



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
Website: www.oil-india.com

FORWARDING LETTER

Sub: IFB No. CDI4698P21 – Comprehensive Annual Maintenance Contract for Split Air Conditioners.

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 **“Comprehensive Annual Maintenance Contract for Split Air Conditioners.”** 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.	:	CDI4698P21
(ii)	Type of Bidding	:	Online – Single-Stage Composite-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	:	As mentioned in OIL’s e-Procurement Portal
(vi)	Bid Submission Mode	:	Bids must be uploaded online in OIL’s E-procurement portal

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(vii)	Bid Opening Place	:	Office of CGM-Contracts Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(viii)	Bid Validity	:	90 days from the date of Bid Closing
(ix)	Mobilization Time	:	02 (two) weeks from the date of issue of work order.
(x)	Bid Security Amount		Rs. 1,39,000.00

Note:

a. The Bid Security for the amount specified above can be submitted in the form of irrevocable Bank Guarantee (as per Proforma-VII) issued by Nationalized/ Scheduled Bank or Bank Draft or Cashier's Cheque or Banker's Cheque or Fixed Deposit Receipt (Account OIL INDIA LIMITED) or irrevocable Letter of Credit or NEFT or RTGS or Electronic Fund Transfer through Online Payment Gateway of OIL's e-tender portal (subject to credit in OIL's account within prescribed time) to designated account of OIL. A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.

- In case of Bidders submitting Bid Security in the form of Bank Guarantee or Bank Draft or Cashier's Cheque or Banker's Cheque or Fixed Deposit Receipt or Letter of Credit, the original hard copy of Bid Security should reach the office of CGM-CONTRACTS on or before **12.45 p.m. (IST)** on the bid closing/opening date otherwise bid will be rejected.
- If the bidder submits Bid security/EMD in the form of the Bank Guarantee, then the same must be issued by any of the scheduled banks in India on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker.
- If the Bid Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.
- Bid Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to either of the following designated OIL's bank accounts:

	Bank Details of Beneficiary: OIL INDIA LIMITED	
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Bank Account No.	10494832599
e	Type of Account	Current Account
f	IFSC Code	SBIN0002053
g	MICR Code	786002302
h	SWIFT Code	SBININBB479

	<ul style="list-style-type: none"> If the bid security is submitted through NEFT or RTGS mode, details such as UTR No., Tender No., Bidder's name & Deposited Amount etc. must be uploaded with the Unpriced Techno-Commercial Bid documents. <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. 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 unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. 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.
(xiv)	Validity of Performance Security	:	Up to 03 (three) months from date of completion of contract.
(xv)	Duration of the Contract	:	03 (three) years from the date of issue of work order.
(xvi)	Quantum of Liquidated Damage for Default in Timely Mobilization	:	Refer General Conditions of Contract
(xvii)	Integrity Pact	:	Applicable
(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
- b. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture
E-mail id: rudhra.gangadharan@gmail.com
- c. Shri Jagmohan Garg, Ex-Vigilance Commissioner, CVC
E-Mail id: jagmohan.garg@gmail.com

4.0 A. Bid Security: : In case the bidders submit Bid Security/EMD in the form of Bank Guarantee, then the BG should be issued by any Scheduled Bank in India **as per BG format enclosed herewith (PROFORMA-VII).**

B. Performance Security: In case the bidders submit Performance Security in the form of Bank Guarantee (on award of contract), then the BG should be issued by any Scheduled Bank in India **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.

Duly authorized representative of the bidding company shall digitally sign the bid including all uploaded documents.

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, 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).

6.0 EXEMPTION OF BID SECURITY:

In case any bidder is exempted from paying the Bid security, they should upload the supporting documents along with technical bid. 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 or owned by Women, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST or woman entrepreneur should also be enclosed.

6.4 The **Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES is also applicable for this tender.

Note: Bids without EMD shall be rejected, if the technical offer does not include a valid copy of supporting document against any one of the above exemption criteria.

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 or Bank Draft or Cashier's Cheque or Banker's Cheque or Fixed Deposit Receipt or Letter of Credit) 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.**

Any other document required to be submitted in original as per tender requirement 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.

Additionally, scan copy of the following documents are to be submitted along with technical bid:

- a) Power of Attorney for signing the bid.
 - b) Printed catalogue and Literature, if called for in the tender.
- 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 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.

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 6th January, 2017 available in OIL's website: 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

Annexures & Proformas

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 COMPOSITE-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. In Bid opening, both Technical & Priced Bids will be opened.

SCREEN SHOT:

Go to this Tab **“Notes and Attachments”** for Uploading “Priced Bid”

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

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.

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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 section displays: **RFX Response Number** 60038748, **RFX Number** 1396, **Status** In Proce, **RFX Owner** BHARALI, **Total Value** 0.00 INR, and **RFX Response Version Nu**. The main content area has tabs for **RFX Information**, **Items**, **Notes and Attachments**, and **Condition**. Under **RFX Information**, there are sub-tabs: **Basic Data**, **Questions**, and **Technical Attachments**. The **Event Parameters** section includes: **Currency:** Indian Rupee (dropdown), **Detailed Price Information:** No Price (dropdown), **Terms of Payment:** (text field with a 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 another 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**

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. Annexures & Proformas
- 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) Hard copy of original Bid Security (Only in case of bidder(s) submitting bid security in the form of Bank Guarantee, Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit) 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 or NEFT or RTGS)
- (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.

INSTRUCTION TO BIDDERS

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 **90 (Ninety) 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 Composite-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.

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 Both Technical & Price 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.

13.2 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 bidders presenting substantial responsive bids. OIL's determination of bid's

INSTRUCTION TO BIDDERS

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 irrevocable Bank Guarantee (as per Proforma-VI) issued by any Scheduled Bank in India or Bank Draft or Cashier's Cheque or Banker's Cheque or Fixed Deposit Receipt (Account OIL INDIA LIMITED) or irrevocable Letter of Credit or NEFT or RTGS favouring "OIL INDIA LIMITED" payable at "DULIAJAN". 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's Standard forms of agreement.

19.3 If the bidder submits Performance Security in the form of the Bank Guarantee, then the same must be issued by any of the banks as mentioned in Para 19.2 on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker.

19.4 The Performance Security specified above must be valid for **03 (three) months** after the date of expiry of the tenure of the contract including warranty period / defect liability period, if any. The performance security will be discharged by company not later than 30 (thirty) days following its expiry. In the event of any extension of the contract period, bank guarantee should be extended by the contractor by the period equivalent to the extended period.

19.5 The "Performance Security" will be refunded to the contractor after expiry of the specific period as mentioned in Para 19.4, 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.

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

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

BID EVALUATION CRITERIA (BEC) – BID REJECTION CRITERIA (BRC)**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 value **Rs. 11,56,000.00 (Rupees Eleven Lakh Fifty-Six 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 Bidder must have P.F. & ESIC Registration. Documentary evidence for the same should be submitted along with technical bid.

OR

In case bidder doesn't have P.F. & ESIC Registration at the time of bidding then the bidder shall have to submit an undertaking that they shall get registered with P.F. and ESIC Authority and shall produce the documentary evidence for the same before issue of Work Order by OIL.

1.1.3 Bidder must submit a notarised undertaking on Non-Judicial Stamp Paper as per **PROFORMA-XI** regarding compliance of Minimum wage, P.F., Bonus & ESIC as per the applicable Acts. Bids submitted without this undertaking will be summarily rejected without assigning any reasons.

Notes to BEC Clause No. 1.1.1:

1. “**SIMILAR work**” mentioned above means “Experience in carrying out Maintenance and servicing activities / procedures for up-keepment of air conditioners / HVAC system.”

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 criteria prescribed in 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. In case the start date of the requisite experience is prior to the preceding 07 (seven) years’ period reckoned from the original bid closing date but completion is within the preceding 07 (seven) years’ period reckoned from the original bid closing date, then the value of only that part of **SIMILAR Work** will be considered which has been executed within preceding

07 (seven) years' period reckoned from the original bid closing date. This value should meet the criteria prescribed in the BEC Clause No. 1.1.1. In such cases, the bidder must submit relevant document(s) certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number) clearly indicating the value of such experience.

4. If the prospective bidder has executed contract in which **SIMILAR work** is a component, and the Similar work executed satisfies the minimum criteria prescribed in the BEC Clause No. 1.1.1, then such experience will also be taken into consideration provided that the bidder submits the breakup of the works executed under such contract clearly indicating the value of **SIMILAR work**, which must be certified by the end user.

5. For proof of requisite experience of **SIMILAR work**, self-attested photocopies of following documents must be submitted along with the bid: Contract document / Work order showing details of work supported with Completion Certificate issued by PSUs / Govt. Organisation / Public Limited Companies for the similar work mentioned above confirming the following:

- a. Gross value of Similar work done
- b. Nature of Job done.
- c. Contract start and completion date.

6. **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:

1.2.1 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. 6,93,300.00 (Rupees Six Lakh Ninety-Three Thousand Three Hundred)** only.

1.2.2 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** Both Technical & Price bid will be opened on scheduled Bid opening date & time. However, Price bids shall be evaluated of only the techno-commercially acceptable bidders, whose bids have been found to be substantially responsive. A substantially responsive bid 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 techno-commercially qualified 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 the 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 PREFERENCES** allowed as per Government Guidelines in Vogue and PPP [Public Procurement policy] for Micro and Small Enterprises is not applicable for this tender (being works contract tender).

2.0 BID REJECTION CRITERIA (BRC):

- 2.1 The bids are to be submitted in **Single-Stage Composite 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.
- 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 Composite 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 **90 (Ninety) 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** Bidders should provide self-attested copies of GST Registration Certificate, PAN Card, ESIC registration (if applicable), P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him/her, the same has to be provided by him/her before signing of contract agreement and issue of Work Order by OIL.
- 3.3** To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under 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.
- 3.4** 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.
- 3.5** 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.
- 3.6** 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.
- 3.7** 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 **Electrical 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.
- x) GST Act.
- xi) 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 **03 (three) years** from date of issue of work order. The mobilization period shall be for a period of **02 (two) weeks** from date of issue of work order. 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:

General Manager – Electrical (I/C)
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 rd 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 pendentite 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 up to 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 6th January, 2017 available in OIL's website 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

b) **For technical matters**

GM- Electrical (I/C)
OIL INDIA LIMITED
PO DULIAJAN - 786602,
ASSAM, INDIA
Email: deepankar@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*******

(SOQ) Schedule of Work, Unit and Quantity			
Item No.	Description of Services	UOM	Quantity
10	Servicing / Mainenance of 1 TR Split AC	NUMBER	9.00
20	Servicing / Mainenance of 1.5 TR Split AC	NUMBER	1,956.00
30	Servicing / Mainenance of 2 TR Split AC	NUMBER	234.00
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: 03 (three) years from date of issue of Work order.			
3. Mobilisation Period: 02 (two) weeks from the date of issue of Work order.			
4. The quantity mentioned is purely for evaluation purpose only. However, payment shall be made on actuals.			

SPECIAL CONDITIONS OF CONTRACT (SCC)

A. SCOPE OF WORK:

1. Comprehensive maintenance (of Split Air conditioner) includes attending both maintenance services and breakdown reports of 733 number of Split Air Conditioners up to 4 ton capacity of different makes for 3 years with minimum 01 (one) preventive maintenance / servicing per year in various locations under Duliajan, Moran, Digboi and Arunachal Pradesh Fields, industrial and civic areas under OIL's operation.
2. Comprehensive maintenance includes supply and replacement of all defective / damaged parts / components, consumables including gas filling etc. required for equipment / machines mentioned in above **Para 1**.
3. Comprehensive maintenance includes breakdown maintenance of all equipment mentioned in **Para 1**.
4. On site comprehensive maintenance / servicing of all equipment mentioned above and as listed in **Annexure-A**. Every equipment mentioned in **Annexure-A** shall be serviced / maintained at least once in a period of 12 (twelve) months for ensuring good health and running condition of the equipment. Equipment / Machines not included in the above list but installed as replacement of any machine shall also to be maintained / serviced by the Contractor.
5. Any Civil job(s) encountered while carrying out the maintenance work by the contractor is excluded from the scope of the contract.

B. JOB DESCRIPTION:

The following jobs shall be carried out yearly (Every year) over & above breakdown maintenance of the equipment / machines by the contractor:

1. General cleaning of all the components of the machines
2. Detect refrigerant gas leakages and rectification.
3. Checking of sound level of compressors.
4. Replacement of compressor with evacuation, refilling and pressure testing (leakage test) of required gas with required length of piping jobs if required.
5. Vibration monitoring and rectification.
6. Cleaning & replacement (if needed) of air filters for air conditioner.
7. Checking and cleaning of evaporator coils & replacement (if needed).

8. Checking and cleaning of condensate coil for any clogging & replacement (if needed).
9. Checking of blower motors, fan blades and other accessories etc. thoroughly. Replace, if required.
10. Balancing of Fan / blower motor, tightness of mounting boots & replacement (if needed)
11. Checking of all electrical circuitry for adequate tightness, replace components if required.
12. Checking and blocking of air passage around AC frame.
13. Any other job which has not been specified in the Contract but required for the smooth & trouble free operation / performance of a machine shall be carried out by the contractor.
14. Submission of Servicing / Maintenance report in OIL's prescribed format.
15. Submission of reports for attending breakdown jobs in OIL's prescribed format.
16. In addition to yearly preventative maintenance / servicing & breakdown jobs, the jobs necessary on the machines shall be carried out by the Contractor as & when required as per the instruction of OIL's Engineer.

C. Breakdown Maintenance:

1. The contractor shall ensure that the equipment / machines included in the service contract are in satisfactory working condition at all the times.
2. All the breakdown reports / calls shall have to be attended and make the equipment into operation within 24 hours from the receipt / intimation of the report by OIL.
3. For major repairs / replacement relating to parts like Compressor, Condenser coil, Fan Motor, PCBs, Gas leak testing and Gas charging, the maximum permissible time / period will be 120 hours from the receipt / intimation of the report by OIL.
4. If the contractor fails to complete major repair / breakdown maintenance job within stipulated time period of 120 hours as stated in **Para C. 3**, OIL reserves the right to carry out the same using OIL's resources and shall recover the expenses from the contractor's bill.
5. In case of delay in attending the breakdown reports and completing the repairing / replacement jobs, OIL will reserve the right to take appropriate action against the contractor as deemed fit.

D. Condition of all the machines at the beginning and at the end of contract:

1. At the beginning of the contract all equipment / machines will be handed over by OIL to the contractor in normal operating condition.
2. At the end of the contract, the contractor shall hand over all machines to OIL in normal operating condition.
3. At the end of the contract if any machines are found defective or in non-operative condition, the same must be repaired and its proper performance / functioning must be ensured by the contractor, otherwise contractor's final bill will not be processed by OIL.

E. Special Instruction to the Contractor:

1. **SUB-CONTRACTING:** Sub-contracting of Petty Support Services against this contract is not applicable.
2. Contractor shall replace defective parts / components etc. with components of same capacity, make and type.
3. The Contractor shall maintain stock of different refrigerant gases in sufficient quantity used in different machines.
4. New compressors of same capacity make and type shall be used to replace defective compressors as per the instruction of OIL's Engineer.
5. If different make / types of components are to be used, prior permission / approval from OIL's Engineer / In-Charge shall be obtained by the contractor.
6. No modification will be allowed in the refrigerant circuit and electrical circuit.
7. In case of major breakdown, where the machine(s) are required to be taken to contractor's workshop, the removal of machine and replacement with a healthy one shall be provided & fitted in place of machine under repair shall be done by the Contractor.
8. To & fro movement of machine from workshop to site and visa-versa shall be done by the Contractor with his / her own conveyance.
9. The awarded rates against Line Item Nos. 10, 20 & 30 of PART-II SOQ include the following -
 - a. Labour wages as per Minimum Wages Act and notifications issued by the Central Govt. thereon from time to time, including P.F, ESI and Bonus.
 - b. Materials / Consumables / Spares / PPE cost.

- c. Other charges / cost including overheads, profit, insurance, handling charge, transportation etc.

F. QUALIFICATION & APPROVAL OF CONTRACTOR PERSONNEL:

1. The personnel in supervisor and technician level engaged by the Contractor shall have full knowledge of various makes / types of Split type Air Conditioners up to 4 ton capacity and components used.
2. The personnel engaged by the contractor shall be competent enough to detect and rectify fault in any equipment / machine under the contract.
3. Qualification & Experience:

The following categories of Contractor personnel are envisaged against this contract:

- 3.1. Supervisor: Highly Skilled
- 3.2. Technician / Electrician / Mechanic: Skilled
- 3.3. Helper / Tradesman: Unskilled

3.1. Supervisor:

The supervisor engaged shall have minimum 3 (three) years' Diploma in Mechanical / Electrical Engineering with minimum 1 (one) year experience in the field of air conditioning and refrigeration or ITI in Air Conditioning and Refrigeration trade with minimum 5 (Five) years' practical experience in the field.

3.2. Mechanic (air conditioning & refrigeration):

The Mechanic (air conditioning & refrigeration) engaged shall possess ITI certificate passing from recognized institution in air conditioning and refrigeration trade with minimum 2 (two) years' experience in a recognised organization.

3.3. Technician / Electrician (Electrical):

The Technician / Electrician (Electrical) engaged shall possess ITI certificate passing from recognized institution in electrical trade with minimum 2 (two) years' experience in recognised organization. He must possess valid workman permit having Part-I, II.

3.4. Helper:

Helper shall be qualified enough to understand safety rules and instructions that might be necessary to perform jobs safely.

4. Contractor shall obtain OIL's approval for the personnel to be engaged before commencement of the contract. Accordingly, Bio-data of all the personnel must be submitted for approval to OIL.

5. Extra helper if required shall have to be engaged by the Contractor without any financial implication to OIL.

NOTE: The Contractor shall engage the sufficient manpower with above qualification & experience to carry out the jobs in the contract. The Contractor shall ensure that no job shall get delayed due to absence of Contractor personnel, otherwise penalty will be imposed on the contractor by OIL as deemed fit.

G. PAYMENT TO WORKPERSONS:

1. The Contractor must pay his / her work person and Supervisor, the prevailing minimum wages at the rates as specified by the Central Govt. of India from time to time and deposit the applicable Provident Fund and ESI contribution with the concern authorities. Any non-compliance of the same will lead to termination of the contract without any written notice.

2. Contractor shall also have to pay the Bonus as per the provision of the payment of bonus Act, 1965 to his / her work Person and Supervisor under the contract every year. It will be the responsibility of the Contractor to pay minimum wages to their work person as per Minimum Wages Act and Govt. notification amendment time to time.

3. The Contractor must ensure that payments have been made to his/her personnel in time for smooth functioning of the contract.

4. Any dispute regarding payment shall be resolved by the contractor with his / her employees. OIL will not be a party to any dispute of this type at any stage.

5. The Contractor deploying workmen as contract labour shall have to obtain labour & other applicable licences from the Labour Commissioner, Govt. of Assam or such other licencing authority as may be declared by the competent authority.

6. Contractor shall arrange for insurance of all his workers engaged on the job under this contract as per relevant Acts, Rules and Regulations etc.

7. Provisions of all the relevant Statutes / Acts will have to be complied by the Contractor, more particularly, Payment of Wages Act, Minimum Wages Act, Provident Fund, Insurance, ESI, and Bonus etc. The contractor shall indemnify the Company against any payments to be made under and for the observance of the provisions of the aforesaid acts / statutes. In the event of the contractor committing a default or breach of any of the provisions of the aforesaid acts as amended from time to time, of furnishing any information or submitting or filling and form / register / slip under the provisions of these acts which is materially incorrect, then the Company shall at its discretion, impose penalty on the Contractor. The decision of the GM-ELECTRICAL (I/C) or his authorize representative in this respect shall be final and binding.

H. TRANSPORTATION, LOADING & UNLOADING:

1. The Contractor shall arrange his / her own arrangement for transportation of his / her personnel to maintenance site at various locations as mentioned in the contract.
2. Transportation to and from various locations for Contractor's crew and materials shall be in the scope of the Contractor.
3. Loading and unloading of materials / machines shall be the scope of the Contractor.

I. TOOLS AND TACKLES:

1. The Contractor shall be ready with the adequate number of following tools and tackles in good working condition during the contract period. All tools and tackles shall be of standard make and should conform to IS or relevant standard.
2. Whenever OIL inspector / Engineer wishes to inspect, Contractor shall produce the tools and tackles for inspection. Any additional Tools / Instruments required for working shall have to be arranged by the Contractor. However, the tools and tackles used by the Contractor shall be taken away by them after expiry of the contractual period.
3. List of Tools & Instrument
 - a) High Pressure Gauge
 - b) Low Pressure Gauge.
 - c) Gas Charging Pipe.
 - d) Pipe bender.
 - e) Vacuum Pump.
 - f) Leak Detector Unit.
 - g) Gas welding and Cutting Set.
 - h) Digital Multi meter.
 - i) Insulation Tester.
 - j) Temperature Meter
 - k) Box wrench set
 - l) Soldering and De-soldering Unit and crimping tool.
 - m) Digital Sound level meter.
 - n) Refrigerant Gas Cylinder
 - o) Nitrogen Gas Cylinder with double stage regulator
 - p) Acetylene Gas Cylinder
 - q) Oxygen Gas Cylinder
 - r) Cable Crimping tool, 1.5 square mm to 4 square mm.
 - s) Any other equipment / tool which may be required for satisfactory completion / performance of works.

J. PERSONAL PROTECTIVE EQUIPMENT (PPE):

1. Contractor shall provide adequate safety gadgets to his work-persons. The condition of all PPE and other safety gadgets provided by the Contractor to his work persons shall be in proper / good condition. List of minimum PPE's are listed below:

- a) Safety shoe.
- b) Safety Helmet.
- c) Hand Gloves.
- d) Gas Mask.

2. Safe and proper working procedure shall be followed while carrying out jobs to ensure safety of equipment and personal.

3. Contractor shall ensure compliance of all safety and statutory rules regulations.

4. The Contractor's personnel while on duty / work must use adequate personal protective equipment. Personnel without PPE will not be allowed to work and will be marked absent.

K. SPARES AND COMPONENTS:

1. The contractor shall have to provide all spares and consumables required for maintenance and repairing of Air conditioners of different makes up to 4 ton capacity [Makes and Capacity as stated in Para (A) 1.1]. All spares shall be brand new having same capacity, same make and type, whenever replacement is done while carrying out the necessary maintenance jobs.

2. The spares mentioned below, have been CATEGORIZED from Sl. No. "a" to "x" as MANDATORY SPARES and sufficient quantity of these spares shall be kept / stocked at contractor's site for breakdown / routine maintenance of the air conditioners during the contract period of 3 (three) years.

3. The Contractor shall keep adequate quantity of these spares of different makes in stock so as to complete the works in time to the satisfaction of OIL.

4. List of Spares (Indicative only):

- a) Rotary Compressor for 1.0 TR AC
- b) Rotary Compressor for 1.5 TR AC
- c) Rotary Compressor for 2.0 TR AC
- d) Main PCB with remote control for Split AC of different make
- e) Display PCB for Split ACs of different make
- f) Condenser Coil for Split ACs of different make
- g) Fan Motor Assembly for outdoor unit
- h) Indoor Motor for Split ACs
- i) Swing Motor for Split ACs

- j) Copper tube of all size
- k) Refrigerant Gas R22
- l) Refrigerant Gas R32
- m) Refrigerant Gas R410a
- n) Nitrogen Gas Cylinder
- o) 45 MFD Running capacitor
- p) 50 MFD Running capacitor
- q) 4 MFD Fan capacitor
- r) 6 MFD Fan capacitor
- s) 2 MFD Fan capacitor
- t) Air filter
- u) Drain pipe
- v) Insulation foam
- w) 20A Metal clad plug
- x) 3x2.5 sq. mm PVC cable

5. Other than above mandatory spares mentioned in Para N 4, required materials shall be arranged by the Contractor.

6. If different capacity / make / types of mandatory spares are to be used for any technical reasons then prior permission from OIL's Engineer in-charge shall be obtained.

7. In case of motors, if new motor of same dimension is not available in the market and also mounting of the motor becomes a problem, repair may be considered. However, permission from OIL's Engineer in charge shall be obtained for doing so.

L. OFFICE / WORKSHOP / STORAGE:

Contractor shall have / arrange proper works cum storage facility at Duliajan (within a radius of 5 Km from OIL industrial area), where he can be contacted in case of requirement / emergency (24 hours a day) with a permanent telephone / contact number, without which the Contractor will not be allowed to start the Contract.

M. OIL reserves the right to inspect and verify the compliance of point under Para "K 4" & Para "L" before commencement of contract.

N. Contractor shall arrange boarding and lodging for his / her persons. All logistics arrangements shall be in the scope of the Contractor.

O. QUALITY OF WORK:

1. Contractor shall abide by all instructions of OIL engineer and shall carry out standard quality jobs / works to the satisfaction of OIL Engineer-in Charge.

2. OIL shall reserve the right to ask the Contractor to re-do poor quality job if found / reported, at no extra cost to OIL.

P. COLLECTION / ATTENDING OF REPORT:

1. The Contractor or his authorised personnel / representative shall visit the office of In-charge Electrical (Workshop service) on all working days at 7:00 AM to collect report of machines.
2. Report shall be attended on daily basis.
3. Report attended thereof shall have to be handed over to OIL Engineer-in Charge in the prescribed format.

Q. SAFETY AND SECURITY AT WORK SITE:

1. The Contractor shall take necessary work permits before starting any job from the owner or IM of respective installation, if required.
2. The Contractor shall take necessary precautionary measures like switching off electrical circuit before starting their job.
3. The Contractor shall not operate any other equipment other than the one for which he has been given permit to work.
4. While testing the equipment before attending or after completion of the job, the maintenance personnel must ensure that no other person is working on the same circuit or machine.
5. During gas charging, the Contractor must follow the standard safety guidelines, approved SOP and use personnel protective equipment required for the job.
6. Supervisor engaged by the contractor shall conduct tool box meeting before starting any job.
7. Contractor personnel shall carry his / her identity cards during their duty hours.

R. MARKING / NUMBERING AND RECORD KEEPING:

1. The Contractor personnel attending any maintenance / breakdown reports shall note down name plate details of the machines.
2. The Contractor shall mark / provide nomenclature to all the machines as and when required and as directed by Engineer-In-Charge. The Contractor shall place tags depicting OIL No. and servicing date in semi-permanent manner so as to identify the machine that maintenance has been done.

S. PAYMENTS TERMS:

1. Payment will be made to the Contractor on Monthly basis against Preventive Maintenance / Servicing of the machine.
2. Measurement of Jobs / Works shall be taken by the Contractor in consultation with OIL's engineer. The measurement sheet shall be submitted by 25th day of every month.
3. The payments shall be processed at the rates awarded against the Service Line Items of Part-II SOQ for the actual measurement of machines serviced per Month.

However, the Contractor will be fully responsible for trouble-free operation and smooth functioning of the machine for 12 Months from the date of Preventive Maintenance / Servicing of the machine i.e. 1 year (365 days).

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

List of ACs and Location					
SL. NO.	OIL NO.	DEPARTMENT	LOCATION	MAKE	TONNAGE
1	05A	ADMIN	GENERAL OFFICE MAIN CONFERENCE ROOM	CARRIER	1.5 TR
2	05B	ADMIN	GENERAL OFFICE MAIN CONFERENCE ROOM	CARRIER	1.5 TR
3	06A	ADMIN	GENERAL OFFICE MAIN CONFERENCE ROOM	CARRIER	1.5 TR
4	06B	ADMIN	GENERAL OFFICE MAIN CONFERENCE ROOM	CARRIER	1.5 TR
5	58A	ADMIN	Z/CLUB RHAPSODY BAR	VOLTAS	1.5 TR
6	58B	ADMIN	Z/CLUB RHAPSODY BAR	VOLTAS	1.5 TR
7	131	ADMIN	F-14 DRAWING ROOM	VOLTAS	1.5 TR
8	132	ADMIN	F-14 DRAWING ROOM	VOLTAS	1.5 TR
9	133	ADMIN	F-16	VOLTAS	1.5 TR
10	134	ADMIN	F-16	VOLTAS	1.5 TR
11	135	ADMIN	ZALONI CLUB HEALTH CLUB	VOLTAS	1.5 TR
12	136	ADMIN	ZALONI CLUB HEALTH CLUB	VOLTAS	1.5 TR
13	137	ADMIN	ZALONI CLUB HEALTH CLUB	VOLTAS	1.5 TR
14	138	ADMIN	ZALONI CLUB HEALTH CLUB	VOLTAS	1.5 TR
15	141A	ADMIN	ZALONI CLUB MAIN BAR ROOM	VOLTAS	2 TR
16	141B	ADMIN	ZALONI CLUB MAIN BAR ROOM		2 TR
17	142A	ADMIN	ZALONI CLUB MAIN BAR ROOM	VOLTAS	2 TR
18	142B	ADMIN	ZALONI CLUB MAIN BAR ROOM		2 TR
19	143	ADMIN	MAIN GUEST HOUSE LOBBY	ELECTROLUX	1.5 TR
20	147	ADMIN	F-14 BED ROOM	VOLTAS	1.5 TR
21	148	ADMIN	F-14 BED ROOM	VOLTAS	1.5 TR
22	149	ADMIN	F-14 BED ROOM	VOLTAS	1.5 TR
23	150A	ADMIN	GENERAL OFFICE MINI CONFERENCE ROOM	BLUE STAR	1.5 TR
24	150B	ADMIN	GENERAL OFFICE MINI CONFERENCE ROOM	BLUE STAR	1.5 TR
25	172A	ADMIN	RCE's OFFICE RCE ROOM	LG	1.5 TR
26	172B	ADMIN	RCE's OFFICE RCE ROOM	LG	1.5 TR
27	178	ADMIN	RCE's OFFICE	LG	1.5TR
28	174A	ADMIN	RCE's OFFICE BUSINESS CON. ROOM	LG	1.5TR
29	174B	ADMIN	RCE's OFFICE BUSINESS CON. ROOM	LG	1.5TR
30	175A	ADMIN	RCE's OFFICE BUSINESS CON. ROOM	LG	1.5TR
31	175B	ADMIN	RCE's OFFICE BUSINESS CON. ROOM	LG	1.5TR
32	176A	ADMIN	RCE's OFFICE RCE CON. ROOM	LG	1.5TR
33	176B	ADMIN	RCE's OFFICE RCE CON. ROOM	LG	1.5TR
34	177A	ADMIN	RCE's OFFICE RCE CON. ROOM	LG	1.5TR

35	177B	ADMIN	RCE's OFFICE RCE CON. ROOM	LG	1.5TR
36	173A	ADMIN	RCE's OFFICE IN FRONT OF RCE ROOM	LG	1.5TR
37	173B	ADMIN	RCE's OFFICE IN FRONT OF RCE ROOM	LG	1.5TR
38	179A	ADMIN	RCE's OFFICE PERSONNEL DEPTT.	LG	1.5TR
39	179B	ADMIN	RCE's OFFICE PERSONNEL DEPTT.	LG	1.5TR
40	180A	ADMIN	RCE's OFFICE PERSONNEL DEPTT.	LG	1.5TR
41	180B	ADMIN	RCE's OFFICE PERSONNEL DEPTT.	LG	1.5TR
42	181A	ADMIN	RCE's OFFICE	LG	1.5TR
43	181B	ADMIN	RCE's OFFICE	LG	1.5TR
44	182	ADMIN	RCE's OFFICE RCE GUEST ROOM	LG	1.5 TR
45	183	ADMIN	RCE's OFFICE GM (ENGG.)	LG	1.5 TR
46	184	ADMIN	RCE's OFFICE ROOM NO-113	LG	1.5 TR
47	185	ADMIN	RCE's OFFICE	LG	1.5 TR
48	186	ADMIN	RCE's OFFICE	LG	1.5 TR
49	187	ADMIN	RCE's OFFICE	LG	1.5 TR
50	188	ADMIN	RCE's OFFICE	LG	1.5 TR
51	189	ADMIN	RCE's OFFICE	LG	1.5 TR
52	190	ADMIN	GENERAL OFFICE MAIN CONFERANCE ROOM	VOLTAS	2 TR
53	191	ADMIN	GENERAL OFFICE MAIN CONFERANCE ROOM	VOLTAS	2 TR
54	192	ADMIN	GENERAL OFFICE MAIN CONFERANCE ROOM	VOLTAS	2 TR
55	193	ADMIN	GENERAL OFFICE MAIN CONFERANCE ROOM	VOLTAS	2 TR
56	194A	ADMIN	RCE's OFFICE	LG	1.5 TR
57	194B	ADMIN	RCE's OFFICE	LG	1.5 TR
58	212	ADMIN	RCE's OFFICE	LG	1.5 TR
59	213	ADMIN	RCE's OFFICE	LG	1.5 TR
60	214	ADMIN	RCE's OFFICE	LG	1.5 TR
61	215	ADMIN	RCE's OFFICE	LG	1.5 TR
62	224	ADMIN	ZALONI CLUB CONFERENCE ROOM	VOLTAS	2 TR
63	225	ADMIN	ZALONI CLUB CONFERENCE ROOM	VOLTAS	2 TR
64	226A	ADMIN	ZALONI CLUB BILLIARD ROOM	LG	1.5 TR
65	226B	ADMIN	ZALONI CLUB BILLIARD ROOM	LG	1.5 TR
66	227	ADMIN	R&D DIRECTORS CONFERANCE ROOM	LLOYED	2 TR
67	228	ADMIN	R&D DIRECTORS CONFERANCE ROOM	LLOYED	2 TR
68	229	ADMIN	R&D DIRECTORS ROOM	LLOYED	2 TR
69	230	ADMIN	R&D DIRECTORS ROOM	LLOYED	2 TR
70	231	ADMIN	R&D DIRECTORS ROOM	LLOYED	2 TR

71	232	ADMIN	R&D DIRECTORS ROOM	LLOYED	2 TR
72	233	ADMIN	R&D DIRECTORS ROOM	LLOYED	2 TR
73	254A	ADMIN	GOLFER DEN	LG	2 TR
74	254B	ADMIN	GOLFER DEN	LG	2 TR
75	255A	ADMIN	GOLFER DEN	LG	2 TR
76	255B	ADMIN	GOLFER DEN	LG	2 TR
77	280	ADMIN	F-1 CMD STUDY ROOM	GODREJ***	1.5 TR
78	281	ADMIN	F-1 CMD	GODREJ***	1.5 TR
79	282	ADMIN	F-1 DIRECTOR (HR&BD)	GODREJ***	1.5 TR
80	283	ADMIN	F-1 DIRECTOR EXPLORATION	GODREJ***	1.5 TR
81	284	ADMIN	F-1 DINNING HALL	GODREJ***	1.5 TR
82	285	ADMIN	F-1 DINNING HALL	GODREJ***	1.5 TR
83	286	ADMIN	F-1 TV ROOM	GODREJ***	1.5 TR
84	287	ADMIN	F-1 DINNING HALL	GODREJ***	1.5 TR
85	288	ADMIN	F-1 DIRECTOR FINANCE	GODREJ***	1.5 TR
86	289	ADMIN	F-1 DIRECTOR OPERATION	GODREJ***	1.5 TR
87	363	ADMIN	GENERAL OFFICE	HITACHI	1.5 TR
88	580	ADMIN	ZALONI CLUB CARD ROOM		1.5 TR
89	581	ADMIN	ZALONI CLUB CARD ROOM		1.5 TR
90	582	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
91	583	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
92	584	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
93	585	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
94	586	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
95	587	ADMIN	ZALONI CLUB MAIN BAR	CARRIER	1.5 TR
96	657	ADMIN	MAIN GUEST HOUSE OLD BUILDING VIP SUIT-1	VOLTAS	1.5 TR
97	658	ADMIN	MAIN GUEST HOUSE OLD BUILDING VIP SUIT-1	VOLTAS	1.5 TR
98	659	ADMIN	MAIN GUEST HOUSE OLD BUILDING VIP SUIT-2	VOLTAS	1.5 TR
99	660	ADMIN	MAIN GUEST HOUSE OLD BUILDING VIP SUIT-2	VOLTAS	1.5 TR
100	661	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-104	VOLTAS	1.5 TR
101	662	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-105	VOLTAS	1.5 TR
102	663	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-106	VOLTAS	1.5 TR
103	664	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-107	VOLTAS	1.5 TR
104	665	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-111	VOLTAS	1.5 TR
105	666	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-112	VOLTAS	1.5 TR
106	667	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-113	VOLTAS	1.5 TR

107	668	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-114	VOLTAS	1.5 TR
108	669	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-115	VOLTAS	1.5 TR
109	670	ADMIN	MAIN GUEST HOUSE OLD BUILDING ROOM NO-116	VOLTAS	1.5 TR
110	671	ADMIN	MAIN GUEST HOUSE OLD BUILDING DINNING HALL	VOLTAS	2 TR
111	672	ADMIN	MAIN GUEST HOUSE OLD BUILDING DINNING HALL	VOLTAS	2 TR
112	673	ADMIN	MAIN GUEST HOUSE OLD BUILDING DINNING HALL	VOLTAS	2 TR
113	674	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-101	VOLTAS	1.5 TR
114	675	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-102	VOLTAS	1.5 TR
115	676	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-103	VOLTAS	1.5 TR
116	677	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-108	VOLTAS	1.5 TR
117	678	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-109	VOLTAS	1.5 TR
118	679	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-110	VOLTAS	1.5 TR
119	680	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-117	VOLTAS	1.5 TR
120	681	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-118	VOLTAS	1.5 TR
121	682	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-119	VOLTAS	1.5 TR
122	673	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-120	VOLTAS	1.5 TR
123	684	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-121	VOLTAS	1.5 TR
124	685	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-122	VOLTAS	1.5 TR
125	686	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-123	VOLTAS	1.5 TR
126	687	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-124	VOLTAS	1.5 TR
127	688	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-125	VOLTAS	1.5 TR
128	689	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-126	VOLTAS	1.5 TR
129	690	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-127	VOLTAS	1.5 TR
130	691	ADMIN	MAIN GUEST HOUSE NEW BUILDING ROOM NO-128	VOLTAS	1.5 TR
131	692	ADMIN	MAIN GUEST HOUSE CONFERERANCE ROOM	VOLTAS	1.5 TR
132	693	ADMIN	MAIN GUEST HOUSE CONFERERANCE ROOM	VOLTAS	1.5 TR
133	694	ADMIN	MAIN GUEST HOUSE CONFERERANCE ROOM	VOLTAS	2 TR
134	695	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
135	696	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
136	697	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
137	698	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
138	699	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
139	700	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
140	701	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
141	702	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
142	703	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR

143	704	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
144	705	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
145	706	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
146	707	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
147	708	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
148	709	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
149	710	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
150	711	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
151	712	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
152	713	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
153	714	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
154	715	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
155	716	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
156	717	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
157	718	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
158	719	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
159	720	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
160	721	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
161	722	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
162	723	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
163	724	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
164	725	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
165	726	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
166	727	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
167	728	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
168	729	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
169	730	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
170	731	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
171	732	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
172	733	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
173	734	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
174	735	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
175	736	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
176	737	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
177	738	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
178	739	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR

179	740	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
180	741	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
181	742	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
182	743	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
183	744	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
184	745	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
185	746	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
186	747	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
187	748	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
188	749	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
189	750	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
190	751	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
191	752	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
192	753	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
193	754	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
194	755	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
195	756	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
196	757	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
197	758	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
198	759	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
199	760	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
200	761	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
201	762	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
202	763	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
203	764	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
204	765	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
205	766	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
206	767	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
207	768	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
208	769	ADMIN	E TYPE F TYPE & D+ B'LOW	HAIER	1.5 TR
209	770	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
210	771	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
211	772	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
212	773	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
213	774	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
214	775	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR

215	776	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
216	777	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
217	778	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
218	779	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
219	780	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
220	781	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
221	782	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
222	783	ADMIN	PERCY EVENS GUEST HOUSE	HAIER	1.5 TR
223	461	C&D	C&D DEPARTMENT	LG	1.5 TR
224	462	C&D	C&D DEPARTMENT	LG	1.5 TR
225	463	C&D	C&D DEPARTMENT	LG	1.5 TR
226	464	C&D	C&D DEPARTMENT	LG	1.5 TR
227	465	C&D	C&D DEPARTMENT	LG	1.5 TR
228	466	C&D	C&D DEPARTMENT	LG	1.5 TR
229	467	C&D	C&D DEPARTMENT	LG	1.5 TR
230	468	C&D	C&D DEPARTMENT	LG	1.5 TR
231	469	C&D	C&D DEPARTMENT	LG	1.5 TR
232	470	C&D	C&D DEPARTMENT	LG	1.5 TR
233	471	C&D	C&D DEPARTMENT	LG	1.5 TR
234	472	C&D	C&D DEPARTMENT	LG	1.5 TR
235	473	C&D	C&D DEPARTMENT	LG	1.5 TR
236	474	C&D	C&D DEPARTMENT	LG	1.5 TR
237	475	C&D	C&D DEPARTMENT	LG	1.5 TR
238	20A	CHEMICAL	CHEMICAL DEPTT CONFERENCE ROOM	CARRIER	2 TR
239	20B	CHEMICAL	CHEMICAL DEPTT CONFERENCE ROOM	CARRIER	2 TR
240	88A	CHEMICAL	CHEMICAL OIL (SPECIAL) ROOM NO-25	BLUE STAR	2 TR
241	88B	CHEMICAL	CHEMICAL OIL (SPECIAL) ROOM NO-25	BLUE STAR	2 TR
242	118	CHEMICAL	CHEMICAL OIL (R) LAB ROOM NO-26	LG	1.5 TR
243	119	CHEMICAL	CHEMICAL OIL (R) LAB ROOM NO-25	LG	2 TR
244	120	CHEMICAL	CHEMICAL OIL (R) LAB ROOM NO-25	LG	1.5 TR
245	157A	CHEMICAL	CHEMICAL CORE SECTION ROOM NO-24	VOLTAS	1.5 TR
246	157B	CHEMICAL	CHEMICAL CORE SECTION ROOM NO-24	VOLTAS	1.5 TR
247	158A	CHEMICAL	CHEMICAL CEMENT SECTION ROOM NO-23	VOLTAS	1.5 TR
248	158B	CHEMICAL	CHEMICAL CEMENT SECTION ROOM NO-23	VOLTAS	1.5 TR
249	159A	CHEMICAL	CHEMICAL CONFERANCE HALL ROOM NO-36	VOLTAS	1.5 TR
250	159B	CHEMICAL	CHEMICAL CONFERANCE HALL ROOM NO-36	VOLTAS	1.5 TR

251	160A	CHEMICAL	CHEMICAL CONFRANCE HALL ROOM NO-36	VOLTAS	1.5 TR
252	160B	CHEMICAL	CHEMICAL CONFRANCE HALL ROOM NO-36	VOLTAS	1.5 TR
253	161A	CHEMICAL	CHEMICAL DRILLING FLUID SECTION ROOM NO-40	VOLTAS	1.5 TR
254	161B	CHEMICAL	CHEMICAL DRILLING FLUID SECTION ROOM NO-40	VOLTAS	1.5 TR
255	162A	CHEMICAL	CHEMICAL DRILLING FLUID SECTION ROOM NO-40	VOLTAS	1.5 TR
256	162B	CHEMICAL	CHEMICAL DRILLING FLUID SECTION ROOM NO-40	VOLTAS	1.5 TR
257	163A	CHEMICAL	CHEMICAL CEMENT SECTION ROOM NO-23	VOLTAS	1.5 TR
258	163B	CHEMICAL	CHEMICAL CEMENT SECTION ROOM NO-23	VOLTAS	1.5 TR
259	164A	CHEMICAL	CHEMICAL CORE SECTION ROOM NO-24	VOLTAS	1.5 TR
260	164B	CHEMICAL	CHEMICAL CORE SECTION ROOM NO-24	VOLTAS	1.5 TR
261	380	CHEMICAL	CHEMICAL GGM CHEMICAL	LG	1.5 TR
262	381	CHEMICAL	CHEMICAL PVT LAB ROOM NO - 30	LG	1.5 TR
263	382	CHEMICAL	CHEMICAL PVT LAB ROOM NO -30	LG	1.5 TR
264	383	CHEMICAL	CHEMICAL ROOM NO-02	LG	1.5 TR
265	384	CHEMICAL	CHEMICAL ROOM NO-03	LG	1.5 TR
266	385	CHEMICAL	CHEMICAL ROOM NO -06	LG	1.5 TR
267	386	CHEMICAL	CHEMICAL ROOM NO-09	LG	1.5 TR
268	387	CHEMICAL	CHEMICAL ROOM NO-10	LG	1.5 TR
269	388	CHEMICAL	CHEMICAL ROOM NO-08	LG	1.5 TR
270	389	CHEMICAL	CHEMICAL ROOM NO-31(OLD PVT LAB)	LG	1.5 TR
271	390	CHEMICAL	CHEMICAL ROOM NO-31 (OLD PVT LAB)	LG	1.5 TR
272	568	CHEMICAL	CHEMICAL CORRSION LAB ROOM NO - 14	HAIER	1.5 TR
273	569	CHEMICAL	CHEMICAL CORRSION LAB ROOM NO - 14	HAIER	1.5 TR
274	607	CHEMICAL	CHEMICAL ANALITICAL LAB ROOM NO-28	VOLTAS	1.5 TR
275	608	CHEMICAL	CHEMICAL ANALITICAL LAB ROOM NO-28	VOLTAS	1.5 TR
276	618	CIVIL	CIVIL GM ROOM	HAIER	1.5 TR
277	619	CIVIL	CIVIL CGM ROOM	HAIER	1.5 TR
278	620	CIVIL	CIVIL CONFERENCE ROOM	HAIER	1.5 TR
279	621	CIVIL	CIVIL CONFERENCE ROOM	HAIER	1.5 TR
280	622	CIVIL	CIVIL CONFERENCE ROOM	HAIER	1.5 TR
281	519	CIVIL DEPTT	CIVIL ROOM NO-24	HITACHI	1.5 TR
282	234	CMT	CMT	LLOYED	1.5 TR
283	235	CMT	CMT	LLOYED	1.5 TR
284	236	CMT	CMT	LLOYED	1.5 TR
285	237	CMT	CMT	LLOYED	1.5 TR
286	238	CMT	CMT	LLOYED	1.5 TR

287	239	CMT	CMT	LLOYED	1.5 TR
288	240	CMT	CMT	LLOYED	1.5 TR
289	DPS1	D P SCHOOL	D P SCHOOL	SAMSUNG	1.5 TR
290	DPS2	D P SCHOOL	D P SCHOOL	SAMSUNG	1.5 TR
291	152	DIGBOI	DIGBOI CEPO (BB,P&C) ROOM NO-16	SAMSUNG	1.5 TR
292	268	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
293	269	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
294	270	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
295	271	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
296	272	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
297	273	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
298	274	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
299	275	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
300	276	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
301	277	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
302	278	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
303	279	DIGBOI	DIGBOI PF QTR	GODREJ***	1.5 TR
304	326	DIGBOI	DIGBOI CONFERANCE ROOM	VOLTAS	2 TR
305	327	DIGBOI	DIGBOI CONFERANCE ROOM	VOLTAS	2 TR
306	451	DIGBOI	DIGBOI CEPO'S ROOM	LG	1.5 TR
307	452	DIGBOI	DIGBOI ASSET MANAGER ROOM	LG	1.5 TR
308	453	DIGBOI	DIGBOI VIP GUEST HOUSE	LG	1.5 TR
309	532	DIGBOI	HAPJAN OCS	VOLTAS	1.5 TR
310	533	DIGBOI	MAKUM OCS	VOLTAS	1.5 TR
311	534	DIGBOI	MAKUM OCS	VOLTAS	1.5 TR
312	588	DIGBOI	DIGBOI	HAIER	1.5 TR
313	589	DIGBOI	DIGBOI	HAIER	1.5 TR
314	590	DIGBOI	DIGBOI	HAIER	1.5 TR
315	591	DIGBOI	DIGBOI	HAIER	1.5 TR
316	592	DIGBOI	DIGBOI	HAIER	1.5 TR
317	593	DIGBOI	DIGBOI	HAIER	1.5 TR
318	594	DIGBOI	DIGBOI	HAIER	1.5 TR
319	595	DIGBOI	DIGBOI	HAIER	1.5 TR
320	596	DIGBOI	DIGBOI	HAIER	1.5 TR
321	597	DIGBOI	DIGBOI	HAIER	1.5 TR
322	598	DIGBOI	DIGBOI	HAIER	1.5 TR

323	599	DIGBOI	DIGBOI	HAIER	1.5 TR
324	600	DIGBOI	DIGBOI	HAIER	1.5 TR
325	631	DIGBOI	DIGBOI	HAIER	2 TR
326	632	DIGBOI	DIGBOI	HAIER	2 TR
327	633	DIGBOI	DIGBOI	HAIER	1.5 TR
328	634	DIGBOI	DIGBOI	HAIER	1.5 TR
329	155A	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	LG	1.5 TR
330	155B	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	LG	1.5 TR
331	156A	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	LG	1.5 TR
332	156B	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	LG	1.5 TR
333	242	ELECTRICAL	POWER STATION LCR-1	LLOYED	1.5 TR
334	243	ELECTRICAL	POWER STATION LCR-1	LLOYED	1.5 TR
335	244	ELECTRICAL	POWER STATION LCR-2	LLOYED	1.5 TR
336	245	ELECTRICAL	POWER STATION LCR-2	LLOYED	1.5 TR
337	337	ELECTRICAL	RCE OFFICE RCE ROOM	HAIER	1.5 TR
338	338	ELECTRICAL	AC&R SECTION	HAIER	1.5 TR
339	365	ELECTRICAL	NEW AC&R SECTION ROOM	HITACHI	1.5 TR
340	366	ELECTRICAL	AC&R SECTION	HITACHI	1.5 TR
341	370	ELECTRICAL	AC&R SECTION	HAIER	1.5 TR
342	371	ELECTRICAL	ELECTRICAL	HAIER	1.5 TR
343	372	ELECTRICAL	AC&R SECTION	HAIER	1.5 TR
344	458	ELECTRICAL	ELECTRICAL	HAIER	1.5 TR
345	548	ELECTRICAL	GM- ELECTRICAL ROOM	HAIER	1.5 TR
346	549	ELECTRICAL	AC&R SECTION	HAIER	1.5 TR
347	550	ELECTRICAL	ELECTRICAL POWER HOUSE NEW CONT. ROOM	HAIER	2 TR
348	551	ELECTRICAL	ELECTRICAL POWER HOUSE NEW CONT. ROOM	HAIER	2 TR
349	552	ELECTRICAL	ELECTRICAL POWER HOUSE NEW CONT. ROOM	HAIER	2 TR
350	553	ELECTRICAL	ELECTRICAL POWER HOUSE NEW CONT. ROOM	HAIER	2 TR
351	627	ELECTRICAL	AC&R SECTION	HAIER	2 TR
352	628	ELECTRICAL	AC&R SECTION	HAIER	2 TR
353	109A	ERP	R&D ERP	VOLTAS	1.5 TR
354	109B	ERP	R&D ERP	VOLTAS	1.5 TR
355	110A	ERP	R&D ERP	VOLTAS	1.5 TR
356	110B	ERP	R&D ERP	VOLTAS	1.5 TR
357	111A	ERP	R&D ERP	VOLTAS	1.5 TR
358	111B	ERP	R&D ERP	VOLTAS	1.5 TR

359	112A	ERP	R&D ERP	VOLTAS	1.5 TR
360	112B	ERP	R&D ERP	VOLTAS	1.5 TR
361	652	ERP	ERP PS	HAIER	1.5 TR
362	653	ERP	ERP PS	HAIER	1.5 TR
363	574	F&A	F&A ROOM NO-68	HAIER	1.5 TR
364	575	F&A	F&A ROOM NO-67	HAIER	1.5 TR
365	576	F&A	F&A ROOM NO-75	HAIER	1.5 TR
366	577	F&A	F&A ROOM NO-76	HAIER	1.5 TR
367	578	F&A	F&A ROOM NO-73	HAIER	1.5 TR
368	579	F&A	F&A ROOM NO-77	HAIER	1.5 TR
369	204	FIELD COMMUNICATION	FIELD COMMUNICATION	LG	1.5 TR
370	535	FIELD COMMUNICATION	FIELD COMMUNICATION CONFERANCE ROOM	VOLTAS	1.5 TR
371	536	FIELD COMMUNICATION	FIELD COMMUNICATION CONFERANCE ROOM	VOLTAS	1.5 TR
372	537	FIELD COMMUNICATION	FIELD COMMUNICATION CONFERANCE ROOM	VOLTAS	1.5 TR
373	614	FIELD COMMUNICATION	FIELD COMMUNICATION MDF ROOM	HAIER	1.5 TR
374	615	FIELD COMMUNICATION	FIELD COMMUNICATION MDF ROOM	HAIER	1.5 TR
375	616	FIELD COMMUNICATION	FIELD COMMUNICATION MDF ROOM	HAIER	1.5 TR
376	250	FIELD ENGINEERING	FIELD ENGINEERING	LLOYED	1.5 TR
377	251	FIELD ENGINEERING	FIELD ENGINEERING	LLOYED	1.5 TR
378	252	FIELD ENGINEERING	FIELD ENGINEERING	LLOYED	1.5 TR
379	253	FIELD ENGINEERING	FIELD ENGINEERING	LLOYED	1.5 TR
380	369	FIELD ENGINEERING	CENTRAL WORKSHOP	HAIER	1.5 TR
381	197	G&R	G&R MONITORING CENTER G/F	LG	1.5 TR
382	198	G&R	G&R MONITORING CENTER G/F	LG	1.5 TR
383	199	G&R	G&R MONITORING CENTER G/F	LG	1.5 TR
384	200	G&R	G&R MONITORING CENTER G/F	LG	1.5 TR
385	246	G&R	G&R CORE LAB	LLOYED	1.5 TR
386	247	G&R	G&R CORE LAB	LLOYED	1.5 TR
387	248	G&R	G&R CORE LAB	LLOYED	1.5 TR
388	249	G&R	G&R WORKOVER SECTION	LLOYED	1.5 TR
389	262	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR
390	263	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR
391	264	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR
392	265	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR
393	266	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR
394	267	G&R	G&R RESERVOIR MONITORING CENTER	VOLTAS	1.5 TR

395	294	G&R	G&R DRILLING OPERATION SECTION	GODREJ	1.5 TR
396	295	G&R	G&R DRILLING OPERATION SECTION	GODREJ	1.5 TR
397	296	G&R	G&R DRILLING OPERATION SECTION	GODREJ	1.5 TR
398	297	G&R	G&R DRAFT SECTION	GODREJ	1.5 TR
399	298	G&R	G&R DRAFT SECTION	GODREJ	1.5 TR
400	299	G&R	G&R DRAFT SECTION	GODREJ	1.5 TR
401	359	G&R	G&R CONFERANCE ROOM	CARRIER	2 TR
402	360	G&R	G&R CONFERANCE ROOM	CARRIER	2 TR
403	432	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
404	433	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
405	434	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
406	435	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
407	436	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
408	437	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
409	438	G&R	G&R DEVELOPMENT SECTION	HAIER	1.5 TR
410	538	G&R	G&R (MRS KASHMIRI GOGOI)	VOLTAS	1.5 TR
411	539	G&R	G&R ROOM NO-14	VOLTAS	1.5 TR
412	540	G&R	G&R ROOM NO-18	VOLTAS	1.5 TR
413	541	G&R	G&R DRILLING OPERATION SECTION	VOLTAS	1.5 TR
414	542	G&R	G&R NEAR UPS ROOM	VOLTAS	1.5 TR
415	543	G&R	G&R NEAR UPS ROOM	VOLTAS	1.5 TR
416	639	G&R	G&R RESOURVOUR MANAGEMENT MONITORING CENTER	HAIER	1.5 TR
417	640	G&R	G&R RESOURVOUR MANAGEMENT MONITORING CENTER	HAIER	1.5 TR
418	641	G&R	G&R RESOURVOUR MANAGEMENT MONITORING CENTER	HAIER	1.5 TR
419	642	G&R	G&R RESOURVOUR MANAGEMENT MONITORING CENTER	HAIER	1.5 TR
420	643	G&R	G&R WORK STATION	HAIER	1.5 TR
421	644	G&R	G&R DRAFTS SECTION	HAIER	1.5 TR
422	645	G&R	G&R CORE LAB	HAIER	1.5 TR
423	646	G&R	G&R	HAIER	2 TR
424	647	G&R	G&R	HAIER	2 TR
425	648	G&R	G&R	HAIER	2 TR
426	649	G&R	G&R	HAIER	2 TR
427	650	G&R	G&R FIELD CONFERENCE ROOM	HAIER	1.5 TR
428	651	G&R	G&R FIELD CONFERENCE ROOM	HAIER	1.5 TR
429	520	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-02	HITACHI	1.5 TR
430	521	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-02	HITACHI	1.5 TR

431	522	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-08	HITACHI	1.5 TR
432	523	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-12	HITACHI	1.5 TR
433	525	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-15	HITACHI	1.5 TR
434	526	G&R CENTRAL ASSET	GENERALOFFICE ROOM NO-07	HITACHI	1.5 TR
435	506	GEOPHYSICS	GEOPHYSICS CONFERENCE ROOM	HAIER	1.5 TR
436	507	GEOPHYSICS	GEOPHYSICS CONFERENCE ROOM	HAIER	1.5 TR
437	508	GEOPHYSICS	GEOPHYSICS CONFERENCE ROOM	HAIER	1.5 TR
438	509	GEOPHYSICS	GEOPHYSICS CONFERENCE ROOM	HAIER	1.5 TR
439	510	GEOPHYSICS	GEOPHYSICS CONFERENCE ROOM	HAIER	1.5 TR
440	564	GEOPHYSICS	GEOPHYSICS DEPTT	HAIER	1.5 TR
441	565	GEOPHYSICS	GEOPHYSICS TAPE LIBRARY	HAIER	1.5 TR
442	566	GEOPHYSICS	GEOPHYSICS TAPE LIBRARY	HAIER	1.5 TR
443	567	GEOPHYSICS	CGM GEOPHYSICS ROOM	HAIER	1.5 TR
444	603	INSRUMENTATION	INSRUMENTATION LAB	VOLTAS	1.5 TR
445	604	INSRUMENTATION	INSRUMENTATION	VOLTAS	1.5 TR
446	605	INSRUMENTATION	INSRUMENTATION	VOLTAS	1.5 TR
447	606	INSRUMENTATION	INSRUMENTATION LAB	VOLTAS	1.5 TR
448	328	INSTRUMENTATION	INSTRUMENTATION ROOM NO-4	VOLTAS***	1.5 TR
449	329	INSTRUMENTATION	INSTRUMENTATION CONFRANCE ROOM	VOLTAS***	1.5 TR
450	332	INSTRUMENTATION	INSTRUMENTATION ROOM NO-3	VOLTAS***	1.5 TR
451	331	INSTRUMENTATION	INSTRUMENTATION ROOM NO-2	VOLTAS***	1.5 TR
452	330	INSTRUMENTATION	INSTRUMENTATION CONFRANCE ROOM	VOLTAS***	1.5 TR
453	333	INSTRUMENTATION	INSTRUMENTATION ROOM NO-5	VOLTAS***	1.5 TR
454	378	INTERNAL AUDIT	INTERNAL AUDIT	LG	1.5 TR
455	379	INTERNAL AUDIT	INTERNAL AUDIT	LG	1.5 TR
456	635	INTERNAL AUDIT	INTERNAL AUDIT ROOM NO-27 1ST FLOOR	HAIER	1.5 TR
457	636	INTERNAL AUDIT	INTERNAL AUDIT ROOM NO-46 2ND FLOOR	HAIER	1.5 TR
458	129A	IT	NON ERP SERVER ROOM	VOLTAS	2 TR
459	129B	IT	NON ERP SERVER ROOM	VOLTAS	2 TR
460	130A	IT	NON ERP SERVER ROOM	VOLTAS	2 TR
461	130B	IT	NON ERP SERVER ROOM	VOLTAS	2 TR
462	210A	IT	IT CONFRANCE ROOM	LG	1.5 TR
463	210B	IT	IT CONFRANCE ROOM	LG	1.5 TR
464	222	IT	HEAD IT	LLOYED	1.5 TR
465	223	IT	IT	LLOYED	1.5 TR
466	373	IT	G&R IT HUB	CARRIER	2 TR

467	374	IT	R&D IT ROOF TOP BATTERY ROOM	CARRIER	2 TR
468	375	IT	R&D IT NON ERP SERVER ROOM	CARRIER	2 TR
469	376	IT	R&D IT NON ERP SERVER ROOM	CARRIER	2 TR
470	377	IT	R&D IT NON ERP SERVER ROOM	CARRIER	2 TR
471	430	IT	SECURITY ASSESS CONTROL ROOM	CARRIER	2 TR
472	431	IT	SECURITY ASSESS CONTROL ROOM	CARRIER	2 TR
473	637	IT	IT DEPARTMENT	HAIER	1.5 TR
474	638	IT	IT DEPARTMENT	HAIER	1.5 TR
475	403	L&D	L&D GUEST HOUSE ROOM NO-201	HAIER	1.5 TR
476	404	L&D	L&D GUEST HOUSE ROOM NO-202	HAIER	1.5 TR
477	405	L&D	L&D GUEST HOUSE ROOM NO-203	HAIER	1.5 TR
478	406	L&D	L&D GUEST HOUSE ROOM NO-204	HAIER	1.5 TR
479	407	L&D	L&D GUEST HOUSE ROOM NO-205	HAIER	1.5 TR
480	408	L&D	L&D GUEST HOUSE ROOM NO-206	HAIER	1.5 TR
481	409	L&D	L&D GUEST HOUSE ROOM NO-102	HAIER	1.5 TR
482	410	L&D	L&D GUEST HOUSE ROOM NO-104	HAIER	1.5 TR
483	411	L&D	L&D GUEST HOUSE ROOM NO-106	HAIER	1.5 TR
484	412	L&D	L&D GUEST HOUSE ROOM NO-107	HAIER	1.5 TR
485	413	L&D	L&D GUEST HOUSE ROOM NO-108	HAIER	1.5 TR
486	414	L&D	L&D GUEST HOUSE ROOM NO-110	HAIER	1.5 TR
487	415	L&D	L&D GUEST HOUSE ROOM NO-111	HAIER	1.5 TR
488	416	L&D	L&D GUEST HOUSE ROOM NO-112	HAIER	1.5 TR
489	417	L&D	L&D GUEST HOUSE ROOM NO-113	HAIER	1.5 TR
490	418	L&D	L&D GUEST HOUSE ROOM NO-114	HAIER	1.5 TR
491	419	L&D	L&D GUEST HOUSE ROOM NO-115	HAIER	1.5 TR
492	420	L&D	L&D GUEST HOUSE ROOM NO-116	HAIER	1.5 TR
493	421	L&D	L&D TV & DINNING ROOM	HAIER	1.5 TR
494	422	L&D	L&D TV & DINNING ROOM	HAIER	1.5 TR
495	423	L&D	L&D TV & DINNING ROOM	HAIER	1.5 TR
496	424	L&D	L&D TV & DINNING ROOM	HAIER	1.5 TR
497	425	L&D	L&D ET HOSTEL COMMON ROOM	HAIER	1.5 TR
498	426	L&D	L&D ET HOSTEL COMMON ROOM	HAIER	1.5 TR
499	427	L&D	L&D ET HOSTEL COMMON ROOM	HAIER	1.5 TR
500	428	L&D	L&D DGM	HAIER	1.5 TR
501	527	L&D	L&D DEPARTMENT	VOLTAS	1.5 TR
502	528	L&D	L&D DEPARTMENT	VOLTAS	1.5 TR

503	529	L&D	L&D DEPARTMENT	VOLTAS	1.5 TR
504	530	L&D	L&D DEPARTMENT	VOLTAS	1.5 TR
505	531	L&D	L&D DEPARTMENT	VOLTAS	1.5 TR
506	629	L&D	L&D AUDITORIUM	HAIER	2 TR
507	630	L&D	L&D AUDITORIUM	HAIER	2 TR
508	121	LPG	LPG CONFERENCE ROOM	VOLTAS	1.5 TR
509	122	LPG	LPG CONFERENCE ROOM	VOLTAS	1.5 TR
510	123	LPG	LPG CONFERENCE ROOM	VOLTAS	1.5 TR
511	216	LPG	LPG CONTROL ROOM	LG	1.5 TR
512	217	LPG	LPG CONTROL ROOM	LG	1.5 TR
513	218	LPG	LPG CONTROL ROOM	LG	1.5 TR
514	219	LPG	LPG CONTROL ROOM	LG	1.5 TR
515	322	LPG	CEM (i/c)	LG	1.5 TR
516	323	LPG	CE (O)	LG	1.5 TR
517	324	LPG	HEAD-LPG	LG	1.5 TR
518	325	LPG	CE (SAFETY)	LG	1.5 TR
519	13A	MATERIALS	MATERIALS DEPTT COMPUTER ROOM	BLUE STAR	1.5 TR
520	13B	MATERIALS	MATERIALS DEPTT COMPUTER ROOM	BLUE STAR	1.5 TR
521	544	MATERIALS	MATERIALS DEPTT	HAIER	1.5 TR
522	545	MATERIALS	MATERIALS DEPTT	HAIER	1.5 TR
523	546	MATERIALS	MATERIALS DEPTT	HAIER	1.5 TR
524	547	MATERIALS	MATERIALS DEPTT	HAIER	1.5 TR
525	104	MEDICAL	MEDICAL AUDIOMETRY ROOM	VOLTAS	1 TR
526	105A	MEDICAL	MEDICAL ECG ROOM	VOLTAS	1.5 TR
527	105B	MEDICAL	MEDICAL ECG ROOM	VOLTAS	1.5 TR
528	106A	MEDICAL	MEDICAL CMO	VOLTAS	1.5 TR
529	106B	MEDICAL	MEDICAL CMO	VOLTAS	1.5 TR
530	107A	MEDICAL	MEDICAL CMO	VOLTAS	1.5 TR
531	107B	MEDICAL	MEDICAL CMO	VOLTAS	1.5 TR
532	124	MEDICAL	MEDICAL OPD ROOM NO-7	VOLTAS	1.5 TR
533	151	MEDICAL	MEDICAL X-RAY ROOM	SAMSUNG	2 TR
534	165	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
535	166	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
536	167	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
537	168	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
538	169	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR

539	170	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
540	171	MEDICAL	MEDICAL PATH. LAB	VOLTAS	1.5 TR
541	241	MEDICAL	MEDICAL OUTDOOR DRUG STORE	LLOYED	1.5 TR
542	364	MEDICAL	MEDICAL REDIOLGI (BONE DENSITOMETER)	HITACHI	1.5 TR
543	367	MEDICAL	MEDICAL BONE DENSITY ROOM	HAIER	1.5 TR
544	368	MEDICAL	AC&R SECTION	HAIER	1.5 TR
545	454	MEDICAL	MEDICAL PHYSIOTHERAPY	HITACHI	2 TR
546	455	MEDICAL	MEDICAL PHYSIOTHERAPY	HITACHI	2 TR
547	456	MEDICAL	MEDICAL PHYSIOTHERAPY	HITACHI	2 TR
548	457	MEDICAL	MEDICAL OT-1	HITACHI	2 TR
549	476	MEDICAL	MEDICAL POST NATAL WARD	HAIER	2 TR
550	477	MEDICAL	MEDICAL OT-2	HAIER	2 TR
551	478	MEDICAL	MEDICAL OT-2	HAIER	2 TR
552	479	MEDICAL	MEDICAL OPD ROOM NO-12	HAIER	1.5 TR
553	480	MEDICAL	MEDICAL LABOUR ROOM	HAIER	1.5 TR
554	481	MEDICAL	MEDICAL OPD ROOM NO-22	HAIER	1.5 TR
555	482	MEDICAL	MEDICAL HOD	HAIER	1.5 TR
556	483	MEDICAL	MEDICAL GYNAE WARD	HAIER	1.5 TR
557	484	MEDICAL	MEDICAL POST NATAL WARD-2	HAIER	1.5 TR
558	485	MEDICAL	MEDICAL POST NATAL WARD-1	HAIER	1.5 TR
559	486	MEDICAL	MEDICAL CONFERANCE ROOM	HAIER	1.5 TR
560	487	MEDICAL	MEDICAL CONFERANCE ROOM	HAIER	1.5 TR
561	488	MEDICAL	MEDICAL CONFIDENTIAL SECRETARY	HAIER	1.5 TR
562	489	MEDICAL	MEDICAL ROOM NO-7	HAIER	1.5 TR
563	490	MEDICAL	MEDICAL ROOM NO-9	HAIER	1.5 TR
564	491	MEDICAL	MEDICAL OPD EMERGENCY ROOM	HAIER	1.0 TR
565	492	MEDICAL	MEDICAL EX. WARD NO-10	HAIER	1.0 TR
566	493	MEDICAL	MEDICAL OUTDOOR DISPENSARY	HAIER	1.5 TR
567	494	MEDICAL	MEDICAL OUTDOOR DISPENSARY	HAIER	1.5 TR
568	497	MEDICAL	MEDICAL TELE CONFERANCE ROOM	HAIER	1.5 TR
569	498	MEDICAL	MEDICAL EX WARD ROOM NO-11	HAIER	1.5 TR
570	499	MEDICAL	MEDICAL ROOM NO-5	HAIER	1.5 TR
571	500	MEDICAL	MEDICAL	HAIER	1.5 TR
572	501	MEDICAL	MEDICAL	HAIER	1.5 TR
573	502	MEDICAL	MEDICAL DENTAL CLINIC	HAIER	1.5 TR
574	503	MEDICAL	MEDICAL	HAIER	1.5 TR

575	504	MEDICAL	MEDICAL ROOM NO-3	HAIER	1.5 TR
576	505	MEDICAL	MEDICAL ROOM NO12	HAIER	1.5 TR
577	316A	MORAN	MORAN CONFARANCE HALL	LG	1.5 TR
578	316B	MORAN	MORAN CONFARANCE HALL	LG	1.5 TR
579	317A	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
580	317B	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
581	318A	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
582	318B	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
583	319A	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
584	319B	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
585	320A	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
586	320B	MORAN	MORAN CLUB AUDITORIAM	LG	1.5 TR
587	339	MORAN	MORAN OIL CLUB	HAIER	1.5 TR
588	340	MORAN	MORAN OIL CLUB	HAIER	1.5 TR
589	341	MORAN	MORAN OIL CLUB	HAIER	1.5 TR
590	342	MORAN	MORAN EXECUTIVE GUEST HOUSE	HAIER	1.5 TR
591	343	MORAN	MORAN EXECUTIVE GUEST HOUSE	HAIER	1.5 TR
592	344	MORAN	MORAN EXECUTIVE GUEST HOUSE	HAIER	1.5 TR
593	345	MORAN	MORAN EXECUTIVE GUEST HOUSE	HAIER	1.5 TR
594	346	MORAN	MORAN EXECUTIVE GUEST HOUSE	HAIER	1.5 TR
595	347	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
596	348	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
597	349	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
598	350	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
599	351	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
600	352	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
601	353	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
602	354	MORAN	MORAN POWER HOUSE CONTROL ROOM	HAIER	1.5 TR
603	355	MORAN	MORAN OFFICE OF HEAD	LG	1.5 TR
604	356	MORAN	MORAN OFFICE OF CEE	LG	1.5 TR
605	357	MORAN	MORAN OFFICE OF CEP	LG	1.5 TR
606	358	MORAN	MORAN OFFICE OF CED	LG	1.5 TR
607	459	MORAN	MORAN OCS-1 CONFERENCE ROOM	HAIER	1.5 TR
608	460	MORAN	MORAN OCS-1 CONFERENCE ROOM	HAIER	1.5 TR
609	570	NEF	NEF	LG	1.5 TR
610	113A	NEF PROJECT	NEF PROJECT CONFERENCE ROOM	VOLTAS	2 TR

611	113B	NEF PROJECT	NEF PROJECT CONFERENCE ROOM	VOLTAS	2 TR
612	784	NEF PROJECT	NEF FIRST FLOOR	VOLTAS	1.5 TR
613	785	NEF PROJECT	NEF FIRST FLOOR	VOLTAS	1.5 TR
614	786	NEF PROJECT	NEF FIRST FLOOR	VOLTAS	1.5 TR
615	334	PLANNING	PLANNING (HEAD-PLANNING)	VOLTAS***	1.5 TR
616	98A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
617	98B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
618	99A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
619	99B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
620	100A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
621	100B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
622	101A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
623	101B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
624	102A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
625	102B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
626	103A	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
627	103B	PROD PROJECT	PROD PROJECT	VOLTAS	1.5 TR
628	321	PROD PROJECT	PROD PROJECT BUNK HOUSE	SAMSUNG	1.5 TR
629	495	PROD PROJECT	PROD PROJECT (GM)	HAIER	1.5 TR
630	496	PROD PROJECT	PROD PROJECT	HAIER	1.5 TR
631	391	PRODUCTION (GAS)	PROD (GAS) ROOM NO-01	LG	1.5 TR
632	392	PRODUCTION (GAS)	PROD (GAS) ROOM NO-03	LG	1.5 TR
633	393	PRODUCTION (GAS)	PROD (GAS) ROOM NO-04	LG	1.5 TR
634	394	PRODUCTION (GAS)	PROD (GAS) ROOM NO-05	LG	1.5 TR
635	395	PRODUCTION (GAS)	PROD (GAS) ROOM NO-06	LG	1.5 TR
636	396	PRODUCTION (GAS)	PROD (GAS) ROOM NO-07	LG	1.5 TR
637	397	PRODUCTION (GAS)	PROD (GAS) ROOM NO-08	LG	1.5 TR
638	398	PRODUCTION (GAS)	PROD (GAS) ROOM NO- NIL	LG	1.5 TR
639	399	PRODUCTION (GAS)	PROD (GAS) CONFERENCE ROOM	CARRIER	2 TR
640	400	PRODUCTION (GAS)	PROD (GAS) CONFERENCE ROOM	CARRIER	2 TR
641	401	PRODUCTION (GAS)	PROD (GAS) CONFERENCE ROOM	CARRIER	2 TR
642	402	PRODUCTION (GAS)	PROD (GAS) CONFERENCE ROOM	CARRIER	2 TR
643	623	PRODUCTION (GAS)	PRODUCTION (GAS)	HAIER	2 TR
644	624	PRODUCTION (GAS)	PRODUCTION (GAS)	HAIER	2 TR
645	625	PRODUCTION (GAS)	PRODUCTION (GAS)	HAIER	2 TR
646	626	PRODUCTION (GAS)	PRODUCTION (GAS)	HAIER	2 TR

647	300	PRODUCTION (OIL)	GM PROD (OIL) ROOM NO-1	SAMSUNG***	1.5 TR
648	301	PRODUCTION (OIL)	HEAD PO (I/C) ROOM NO - 4	SAMSUNG***	1.5 TR
649	302	PRODUCTION (OIL)	CEPO (CONTRACT) ROOM NO - 9	SAMSUNG***	1.5 TR
650	303	PRODUCTION (OIL)	HEAD-POS ROOM NO - 5	SAMSUNG***	1.5 TR
651	304	PRODUCTION (OIL)	CEPO (MSO) ROOM NO-16	SAMSUNG***	1.5 TR
652	305	PRODUCTION (OIL)	HEAH-PROD (OIL) ROOM NO - 20	SAMSUNG***	1.5 TR
653	306	PRODUCTION (OIL)	CEPO (UTILITY) ROOM NO-19	SAMSUNG***	1.5 TR
654	307	PRODUCTION (OIL)	VISITORS ROOM NO - 2	SAMSUNG***	1.5 TR
655	308	PRODUCTION (OIL)	SEPO (PE&S) ROOM NO-11	SAMSUNG***	1.5 TR
656	309	PRODUCTION (OIL)	VACANT ROOM NO - 21	SAMSUNG***	1.5 TR
657	310	PRODUCTION (OIL)	CEPO (GTA-I) ROOM NO - 7	SAMSUNG***	1.5 TR
658	311	PRODUCTION (OIL)	CEPO (GTA-II) ROOM NO - 8	SAMSUNG***	1.5 TR
659	312	PRODUCTION (OIL)	PROTUL BARUAH ROOM NO - 6	SAMSUNG***	1.5 TR
660	439	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING G/F	HAIER	1.5 TR
661	440	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING G/F	HAIER	1.5 TR
662	441	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING G/F	HAIER	1.5 TR
663	442	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING G/F	HAIER	1.5 TR
664	443	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING F/F ROOM NO-4	HAIER	1.5 TR
665	444	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING F/F	HAIER	1.5 TR
666	445	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING F/F	HAIER	1.5 TR
667	446	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING F/F	HAIER	1.5 TR
668	447	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING T/F	HAIER	1.5 TR
669	448	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING T/F	HAIER	1.5 TR
670	449	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING T/F	HAIER	1.5 TR
671	450	PRODUCTION (OIL)	PRODUCTION (OIL) NEW BUILDING T/F	HAIER	1.5 TR
672	609	PRODUCTION (OIL)	BHOGPORA OCS	HAIER	1.5 TR
673	610	PRODUCTION (OIL)	BHOGPORA OCS	HAIER	1.5 TR
674	611	PRODUCTION (OIL)	DIKOM OCS	HAIER	1.5 TR
675	612	PRODUCTION (OIL)	RCE OFFICE ROOM NO-005 CGM-P(O)	HAIER	1.5 TR
676	613	PRODUCTION (OIL)	RCE OFFICE ROOM NO-012 CGM-P(O) FHQ AFFAIRS	HAIER	1.5 TR
677	335	PS-1	PS-1 RADIO ROOM	LG	1.5 TR
678	336	PS-1	PS-1 RADIO ROOM	LG	1.5 TR
679	361	R&D	R&D LIBRARY	HITACHI	1.5 TR
680	362	R&D	R&D LIBRARY	HITACHI	1.5 TR
681	571	R&D	R&D CONFERENCE ROOM	CARRIER	1.5 TR
682	572	R&D	R&D CONFERENCE ROOM	CARRIER	1.5 TR

683	573	R&D	R&D CONFERENCE ROOM	CARRIER	1.5 TR
684	554	S&E	S&E FIRE SERVICE CONT. ROOM	HAIER	2 TR
685	555	S&E	S&E DISASTER CONTROL ROOM	HAIER	1.5 TR
686	556	S&E	S&E DISASTER CONTROL ROOM	HAIER	1.5 TR
687	557	S&E	S&E	HAIER	1.5 TR
688	558	S&E	S&E	HAIER	1.5 TR
689	559	S&E	S&E	HAIER	1.5 TR
690	560	S&E	S&E	HAIER	1.5 TR
691	561	S&E	S&E FIRE SERVICE	HAIER	1.5 TR
692	617	S&E	FIRE SERVICE	HAIER	1.5 TR
693	654	S&E	S&E ROOM NO-4	HAIER	1.5 TR
694	655	S&E	S&E ROOM NO-7	HAIER	1.5 TR
695	656	S&E	S&E ROOM NO-5	HAIER	1.5 TR
696	153	TECHNICAL AUDIT	GENERAL OFFICE AUDITORS ROOM	VOLTAS	1.5 TR
697	154	TECHNICAL AUDIT	GENERAL OFFICE AUDITORS ROOM	VOLTAS	1.5 TR
698	511	TECHNICAL AUDIT	TECHNICAL AUDIT CONFERENCE ROOM	HITACHI	1.5 TR
699	512	TECHNICAL AUDIT	TECHNICAL AUDIT CONFERENCE ROOM	HITACHI	1.5 TR
700	513	TECHNICAL AUDIT	TECHNICAL AUDIT CONFERENCE ROOM	HITACHI	1.5 TR
701	514	TECHNICAL AUDIT	TECHNICAL AUDIT CONFERENCE ROOM	HITACHI	1.5 TR
702	562	TECHNICAL AUDIT	GM TECHNICAL AUDIT	HAIER	1.5 TR
703	563	TECHNICAL AUDIT	DGM TECHNICAL AUDIT	HAIER	1.5 TR
704	313	TRANSPORT	TRANSPORT CON. ROOM	SAMSUNG	1.5 TR
705	314	TRANSPORT	TRANSPORT CON. ROOM	SAMSUNG	1.5 TR
706	315	TRANSPORT	TRANSPORT CON. ROOM	SAMSUNG	1.5 TR
707	429	TRANSPORT	TRANSPORT CONFERENCE ROOM	HAIER	1.5 TR
708	515	VIGILANCE	VIGILANCE	GODREJ	1.5 TR
709	516	VIGILANCE	VIGILANCE	GODREJ	1.5 TR
710	517	VIGILANCE	VIGILANCE (HOD)	GODREJ	1.5 TR
711	518	VIGILANCE	VIGILANCE (CVO ROOM)	GODREJ	1.5 TR
712	195	WELL LOGGING	WELL LOGGING	LG	1.5 TR
713	196	WELL LOGGING	WELL LOGGING	LG	1.5 TR
714	256A	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR
715	256B	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR
716	257A	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR
717	257B	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR
718	258A	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR

719	258B	WELL LOGGING	WELL LOGGING NEW INTERPRETATION ROOM	LG	1.5 TR
720	259	WELL LOGGING	WELL LOGGING	VOLTAS	1.5 TR
721	260	WELL LOGGING	WELL LOGGING	VOLTAS	1.5 TR
722	261	WELL LOGGING	WELL LOGGING	VOLTAS	1.5 TR
723	784	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
724	785	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
725	786	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
726	787	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
727	788	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
728	789	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
729	790	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
730	791	ELECTRICAL	ELECTRICAL CONFERENCE ROOM	HAIER	1.5 TR
731	792	FIELD COMMUNICATION	FIELD COM SERVER ROOM	HAIER	1.5 TR
732	793	FIELD COMMUNICATION	FIELD COM SERVER ROOM	HAIER	1.5 TR
733	794	FIELD COMMUNICATION	FIELD COM SERVER ROOM	HAIER	1.5 TR

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

SUB: SAFETY MEASURES

1.0 DESCRIPTION OF WORK/SERVICE: Comprehensive Annual Maintenance Contract for Split Air Conditioners.

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 HSE (Health, Safety & Environmental) POINTS:

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

i) The Contractor shall strictly comply with the applicable and prevailing provisions of the Mines Act 1952, OISD Guidelines, and 10th Conference Recommendations of Safety in Mines. A copy of provisions of 10th Conference Recommendations in the form of "General HSE Points" is available in the office which may be issued to successful bidders at the time of need.

ii) It will be solely the Contractor's responsibility to fulfil 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-sub-Contractors.

iii) 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.

iv) 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.

v) 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

PART-V SAFETY MEASURE (SM)

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.

vi) 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.

vii) 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.

viii) 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.

ix) 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.

x) Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor.

xi) The Contractor shall have to report all incidents including near miss to Installation Manager / Departmental representative of the concerned Department of OIL.

xii) 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.

xiii) 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.

xiv) The health check-up of Contractor's personnel is to be done by the Contractor in authorized Health Centre's 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.

xv) To arrange daily tool box meeting and regular site safety meetings and maintain records.

PART-V SAFETY MEASURE (SM)

xvi) 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.

xvii) A Contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

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

xix) 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.

xx) 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.

xxi) The Contractor should prevent the frequent change of his contractual employees as far as practicable.

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

xxiii) For any HSE matters not specified in the Contract document, the Contractor will abide the relevant and prevailing Acts/rules/regulations/pertaining to Health, Safety and Environment.

xxiv) Most of the above provisions are from the 10th conference Recommendation of safety in Mines.

(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 "**Comprehensive Annual Maintenance Contract for Split Air Conditioners.**"

(IFB No. CDI4698P21)

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

PART-VI INTEGRITY PACT

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

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(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.

YEAR	TURN OVER In INR (Rs.) Crores	NET WORTH 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. CDI4698P21

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 **90 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:

Section No.	Clause No. (Page No.)	Non-Compliance	Remarks

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. CDI4698P21**

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. **CDI4698P21** for **“Comprehensive Annual
Maintenance Contract for Split Air Conditioners.”**

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)**

a.	<u>Name of the Bidder / Firm:</u>		
b.	<u>Registered postal address with PIN code:</u>		
c.	<u>Telephone No:</u>		
d.	<u>Mobile No:</u>		
e.	<u>E-mail ID:</u>		
f.	<u>Fax No:</u>		
g.	<u>Contact Person:</u>		
h.	<u>Contact person's contact No:</u>		
i.	<u>PAN No:</u>		
j.	<u>Bidder's Bank details:</u>	Name: Address: A/c Type: A/c No.: IFSC/RTGS Code: NEFT Code:	
k.	<u>EMD / Bid Security Details:</u>		
	EMD / Bid Security Deposited vide: (Tick ✓ whichever is applicable)	NEFT or RTGS or Electronic Fund Transfer	Bank Guarantee or Bank Draft or Cashier's Cheque or Banker's Cheque or Fixed Deposit Receipt or Letter of Credit
	UTR No./ EMD Instrument No. & Date/ BG No., Date & Validity along with Name & Address of EMD issuing Bank and Branch / DD or Cheque No. or Letter of Credit No. or FDR No. & Date (as applicable):		
	Bid Security / EMD Amount:		
l.	<u>GST Regn. No.</u> (If not available then to be submitted on issuance of LOA)		
m.	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)		
n.	Vendor code with OIL		

Signature: _____

Name in Block letters _____

For M/S. _____

STANDARD FORMAT OF PERFORMANCE SECURITY (BANK GUARANTEE)
(TO BE NOTARISED UNDER NOTARY ACT, 1952)
(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 – 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 Performance Security must contain the Contract Number.

FORM OF BID SECURITY (BANK GUARANTEE)
(TO BE NOTARISED UNDER NOTARY ACT, 1952)

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

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

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. CDI4698P21

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.
CDI4698P21**

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: 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..

FORMAT FOR UNDERTAKING
(IN TERMS OF BEC CLAUSE NO. 1.1.3 OF TENDER NO. CDI4698P21)
(On Non-Judicial Stamp Paper of Rs. 100/-)
TO BE NOTORISED UNDER NOTARY ACT, 1952

To,

CGM-CONTRACTS
OIL INDIA LIMITED
DULIAJAN

Dear Sir(s),

UNDERTAKING/DECLARATION BY THE BIDDER IN RESPECT OF TENDER NO
CDI4698P21

This is in connection with the Bid submitted by me/us, (Name of Bidder), against Tender No. CDI4698P21 for **“Comprehensive Annual Maintenance Contract for Split Air Conditioners.”**

I/We, the afore mentioned Bidder against the subject tender, hereby declare that my/our quoted rates include the following -

- (a) Labour wages as per Minimum Wages Act and notifications issued by the Central Govt. thereon from time to time, including P.F, ESI and Bonus.
- (b) PPE cost.
- (c) PME (Pre-Medical Examination)/ IME (Initial Medical Examination) Cost
- (c) Other charges / cost including overheads, profit, insurance and handling charge.

I/We, the afore mentioned Bidder against the subject tender take note that minimum wages may increase from time to time as notified by statutory authority and Central Govt. and undertake that I/We shall not make Company (i.e. OIL) liable to reimburse me/us for such statutory increase in wage rates of the labours/workers engaged by me/us during the entire period of the contract, including extension if any. Currently, such increase in the wage rates is twice in a year. I/We have bid after considering this increase in wage rates for the entire period of Contract including extension provision.

I/We, the afore mentioned Bidder against the subject tender, further undertake that I/We will pay my/our workers as a minimum the existing Daily wages as notified under the Minimum Wages Act from time to time by the Central Govt. and such statutory or any other increase in the wages rates including consequent increase in statutory contributions like PF, bonus & ESI etc. of contract labours engaged by me/us shall be borne solely by me/us during the entire period of the contract, including extension if any, without any cost implication whatsoever upon the Company.

Contd. P/2

Page No. 2

I/We further agree and undertake that in case of any violation of the above undertaking, Oil India Limited (OIL) shall be at liberty to take appropriate action against me/us in terms of the Tender/Contract including but not limited to termination of contract and debarment from future business with OIL. I/We shall duly comply with all the statutory obligations, more particularly under applicable labour laws. I/We further agree and undertake that in case of any dispute or claims arise out of my non-compliance of statutory obligations under

the Contract, by the Labourers engaged by me or by any statutory authorities, I/We shall solely be responsible for the same and hold the Company harmless against such dispute or claims. I/We further authorize the Company, in the event of my default or non-compliance of any statutory obligations, to deduct/recover and adjust such amount or claim against my Bills due under the Contract or against any other existing or future Contracts with the Company including performance security.

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

Yours faithfully,

1. Authorized Signatory with Seal

(Bidder)

Place:

Date:

OIL INDIA LIMITED (A Government of India Enterprise) Duliajan, Assam					
DESCRIPTION OF WORK/SERVICE: Comprehensive Annual Maintenance Contract for Split Air Conditioners.					
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
10	Comprehensive Annual Maintenance for 1 TR Split AC	NUMBER	9.00		-
20	Comprehensive Annual Maintenance for 1.5 TR Split AC	NUMBER	1956.00		-
30	Comprehensive Annual Maintenance for 2 TR Split AC	NUMBER	234.00		-
Total (Rs.) (exclusive of GST)					-
Applicable GST Rate in %		Applicable GST#		Total (Rs.) (inclusive of GST)	-
*Please select from Drop Down list.					
1. 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.					
2. 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 & SGST/UTGST or IGST)					
3. OIL will prefer to deal with registered bidder 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.					
4. 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.					
5. Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & The bids will be evaluated based on total price including GST.					
6. Refer to GCC for detail of GST.					
7. Refer to SOQ & SCC for Item detail Description.					
8. Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.					

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.

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	BEC Clause No. 1.1	1.1 Technical Criteria: 1.1.1 Bidder must have experience of successfully completing at least one SIMILAR work of value Rs. 11,56,000.00 (Rupees Eleven Lakh Fifty-Six 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 Bidder must have P.F. & ESIC Registration. Documentary evidence for the same should be submitted along with technical bid. OR In case bidder doesn't have P.F. & ESIC Registration at the time of bidding then the bidder shall have to submit an undertaking that they shall get registered with P.F. and ESIC Authority and shall produce the documentary evidence for the same before issue of Work Order by OIL.			
		1.1.3 Bidder must submit a notarised undertaking on Non-Judicial Stamp Paper as per PROFORMA-XI regarding compliance of Minimum wage, P.F., Bonus & ESIC as per the applicable Acts. Bids submitted without this undertaking will be summarily rejected without assigning any reasons.			
2	Notes to BEC Technical Criteria Clause 1.1.1 above:	1. "SIMILAR work" mentioned above means "Experience in carrying out Maintenance and servicing activities / procedures for up-keepment of air conditioners / HVAC system."			

TECHNICAL EVALUATION SHEET FOR BEC/BRC

		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 criteria prescribed in 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. In case the start date of the requisite experience is prior to the preceding 07 (seven) years' period reckoned from the original bid closing date but completion is within the preceding 07 (seven) years' period reckoned from the original bid closing date, then the value of only that part of SIMILAR Work will be considered which has been executed within preceding 07 (seven) years' period reckoned from the original bid closing date. This value should meet the criteria prescribed in the BEC Clause No. 1.1.1. In such cases, the bidder must submit relevant document(s) certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number) clearly indicating the value of such experience.			
		4. If the prospective bidder has executed contract in which SIMILAR work is a component, and the Similar work executed satisfies the minimum criteria prescribed in the BEC Clause No. 1.1.1, then such experience will also be taken into consideration provided that the bidder submits the breakup of the works executed under such contract clearly indicating the value of SIMILAR work , which must be certified by the end user.			
		5. For proof of requisite experience of SIMILAR work , self-attested photocopies of following documents must be submitted along with the bid: <u>Contract document / Work</u>			

TECHNICAL EVALUATION SHEET FOR BEC/BRC

		<p>order showing details of work supported with Completion Certificate issued by PSUs / Govt. Organisation / Public Limited Companies for the similar work mentioned above confirming the following:</p> <p>a. Gross value of Similar work done b. Nature of Job done. c. Contract start and completion date.</p>			
		<p>6. SIMILAR work executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.</p>			
3	BEC Clause No. 1.2	<p>Financial Criteria:</p> <p>1.2.1 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. 6,93,300.00 (Rupees Six Lakh Ninety-Three Thousand Three Hundred) only.</p>			
		<p>1.2.2 Net worth of bidder must be positive for preceding financial / accounting year.</p> <p>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.</p>			
4	Note to BEC Clause No. 1.2	<p>A. For proof of Annual Turnover & 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 & Net</p>			

TECHNICAL EVALUATION SHEET FOR BEC/BRC

		<p>worth as per format prescribed in PROFORMA-I.</p> <p align="center">OR</p> <p>(ii) Audited Balance Sheet along with Profit & Loss account.</p> <p>*Note:</p> <ul style="list-style-type: none"> • 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. <p>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 Statement for the financial year have actually not been audited so far, as per format prescribed in PROFORMA-X.</p> <p>C. In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para A. and B. Above.</p>			
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TECHNICAL EVALUATION SHEET FOR BEC/BRC

5	BEC Clause No. 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.			
6	BRC Clause No. 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			
7	BRC Clause No. 2.3	<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>			
8	BRC Clause No. 2.9	Bids are invited under Single-Stage Composite 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 .			
9	BRC Clause No. 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:			

TECHNICAL EVALUATION SHEET FOR BEC/BRC

		<p>(i) Firm price</p> <p>(ii) EMD / Bid Bond</p> <p>(iii) Period of validity of Bid</p> <p>(iv) Price Schedule</p> <p>(v) Performance Bank Guarantee / Security deposit</p> <p>(vi) Delivery / Completion Schedule</p> <p>(vii) Scope of work</p> <p>(viii) Guarantee of material / work</p> <p>(ix) Liquidated Damages clause</p> <p>(x) Tax liabilities</p> <p>(xi) Arbitration / Resolution of Dispute Clause</p> <p>(xii) Force Majeure</p> <p>(xiii) Applicable Laws</p> <p>(xiv) Specifications</p> <p>(xv) Integrity Pact</p>			
10	BRC Clause No. 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.			
11	BRC Clause No. 2.12	Bid received with validity of offer less than 90 (Ninety) days from the date of Technical Bid opening will be rejected.			
12	BRC Clause No. 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.			