute discretion, terminate this Contract.

**21.6** If at any time during the term of this Contract, breakdown of Contractor's equipment results in Contractors being unable to perform their obligations hereunder for a period of 15 successive days, Company at its option, may terminate this Contract in its entirety without any further right or obligation on the part of the Company, except for the payment of money then due. No notice shall be served by the Company under the condition stated above.

**21.7** Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the Company on giving 30 (thirty) days written notice to the Contractor due to any other reason not covered under the above clause from 21.1 to 21.6 and in the event of such termination the Company shall not be liable to pay any cost or damage to the Contractor except for payment for services as per the Contract upto the date of termination including the De-mob cost, if any.

## **22.0 CONSEQUENCES OF TERMINATION:**

In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

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

**22.2** 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.

## **23.0 I.B. VERIFICATION REPORT AND SECURITY REVIEW:**

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



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

**25.0 SET OFF CLAUSE:**

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

**26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

The information and documents furnished by the bidder/contractor in respect of the subject tender/contract are expected to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake/fraudulent document or furnished false statement, the offer/contract shall be rejected/cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company.

**27.0 PROVISION FOR ACTION IN CASE OF ERRING/DEFAULTING AGENCIES:**

Action against erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be as per OIL's Banning Policy dated 6<sup>th</sup> January, 2017 available in OIL's website [www.oil-india.com](http://www.oil-india.com).

**28.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION/COMPLETION OF WORKS AND SERVICES:**

In the event of the Contractor's default in timely mobilization/completion within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of contract value, per week or part thereof of delay subject to maximum ceiling of 7.5% of contract value.

**29.0 SUBCONTRACTING:**

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

**30.0 MISCELLANEOUS PROVISIONS:**

Contractors shall conform in all respects with the provisions of any Statute, Ordinance of Law and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation public bodies and Companies as aforesaid and shall keep OIL

indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or byelaw.

**31.0 LIABILITY:**

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

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

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

**31.4** The Contractor hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against Company and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for injury to, illness or death of any employee of the Contractor and of its contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract.

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

**31.6** Neither Contractor nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever to whomsoever or injury or illness, or death of any employee of the Company and/or of its contractors or sub-contractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of Contractor and/or its

servants, agents, nominees, assignees, contractors and sub-contractors. Company shall protect, defend indemnify and hold harmless Contractor from and against such liabilities and any suit, claim or expense resulting there from.

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

**31.8** The Company hereby further agrees to waive its right of recourse and agrees to cause it underwriters to waive their right of subrogation against Contractor and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for injury to, illness or death of any employee of the Company and of its Contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.

**31.9 LIMITATION OF LIABILITY**

Notwithstanding any other provisions except only in cases of willful misconduct and/or criminal acts,

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

**(b)** Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the Contractor in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract price, provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the Contractor, or to any obligation of the Contractor to indemnify the Company with respect to Intellectual Property Rights.

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

**32.0 CONSEQUENTIAL DAMAGE:**

Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub-contractors.

**33.0 INDEMNITY AGREEMENT:**

**33.1** Except as provided hereof Contractor agrees to protect, defend, indemnify and hold Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of Contractor's employees, agents, Contractors and subcontractors or their employees on account of bodily

injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**33.2** Except as provided hereof Company agrees to protect, defend, indemnify and hold Contractor harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of Company's employees, agents, Contractor and subcontractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**34.0 APPLICABLE LAW:**

**34.1** This Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated at Dibrugarh in Assam.

**34.2** The Bidders shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable for performing under this Contract.

**35.0 TAXES:**

**35.1** Tax levied as per the provisions of Indian Income Tax Act and any other enactment/rules on income derived/payments received under the contract will be on Contractor's account.

**36.0 SUBSEQUENTLY ENACTED LAWS:**

**36.1** In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this CONTRACT and which results in increased/decreased cost of the works under the CONTRACT through increased/decreased liability of taxes, (other than personnel and Corporate taxes), duties, the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the COMPANY/CONTRACTOR as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by COMPANY) & the courts wherever levy of such taxes/duties are disputed by COMPANY/CONTRACTOR.

**36.2** Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the contractor's account, where delay in completion /mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on input services/inputs) after the contractual completion/mobilization date will be to COMPANY's account.

**36.3** The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, COMPANY will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, COMPANY will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.

**36.4** Notwithstanding the provision contained in clause 36.1 to 36.2 above, the COMPANY shall not bear any liability in respect of:

- i. Personal taxes on the personnel deployed by CONTRACTOR, his sub-contractor / sub-sub-contractors and Agents etc.
- ii. Corporate taxes and Fringe benefit tax in respect of contractor and all of their sub-contractors, agents etc.
- iii. Other taxes & duties including Customs Duty, Excise Duty and Service Tax in addition to new taxes etc. in respect of sub-contractors, vendors, agents etc. of the CONTRACTOR.

**36.5** In order to ascertain the net impact of the revisions/enactment of various provisions of taxes / duties, the CONTRACTOR is liable to provide following disclosure to COMPANY:

- i. Details of each of the input services used in relation to providing service to COMPANY including estimated monthly value of input service and service tax amount.
- ii. Details of Inputs (material/consumable) used/required for providing service to Company including estimated monthly value of input and excise duty/CVD paid/payable on purchase of inputs.

## **37.0 GOODS AND SERVICES TAX:**

### **37.1 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.

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

**37.3** “**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.

**37.4** 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**. However, GST rate (including cess) to be provided in the respective places in the Price Bid. 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 filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.

**37.4.1** Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in SOR.

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

**37.5.1** 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 filled under GST laws & rules should be timely filed by supplier with requisite details.

**37.5.2** The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

**37.6 Where the OIL is not entitled to avail/take the full Input Tax Credit of GST:**

**37.6.1** 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** subject to the ceiling amount of **GST** as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which **GST** is applicable will be modified on pro-rata basis.

**37.6.2** The bids will be evaluated based on total price including **GST**.

**37.7** 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.

**37.8** 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.

**37.9** **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**.

**37.10 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.

**37.11** 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.

**37.12** 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.

**37.13** 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.

**37.14** 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.

**37.15** It is the responsibility of the bidder to quote the correct GST rate. The classification of goods/services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.

**37.16** In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/ tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference ~~and~~ in case the rate of duty/ taxes finally assessed is on the lower side.

**37.17** Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of GST shall be limited to the volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in GST.

**37.18** 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.

**37.19** GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.

**37.20** In case of statutory variation in **GST**, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service Provider) shall submit a copy of the 'Government Notification' to substantiate the rate as applicable on the Bid due date and on the date of revision.

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 shall be to Service provider's account whereas any decrease in the rate **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.

The base date for the purpose of applying statutory variation shall be the Bid Opening Date.

**37.21** 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.

**37.22** In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

**37.23** OIL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

**37.24** Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be liveable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.

**37.25 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;  
Note: OIL GSTIN numbers are as follows:  
Assam: 18AAACO2352C1ZW  
Arunachal Pradesh: 12AAACO2352C1Z8
- 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.

In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details of details of advance taken along with particulars as mentioned in clause no. (a), (b), (c), (d), (g), (k), (l), (m) & (o) above.

### **37.26 ANTI-PROFITEERING CLAUSE:**

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods / Services may note the above and quote their prices accordingly.

**37.26.1** 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.

**38.0 WITHHOLDING:**

Company may withhold or nullify the whole or any part of the amount due to Contractor, after informing the Contractor of the reasons in writing, on account of subsequently discovered evidence in order to protect Company from loss on account of:

- a. For non-completion of jobs.
- b. Contractor's indebtedness arising out of execution of this Contract.
- c. Defective work not remedied by Contractor.
- d. Claims by sub-Contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.
- e. Failure of Contractor to pay or provide for the payment of salaries/ wages, contributions, unemployment compensation, taxes or enforced savings withheld from wages etc.
- f. Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- g. Damage to another Contractor of Company.
- h. All claims against Contractor for damages and injuries, and/or for non-payment of bills etc.
- i. Any failure by Contractor to fully reimburse Company under any of the indemnification provisions of this Contract. If, during the progress of the work Contractor shall allow any indebtedness to accrue for which Company, under any circumstances in the opinion of Company may be primarily or contingently liable or ultimately responsible and Contractor shall, within five days after demand is made by Company, fail to pay and discharge such indebtedness, then Company may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

Withholding will also be effected on account of the following:

- i Order issued by a Court of Law in India.
- ii Income-tax deductible at source according to law prevalent from time to time in the country.
- iii Any obligation of Contractor which by any law prevalent from time to time to be discharged by Company in the event of Contractor's failure to adhere to such laws.
- iv Any payment due from Contractor in respect of unauthorized imports.  
When all the above grounds for withholding payments shall be removed, payment shall thereafter be made for amounts so with-hold.

Notwithstanding the foregoing, the right of Company to withhold shall be limited to damages, claims and failure on the part of Contractor, which is directly/indirectly related to some negligent act or omission on the part of Contractor.

**39.0 PERFORMANCE SECURITY:**

The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil their obligations under the Contract.

**Note:** If the performance security is submitted in the form of bank guarantee then in the event of extension of the contract period, the validity of the bank guarantee shall be suitably extended by the Contractor. The bank guarantee will be discharged by Company not later than 30 days following its expiry.

**40.0 NOTICES:**

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

**Company**

a) **For contractual matters**

CGM-Contracts  
OIL INDIA LIMITED  
PO DULIAJAN - 786602  
ASSAM, INDIA  
Phone No. 91-374-2808650  
Email: [contracts@oilindia.in](mailto:contracts@oilindia.in)

b) **For technical matters**

CGM-ER  
OIL INDIA LIMITED  
PO DULIAJAN - 786602,  
ASSAM, INDIA  
Email: [rajeevbaruah@oilindia.in](mailto:rajeevbaruah@oilindia.in)

**Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
Phone No.:

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

**41.0** If any clause of PART-I GCC contradicts with any clause of PART-III SCC, the clause of SCC shall prevail.

**\*\*\*\*\*End of GCC\*\*\*\*\***

<b>(SOQ) Schedule of Work, Unit and Quantity</b>			
<b>Item No.</b>	<b>Description of Services</b>	<b>UOM</b>	<b>Quantity</b>
<b>For up to 2.25 Lakh number of candidates</b>			
10	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	2,25,000
20	Cost for Installation of Jammers	Number	2,25,000
30	Cost of Hand Held Metal Detectors	Number	2,25,000
<b>For 2.25 Lakh - 3 Lakh number of candidates</b>			
40	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	75,000
50	Cost for Installation of Jammers	Number	75,000
60	Cost of Hand Held Metal Detectors	Number	75,000
<b>For 3 Lakh - 4.5 Lakh number of candidates</b>			
70	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	1,50,000
80	Cost for Installation of Jammers	Number	1,50,000
90	Cost of Hand Held Metal Detectors	Number	1,50,000
<b>Notes:</b>			
1. The rates shall be quoted per unit as specified in the "PRICE BIDDING FORMAT" attached under "Notes and Attachments" tab.			
2. Tenure of Agreement: 04 (four) years from the commencement of contract i.e. after completion of mobilization.			
3. Mobilisation Period: 15 (fifteen) days from date of issue of LOA.			
4. The quantity mentioned is purely for evaluation purpose only. However, payment shall be made on actuals.			

**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**I. INTRODUCTION:**

Oil India Limited desires to engage a competent third party agency to provide end-to-end solution for online recruitment services for recruitment in work person cadre in all spheres of the Company for a period of four years. The agency has to provide all services and infrastructure ranging from online application management to holding of Computer Based Test (CBT). This will include preparation of questions, allotment and preparation of test centres, providing invigilators etc. with full security arrangements along with the assistance of appropriate authorities, scrutiny and evaluation of CBT, preparing the results and handing over the same to OIL including certified mark sheets and all other necessary documents. Moreover, the agency has to provide post-recruitment database management as well as assistance in addressing and sorting out RTI Queries, Court cases etc. pertaining to the recruitment.

**II. DETAILED SCOPE OF WORK:**

**1.0 COLLECTION OF APPLICATION FEES THROUGH ONLINE MODE OF RECEIPT:**

The agency shall be responsible for opening of Escrow Account for collection of application fees through online mode of receipt as per conditions specified in **Para V.** below.

**2.0 RECEIPT OF ONLINE APPLICATION AND CANDIDATES' DATABASE MANAGEMENT:**

i. The agency shall ensure receipt of applications for recruitment exercises through web enabled application system round the clock in the server owned / hired by the agency. The maximum timeframe for the receipt of applications shall be finalised and notified by OIL in due course as per the requirement.

ii. The agency shall ensure data integrity by taking all necessary precautions as per standard practices including having back-up server facility. In case the agency hires a server, extra precautions shall be ensured by them for data integrity in the 3<sup>rd</sup> party server.

iii. The agency shall prepare, provide and follow Standard Operating Procedure (SOP) for all processes for safe and secure receipt of online applications and candidates' database management within but not limited to the scope of work of the contract.

iv. The online application module will operate round the clock. The agency has to ensure uninterrupted availability of their server throughout the period

notified for receiving applications. The agency must have the ability to switch over to the back-up server in case of failure of a server. No down-time of the server beyond 2 hours will be allowed.

v. The date of commencement and closure of receipt of application will be as per the stipulated time, decided by OIL. The agency has to ensure operation of the server for the period stipulated by OIL.

vi. The online application module will be designed to capture the information pertaining to the candidate. For capturing information of definite nature like post code, post etc., drop-down options will be provided. For capturing rest of the information, free-text fields with pre-defined text length will be provided. The detailed online application formats for recruiting suitable persons, will be finalized in consultation with OIL.

vii. The application module will have checks and locks in the fields regarding the type of input to be accepted by the fields. The common amongst such locks will be:

a. Employment Exchange: To be selected from drop-down options as provided by OIL.

b. Caste Category: To be selected from drop-down options (Gen / OBC / SC / ST).

c. Other Categories: To be selected from drop-down options (Economically Weaker Sections / Non-Creamy Layer / Persons with Benchmark Disabilities / Ex-Servicemen etc.).

d. Type of Disability: To be selected from drop-down options as provided by OIL.

e. Percentage of Disability: To be typed by the candidate. System should reject candidature based on rules to be specified by OIL.

f. Scribe: Persons with benchmark disabilities desirous to use their own scribe facility for the CBT should have the choice to choose appropriate option while applying online.

g. Date of birth: As per format specified, the system should automatically calculate the age of the candidate as on the crucial / cut-off date given at the time of application and debar candidates who are overage or underage. The condition for rejection will be dynamic as per the guidelines to be provided by OIL. The condition will vary according to the category of the candidates like General, OBC (NCL), SC / ST, PwBD, ESM etc. in isolation or in combination.

- h. Recent photograph and signature: Mandatory field for uploading most recent coloured passport sized photograph and signature of the candidate while applying through the online system.
- i. Percentage (%) of marks in the essential qualification, if applicable/required: Activated control as defined by OIL in the advertisement for the concerned post. The system should reject candidature of those not having the required % of marks in the essential qualification, if applicable / required.
- j. Course Duration, if applicable / required: Activated control as defined by OIL in the advertisement for the concerned post. To be selected from drop-down option. Candidature to be accepted or rejected based on criteria as defined by OIL in the advertisement for the concerned post.
- viii. The application module should provide the facility of uploading scanned copy of relevant documents by candidates, if applicable / required.
- ix. On submitting the application, a unique OIL Registration ID (OILRID) should be generated. The agency will put in place a system to recover this Unique OILRID, if the candidate forgets / misplaces this OILRID.
- x. The application module should provide facility to save, retrieve and modify incomplete applications round the clock while applying online till a specific date and time. Candidates should be able to access incomplete applications by using combination of the OILRID and date of birth of the candidate.
- xi. On final submission of the application, a printable format of the application will be available, which the candidate may save in a non-editable pdf format and take a print. The module will let the candidate access the same and take print on a later date as well, till completion of the time schedule specified by OIL.
- xii. The module will have facility to send auto-generated email from a designated email ID confirming successful submission of application on the registered email ID of the candidate. The text for the same will be provided by OIL.
- xiii. The agency shall develop facility for sending bulk SMS and on receiving the application successfully, the candidates will receive an SMS on their registered mobile number. The text for the same will be provided by OIL.
- xiv. The agency will also have centralized help desk / call centre facilities with minimum 02 resource person / executives on 8 hours x 7 days basis to answer to the queries of the candidates regarding their difficulties in filling the online application. The agency will also have a dedicated email ID to handle online

application related queries of the candidates. Any query, which can't be answered by the agency, should be forwarded to OIL. The agency should also provide daily call-log details, queries raised and resolution offered and intimate OIL via email and online MIS. The cost towards having 'Call Centre' facility shall be borne by the agency.

xv. Access to the database to be given to the authorized representative(s) from OIL, who will act as co-system administrator. He will have the facility of checking status of applications received online with download facilities.

xvi. The agency will provide the details of the status of the applications on daily basis to OIL including the information about the number of registered candidates, number of completed applications etc. The complete master data of all applications received will be provided to OIL on CD / online within 2 days after the last date of receipt of application for the concerned recruitment exercise.

xvii. The module should have facility of MIS for generating various reports and statistical data of the candidates in different combinations as required by OIL from time to time online and on real time basis.

xviii. The online application module will also have facilities to host different documents like detailed advertisement, FAQs, different declaration forms, format for caste certificates, proforma certificate for persons with benchmark disabilities to use scribe / reader and also undertaking / declaration format for use of such facility etc., which may be downloaded by the candidates as and when required.

xix. Highest level of confidentiality should be maintained by the agency at all levels / stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

xx. In addition to the above, the agency should carry out any further improvement / development of the module as felt necessary by OIL for enhancing the efficiency of the module without any additional cost / financial implication to OIL.

### **3.0 CLEANING OF DATA, PREPARATION OF SHORTLIST AND HOSTING SHORTLIST:**

i. After close of receipt of applications, the agency should clean the data to eliminate multiple applications of the same candidate and identify dummy applications / candidates. The system generated registration IDs should be unique in nature to prevent any possibility of use by more than one candidate.

ii. The module will prepare a report after scrutiny of the applications and provide the shortlist to the agency.



- iii. On verification and upon clearance of the shortlist from OIL, the shortlist will be displayed online on the OIL's website. The candidates should be able to check their status by entering a combination of their personal information like OILRID and date of birth.
- iv. For those, not shortlisted or qualified for CBT, a general regret message will appear on the screen. The text of the message will be provided by OIL.
- v. Integration of the eligible list of candidates will have to be done for CBT and issue of online admit cards after scrutiny of the applications through error-free system algorithms.
- vi. Highest level of confidentiality should be maintained by the agency at all levels / stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.
- vii. In addition to the above, the agency should carry out further improvement / development of the module as felt necessary by OIL for enhancing the efficiency of the module without any additional cost / financial implication to OIL.

**4.0 PRE-EXAMINATION PHASE:**

- i. The agency is expected to prepare and share the examination plan and design the examination process as follows:
  - a. Complete security management process:
    - Physical Security
    - Information Security
    - Server Security
    - Network Security
  - b. Candidate handling process:
    - Mapping of candidates' details with test centres.
    - Validation and verification of identity.
    - Attendance (photograph) and biometric (such as finger print, image capturing etc.) handling as per the norms in force.
    - Machine / seat allocation and handling of security parameters.
    - Bulk / individualized SMS.
    - Bulk / individualized emails.
    - Helpdesk number for responding to queries in consultation with OIL.
    - Any other process relating to conduct of the examination.

- ii. The test centres should be finalized by the agency and informed to OIL at least 15 (fifteen) days in advance. The cities / towns where the CBT needs to be conducted for each recruitment exercise will be informed by OIL.
- iii. While generating admit cards online, the following points are to be adhered to:
  - a. Randomization of candidate data and randomized generation of unique roll no. for the CBT.
  - b. Allocation of candidates in various test centres in system, based on pre-defined parameters as agreed with OIL.
  - c. Generation of admit card in online system.
  - d. Randomized allotment of seats to candidates for appearing in the CBT.
  - e. System generated CBT roll list detailing centre-wise allocation of the candidates and MIS reports in the required combination.
  - f. Facility to send non-editable admit card in pdf format containing candidate details, specimen signature & coloured passport photograph of the candidate, specimen signature & coloured passport photograph of the scribe (if desired to be used by persons with benchmark disabilities), Registration No. / Test Date / Location / Time / Address / Instructions etc. to candidates' registered email ID at least 15 days prior to scheduled examination/test. Simultaneously, SMS alert should be sent notifying issuance of online admit card. Candidate should also be able to download the admit card from recruitment portal.
- iv. The agency shall prepare, provide and follow Standard Operating Procedure (SOP) for all processes for safe and secure conduct of examination within but not limited to the Scope of Work of the contract.
- v. The agency should set up facilitation counter one day prior to the examination for issuance of duplicate admit cards and also address the grievances of candidates, if any.
- vi. Test centre administrator shall act as Examination Superintendent (ES). The Examination Superintendent appointed by the agency, shall depute the invigilators and examination staff to supervise the examination proceedings.
- vii. The agency shall provide hardware and software required at all stages of the examination.

- viii. The agency shall provide devices and systems to be used for authentication and audit trail mechanisms required for the examination.
- ix. The required hardware, software, networking including internet (leased line) shall be installed by the agency on lease / rent basis, whose cost would be covered under the commercial bid.
- x. The agency shall create question papers, moderation, translation and encryption. The question paper of every candidate should have randomized questions and multiple choice question responses on the consoles at various test centres. The test engine should have capability to allow/disallow the revisiting of questions as per the requirement of OIL.
- xi. The agency will identify infrastructure of test centres and accredit the same after ensuring necessary arrangement that exists as per standards defined in the tender / contract. It must be ensured that test centres are available on the date as per schedule of the CBT for full day and comply with all the standards set for test centres in the tender. The agency will also visit each such accredited centres and plan to ensure necessary updation to meet defined standards.
- xii. The agency shall preferably conduct the examination for a particular post on the same day across all test centres. In case the examination for the same post for any reason whatsoever is held on different days at separate times, then the difficulty level of the question paper has to be same. Further, if required in such a case, moderation in preparation of results has to be done.
- xiii. The agency shall identify test centres in the various cities / towns as per requirement of OIL ensuring that minimum 10% of the systems are additionally available as backup per shift i.e. if 100 systems are going to be used, the centre shall have 110 systems available per shift.
- xiv. The agency shall arrange / provide partition / cardboard canopy to each system to restrain candidates from copying / viewing the monitors of other candidates.
- xv. The agency shall arrange / provide adequate displays and provide required instructions/information to the candidates appearing for examination at test centres.
- xvi. The agency shall ensure that all test centres have the prescribed hardware, software, internet and LAN connectivity for conducting the examination.
- xvii. The agency shall ensure that UPS facilities and generator facility are available at each test centre for uninterrupted power. The power backup of the UPS / power generators shall have at least 5 hours to power back up support all

the systems, server and CCTV and other electrical and electronic items involved in the examination process.

xviii. The agency shall ensure pre-check of test centres for the following before conduct of CBT for smooth execution:

- Hardware, operating system, processor speed, RAM, network and internet connectivity, keyboards etc.
- Software-screen resolution, bandwidth for internet and LAN connectivity, browser.
- Working condition of UPS and generator.
- Infrastructure (physical and technology) for Persons with Benchmark Disabilities as applicable / required.

xix. The agency shall ensure suitable drinking water and separate toilet facilities for both male and female at each test centre.

xx. The agency shall provide a facility to candidates for static link for mock test within a mutually agreed timeline. The same facility should also be available online to be run through web server of the service provider. The mock test should be a replica of the examination.

xxi. The agency shall provide help to candidates through a help desk ensuring service quality as mentioned above.

xxii. The agency shall host and manage the examination process through intranet based solution at test centres.

xxiii. The agency shall ensure checking of original ID proof and admit card of the candidates at the gate of the test centre. Individual password shall be given to each candidate by the agency at the test centre after verification of the documents.

xxiv. The agency shall ensure that the signature of the candidate is taken in the attendance sheet and verification of the signature in attendance sheet is done vis-à-vis the signature in the admit card.

xxv. The agency shall collect duly filled TA claim forms along with documentary evidence from the applicable candidates for onward submission to OIL.

xxvi. The agency shall ensure complete registration process of the candidates (digital photo, finger print etc.) before allowing candidates to appear for examination at the test centre through pre-allotted seats / machines. The biometrics taken at this stage shall be used later on for authentication purposes. The agency shall obtain the finger print and photograph of the candidates and

store the same in the database. These details shall be handed over to OIL within 30 days from the day of the examination or the time period given by OIL, whichever is earlier.

xxvii. Highest level of confidentiality should be maintained by the agency at all levels / stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

**5.0 PREPARATION OF QUESTION PAPERS FOR THE COMPUTER BASED TEST (CBT):**

i. The agency will prepare the question papers for the posts commensurate to the level of the posts based on essential qualification requirement for the posts as advertised by OIL. The agency will also carry out moderation of the question papers. The number & type of sections per question paper would be intimated by OIL as per the requirement.

ii. The agency will prepare bilingual question papers e.g. 'English and Hindi' or 'English and Assamese' etc. as per requirement of OIL.

iii. Creation of confidential online content i.e. multiple choice questions with distracters and answers for online response by the candidates. The same shall be in line with the advertisement published for the required post by OIL and should be developed by a confidential team of the agency's own / empanelled subject matter experts.

iv. The agency shall not keep any databank for setting up the questions. Each examination should be treated as fresh and battery of question papers are to be set afresh according to the requirement of the assignment.

v. The number of questions per question paper, total marks, and marks of each question and the duration of examination will be decided by OIL and intimated to the agency against each recruitment exercise.

vi. The agency should publish the questions and answer keys at OIL's website after completion of the CBT. They should also publish notice inviting objections / exceptions to questions and answer keys from candidates. The agency should host a link for online objection management system for addressing grievances of candidates, w.r.t. questions and answer keys.

vii. Highest level of confidentiality should be maintained by the agency at all levels/stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

**6.0 EXAMINATION PHASE:**

- i. The agency will be responsible for the entire exercise of conducting the CBT.
- ii. The agency shall provide adequately trained manpower in each test centre. Each test centre should have the following personnel, as described below, to be deployed by the agency:
  - a. Test Centre Administrator (Examination Superintendent).
  - b. IT Manager.
  - c. Invigilators.
  - d. Support Staff.
  - e. Security Guards.
  - f. Menial Staff including electrician, peons / waterman etc.

The above staff should be deputed by the agency in appropriate numbers on the basis of size of the test centre in terms of nodes for examination to ensure smooth conduct of the CBT.

- iii. Verification of candidates and capturing finger prints, photographs etc. shall be started well ahead of examination, i.e. at least one hour prior to commencement.
- iv. All the candidates must be thoroughly physically frisked before they are allowed to enter the examination hall.
- v. No candidates shall be allowed to carry any sort of paper(s), mobile phones, calculators and other electronic devices or objectionable items except the admit card inside the examination hall.
- vi. No candidate shall be allowed to enter into the examination hall without valid admit card.
- vii. Systems / nodes may be allotted to the candidates in a randomized manner. No candidate shall be allowed to choose the systems / nodes.
- viii. The examination shall be computer based with the questions being provided on-screen on a random basis with multiple choice answers, without any manual intervention.
- ix. The agency shall arrange for decryption of the question papers at the specified time.

- x. Candidates should not be allowed to the examination hall after the commencement of examination. No candidate is allowed to leave the examination hall till the closure of examination. Exceptions may be allowed in case of conditions such as medical emergency etc.
- xi. Sufficient time of 10 minutes shall be allotted before the examination for providing orientation to the candidates on the structure of the examination, time limits and guidelines for answering the questions. The start time and duration of the examination as applicable for the respective categories should be uniform for all the test centres.
- xii. Compensatory time in addition to the duration of the examination will be allowed to all eligible candidates who are Persons with Benchmark Disabilities (PwBD), as applicable / required. Scribe shall be provided by the agency to those PwBD candidates who wish to avail one as per applicable guidelines of the Government of India.
- xiii. CBT software should support standard features such as time left, flag questions for review, navigation to unanswered questions etc. and prompt for submission.
- xiv. The LAN set up shall be virus-free and firewalled. The terminals and the servers including the backups shall also be virus-free.
- xv. Minimum candidate system pre-requisites:
- a. Should have compatible operating system.
  - b. Browser version should be supported by the application software.
  - c. Browser default settings to be set as:
    - Java Script enabled.
    - Pop-up blocker disabled.
    - Under 'Settings' of 'Temporary Internet Files' set 'check for newer versions of stored pages' to 'every visit to the page'.
    - Proxy disabled (Direct Internet).
  - d. USB disabled, keyboard disabled during examination after login.
- xvi. Minimum test centre server pre-requisites:
- a. Operating system should be compatible for candidate's system as clients and must meet the performance criteria.
  - b. Performance criteria:
    - Must support all the clients of particular centre without any perceivable degradation in performance.
    - All mouse/key clicks are to be recorded for each client with time stamp for audit purposes.

- Response time for question / page loading must be less than one second.
- All responses to be acted upon in real time.

xvii. To host the test and manage the test delivery process, computer systems, servers and LAN shall be suitable enough to handle the traffic in real time with proper backup and redundancy at each level.

xviii. Required number of servers (at least 2) for a centre must be provided by the agency for assured performance. Additional equivalent and suitable servers for backup and mirror services will need to be provided by the agency.

xix. The agency shall display the schedule and instructions on the notice board of the test centre at the reception area as well as outside the examination hall.

xx. While examination will be conducted on local LAN, data of test progress should be transferred to the central server every 15 minutes for monitoring purposes. Each and every time of transfer, complete data shall be sent in encrypted format.

xxi. The agency shall maintain audit trails of all activities of the candidate (click-by-click) during the course of the examination.

xxii. The agency shall provide adequate blank paper sheet(s) and other required stationery to the candidates as per requirement following the instructions by OIL from time to time.

xxiii. The agency shall have a contingency plan for candidate management / shifting in case of any emergency.

xxiv. The agency shall obtain candidate's feedback through online feedback form after completion of the CBT, which shall not be mandatory.

xxv. The agency shall arrange for strict, effective and uniform invigilation during the CBT through appropriate / relevant measures i.e. deployment of sufficient number of invigilators, mobile phone jammers, hand held metal detectors, monitoring procedures etc.

xxvi. The agency shall monitor and supervise test centre activities on monitoring console to be installed by the agency in the authorized office of OIL. The data should be real time generated from each test centre during the examination.

xxvii. At the end of the examination, transfer / export of candidate response and audit trails shall be done by the agency on secured channel from local server to central server of the agency within one hour from each test centre. The response data of test along with other data such as attendance sheet with admit cards of



appeared candidates, fingerprint, photograph, seating plan etc. shall also be provided to OIL within 30 days of conduct of the CBT.

xxviii. After conducting the examination and uploading the candidate responses successfully from all the test centres, the agency will ensure that candidate responses are stored safely in more than one data centre in an encrypted manner and hash value of the response of each candidate is stored in safe repository located in data centres, safely. Apart from this, the agency will also ensure that audit trail and logs are properly maintained at different levels.

xxix. Highest level of confidentiality should be maintained by the agency at all levels / stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

## **7.0 POST EXAMINATION PHASE:**

i. The candidate's responses, biometric, photograph, audit trails should be uploaded automatically from the local server to data centre in a secure manner. There should not be any traces of data pertaining to candidate, left in the local test centre server.

ii. The duly filled TA claim forms along with documentary evidence collected from the applicable candidates should be sent to OIL within 10 days after conducting of examination.

iii. The agency should be able to hand over the raw responses / data to OIL after the candidate's response upload from local test center server.

iv. Response sheet along with answer keys shall be hosted online for the candidates within 48 hours after conducting of examination or at the time suggested by OIL from time to time.

v. The module should have facility of MIS for generating various reports and statistical data of the candidates in different combinations as required by OIL from time to time online and on real time basis.

vi. The agency shall design a challenge window to the candidate so that they can challenge the questions and answers in case of any error. Challenge window shall be opened for 3 working days from the date of hosting answer keys, to submit any query / grievances with authentic proof in the prescribed proforma for each question separately. The said proforma shall be prepared by the agency. The agency shall resolve the grievance within 15 working days and submit all such grievances so collected through challenge window along with the resolution details to OIL for information and record.

vii. The agency shall provide documented inputs and support for handling the following:

- a. Candidate queries.
- b. RTI queries.
- c. Court Cases.
- d. Public Grievances etc.

viii. The agency shall ensure generation of a merit list based on the marks obtained and rules/validation as per policy and procedures of OIL. The agency shall prepare the results and submit to OIL authorities.

ix. Highest level of confidentiality should be maintained by the agency at all levels/stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

### **8.0 CCTV SURVEILLANCE:**

i. The agency has to arrange for live feed of CCTV footage (streaming) across all the test centres at a centralized location for monitoring on real time basis. The centralized location for monitoring of live feed of CCTV shall be handled by the designated and competent personnel of the agency along with designated official(s) of OIL.

ii. At least 2 CCTV cameras should be installed diagonally in a test centre having seating capacity of 50 Candidates. Subsequently, 2 additional CCTV cameras will be required for each additional 50 candidates.

iii. CCTV footages should be delivered to OIL within 30 days from the date of examination.

iv. The agency will be required to store CCTV camera feeds with necessary metadata in data centre server for the CBT within 24 hours after the examination.

v. The local server located in the test centres should also be in CCTV surveillance and the feeds of the same also to be supplied to OIL.

vi. Highest level of confidentiality should be maintained by the agency at all levels/stages. The entire job has to be fool proof and total confidentiality needs to be ensured by the agency at every stage of the process.

### **III. ADDITIONAL SCOPE OF WORK:**

1.0 The complete system platform should be hosted within India and for the same, the agency has to give an undertaking confirming the address of the data center

wherein the platform is hosted. The same needs to be produced along with preliminary project report.

2.0 The system should have the capacity of receiving online applications to the tune of 1,00,000.

3.0 The system should be able to handle a load of 1,00,000 visitors in a day, with minimum 4000 concurrent visitors.

4.0 At least one representative of the agency, who will be accessible on 24 x 7 basis, be designated to liaise with OIL for troubleshooting etc.

5.0 Standards of Performance: The job is to be carried out following the best standards currently prevailing for information technology security such as encrypting the question paper with 256-bit SSL security and others, as necessary.

6.0 Responsibilities of the agency:

i. Resource and project management as per the scope of work.

ii. Completion of the work as mentioned in the scope of work.

iii. The agency shall arrange all the required hardware and software such as servers at data centers, servers at test centres, candidate systems at test centres etc. including all kinds of consumables and manpower required for executing the contract awarded at their cost.

iv. The agency shall be responsible for anything else that is required for executing the contract awarded except those that are to be provided by OIL as stated in this tender document.

v. The agency will provide necessary training to the staff of OIL, if required, at the agency's corporate office.

vi. For any matters not specified in the contract document, the contractor will abide by the relevant and prevailing Acts / Rules / Regulations pertaining to the matter.

7.0 Testing:

i. The agency will thoroughly test the software at its site before its deployment on production site for proper functioning (data entry, processing, printing etc.).

- ii. OIL authority will scrutinize the software to certify the security, technicality and suitability of the developed software to meet the requirements of OIL. OIL will give the final approval/user acceptance of the software and the system only after satisfactory performance.

8.0 Database Management:

- i. The agency will be responsible for end-to-end management of database on an ongoing basis to ensure smooth functioning of the same.
- ii. The agency will undertake management of changes to the webpage design, database scheme, disk space, storage, user roles etc.
- iii. The agency will undertake performance monitoring and tuning of the databases on a regular basis including preventive maintenance of the database, as required.
- iv. The agency will provide management of database upgrade or patch upgrade as and when required with minimum downtime.
- v. The agency will take regular backups for all databases in accordance with the backup and archive policies and conduct recovery whenever required with appropriate permissions.
- vi. The agency will provide and use DBA tools including data warehousing and data mining tools related to performing database creation, maintenance, and database monitoring tasks.
- vii. After rectifying the mistakes, if any, and after all the processing is over, all the data should be handed over to the OIL authorities in the required database structure like latest version of MS Excel, CSV, ORACLE etc.
- viii. All the data related to the online applicants will be given to OIL within two days after the last date for receipt of applications.
- ix. The agency should ensure that the data processing is absolutely error-free.
- x. If any problem in understanding the requirement of processing arises, the matter should be discussed with the concerned officials of OIL before proceeding further.

9.0 Disaster Recovery:

- i. The regular backup of all the data will be maintained as well as the databases will be exported in different database formats and stored in a secured

place in a different seismic zone as per the directive of OIL and backup will also be given to OIL.

ii. In case of any disaster such as fire, flood, terrorist threat, mishandling or other disruptive event, the agency will restore / recover the data for the system to function from backup and continue to operate in a reasonable period of time within 24 hours. Proper documentation of the database backup is required to easily locate the physical data / data in the server / network.

10.0 For additional security during entry of the candidates into the test centres, frisking through Hand Held Metal Detectors (HHMD) shall be provided by the agency.

**IV. TIME SCHEDULE:**

The time schedule shall be as under:

i. Design, development & testing of tailor-made software for registration of online applications - 14 days from receipt of complete and final advertisement text from OIL.

ii. Duration of gateway for online registration of applications - 30 days.

iii. Preparation of question paper for the advertised post, moderation and translation of question papers - 14 days from receipt of syllabus from OIL (Note: Shall run concurrently with Sn. 2 above).

iv. Identification and fixation of computer based test centres; Finalization of data and generation of roll range of the candidates for each test centre - 15 days.

v. Dispatch of admit card through email and hosting on OIL's website; Preparation of soft copies of encrypted question papers for the computer based test - 15 days.

vi. Setting-up of facilitation center one day prior to the examination for issuance of duplicate admit cards and also address the grievances of the candidates - 01 day.

vii. Conduct of computer based test on a single day / session for the same post in the cities / towns as per the advertisement released by OIL or as mutually decided by the agency and OIL - 01 day.

viii. Objection Management: Notice on OIL's website inviting concerns of the candidates related to questions and answer keys of the examination, if any after completion of CBT - 03 days.

ix. Review of objections on questions and answer keys, if any, from the candidates - 15 days.

x. Preparation of results and submission to OIL - 05 days.

Total duration for a recruitment cycle, i.e. from start of gateway for online registration of applications to preparation of results and submission to OIL (Sl. No. 2, 4, 5, 6, 7, 8, 9 and 10) - 85 days.

**V. SPECIAL TERMS & CONDITIONS:**

i. Escrow Account:

a. The term Escrow Account shall mean a new account which shall be opened for collecting application fees against recruitment notification of OIL which shall be closed after closing of applications and fees receipt window in the recruitment portal.

b. OIL shall authorize the agency to open a new Escrow Account for receipt of application fees for any recruitment notification authorized by OIL, in any Nationalized / Scheduled Bank as per rules and regulations issued by Reserve Bank of India (RBI).

c. All application fees against recruitment notification issued by OIL shall be collected by the agency in the Escrow Account referred above through online mode of receipt.

d. All arrangements for online mode of application fee receipt shall be the responsibility of the agency, who will be authorized to make agreement with service providers such as billdesk, payU etc. for successful implementation of the project with justification and due intimation to OIL.

e. The agency shall be solely responsible for all reconciliation of money with the receipt of applications on daily basis along with complete information to OIL from time to time.

f. The agency shall transfer the entire amount to OIL after close of application and fees receipt window of recruitment along with interest earned during the period for which Escrow Account remains operational.

ii. The agency will have to carry/demonstrate complete System Test Run (STR) with test data to OIL before implementation of the software. The agency should also be able to demonstrate click-by-click audit trail for any type of enquiry.

- iii. The agency should also be able to demonstrate application server logs to capture all errors, warnings and exceptions that are generated in applications along with the time at which they occurred.
- iv. Test Data Archiving: The agency shall archive the result and other examination data for future references up to a specified period, as per mutual agreement between OIL and the agency.
- v. The agency shall be single point of contact with OIL and shall be solely responsible for the execution and delivery of the work. The agency will provide complete end-to-end solution including examination delivery software.
- vi. The agency must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.
- vii. The agency should ensure a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, business binaries and the infrastructure must be carried out.
- viii. Adequate emergency management plans towards any crisis situations / redundancy of servers, nodes, additional centre locations, candidates' data etc. should be maintained by the agency.
- ix. The CBT software should meet the cyber security audit requirements as specified by MeitY, Government of India, i.e. audited and certified by CERT-In's empanelled agency.
- x. Total Cost for a Recruitment cycle (TCR) shall be worked out as follows:  
  
TCR = (Contract slab rate towards conduct of CBT x Number of candidates in the recruitment cycle)  
+  
(Contract slab rate towards providing services of installation of mobile jammers x Number of candidates in the recruitment cycle)  
+  
(Contract slab rate towards providing services of frisking candidates through Hand Held Metal Detectors (HHMD) x Number of candidates in the recruitment cycle)
- xi. Terms of payment shall be as under:

Payment milestones for a recruitment cycle shall be as follows:

### **PART-III SCC**

1. 25% of the total cost for a recruitment cycle (TCR) [worked out as per Clause **V. x.** above] shall be made after the last date of receipt of applications - Within 10 (ten) working days of submission of undisputed invoice.

2. 25% of the total cost for a recruitment cycle (TCR) [worked out as per Clause **V. x.** above] shall be made after dispatch of admit cards to shortlisted candidates for the CBT - Within 10 (ten) working days of submission of undisputed invoice.

3. 25% of the total cost for a recruitment cycle (TCR) [worked out as per Clause **V. x.** above] shall be made after conduct of examination - Within 10 (ten) working days of submission of undisputed invoice.

4. 25% of the total cost for a recruitment cycle (TCR) [worked out as per Clause **V. x.** above] shall be made after submission of the results and other deliverables related to the recruitment cycle to OIL - Within 10 (ten) working days of submission of undisputed invoice.

xii. The offered rates against Line Items in the slab of 2,25,001 - 3,00,000 number of candidates and 3,00,001 - 4,50,000 number of candidates must not be more than 80% and 60% of the offered rates against Line Items in the slab up to 2,25,000 number of candidates, respectively.

In case the number of candidates goes beyond 4,50,000 during the contract period, payment shall be made as per the rates quoted against Line Items in the slab of 3,00,001 - 4,50,000 number of candidates.

xiii. **SUB-CONTRACTING:** Sub-contracting of Petty Support Services against this contract is not applicable.

**\*\*\*\*\*End of SCC\*\*\*\*\***



**To,**

**CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of work/service:** Hiring of services of an External Agency for recruitment of work persons through online application process and computer based examination system, in all spheres of Oil India Limited.

Sir,

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1) It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub-sub-contractors.
- 2) Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
- 3) The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed.
- 4) The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.
- 5) Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner /Agent /Manager.
- 6) Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.
- 7) All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT, IME & PME.

## **PART-V SAFETY MEASURE (SM)**

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

## **PART-V SAFETY MEASURE (SM)**

requirement under the Act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

21) Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.

22) In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/Rules/Regulations.

23) When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the contractor to cease work until the non-compliance is corrected.

24) The contractor should prevent the frequent change of his contractual employees as far as practicable.

25) The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.

26) For any HSE matters not specified in the contract document, the contractor will abide by the relevant and prevailing Acts/rules/regulations pertaining to Health, Safety and Environment.

(Seal)

Yours Faithfully,

Date\_\_\_\_\_

M/s.\_\_\_\_\_  
FOR & ON BEHALF OF 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 **"Hiring of services of an External Agency for recruitment of work persons through online application process and computer based examination system, in all spheres of Oil India Limited."**

**(IFB No. CDI4361P21)**

The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

**Section: 1 - Commitments of the Principal**

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

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

**(2)** If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a

Page 2 of 6 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.

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed 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 cartelization in the bidding process.

3. The Bidder/Contractor will not commit any offence under the relevant Anticorruption Laws of India; further the Bidder/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder/Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

**(2)** The Bidder/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

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

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract

award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

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

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

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

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.

#### **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**

## **PART-VI INTEGRITY PACT**

(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**

(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.

(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



## **PART-VI INTEGRITY PACT**

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.

### **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 is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

**PART-VI INTEGRITY PACT**

**(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.

.....  
For the Principal

.....  
For the Bidder/Contractor

Place: .....

Witness 1: .....

Date: .....

Witness 2: .....

**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) for the last three (3) completed accounting years up to ..... **(as the case may be)** are correct.

<b>YEAR</b>	<b>TURN OVER</b> In INR (Rs.) Crores	<b>NET WORTH</b> In INR (Rs.) Crores

Place:

Date:

UDIN:

Seal:

Membership Code & Registration No.:

Signature

**BID FORM**

To,  
M/s. Oil India Limited,  
P.O. Duliajan, Assam, India

**Sub.: IFB No. CDI4361P21**

Gentlemen,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum quoted in the Price Bid Format or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence the work as per the terms & conditions set out in the subject tender.

If our Bid is accepted, we will submit the Performance Security Deposit as specified in the tender document for the due performance of the Contract.

We agree to abide by this Bid for a period of **120 days** from the date fixed for Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Seal of the Bidder:**

**STATEMENT OF NON-COMPLIANCE (IF ANY)**

**(Only exceptions/deviations to be rendered)**

1.0 The Bidder shall furnish detailed statement of **exceptions/deviations**, if any, to the IFB stipulations, terms and conditions in respect of each Section of Bid Document in the following format:

<b>Section No.</b>	<b>Clause No. (Page No.)</b>	<b>Non-Compliance</b>	<b>Remarks</b>

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**NOTE:**

OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the **“Statement of Non-Compliance”** in the above Proforma is left blank (or not submitted along with the Bid), then it would be construed that the bidder has not taken any exception/deviation to the IFB requirements.

**LETTER OF AUTHORITY FOR ATTENDING BID OPENING**

TO  
**CGM – CONTRACTS**  
OIL INDIA LIMITED  
P.O. Duliajan - 786602  
Assam, India

Sir,

Sub: OIL's IFB No. CDI4361P21

I / We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_  
(Name and address) as authorized to represent us during bid opening on our behalf  
with you against IFB Invitation No. **CDI4361P21** for **“Hiring of services of an  
External Agency for recruitment of work persons through online application  
process and computer based examination system, in all spheres of Oil India  
Limited.”**

We confirm that we shall be bound by all and whatsoever our said  
representative shall commit.

Yours Faithfully,

**Authorised Person's Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**DETAILS OF BIDDER**  
**(WHEREVER APPLICABLE, TO BE FILLED BY THE BIDDER)**

<b>a.</b>	<u>Name of the Bidder / Firm:</u>		
<b>b.</b>	<u>Registered postal address with PIN code:</u>		
<b>c.</b>	<u>Telephone No:</u>		
<b>d.</b>	<u>Mobile No:</u>		
<b>e.</b>	<u>E-mail ID:</u>		
<b>f.</b>	<u>Fax No:</u>		
<b>g.</b>	<u>Contact Person:</u>		
<b>h.</b>	<u>Contact person's contact No:</u>		
<b>i.</b>	<u>PAN No:</u>		
<b>j.</b>	<u>Bidder's Bank details:</u>	Name: Address: A/c Type: A/c No.: IFSC/RTGS Code: NEFT Code:	
<b>k.</b>	<u>EMD / Bid Security Details:</u>		
	EMD / Bid Security Deposited vide: (Tick ✓ whichever is applicable)	ONLINE PAYMENT	BANK GUARANTEE (BG)
	EMD Instrument No. & Date:		
	Validity of BG: (If EMD submitted vide BG)		
	Name & Address of EMD issuing Bank / Branch (only in case of EMD submitted in the form of BG)		
<b>l.</b>	GST Regn. No. (If not available then to be submitted on issuance of LOA)		
<b>m.</b>	PF code no. (Or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder)		
<b>n.</b>	Vendor code with OIL (if available)		

Signature: \_\_\_\_\_

Name in Block letters \_\_\_\_\_

For M/S. \_\_\_\_\_

**STANDARD FORMAT OF PERFORMANCE SECURITY (BANK GUARANTEE)**  
**(TO BE FURNISHED BY THE CONTRACTOR IN CASE OF SUBMITTING**  
**PERFORMANCE SECURITY IN THE FORM OF BANK GUARANTEE AFTER**  
**ISSUE OF LOA)**

To,  
M/s. OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT  
DULIAJAN, ASSAM, INDIA, PIN - 786602.

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

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

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

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

**Contd.....P/2**



**B. Controlling Office:**

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

(i) MT 760 / MT 760 COV for issuance of Bank Guarantee

(ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to HDFC Bank, Duliajan Branch; IFS Code – HDFC0002118; SWIFT Code – HDFCINBBAL; Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

c. Further correspondence against BG towards Performance Security must contain the Contract Number.

**FORM OF BID SECURITY (BANK GUARANTEE)**

To:  
M/s. OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN - 786 602.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company)'s Tender No. \_\_\_\_\_ KNOW ALL MEN BY these presents that we (Name of Bank) \_\_\_\_\_ of (Name of Country) \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "Bank") are bound unto the Company in the sum of (\*\_\_\_\_\_ ) for which payment well and truly to be made to Company, the Bank binds itself, its successors and assignees by these presents.

SEALED with the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

THE CONDITIONS of these obligations are:

1. If the Bidder withdraws their Bid within its original/extended validity; or
2. The Bidder modifies/revises their bid suomoto; or
3. The Bidder does not accept the contract; or
4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

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

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

The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:  
BANK EMAIL ID:  
BANK TELEPHONE NO.:  
IFSC CODE OF THE BANK:

**Contd.....P/2**

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Name of the Contact Person at the Controlling Office with Mobile No. and e-mail address:

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

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

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(Signature, Name and Address)

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

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

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

\*\* Date of expiry of Bank Guarantee should be minimum 30 days after the end of the validity period of the Bid /as specified in the Tender.

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:

- (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
- (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

The above message / intimation shall be sent through SFMS (indicating the Tender Number) by the BG issuing bank branch to HDFC Bank, Duliajan Branch; IFS Code – HDFC0002118; SWIFT Code – HDFCINBBCAL; Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

c. Further correspondence against BG towards Bid Security must contain the Tender Number.

**AGREEMENT FORM**

This Agreement is made on \_\_\_\_ day of \_\_\_\_\_ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

WHEREAS the Company desires that Services \_\_\_\_\_ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires;

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and equipment, material etc. in good working order and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per Section-II attached herewith for this purpose and

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's IFB No. \_\_\_\_\_ and the Contractor accepted the same vide Letter No. \_\_\_\_\_ dated \_\_\_\_\_.

WHEREAS, the Contractor has furnished to Company the performance security in the form of DD / BC / BG for Rs. \_\_\_\_\_ (being 10% of annualized Contract value).

All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter contained, it is hereby agreed as follows -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. In addition to documents herein above, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:

(a) PART-I indicating the General Conditions of this Contract;

**Contd.....P/2**

- (b) PART-II indicating the Schedule of work, unit, quantities & rates;  
(c) PART-III indicating the Special Conditions of Contract;  
(d) PART-V indicating the Safety Measures.

3. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.

4. The Company hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this contract at Duliajan, Assam as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

For and on behalf of Contractor  
(M/s. \_\_\_\_\_)

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

Format of undertaking to be submitted by Bidders towards submission of authentic information/documents as per **Clause No. xv under Important Notes of the Forwarding Letter** of tender document (To be typed on the letter head of the bidder)

Ref. No.: \_\_\_\_\_

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

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

**Ref.: Your tender No. CDI4361P21**

To,  
The CGM-Contracts  
Contracts Department,  
OIL, Duliajan

Sir,

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 (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.:

Place:

Date:

(Affix Seal of the Organization here, if applicable)

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

**CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA**

**Ref.: Note 'B.' under Clause 1.2 Financial Criteria of BEC-BRC of Tender No.  
CDI4361P21**

I \_\_\_\_\_ the authorized signatory(s) of \_\_\_\_\_  
(Company or firm name with address) do hereby solemnly affirm and declare /  
undertake as under:

**The balance sheet/Financial Statements for the financial year \_\_\_\_\_  
have actually not been audited as on the Original Bid Closing Date.**

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: Please note that any declaration bearing date after the Original Bid Closing Date will not be considered and will be rejected. 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.

OIL INDIA LIMITED (A Government of India Enterprise) Duliajan, Assam					
<b>DESCRIPTION OF WORK/SERVICE:</b> Hiring of services of an External Agency for recruitment of work persons through online application process and computer based examination system, in all spheres of Oil India Limited for a period of 04 (four) years.					
PRICE BIDDING FORMAT					
NAME OF BIDDER					
Bidder's GSTIN No.					
SAC Code					
Item No.	Description of Services	UOM	Estimated Quantity	Rate (Rs.) to be quoted Excluding GST	Amount (Rs.) Excluding GST
			A	B	D = A * B
<b>For up to 2.25 Lakh number of candidates</b>					
10	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	2,25,000		-
20	Cost for Installation of Jammers	Number	2,25,000		-
30	Cost of Hand Held Metal Detectors	Number	2,25,000		-
<b>For 2.25 Lakh - 3 Lakh number of candidates</b>					
40	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	75,000		-
50	Cost for Installation of Jammers	Number	75,000		-
60	Cost of Hand Held Metal Detectors	Number	75,000		-
<b>For 3 Lakh - 4.5 Lakh number of candidates</b>					
70	'Conduct of CBT (For the entire process i.e. software development, receipt of online applications, setting up and moderation of question papers, conduct of CBT, surveillance systems etc.)'	Number	1,50,000		-
80	Cost for Installation of Jammers	Number	1,50,000		-
90	Cost of Hand Held Metal Detectors	Number	1,50,000		-
<b>Total (Rs.) (exclusive of GST)</b>					-
<b>Applicable GST Rate in %</b>		<b>Applicable GST#</b>		<b>Total (Rs.) (inclusive of GST)</b>	-
#Please select from Drop Down list.					
<b>1. The rates quoted against Line Items in the slab of 2,25,001 - 3,00,000 number of candidates (i.e. Line Items 40, 50 &amp; 60) must not be more than 80% of the rates quoted against the corresponding Line Items in the slab up to 2,25,000 number of candidates (i.e. Line Items 10, 20 &amp; 30).</b>					
<b>Similarly, the rates quoted against Line Items in the slab of 3,00,001 - 4,50,000 number of candidates (i.e. Line Items 70, 80 &amp; 90) must not be more than 60% of the rates quoted against the corresponding Line Items in the slab up to 2,25,000 number of candidates (i.e. Line Items 10, 20 &amp; 30)</b>					
<b>2. The price/rate(s) quoted by the Bidders will be inclusive of all taxes except GST (i.e. IGST or CGST and SGST/UTGST as applicable in case of interstate supply or intra state supply respectively and Cess on GST, if applicable) on the final services. However, GST rate (including cess) to be provided in the respective places in the Price Bid.</b>					
<b>3. Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including applicable GST (CGST &amp; SGST/UTGST or IGST)</b>					
<b>4. OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.</b>					
However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.					

This cost is to be maintained under the "Total Bid Value" in the e-tender portal. Refer Clause 8.0 of Forwarding Letter for details.



PRICE BIDDING FORMAT					
NAME OF BIDDER					
Bidder's GSTIN No.					
SAC Code					
Item No.	Description of Services	UOM	Estimated Quantity	Rate (Rs.) to be quoted Excluding GST	Amount (Rs.) Excluding GST
5. Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST.					
When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.					
6. Input Tax Credit on GST (Goods & Service Tax) for this service is <b>NOT</b> available to OIL & The bids will be evaluated based on total price including GST.					
7. Refer to GCC for detail of GST.					
8. Refer to SOQ & SCC for Item detail Description.					
9. Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.					

**TECHNICAL EVALUATION SHEET FOR BEC/BRC**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/ compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
1	<b>BEC Clause No. 1.1 (Technical Criteria)</b>	<b>1.1.1</b> Bidder must have experience of successfully completing at least one <b>SIMILAR work</b> of minimum value <b>Rs. 4,06,41,000.00 (Rupees Four Crore Six Lakh Forty-One Thousand)</b> only in previous 07 (seven) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Public Limited Company.			
		<b>1.1.2</b> The bidder must have the facility of primary and secondary data centre with Data Recovery (DR) site infrastructure for data security. Both the Data Centres should be located in India in different seismic zones. The data centre must be Tier III and ISO certified. Data Centre should be certified as per the Government of India guidelines. The infrastructure of the bidder must be certified as per Government of India guidelines. Self-Declaration by CEO / Head of bidding entity on their letter head certifying the above mentioned condition with addresses of the DR site infrastructure along with self-certified copies of its certification shall be provided by the bidder along with the technical bid.			
		<b>1.1.3</b> The bidder should ensure that the processes should have ISO / IEC 27001:2013 certification and should have authorized and globally accepted software certification, Capability Maturity Model Integration (CCMI) Level-4 or above certification. Self-certified copies of the above certifications shall be provided by the bidder along with the technical bid.			
		<b>1.1.4</b> The bidder should not have been black-listed / holiday listed / suspended by any Central / State Government Department, Central / State Government Organization, Public Sector Undertaking in previous 07 (seven) years to be reckoned from the original bid closing date. An affidavit in this respect that their firm has not been black-listed / holiday listed / suspended as cited above shall be provided by the bidder along with the technical bid.			

### TECHNICAL EVALUATION SHEET FOR BEC/BRC

2	Notes to BEC Technical Criteria Clause 1.1.1 above:	1. “ <b>SIMILAR work</b> ” mentioned above means “Experience in providing services for handling online applications and conduct of Computer Based Test on end-to-end solution basis for recruitment.”			
		2. If the prospective bidder is executing <b>SIMILAR work</b> which is still running and the job executed prior to original bid closing date satisfies the minimum value prescribed in the BEC Clause No. 1.1.1, then such experience will also be taken into consideration provided that the bidder submits relevant document(s) certified by the end user clearly showing the gross value of <b>SIMILAR work</b> executed prior to original bid closing date along with Contract documents / work order of the running contract.			
		<p>3. For proof of requisite experience of <b>SIMILAR work</b>, self-attested photocopies of following documents must be submitted along with the bid:</p> <p>i. <u>Contract document / Work order showing details of work;</u></p> <p>ii. <u>Completion Certificate issued by PSUs / Govt. Organisation / Public Limited Company</u> for the similar work mentioned above confirming the following:</p> <p style="margin-left: 40px;">a. Gross value of work done</p> <p style="margin-left: 40px;">b. Nature of Job done.</p> <p style="margin-left: 40px;">c. Contract start and completion date.</p> <p style="text-align: center;">OR</p> <p><u>Certificate of Payment (COP) issued by PSUs / Govt. Organisation / Public Limited Company</u> indicating the following:</p> <p style="margin-left: 40px;">a. Work Order No. / Contract No.</p> <p style="margin-left: 40px;">b. Gross value of jobs done</p> <p style="margin-left: 40px;">c. Period of Service</p> <p style="margin-left: 40px;">d. Nature of Service</p>			

**TECHNICAL EVALUATION SHEET FOR BEC/BRC**

		4. <b>SIMILAR work</b> executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.			
3	<b>BEC Clause No. 1.2 (Financial Criteria)</b>	(i) Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least <b>Rs. 4,06,41,000.00 (Rupees Four Crore Six Lakh Forty-One Thousand)</b> only.			
		(ii) <b>Net worth</b> of bidder must be positive for preceding financial/ accounting year.  <b>Note:</b> The Net worth to be considered against Clause above should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.			
4	<b>Note to BEC Clause No. 1.2</b>	<p><b>A.</b> For proof of Annual Turnover &amp; Net worth any one of the following document must be submitted along with the bid:</p> <p>(i) A certificate* issued by a practicing Chartered / Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed in <b>PROFORMA- I.</b></p> <p align="center">OR</p> <p>Audited Balance Sheet along with Profit &amp; Loss account.</p> <p>*Note:</p> <ul style="list-style-type: none"> <li>Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.</li> <li>In case the bidder is a 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 to provide documentary evidences for the same.</li> </ul>			

**TECHNICAL EVALUATION SHEET FOR BEC/BRC**

		<p><b>B.</b> 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 certifying that the balance sheet/Financial Statements for the financial year _____ have actually not been audited so far, as per format prescribed in <b>PROFORMA-X</b>.</p> <p><b>C.</b> In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para <b>A.</b> and <b>B.</b> above.</p>			
<b>5</b>	<b>BEC Clause No. 1.4</b>	Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.			
<b>6</b>	<b>BRC Clause No. 2.2</b>	The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected			
<b>7</b>	<b>BRC Clause No. 2.3</b>	<p>Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the forwarding letter. Any bid not accompanied by a proper bid security will be rejected.</p> <p>For availing EMD exemption, the interested MSE Bidders must ensure that their technical offer must include a valid copy of relevant MSE Certificate issued by appropriate authority. If the technical offer does not include a valid copy of relevant MSE Certificate, then the Bid without EMD shall be rejected.</p>			

**TECHNICAL EVALUATION SHEET FOR BEC/BRC**

<b>8</b>	<b>BRC Clause No. 2.9</b>	Bids are invited under <b>Single-Stage Two-Bid System</b> . Bidders must submit both “Technical” and “Price” Bids in electronic form through online OIL’s e-Tender portal accordingly within the Bid Closing Date and time stipulated in the e-Tender. The Technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender under “Technical Attachment” Tab and the Priced Bid under “Notes and Attachments” Tab as per the <b>PRICE BID FORMAT</b> .			
<b>9</b>	<b>BRC Clause No. 2.10</b>	<p>Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:</p> <ul style="list-style-type: none"> <li>(i) Firm price</li> <li>(ii) EMD / Bid Bond</li> <li>(iii) Period of validity of Bid</li> <li>(iv) Price Schedule</li> <li>(v) Performance Bank Guarantee / Security deposit</li> <li>(vi) Delivery / Completion Schedule</li> <li>(vii) Scope of work</li> <li>(viii) Guarantee of material / work</li> <li>(ix) Liquidated Damages clause</li> <li>(x) Tax liabilities</li> <li>(xi) Arbitration / Resolution of Dispute Clause</li> <li>(xii) Force Majeure</li> <li>(xiii) Applicable Laws</li> <li>(xiv) Specifications</li> <li>(xv) Integrity Pact</li> </ul>			
<b>10</b>	<b>BRC Clause No. 2.11</b>	There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.			
<b>11</b>	<b>BRC Clause No. 2.12</b>	Bid received with validity of offer less than <b>120 (One Hundred Twenty) days</b> from the date of Technical Bid opening will be rejected			