

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**CONTRACTS DEPARTMENT**  
**P.O. DULIAJAN – 786602, ASSAM**

**E-TENDER NOTICE**

OIL INDIA LIMITED (OIL) invites Bids from experience Service Providers through its E-Procurement portal "<https://etender.srm.oilindia.in/irj/portal>" for the following services under **Single Stage Composite Bid** system

<b>1.0 IFB No.</b>	<b>CDI6438P15</b>
Service Requirement	Filter-Bed Overhauling at Water Treatment Plant of Oil India Ltd at Tipling, Duliajan
Cost of Bid Document	<b>₹2000.00</b>
Bid Security(EMD)	<b>₹23,500.00</b>
Period of Sale of Bid Document/Issue of User ID & Password	<b>17.03.2015 TO 21.04.2015(15:30Hrs)</b>
Bid Closing / Opening Date & Time	<b>28.04.2015 (11:00 Hrs / 14:00 Hrs)</b>
<p>Cost of Bid Document (Non-Transferable and Non-refundable) by way of Demand Draft / Banker's Cheque from any schedule Bank in favour of OIL INDIA LIMITED and <b>payable at Duliajan</b>, along with the application(s) on applicants letter pad with a request for USER ID &amp; PASSWORD is to be submitted to Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602 within the period of sale (inclusive both the days i.e. start date &amp; end date). <i>Alternatively, applicants already having User ID &amp; Password for OIL's e-portal can pay the requisite Bid Document cost &amp; Bid security against the IFB through the online payment gateway.</i></p> <p>No physical Bid documents will be provided. On receipt of requisite Bid Document Cost, USER_ID and initial PASSWORD will be communicated to the bidder through e-mail at the e-mail address provided along with request for Bid documents as mentioned above and will be allowed to participate in the bidding through OIL's E-Procurement portal</p> <p>PSU's and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.</p> <p>The details of IFB can be viewed using "Guest Login" provided in the E-Procurement portal and also in OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a>. The link to OIL's E-Procurement portal has also been provided through OIL's web site <a href="http://www.oil-india.com">www.oil-india.com</a></p>	

**OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPARTMENT, DULIAJAN**

OIL INDIA LIMITED invites ON-LINE BIDS from eligible Bidders/Firms for the following mentioned works/services under **SINGLE STAGE COMPOSITE System** through its e-Procurement portal "<https://etender.srm.oilindia.in/irj/portal>" for the following services:

**DESCRIPTION OF WORK/ SERVICE:**

*Filter-Bed Overhauling at Water Treatment Plant of Oil India Ltd at Tipling, Duliajan.*

**IFB NO:** CDI6438P15

**Type of IFB:** Single Stage-Composite System

**LOCATION:** WATER TREATMENT PLANT AT TIPLING, OIL, DULIAJAN

**CONTRACT PERIOD:** 01 years

**BID CLOSING/ OPENING DATE & TIME:** 28.04.2015 (11:00HRS/14:00 HRS)

**Bid Submission Mode:** Bid should be submitted online in OIL's E-Procurement portal

**Bid Opening Place :** Office of the Head-Contracts  
Oil India Limited  
Duliajan – 786602, Assam

**Bid Validity :** 180 days from Bid opening Date

**BID SECURITY AMOUNT:** Rs 23,500.00(Rupees Twenty Three Thousand Five Hundred Only)

**AMOUNT OF PERFORMANCE SECURITY:** 2.5% of Total Contract Value

a) Bid Security deposited vide D.Draft/B.Cheque /Bank Guarantee  
No. \_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_

**Original hard copy of (a) should reach the office of HEAD-CONTRACTS on or before Bid opening date and time, otherwise Bid**

**will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid documents.**

b) Bidders to confirm that in the event of award of Contract, bidder will submit **Performance Security Deposit @ 2.5%** of Total contract price and this will not earn any interest.

**2.0 SEALED ENVELOPES containing the Bid Security shall be marked with the above IFB Number and description of work and submitted in the office of :**

HEAD-CONTRACTS  
CONTRACTS DEPARTMENT  
OIL INDIA LIMITED  
Duliajan – 786602  
Assam.

All bidders shall deposit the requisite **BID SECURITY** in the form of **Demand Draft/Banker's Cheque/Bank Guarantee (should be valid for minimum 210 days from the date of opening of Technical bid)** from a Nationalised Bank/Scheduled bank in favour of **M/s Oil India Limited** and **payable at DULIAJAN**. **Alternatively Bid security against this IFB can be paid through the online payment Gateway.**

This BID SECURITY shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 5(a) below. **Bids without BID SECURITY in the manner specified above will be summarily rejected** except those are exempted.

*Exemption from submission of bid security:* "Central Govt. offices, Central Public Sector undertakings and firms registered with NSIC /Directorate of Industries are exempted from submitting Bid Security. However the firms registered with NSIC /Directorate of Industries shall have to submit evidence that they have a current and valid registration for the service they intend to bid including the prescribed monetary limit."

**3.0 Bid should be submitted online up to 11:00 AM (IST) (OIL's e-procurement Portal Server Time) on the date as mentioned and will be opened on the same day at 02:00 PM (IST) at Office of the Head-Contracts in presence of authorized representative of the bidder.**

**4.0 The rates shall be quoted as specified in the "PRICE BID FORMAT" and to be uploaded in attachment under Notes & Attachments tab.**

The bid and all uploaded documents must be Digitally signed using **"Class 3" digital certificate [e-commerce application**

**(Certificate with personal verification and Organization name)]** as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

**Digital Signature Certificates having “Organization Name” field as “Personal” are not acceptable. However, aforesaid Digital Signature Certificates having Bidder’s Name in the “ Organization Name” field are acceptable.**

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.

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

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

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

6.0 (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 in full and debarred from participation in future tenders, at the sole discretion of the company.

(b) Once a withdrawal letter is received from any bidder, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

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

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

a. In case of Sole Proprietorship Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and

telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

b. In case of HUF, Copies of Telephone(Landline Bill)/Electricity/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 copies of Service Tax and Central Excise Registration Certificate.

c. In case of Partnership Firm, Copies of Telephone(Landline Bill)/Electricity/ 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 copies of Service Tax and Central Excise Registration Certificate.

d. In case of Co-Operative Societies, Copies of Telephone(Landline Bill)/Electricity/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 copies of Service Tax and Central Excise Registration Certificate.

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

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

g. In case of Trusts registered under the Indian Trust Act, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

10.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.

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

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

13.0 The successful bidder shall furnish a Performance Security Deposit in the form of Demand Draft / Banker's Cheque / Bank Guarantee as specified above before signing the formal contract. The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a 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. This Performance Security Money shall not earn any interest.

14.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security shall be forfeited and the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

15.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or Performance Security is not submitted as per terms of the Contract within the stipulated time, Bid Security shall be forfeited and the bidder shall be debarred for 2 (two) years from the date of default.

16.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the Bid Security/Performance Security shall be forfeited and the bidder / the party/the contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

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

**Covering Letter.**

**Instruction to Bidders**

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

**Part-V-Safety Measures (SM)**  
**~~Integrity Pact~~ Not applicable for this IFB**  
**Proforma and Annexures**

**SPECIAL NOTE:**

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

To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Bidders must have a valid User Id to access OIL e-Procurement site. Bidders can click on **Guest** login button to view the available open tenders in the E-portal. Bidders shall request OIL through E-mail or fax or letter along with the cost of bid documents as indicated in the NIT for issue of the **USER ID** for accessing and submitting against the E-procurement tender. The User ID shall be issued to the eligible bidders through email on receipt of the requisite cost of the bid document. In case any bidder is exempted from paying the tender fee, they should request OIL with supporting documents for issue of the User Id on free of charge basis. The detailed guidelines are available in OIL's e-procurement site. For any clarification in this regard, bidders may contact OIL.

**Please note that all tender forms and supporting documents are to be submitted through OIL's E-Procurement site only except Original Bid Security which are to be submitted in sealed envelope superscribed with tender no. and due date to : The Head Contract, Contracts Department, Oil India Limited, Duliajan- 786602 or it can be paid through the online payment gateway against this tender.**

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

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid

in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

**19.0 The tender is invited under SINGLE STAGE COMPOSITE System.** The bidder has to submit the “Un-Priced Techno-Commercial” and “Price-Bid” through electronic form in the OIL’s e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender portal. **The Technical Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender are to be uploaded under Technical RFx Tab.** The Price Bid rates shall to be quoted as specified in the “PRICE BID FORMAT” and to be attached as attachment under the Notes & attachment tab. **The price quoted in the “PRICE BID FORMAT” will only be considered for evaluation.** **Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment under Notes & Attachment Tab.** Offer not complying with above submission procedure will be rejected.



A few screen shots to find out the required IFB is shown below.

1.

Select RFX and Auction Tab

RFx and Auctions - Oil India Ltd - SRM QAS Portal - Windows Internet Explorer

http://smqas.oilindia.in

File Edit View Favorites Tools Help

RFx and Auctions - Oil India Ltd - SRM QAS Portal

Welcome v202745 WATERTECH ENGINEERS PVT. LTD.  
April 04, 2012 3:08:58 PM (GMT)

Home RFx and Auctions Overview Service Map

RFx and Auctions

Active Queries

allRFx: All Published: 0 Closed: 0 Completed: 0  
allAuctions: All Published: 0 Closed: 0 Completed: 0

allRFx - All

Hide Quick Criteria Maintenance

Event Number: SK1043P11 To

Event Status:

My RFX Response From:

Apply Clear

View: Standards View Create Response Display Event Display Response Print Preview Refresh Export

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
SK1043P11	FORMATION DISPOSAL WATER PUMPING NOS	Open - Composite	Published	24.05.2011		60002479	Submitted	2	

Last Refreshed

3.

Please enter the IFB No. here & Click Apply Tab

2.

## FORWARDING LETTER

CDI 6438P15

After following the above mentioned steps, the details of the IFB under RFX information will be displayed as shown in the page below.

The screenshot displays the 'Display RFX' page in a web browser. The page title is 'RFX - DIT India Ltd - SRM QAS Portal'. The browser window shows 'Windows Internet Explorer'. The page has a navigation bar with 'RFX Information', 'Items', and 'Notes and Attachments'. The 'RFX Information' tab is active, showing details for RFX Number SDOT155P13, RFX Name SDOT RFX Open Compressed Bio 1B0T, RFX Status Published, RFX Start Date, Submission Deadline 12/31/2013 11:00:00 INDIA, and Remaining Time 10 Days 18:25:18. The 'RFX Parameters' section includes fields for Time Zone (INDIA), Start Date (12/04/2013), Submission Deadline (12/04/2013), Opening Date (12/04/2013), Currency (INR), Price Bid Opening Date, Pre-Bid Conference Time (08:00:00), Pre-Bid Conference Date, Last Time of Tender Fee Payment (11:00:00), Last Date of Tender Fee Payment (12/04/2013), Last Time to receive RBC queries (08:00:00), Last Date to receive RBC queries, Contract Details (AUS), Earnest Money Deposit - USD (12,500.00), and Earnest Money Deposit - INR (8,888,000.00). The 'Partners and Delivery Information' section shows a table with columns for Function, Number, Name, and Phone Number. The table contains three rows: Requester (Ext req transfer user SERVICE\_R3), Goods Recipient (Ext req transfer user SERVICE\_R3), and Bill-To Address (Assam- Services, 2800414). The bottom of the page shows the Windows taskbar with the start button and several open applications.

Function	Number	Name	Phone Number
Requester		Ext req transfer user SERVICE_R3	
Goods Recipient		Ext req transfer user SERVICE_R3	
Bill-To Address		Assam- Services	2800414
Location		Raxat- Services	2800414

**NB: All the Bids must be Digitally Signed using “Class 3” digital signature certificate with Organizations Name (e-commerce application) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.**

## HEAD-CONTRACTS

**INSTRUCTIONS TO BIDDERS**

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

**2.0 BIDDING DOCUMENTS**

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

- a) A forwarding letter highlighting the following points
  - (i) Company's IFB No.
  - (ii) Bid closing date and time
  - (iii) Bid opening date, time and place
  - (iv) Bid submission place
  - (v) Bid opening place
  - (vi) The amount of Bid Security
  - (vii) The amount of Performance Guarantee
  - (viii) Quantum of liquidated damages for default in timely mobilizations
- b) Instructions to Bidders
- c) General Conditions of Contract (**Part-I**)
- d) Schedule of Work, Unit, Quantities, Rates and Prices (**Part- II-SOQ**)
- e) Special Conditions of Contract (**Part-III-SCC**)
- f) Schedule of company's Plants, Materials and Equipments-( **Part-IV**)
- g) Safety Measures (**Part-V-SM**)
- h) Integrity Pact (**Not applicable for this IFB**)
- i) Price Bid Format
- j) BRC/BEC
- k) (**Proforma & Annexures**).

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.

**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 the issuance of an Addendum.

4.2 The Addendum will be sent in writing through post / courier / Fax/e-mail to all prospective Bidders to whom Company has sent the bid documents and also be uploaded in the OIL's e-portal in the C-folder under the tab "Amendments to Tender Documents". The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-Tender portal [C-folder under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids.

#### **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 English translated version, which shall govern for the purpose of bid interpretation.

5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal .

#### **6.0 BID FORM:**

6.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished as attachment in the e-portal.

#### **7.0 BID PRICE:**

7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.

7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.

7.3 Since the tender is invited under **SINGLE STAGE COMPOSITE System**. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment header under the notes and attachment tab. Offer not complying with above submission procedure will be rejected. Kindly refer the screen shots below.

Click on this tab to upload Price Bid

The screenshot shows the 'Edit Rfx Response' interface. At the top, there are tabs for 'Rfx Information', 'Form', 'Notes and Attachments', 'Conditions', 'Summary', and 'Tracking'. The 'Notes and Attachments' tab is currently active. Below the tabs, there is a table with columns for 'Question', 'Reply', and 'Comment'. The table contains several rows of questions related to the bid, such as 'exclusive Test', 'HAVE YOU SUBMITTED THE ORIGINAL BID BOND', 'INDICATED IAC IS INCLUDED IN THE FOB PRICE', 'FREE OCEAN FREIGHT', 'HAVE YOU MENTIONED THE TPI CHARGE', 'HAVE YOU INDICATED THE TOLERANCE OF QUANTITY', 'HAVE YOU INDICATED HANDLING CHARGE FOR RAIL DESPATCH', 'HANDLING CHARGE INCASE OF INDIAN BIDDER', 'HAVE YOU SUBMITTED THE SAMPLE', 'HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BRG (COMMERCIAL)', and 'HAVE YOU QUOTED THE PRICES WITH ALL LIABILITIES INCLUDING STATUTORY LIABILITIES'. Each row has a 'Reply' column with radio buttons for 'Yes' or 'No' and a 'Comment' column with a text input field.

Next Screen on clicking Notes & attachment Tab and go to edit mode

Bidders can insert comments here

RFx and Auctions - OIL India Ltd e-Procurement System - Microsoft Internet Explorer

RFx and Auctions | History | Back | Forward

**Display RFx Response:**

RFx Response Number: 60006427    RFx Number:    Status: Saved    Submission Deadline: 28.03.2013 11:00:00 INDIA  
Opening Date: 07.03.2013 14:00:00 INDIA    Remaining Time: 2 Days 01:41:02    RFx Owner:    Total Value: 0.00 INR  
RFx Response Version Number: Active Version    RFx Version Number: 6

RFx Information    Items    **Notes and Attachments**    Summary    Tracking

**Notes**

Add | Close    Filter Settings

Assigned To	Category	Text Preview
Document Header	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	
	Bid Invitation/Auction Text	

**Attachments**

Sign Attachment | Add Attachment | Edit Description | Versioning | Delete | Check Qualification Profile    Filter Settings

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
Document Header	Standard Attachment	PRICE BID	PRICE BIDDING FORMAT	05	1		MS	32		03.03.2013

Create | Assign | Delete

Collaboration Room    Created on

1

2

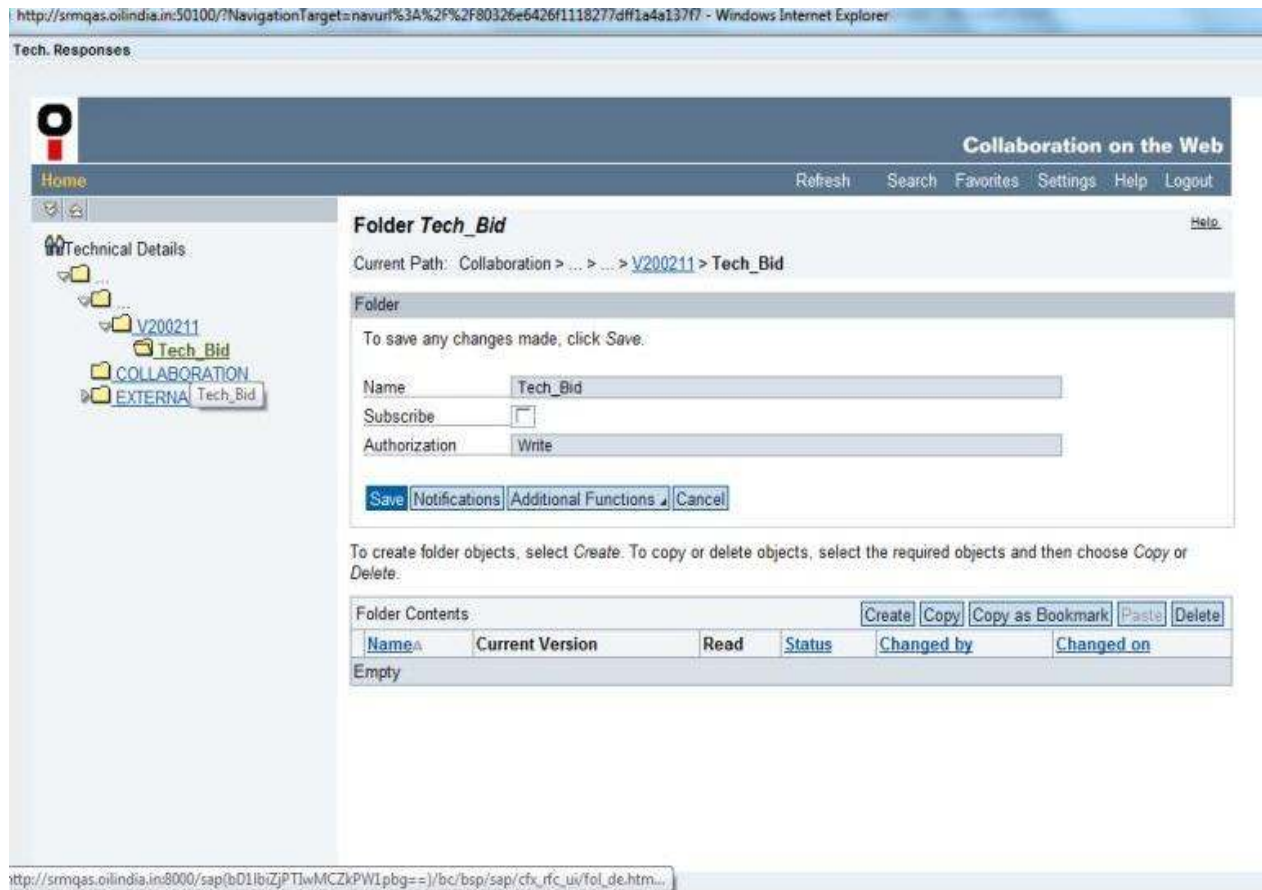
Price Bid Format to be attached here after digitally signing the attachment

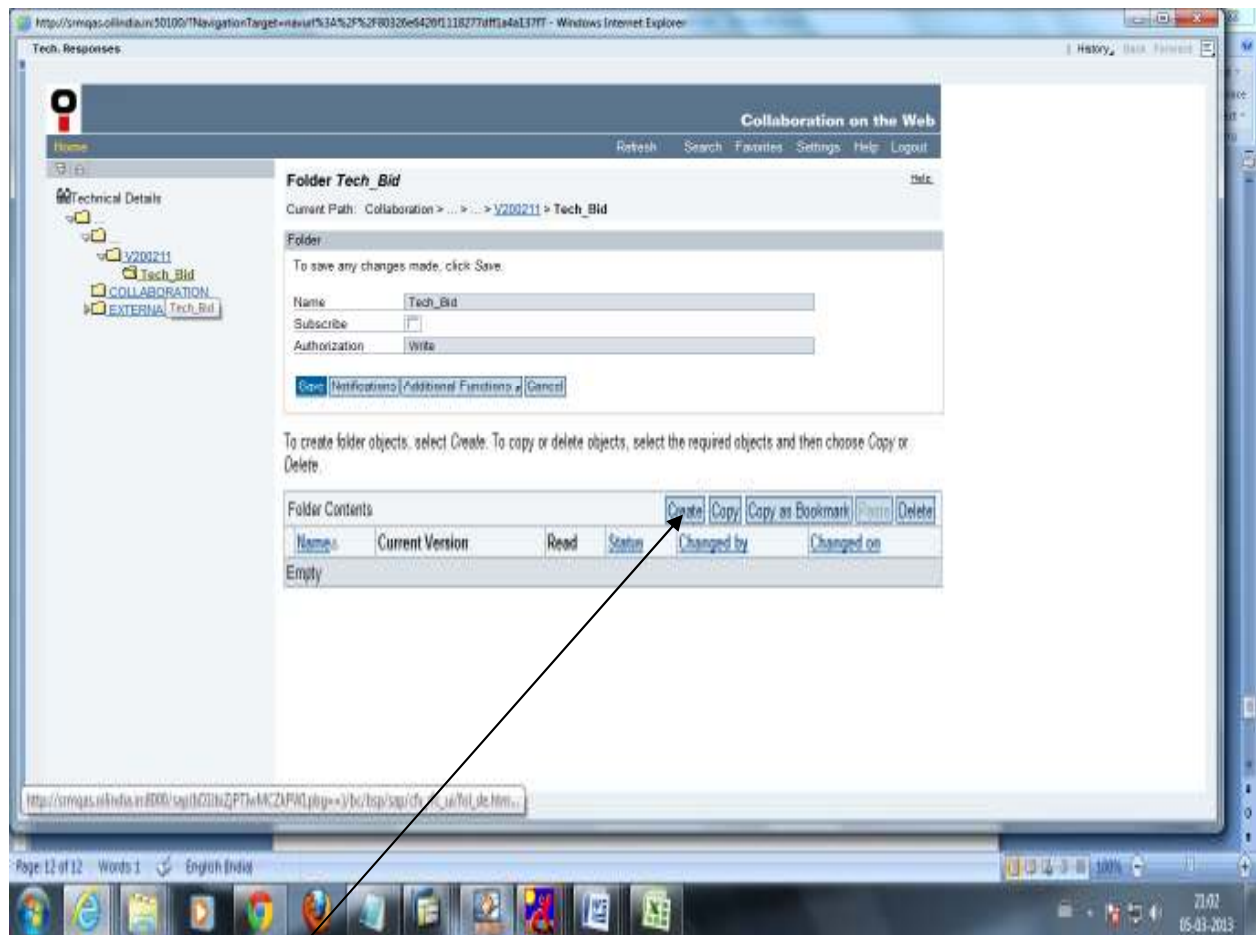


**Create Technical Rfx response ( creating Technical Rfx response is mandatory)**

To create Technical Rfx response click on [Technical Rfx Response](#) , at the top of the Response.(Refer screen shot on Page no:3)

System will redirect you to the C-folder in new window( Screen shot Below)





Click on button **Create** to create and upload new document.

7.4 Bidder shall be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

## **8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

8.1 These are as per BEC/BRC

## **9.0 PERIOD OF VALIDITY OF BIDS:**

9.1 Bids shall remain valid for 180 days from the date of bid opening.



9.2 In exceptional circumstances, the 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 may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.

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

10.1 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed(digitally) by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

#### **11.0 SUBMISSION OF BIDS.**

11.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3 digital certificate with organization's Name" digital certificates [e commerce application (Certificate with personal verification and Organization Name)] as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India while uploading the bid.

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

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature used for signing is not of "Class-3 with organization's name", the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employees."

11.2 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.

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

11.3 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

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

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

12.1 Bids should be submitted on-line up to 11.00 AM(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 date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

12.2 No bid can be submitted after the submission date line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

12.3 The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

#### **13.0 LATE BIDS:**

13.1 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.

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

14.1 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 date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

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

14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

#### **15.0 EXTENSION OF BID SUBMISSION DATE :**

15.1 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. In case of receipt of only one Bid on the Bid Closing Date and Time, OIL may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time, will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted by the system.

#### **16.0 BID OPENING AND EVALUATION:**

16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Performa-I) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. Since this IFB is a **SINGLE STAGE COMPOSITE System** , **on bid opening date, both Technical RFx and Commercial Bid will be opened on the date specified in the forwarding letter.**

16.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. 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.

16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above

16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3

16.6 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.

16.7 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 way 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 responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

16.8 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.

16.9 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.

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

17.1 The OIL will evaluate and compare the bids as per Priced Bid Format of the bidding documents.

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

17.3 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.

#### **18.0 CONTACTING THE COMPANY:**

18.1 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 16.6.

18.2 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.

#### **19.0 AWARD CRITERIA:**

19.1 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.

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

20.1 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.

#### **21.0 NOTIFICATION OF AWARD:**

21.1 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.

21.2 The notification of award will constitute the formation of the Contract.

#### **22.0 SIGNING OF CONTRACT:**

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of the agreement or send the Contract Form provided in the Bidding

Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

22.2 Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder shall sign and date the contract and return it to OIL. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

22.3 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by OIL. OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

**23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**

23.1 If it found that a bidder has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

## 24.0 BID DOCUMENT:

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.

**25.0 Mobilization Period:** 21 days from issue of LOA.



**BID EVALUATION CRITERIA (BEC) / BID REJECTION CRITERIA (BRC)  
FOR THE TENDER:****AA) BID REJECTION CRITERIA (BRC):**

The bids shall conform generally to the terms and conditions given in the bidding documents. Notwithstanding the general conformity of the bid, the following requirement will have to be particularly met by the bidders without which the same will be considered non-responsive and rejected.

**I. TECHNICAL CRITERIA:**

Bidder must have relevant experience in carrying out "**Similar nature of job**"

[Definition of **Similar nature of job** is spelt out in the Note-1 below] with PSUs / Central Govt. / State Govt. Organization in last 7(seven) years ending last day of months previous to the one in which applications are invited.

Should have successfully completed "**Similar nature of job**" of value-

1. One contract of minimum value of Rs 37, 55,200.00 (Rupees Thirty Seven Lakhs Fifty Five Thousand Two Hundred) only  
**OR**
2. Two contracts of minimum value of Rs 23, 47,000.00(Rupees Twenty Three Lakhs Forty Seven Thousand) only each  
**OR**
3. Three contracts of minimum value of Rs 18, 77, 600.00(Rupees Eighteen Lakhs Seventy Seven Thousand Six Hundred) only each.

**Note-1:**

"**Similar nature of jobs**" mentioned above means experience in either A or B or C or D:

- A. Rapid Gravity Filter Bed overhauling of Water Treatment Plant.
- B. Installation / construction of Water Treatment Plant having Rapid Gravity Filter Bed.
- C. Installation / Construction of Rapid Gravity Filter Bed.
- D. Operation & Maintenance of Rapid Gravity Filter Bed.

**II. FINANCIAL CRITERIA:**

Average Annual financial turnover during the last 3(Three) years, ending 31st March 2014, should be at least Rs 14, 08,200.00(Rupees Fourteen Lakhs Eight Thousand Two Hundred) only.

**III. DOCUMENTARY EVIDENCE :( SELF ATTESTED COPIES / ATTESTED)**

A) For proof of Annual turnover, any one of the following documents / photocopies (self-attested / attested) must be submitted along with the bid:

- (i) A certificate issued by a practicing Chartered / Cost Accountant's Firm, with membership number certifying the Annual Turnover and nature of business.  
OR
- (ii) Audited Balance Sheet and Profit and Loss account for the last 03(three years) ending March'2014.

B) For proof of requisite Experience, any one of the following documents/photocopy (self-attested /Attested) must be submitted along with the bid: -

- 1) In case of OIL contractors, copy of 'Certificate of Completion (COC)'/ Certificate of Payment (COP) / SES of jobs successfully completed in last 7(seven)years ending last day of months previous to the one in which applications are invited, showing gross value of job done.  
It may be clearly noted that simply mentioning of OIL Contract Number, LOA or Work Order or Contract document will not be accepted.
- 2) Completion Certificate issued by any other PSUs / Central Govt. /State Govt. Organization in last seven years ending last day of months previous to the one in which applications are invited showing:
  - (a) Gross value of job done; and
  - (b) Nature of job done; and
  - (c) Time period covering the financial year(s) as per the NIT.

**C)Joint Venture/Joint Venture Partner/Technical Collaborator Criteria:**

In case the bidder does not fulfill any of the above experience under the definition of "**Similiar Nature of Job**", then the bidder can bid on strength of his/Joint Venture Partner/Technical Collaborator subjected to the following conditions:

Joint Venture/Joint Venture Partner/Technical Collaborator: Either the Bidder or the Joint Venture Partner or the technical collaborator should individually meet the Bidder's TECHNICAL CRITERIA as per **Para - I** above, the other member individually must meet the FINANCIAL CRITERIA as per **Para - II** above.

Bidders quoting based on **technical collaboration/joint venture**, shall submit a **DULY NOTORISED Memorandum of Understanding/Agreement** with their technical collaborator/joint venture partner clearly indicating their roles under the scope of work which shall also be addressed to OIL and shall remain valid and binding for the contract period under this tender.

Any party, who is extending support by way of entering into Joint Venture/Technical Collaboration with another party, shall not be allowed to submit an Independent Bid against the tender and such bids shall be rejected straightway. Further, all bids from parties with Joint



Venture/Technical Collaboration support from the same Principal will be rejected.

NOTE-2: If the completion certificate submitted by the bidder does not indicate the experience in overhauling of rapid gravity filter bed or construction of water treatment plant having rapid gravity filter bed then the bidder shall submit the complete Contract Document along with the completion certificate. The scope of work in the complete Contract Document should indicate the overhauling work of rapid gravity filter bed or construction of water treatment plant having rapid gravity filter bed. Otherwise, the experience will not be considered.

IV. Non- submission of the documents as specified in BRC above will result in rejection of bids.

#### **BB) BID EVALUATION CRITERIA (BEC):**

The bids conforming to the terms and conditions stipulated in the bid documents and considered to be responsive after subjecting to the Bid Rejection Criteria will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for all the items of SOQ (schedule of works, units, quantity, rates) in the **Price bid** of the tender.
2. In case of identical lowest offered rate by more than 1(One) bidder, the selection will be made by draw of lottery between the parties offering the same lowest price.

#### **CC) COMMERCIAL:**

1.1 Bids are invited under Open Composite bid system i.e., Technical as well as Commercial details together in single offer.

1.2 Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

1.3 Bid security (EMD) shall be furnished as part of the technical bid. Any bid not accompanied by the proper bid security (EMD) will be rejected straightway, except those are exempted.

1.4 System will not permit submission of bids after the scheduled bid closing date and time.

1.5 Any bid received in the form of Telex /Cable /Fax /E-Mail /Courier will not be accepted.

1.6 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid opening. Bids with inadequate validity will be rejected.

1.7 Bidders must quote clearly and strictly in accordance with the Price Bid Format of the bidding document; otherwise the bid will be summarily rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the item, NIL should be mentioned against such part of work.

1.8 Bidder must accept and comply with the following clauses as given in the Bidding Document in toto, failing which offer will be rejected-

- a) Performance Bank Guarantee clause
- b) Force Majeure clause
- c) Tax liabilities clause
- d) Arbitration clause
- e) Applicable Law
- f) Liquidated Damage clause

1.9 The Company also reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder. The bidder must confirm their acceptance to this clause in their respective bids.

1.10 Original bid shall be digitally signed and uploaded by the bidder or his authorized representative, failing which the bid will be rejected.

#### **DD) GENERAL:**

1.3.1 Bidders should provide **self-attested/attested copies** of Service Tax Registration Certificate, VAT registration Certificate, PAN Card, 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.)

1.3.2 OIL will not be responsible for delay or non-receipt of applications for participating in the bid and will not entertain any correspondence in this regard.

1.3.3 In case bidder takes exception to any clause of tender document not covered under BEC/BRC, then the company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw

/ modify the deviation when / as advised by the company. The loading so done by the company will be final and binding on the bidders.

1.3.4 To ascertain the substantial responsiveness of the bid the company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses must be received on or before stipulated days from the date of clarification sought by the company, failing which the bid will be rejected.

1.3.5 In case any of the clauses in the BRC contradict with other clauses of bid document elsewhere, than the clauses in the BRC shall prevail.

1.3.6 The originals of all documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

1.3.7 The bids not conforming to complete scope of work will be rejected

\*\*\*\*\*END of BRC-BEC\*\*\*\*\*

**OIL INDIA LIMITED**  
(A Govt. of India Enterprise)  
Contracts Department,  
Duliajan, DISTRICT: DIBRUGARH  
ASSAM, PIN: 786602

**DESCRIPTION OF WORK/SERVICES:-**

Filter-Bed Overhauling at Water Treatment Plant of Oil India Ltd at Tipling,  
Duliajan

**GENERAL CONDITIONS OF CONTRACT (GCC)**

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

**WITNESSETH:**

1. a) The contractor hereby agrees to carry out the work set down in the Schedule of work which forms part-II of this Contract in accordance with the 1968 General Conditions of Contract of Oil India Limited and General Specifications read in conjunction with any drawings and Particular Specifications & instructions which forms Part-III of the contract utilizing any materials/services as offered by the Company as per Part-IV of the contract at\_\_\_\_\_.

b) In this Contract all words and expressions shall have the same meaning as are respectively assigned to them in the 1968 General Conditions of Contract of Oil India Limited which the Contractor has perused and is fully conversant with before entering into this Contract.

c) The clauses of this contract and of the specifications set out hereunder shall be paramount and in the event of anything herein contained being inconsistent with any term or terms of the 1968 General Conditions of Contract of Oil India Limited, the said term or terms of the 1968 General conditions of Contract to the extent of such inconsistency, and no further, shall not be binding on the parties hereto.

2. The contractor shall provide all labour, supervision and transport and such specified materials described in part-II of the Contract including tools and plants as necessary for the work and shall be responsible for all royalties and other levies and his rates shall include for these. The work executed and materials supplied shall be to the satisfaction of the Company's Engineer and Contractor's rates shall include for all incidental and contingent work which although not specifically mentioned in this contract are necessary for its completion in a sound and workman like manner.

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

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

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

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

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

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

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1963.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) Service Tax Act.

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

7. The Contractor shall clear away all rubbish and surplus material from the site on completion of work and shall leave the site clean and tidy.

8. The duration of the contract shall be **52 weeks** from the commencement date mentioned in the work order. The Contractor must complete the work within the contract period. During the currency of the job, the work progress must be commensurate with the time elapsed. In the event of any delay on the contractor's part, he/she will be liable to pay to the company liquidated damages at the rate of 1/2% (Half p.c ) per week of the contract price of the item(s) delayed in completion and the maximum value of the liquidated damage will be 7.5% of the contract price of the item(s) delayed provided the item(s) delayed are not critical for commissioning and final utilization of the work. If, however, the item(s) delayed in completion are critical for commissioning and final utilisation of the work then the contractor will be liable to pay liquidated damages by way of penalty at the rate of 1/2% (Half percent) of the total contract cost subject to a maximum of 7.5% of the total contract cost.

The Chief Engineer's certificate as to the criticality or otherwise of an item shall be final.

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

In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and / or levy such additional damages as it deems fit based on the actual loss suffered by the

company attributable to such delay. The company's decision in this regard shall be final.

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

10. The tendered all-exclusive of Service Tax Price (the Contract price) is Rs. XXXXXXXXXX(Not to be filled up by the bidder. This will be entered at the time of Signing of the agreement) but the Company shall pay the Contract or only for actual work done at the all inclusive rates set down in the Schedule of work part II of this Contract.

On account payment may be made, not oftener than monthly, up to the amount of 92.5% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

11. The contractor employing 20 (twenty) or more workmen on any day preceding 12 months shall be required to obtain requisite licence at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

12. The Company for any reason whatsoever and of which the company shall be sole judge may terminate this Contract with a 24 hours notice in writing to the Contractor and in the event of Company's so doing the clause 5 here of shall prevail and the accounts between the parties will be in accordance therewith finalised.

13. 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.

14. 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.

15. All Statutory taxes levied by the Central and State Government or any other competent authority from time to time will be borne by Contractor and the amount

of the contract specified in the contract is inclusive of all tax liabilities but excluding Service Tax. Service Tax if applicable shall be, to the Company's account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.

16. The Contractor shall deploy local persons in all works.

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

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

**19.1 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.

**20. Special Conditions**

- a) The amount of retention money shall be released after 6(six) months from the date of issue of completion certificate from concerned department.
- b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- c) 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.

**21. ARBITRATION:**

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



Place of Arbitration: Duliajan

22. FORCE MAJEURE:

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

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

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

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

25. SET OFF CLAUSE:-

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

26.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a Bidder/Contractor has furnished fraudulent document/information the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

27.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILISATIONAND/ OR COMPLETION OF WORKS AND SERVICES

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

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

SIGNED & DELIVERED FOR AND  
ON BEHALF OF

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

Attorney)

-----

-----by the hand of

-----  
(Full Name of Signatory)

-----  
its Partner/Legal Attorney

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

-----  
(Signature of witness)

And in presence of

-----

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

-----  
(Full Name of Signatory)

Address:

-----

-----

-----  
(Signature of Acceptor)

SIGNED & DELIVERED FOR & ON  
BEHALF OF OIL INDIA LIMITED

-----

Designation

Date\_\_\_\_\_

**SCOPE OF WORK:**

There are Four Nos of Rapid Gravity Filter Beds at the Water Treatment plant at Tipling, OIL, Duliajan. All the Four Nos of Rapid Gravity Filter Beds are to be overhauled. Only one number of Rapid Gravity Filter Bed is to be taken for Overhauling at a Time. Supply of all the materials of the Rapid Gravity Filter Bed Overhauling job is under the scope of the Contractor. Prior to starting of overhauling of a filter bed, the required materials for overhauling should be in place.

Overhauling of one number of Rapid Gravity Filter Bed includes the following jobs:

1. In each Rapid Gravity Filter Bed, all the AC Lateral pipes and Filter Bed Media have to be changed.
2. Unloading of existing filter material from the bed and disposal of unserviceable material from each filter bed to a designated place.
3. Dismantling of AC Lateral Pipes and Header Block Tees, Nozzles, etc.
4. Dismantling of CC / RCC for removing of existing AC Lateral Pipes.
5. Identification and repair of damaged civil works of the Filter Bed.
6. During dismantling, a joint inspection will be carried out by OIL representative with the contractor. During the joint inspection the detail of the Filter Media Layers will be drawn. The new Filter Media Layers are to be placed as per the details drawn during the joint visit.
7. Providing and Fixing of new HDPE perforated Pipes and Header Block Tees, Nozzles, etc in place of existing system.
8. Grouting of new HDPE Perforated pipes at both ends of filter pipes [as per CPWD Schedule .
9. Replacement of air blow-down system and repairing of sludge disposal, etc
10. Cement plaster with Cement Mortar 1:3. The supplied cement should be of 53 grade from a reputed Cement company having National Brand.
11. Painting of Filter Walls with acryle base Water Proof paint and Epoxy protection layer paint (suitable for Drinking Water).
12. Supply of new Quartz Sand and new gravel of different sizes (as per sketch provided). All other materials for overhauling of the Rapid Gravity Filter Bed including new HDPE pipes will be supplied by the contractor.

13. Placement of new filter media, with new gravel & new Quartz Sand after proper sieving / cleaning as per specification.

14. Re-conditioning / Re-placement of Valves, Spindles, etc. Rapid Gravity Filter Bed Flow throttle to be replaced / repaired to control the flow of filtered water.

15. Commissioning Site Clearance including cleaning of site of all debris / tools / tackles / etc. to the satisfaction of representative of Head - FE.

16. After overhauling of the Rapid Gravity filter Bed there shall be test run. The filtered water shall be tested at OIL's chemical Laboratory and turbidity should conform to BIS: 10500 standards.

The Flow rate of the overhauled Filter Bed should conform to the designed Flow rate of the Water treatment Plant.

In case, the turbidity does not conform to BIS: 10500 standards, the Contractor should be required to identify the fault and rectify the fault of the Rapid Gravity Filter beds at their own cost.

17. After completion of all the above jobs (Point 1 through Point 16) overhauling of the Filter Bed will be considered to be completed and necessary clearance will be issued.

The used materials of the Filter bed are to be placed at a designated place within the premise of the Water Treatment Plant.

18. Only one number of Rapid Gravity Filter Bed is to be taken for Overhauling at a Time.

19. After completion of overhauling job of each Rapid Gravity Filter bed, the discharge capacity and the turbidity of the filtered water should conform to the designed capacity and the all desirable parameters should be as per BIS: 10500. The Filtered Water will be tested at OIL's Chemical Laboratory.

20. Clearance has to be taken from Head - FE or Company representative after completion of overhauling of One Rapid Gravity Bed and before starting of overhauling of other Rapid Gravity Filter Bed.

21. The Details of the Rapid Gravity Filter Bed are shown in OIL Drawing No OIL/6295, OIL/6297, OIL/6299 & OIL/6300. The same will be supplied to the contractor at the time of execution. The contractor has to be guided by the OIL drawings.

22. A sketch of the filter bed showing different layers of Filter Media is enclosed. The dimensions of the Filter Media as shown in the sketch is for guidance only. The actual dimensions of the Filter Media may vary during the execution. Bidders to take note of point 6 above.

23. i) All HDPE pipes should IS: 4984 - 95 or equivalents. Contractor to obtain prior approval from the Department before supplying the pipes.

ii) The supplied Filter Media should conform to IS-8419 (Part-I)1977, reaffirmed on 2001 or equivalent. The certificate of conforming to the standard No IS-8419 (Part-I)1977 is to be furnished by the contractor prior to supply of the filter media and necessary approval is to be taken from the Department before supplying the filter media.

iii) The paint should be Lead Free, resistance to acidic, Alkali, water & Chlorine resistant and suitable for Drinking Water application. Contractor to obtain prior approval from the Department before supplying the paint. Supplier has to provide all the Certificate and Product catalog of this paint for approval from OIL representative before starting the painting job.

iv) The above materials are to be procured from OEM of the materials or Authorized dealer / distributor of the OEM or Authorized retailer of the OEM / OEM's authorized dealer / distributor. The invoice and sale certificate of the materials are to be submitted to the Company.

24. The Contractors shall have to make their own arrangements for accommodation, transportation, tools, equipment, etc.

25. All safety measures are to be taken as per Oil Mines Regulation and the personnel engaged for this job should be provided with safety shoes, safety helmet, gum boots, etc.

26. The concerned Engineer of OIL reserves the right to remove from the works any employee of the contractor engaged for the job, who in the Engineer's opinion may be incompetent, careless or not qualified to perform the work assigned to him or who may be guilty of improper conduct and insubordination.

27. Competent authorised representative of the contractor should report to HEAD (Field Engg) or his representative every day for smooth progress of the jobs.

28. The contractor must be able to solve site problems of general nature, mostly administrative.

29. All statutory taxes levied by the Central and State Govt. or any other competent authority from time to time will be borne by the contractor and the total contract value is inclusive of all the taxes, liabilities, Service Tax etc.

30. The bidder shall submit inter alia attested documents pertaining to Bank Account number, Provident Fund Code No., PAN, Service Tax Regd. No.

31. The size and angle of perforation of the HDPE pipes to be made as per the existing system of the Filter Beds.

32. Filter beds are to be overhauled one after the completion of another. Overhauling of one Filter Bed will be considered to be completed after successful recommissioning and clearance from company representative.

33. The condition of the Filter Bed isolation valve, Filter Bed Flow Controller to be check and repaired by contractor. The isolation valves are mainly Gate Valves of sizes 4 inch, 8 inch, 14 inch and 12 inch inlet & 14 inches outlet sluice gate. In case, the valves are required to be changed, then the valves & valve fittings along with welding machine shall be provided by the company. In case, any welding / cutting work is required, then welding / cutting set shall be provided by the company.

34. After successful completion of Overhauling of Filter Bed the contractor must submit a detail Diagram of the Filter Bed. The Diagram should clearly specify all the dimensions and specifications of all the materials used in the Filter Beds.

35. Following documents are to be submitted by the bidder.

i) Copy of PAN No(self Attested).

ii) Copy of PF code No or Declaration by the Bidder that provisions of provident fund Act are not applicable to them. In case Successful bidder dose not have PF code at the time of bidding and PF act is applicable to contract agreement and issue of work order by OIL.

iii)Bank Account No( a copy of bank account-passbook)with self attested.

iv) Service Tax Registration Number (self Attested).

v) VAT Registration Number (self Attested).

36. Payment Terms:

(i) Payment for overhauling of each Rapid Gravity Filter Bed will be processed after obtaining of the clearance of completion of overhauling job of each Rapid Gravity filter bed from Head-FE or Departmental representative.

(ii) Successful bidder shall have to raise an invoice for payment after completion of each Rapid Gravity Filter Bed which shall have to be duly certified by Head-Field Engineering or his representative before putting for payment.

**SPECIAL CONDITIONS OF WORK:**

1. In view of company's operational urgency, the job must be completed within specified period and for this reason the job progress will be reviewed by OIL's representative, every day.
2. No accommodation & transport shall be provided to the contractor by the company.
3. The contractor shall not engage minor labourer under eighteen years of age at any circumstances.
4. No responsibility of contractor's materials will be borne by OIL.
5. Security of OIL's materials once handed over to the contractor will be the responsibility of the contractor till such time these are returned to the company (with documentation) after completion of the work in full.
6. All materials supplied by the contractor should be of standard quality and to be approved by Head-Field Engineering or his representative.
7. Any work found defective will have to be redone by the contractor at their own cost including replacement of defective materials.
8. The contractor shall have to solve all the local problems, if any, which may arise at work site for carrying out the job.
9. Contractor must be capable to work in adverse condition.

**SAFETY PRECAUTIONS (SOP):**

1. The contractor personnel have to abide by all relevant statutory safety and environment rules, regulations, applicable codes and standards ( i.e. OMR, OISD standards, BIS, etc.). Also the contractor will have to supply the necessary PPEs like safety boots, gum boots, hand gloves, safety goggles, safety helmet, safety belts, Apron, disposable mask, etc. as may be applicable from time to time to his workmen and should ensure strict use of the same. Contractors will be required to provide SOPs for the jobs and adhere to the same.

Work Order shall not be issued in case of non-compliance of above.

2. Necessary Cold / Hot work permits are to be obtained from authorized personnel before starting of the job(s).
3. Before starting the job contractor's personnel have to undergo safety awareness program which will be conducted by DSO(FE) and same to be recorded in writing.

4. First aid box is to be provided by the contractor to his working personnel at site while carrying out the job. List of medicines / accessories should be displayed.
5. The contractor shall clear away all the rubbish and surplus materials from the site on completion of work and shall have to leave the site clean and tidy.
6. Tool Box Meeting to be regularly held.
7. The contractor have to ensure complete safety of the personnel engaged by him, and of all the equipment they will handle and must take full responsibility for their safety.
8. The contractor has to ensure the quality and reliability of all the tools, equipment and instruments they use.
9. The contractor personnel have to take every possible care to keep the environment clean and free from pollution.
10. The contractor shall have to report all sorts of near-misses, incidents and accidents to Installation Manager / departmental representative of Field Engineering deptt.
11. For any clarification with regard to the above, the contractor may contact Head-Field Engineering / concerned Engineer / DSO of Field Engineering Department.
12. Supervisor personal should be always present during working hours.
13. All safety appliances are in the scope of the contractor.
14. Smoking is not permitted in the work place.
15. Any compensation arising out of the accident cases to contractor employees will be borne by the contractor.
16. For any clarifications with regard to above, the contractor should contact DSO of Field Engineering Department.

**GENERAL HSE POINTS:**

1. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. . Ensure that all sub-contractors hired by him comply with the



same requirement as the contractor himself and shall be liable for ensuring compliance all HSE laws by the sub or sub-sub contractors.

2. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. . However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work.

All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

3. The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation / operations to be done by the contractor and how it is to be managed.

4. The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.

5. Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.

6. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line .

7. All persons deployed by the contractor for working in a mine must undergo Mines Vocational Training, initial medical examination, PME. They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of MVT,IME & PME.

8. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many

work persons undergone IME and type of medical coverage given to the work persons

9. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.

10. It will be entirely the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager / Safety Officer / Engineer / Official / Supervisor/Junior Engineer for safe operation.

11. Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the contractor only.

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

13. The contractor shall have to report all incidents including near miss to Installation Manager / departmental representative of the concerned department of OIL.

14. The contractor has to keep a register of the persons employed by him/her. The contractor's supervisor shall take and maintain attendance of his men every day for the work, punctually.

15. If the company arranges any safety class / training for the working personnel at site (company employee, contractor worker, etc) the contractor will not have any objection to any such training.

16. The health check up of contractor's personnel is to be done by the contractor in authorized Health Centers as per OIL's requirement & proof of such test(s) is to be submitted to OIL. The frequency of periodic medical examinations should be every five years for the employees below 45 years of age and every three years for employees of 45 years of age and above.

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

18. Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor .

19. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.

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

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

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

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

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

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

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

27) Competency Criteria shall be formulated & documented, for all kinds of contractor employees being engaged by the company.

28) Vehicles to be used by the contractor should have audio alarm while reversing.

\*\*\*\*\*END of SCC \*\*\*\*\*

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

**Description of Service:** Filter-Bed Overhauling at Water Treatment Plant of Oil India Ltd at Tipling, Duliajan

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

S.Line	Description of Services	Quantity	UOM
10	<b>Filter Bed No – 1:</b> RAPID GRAVITY FILTER BED NO -1 OVERHAULING AT WATER TREATMENT PLANT OF OIL INDIA LTD AT TIPLING, DULIAJAN.	1	NUMBER
20	<b>Filter Bed No – 2:</b> RAPID GRAVITY FILTER BED NO -2 OVERHAULING AT WATER TREATMENT PLANT OF OIL INDIA LTD AT TIPLING, DULIAJAN.	1	NUMBER
30	<b>Filter Bed No – 3:</b> RAPID GRAVITY FILTER BED NO -3 OVERHAULING AT WATER TREATMENT PLANT OF OIL INDIA LTD AT TIPLING, DULIAJAN.	1	NUMBER
40	<b>Filter Bed No – 4:</b> RAPID GRAVITY FILTER BED NO -4 OVERHAULING AT WATER TREATMENT PLANT OF OIL INDIA LTD AT TIPLING, DULIAJAN.	1	NUMBER

**NOTE:**

1. Bidder to quote Unit Rate for a particular item as per above price bid format.
2. Bidders are requested to quote exclusive of Service Tax. Service Tax, if applicable shall be to the Company's Account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.
3. To ascertain the inter-se-ranking, comparison of the responsive bids will be made on the GRAND TOTAL Value of the bid as per the Price Bid Format
4. Bidder must include all liabilities including statutory liabilities in their quoted rates except Service Tax.

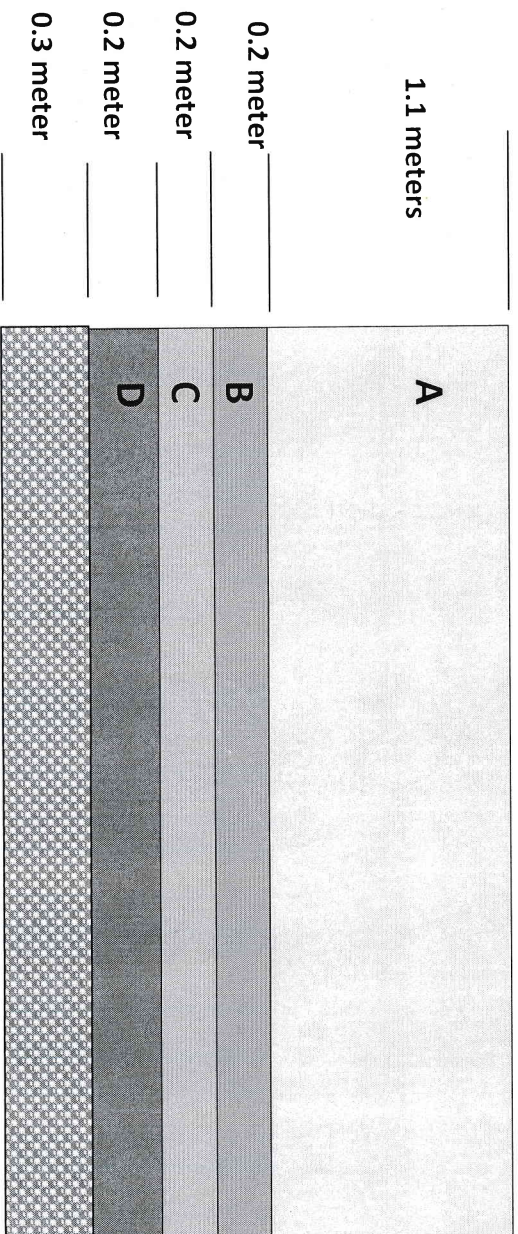
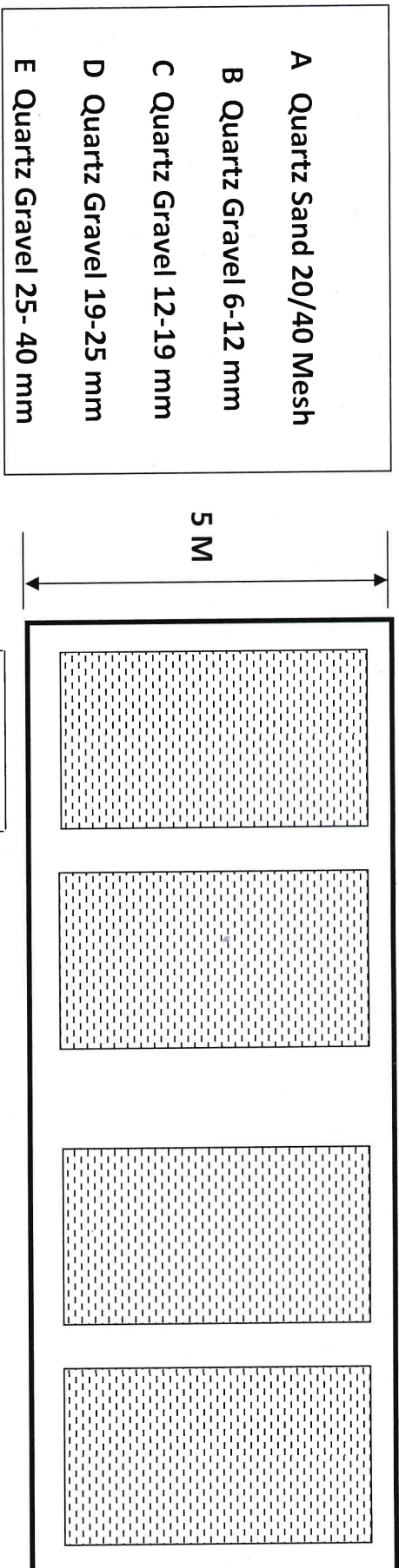
**DRAWING/SKETCH:**

For tendering purpose only two numbers rough drawing with all necessary dimensions has been provided below:

The Details drawings of the Rapid Gravity Filter Bed are shown in OIL Drawing No OIL/6295, OIL/6297, OIL/6299 & OIL/6300 & which copy will be supplied by OIL to the contractor at the time of execution.

\*\*\*\*\*END of SOQ \*\*\*\*\*

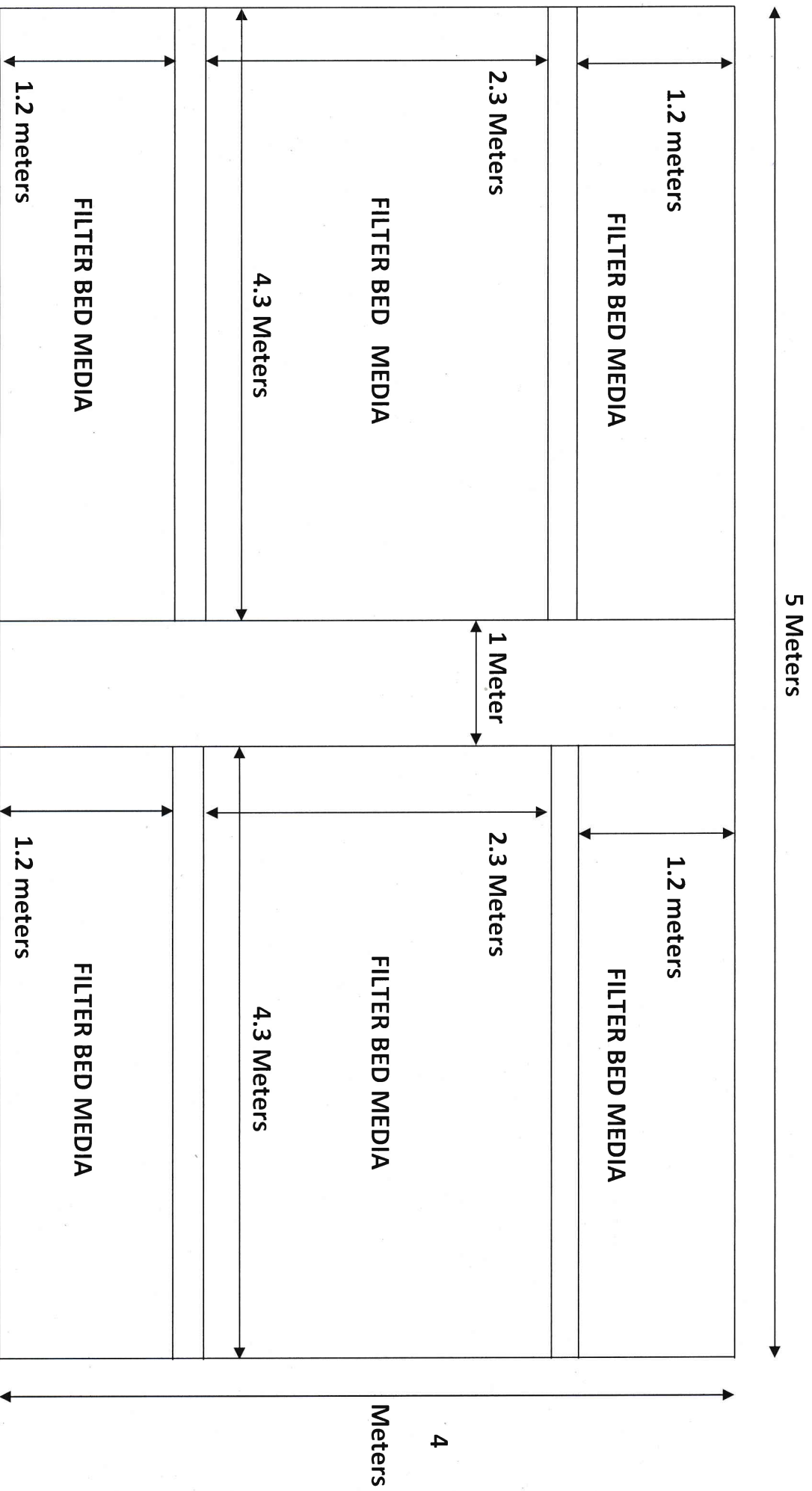
DRAWING OF RAPID GRAVITY FILTER BED – TIPLING WATER TREATMENT PLANT



Enlarged Cross-Section A-A

The entire Dimension mentioned above is approx only

*[Signature]*  
 9/3/2014

Rough Drawing of One Number Filter Bed, Tipling (from Top View)

21/03/14

OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPARTMENT, DULIAJAN

Schedule of company's Plants, Materials and Equipments :SCPME: PART-IV

Not Applicable



**TO,  
HEAD-CONTRACT  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of work/service:**

Filter-Bed Overhauling at Water Treatment Plant of Oil India Ltd at Tipling, Duliajan

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

(Seal)

Yours Faithfully

Date \_\_\_\_\_

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

FOR & ON BEHALF OF BIDDER

**PROFORMA - I**  
**BID FORM**

To  
THE HEAD (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. DULIAJAN  
DIST. DIBRUGARH  
ASSAM # 786 602

Sub: IFB No. : CDI6438P15

Dear Sir,

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 of \_\_\_\_ (Price not to be indicated) \_\_\_\_ stated below or such other sums as may be ascertained in accordance with the Price Bid Form attached herewith and made part of this Bid:

We undertake, if our Bid is accepted, to commence the work within (\_\_\_\_) days calculated from the date of issue of Company's LOA.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening 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 \_\_\_\_\_ 2015.

Signature and seal of the Bidder: \_\_\_\_\_

(In the capacity of) : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

\*\*\*\*\*

**PROFORMA - II****STATEMENT OF NON-COMPLIANCE****(Only exceptions/deviations to be rendered)**

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

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

**Authorised Person's Signature:** \_\_\_\_\_**Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_**Seal of the Bidder:**

**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 Compliance**” in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

\*\*\*\*\*

**ANNEXURE- I**

[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD  
FOR E-REMITTANCE]

Name:

FULL Address:

Phone Number :

Mobile Number :

E-mail address:

Fax Number :

Bank Account Number (in which the Bidder wants remittance against  
invoices):

Bank Name :

Branch :

Address of the Bank:

Bank Code :

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank :

PAN Number :

Service Tax Registration Number:

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Signature of Vendor with Official Seal

Note: This declaration shall be printed on letter head of the Bidder and shall  
be signed by a competent person.

\*\*\*\*\*

**ANNEXURE- I****FORM OF BID SECURITY (BANK GUARANTEE FORMAT) OR ANY OTHER  
FORMAT ACCEPTABLE TO OIL INDIA LTD.**

To:  
M/s. OIL INDIA LIMITED,  
For Head(Contracts),  
Duliajan, Assam, India, Pin - 786 602.

WHEREAS, (Name of Bidder) \_\_\_\_\_ (hereinafter called "the Bidder") has submitted their offer Dated \_\_\_\_\_ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Duliajan, Assam, India (hereinafter called the Company)'s Tender No. **CDI 6438P15**

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 common seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 2015.

THE CONDITIONS of these obligations are:

- (1) If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder; or
- (2) If the Bidder, having been notified of acceptance of their Bid by the Company during the period of Bid validity:
  - (a) Fails or refuses to execute the form of agreement in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to Company up to the above amount upon receipt of its first written demand (by way of letter), 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 one or both of the two 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.

Notwithstanding anything contained hereinabove:

- (i) Our liability under the guarantee shall not exceed \_\_\_\_\_
- (ii) This Bank Guarantee shall be valid only up to \_\_/\_\_/\_\_
- (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if we receive a written claim or demand on or before \_\_/\_\_/\_\_

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 i.e minimum 210 days validity.

\*\*\*\*\*