



**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**P.O. DULIAJAN, DIST - DIBRUGARH**  
**ASSAM, INDIA, PIN-786 602**

**CONTRACTS DEPARTMENT**  
**TEL: (91) 374-2800548**  
**E-mail: [contracts@oilindia.in](mailto:contracts@oilindia.in)**  
**Website: [www.oil-india.com](http://www.oil-india.com)**  
**FAX: (91)374-2803549**

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**FORWARDING LETTER**

To

All Prospective Bidders

**Sub: IFB No CDI8558P19 – Consultancy Services- IT Security Audit for 3 years**

Dear Sir(s),

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

**2.0** In connection with its operations, OIL invites Local Competitive Bids (LCB) from competent and experienced Contractors through OIL’s e-procurement Portal: <https://etender.srm.oilindia.in/irj/portal> for **‘Consultancy Services- IT Security Audit for 3 years.’** One complete set of Bid Document covering OIL’s IFB for hiring of above services is uploaded in OIL’s e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL’s e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

(i)	IFB No. /E-Tender No.	:	CDI8558P19
(ii)	Type of Bidding	:	Online – Composite Bid / <del>Single Stage Two Bid</del> System
(iii)	Tender Fee	:	<b>Rs. 1000.00 (non-refundable)</b> (Tender fee should be paid <b>only</b> through the payment gateway available on OIL’s e-Tender Portal. No other mode of payment shall be accepted.  Bidders claiming waiver of tender fees shall apply to Contracts Department, Oil India Limited, Duliajan with documentary evidence as mentioned in Para. 6.0 (A) below, before 07 (seven) days of bid closing date.
(iv)	Period of Sale	:	As per online tender.
(v)	Bid Closing Date & Time	:	As per online tender.
(vi)	Technical & Price / <del>Technical</del> Bid Opening Date & Time	:	As per online tender.

(vii)	Bid Submission Mode	:	Bids must be uploaded online in OIL's E-procurement portal
(viii)	Bid Opening Place	:	Office of CGM-Contracts Contract Department, Oil India Limited, Duliajan-786602, Assam, India.
(ix)	Bid Validity	:	90 / <del>120</del> days from the date of opening of tender
(x)	Mobilization Time	:	8 weeks from the date of issue of LOA
(xi)	Bid Security Amount	:	<p><b>Rs. 79500.00/-</b></p> <p>Note:</p> <ol style="list-style-type: none"> <li>The Bid Security should be submitted only in the form of Bank Guarantee (in specified format) issued by Nationalized/Scheduled Bank.</li> <li>Alternately, Bid Security can also be paid through the online payment gateway against this tender.</li> <li>In case of Bidder(s) submitting Bid Security in the form of Bank Guarantee, the original hard copy of Bid Security should reach the office of <u>CGM-CONTRACTS</u> on or before <b>12.45 p.m. (IST)</b> on the bid closing/opening date otherwise bid will be rejected.</li> <li>A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.</li> </ol> <p>No other mode of payment will be accepted by the Company. The Bid Security shall not earn any interest to the bidder from the Company.</p> <p><b>Notes:</b> Bidders claiming waiver of Bid Security shall apply to Contracts Department, Oil India Limited, Duliajan with documentary evidence as mentioned in Para. No. 6.0 (B) below before 07 (seven) days of bid closing date.</p> <p>Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.)</p>
(xii)	Bid Security Validity	:	120 / <del>150</del> Days from Bid Closing Date or as per online Tender
(xiii)	Original Bid Security to be submitted	:	Office of CGM-CONTRACTS, CONTRACT DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786602, INDIA

(xiv)	Amount of Performance Security	:	10% of Annual Contract Value
(xv)	Validity of Performance Security	:	Up to 90 days from date of completion of contract
(xvi)	Duration of the Contract	:	03 (Three) years to be reckoned from the commencement date mentioned in the Work Order.
(xvii)	Quantum of Liquidated Damage for Default in Timely Mobilization	:	Refer clause No. 28 of General Conditions of Contract
(xviii)	Integrity Pact	:	<del>Must be digitally signed &amp; uploaded along with the Techno-commercial Bid.</del> / Not Applicable.
(xix)	Bids to be addressed to	:	CGM-Contracts, Contract Department, Oil India Limited, Duliajan-786602, Assam, India.
(xx)	Pre-Bid conference	:	Not Applicable
(xxi)	Last Date of receipt of Queries	:	Not Applicable

~~**3.0 Integrity Pact:** The Integrity Pact must be uploaded in OIL's E-procurement portal along with the Technical Bid digitally signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who signs the Bid.~~

~~(Note: Shri Rajiv Mathur, IPS (Retd.), Former Director, IB, Govt. of India, E-Mail ID: [rajivmathur23@gmail.com](mailto:rajivmathur23@gmail.com), Shri Satyananda Mishra, IAS (Retd.), Former Chief Information Commissioner of India & Ex-Secretary, DOPT, Govt. of India, E-Mail ID: [satyanandamishra@hotmail.com](mailto:satyanandamishra@hotmail.com) and SHRI Jagmohan Garg, Ex Vigilance Commissioner, CVC, E-Mail id : [jagmohan.garg@gmail.com](mailto:jagmohan.garg@gmail.com) have been appointed as Independent External Monitors).~~

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

**B. Performance Security:** Bidders can submit performance Security in the form of Bank Guarantee from any Scheduled Indian Bank **as per BG format enclosed herewith (Proforma-VI).**

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

5.1 To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** and **Encryption Certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Digital Signature Certificates having "**Organization Name**" field other than **Bidder's Name** 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.

5.2 **A.** Bidders must have a valid User ID to access OIL e-Procurement site for submission of bid. Vendors having User ID & password can purchase bid documents **on-line through OIL’s electronic Payment Gateway**. New vendor shall obtain User ID & password through online vendor registration system in e-portal and can purchase bid documents subsequently in the similar manner or bidders may submit an application(s) on applicant’s letter pad with a request for USER ID & PASSWORD is to be submitted /sent to reach the **CGM – Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602** within the period of sale (inclusive both the days i.e. start date & end date) of Bid document.

Amongst others, the Bidder(s) must also provide the following information in the application for request for Bid documents:

(i) Valid e-mail ID, (ii) Registered Postal Address with PIN code, (iii) Vendor Code with OIL (if available), (iv) Mobile No. /Telephone No., (v) Whether participated in OIL’s e-tender prior to this tender.

**B.** No physical Bid documents will be provided. On receipt of application for participation, 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.

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

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

## **6.0 A. EXEMPTION OF TENDER FEE:**

1. The Central Govt. Departments and Central Public Sector Undertakings will be exempted from the payment of tender fee.
2. Parties registered with DGS&D, having valid certificates will be exempted from payment of tender fee.
3. MSEs registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and village industries board or coir board or national small industries corporation or directorate of handicraft and handloom or any other body specified by ministry of MSME provided they are registered for the tendered item.

In case of CPSUs/ Govt. Bodies/eligible institutions etc. claiming waiver of tender fees, they shall apply to Contracts Department, OIL, Duliajan with documentary evidence before **07 days** of bid closing date.

## **B. EXEMPTION OF BID SECURITY:**

1. Central Govt. department and Central Public Sector undertakings are exempted from submitting Bid Security.

2. Parties registered with DGS&D, having valid certificates will be exempted from payment of bid security.

3. MSEs registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and village industries board or coir board or national small industries corporation or directorate of handicraft and handloom or any other body specified by ministry of MSME provided they are registered for the tendered item.

#### **7.0 PRE BID CONFERENCE:**

~~7.1 A Pre Bid Conference is planned to be held on 20.12.2016 & 21.12.2016 at Duliajan, Assam to explain the requirements of Company in details to the interested prospective Bidders and to understand bidders' perspective including exchange of views/clarifications, if any, on the Scope of Work, Bid Rejection/Bid Evaluation Criteria and other terms & conditions of the Tender. The parties who purchase the bid documents shall be allowed to participate in the Pre Bid conference. For details of the venue, bidders may contact CGM-Contracts, Oil India Ltd., P.O. Duliajan 786602, Phone: 91374-2808662/2800548, Fax#(91)374-2803549, E-mail: contracts@oilindia.in.~~

~~7.2 Maximum two (2) representatives from each prospective Bidder, who purchased the tender document, shall be allowed to participate in the pre bid conference. All costs associated to attend the pre bid conference by their representatives shall be borne by the interested Bidders.~~

~~7.3 The prospective bidders shall submit their queries/clarifications against the tender through E mail / Fax /Courier addressed to CGM Contracts, Oil India Ltd., Duliajan-786602, Assam and such queries must reach OIL's office at Duliajan latest by **17.12.2016 up to 03:30 p.m. IST**. OIL shall provide clarifications to only those queries received within this date. Queries/ Clarifications against the tender received beyond 17.12.2016 will not be entertained and replied. OIL will not be responsible for non receipt or late receipt of any bidder's query in OIL's office~~

~~7.4 However, clarifications/exceptions/deviations, if required any, should be brought out by the bidder prior to or during the Pre Bid Conference only. After processing these suggestions, as a sequel to the pre-bid conference, Company may communicate the changes in this regard, if agreed any, through an addendum to tender document to the prospective bidders who purchased the tender document. Company will not accept any exception/deviation to tender conditions/specifications once the same are frozen after the pre bid conference and the non compliant bid (s) shall be rejected outright against this tender.~~

#### **IMPORTANT NOTES:**

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

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

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

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

requirement.

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

- ii) Bid should be submitted online in OIL's E-procurement site up to 11.00 a.m. (IST) (Server Time) on the date as mentioned and will be opened on the same day at 2.00 p.m. (IST) at the office of the CGM-Contracts in presence of the authorized representatives of the bidders.
- iii) If the digital signature used for signing is not of "Class -3" with Organizations name, the bid will be rejected.
- iv) The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.
- v) (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his / her / their Bid Security Deposit in full and debar from participation in future tenders, at the sole discretion of the company  
  
(b) Once a bid is withdrawn, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.
- vi) Conditional bids are liable to be rejected at the discretion of the Company.
- vii) The work may be split up amongst more than one contractor at the sole discretion of the Company.
- viii) The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased / issued along with one or more of the following documentary evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Technical Bid.
  - A. In case of Sole Proprietorship Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of GSTIN Registration Certificate.
  - B. In case of HUF, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of GSTIN Registration Certificate.
  - C. In case of Partnership Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners (including the Managing Partner), registered partnership agreement/deed and copies of GSTIN Registration Certificate.
  - D. In case of Co-Operative Societies, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of GSTIN Registration Certificate.

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

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

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

- ix) 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.
- x) The Bid Security / Performance Security Money shall not earn any interest.
- xi) Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.
- xii) The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers' payment.
- xiii) **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, Bid Security will be forfeited and the party will be put on Holiday as per the Banning Policy (available in OIL's website) of Company.
- xiv) **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder or the Performance Security is not submitted as per the terms of the contract within the time specified in the Bid Document, the Bid Security shall be forfeited and the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.
- xv) **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnish by the bidder/ contractor in respect of the subject tender/contract are accepted to be true and genuine. However, if it is detected during technical scrutiny or after award of the contract or after expiry of the contract, that the bidder had submitted any fake/fraudulent document or furnished false statement, the offer/contract shall be rejected/ cancelled, as the case may be and the bidder (if fake document/false statement pertains to such bidder) shall be dealt as per the Banning Policy (available in OIL's website) of Company.
- xvi) **ERRING / DEFAULTING AGENCIES:** Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6<sup>th</sup> January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com).
- xvii) **The tender will be governed by:**

Forwarding Letter

Instruction to Bidders

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

Part-I - General Conditions of Contract (GCC)

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

Part-III - Special Conditions of Contract (SCC)

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

Part-V - Safety Measures (SM)

~~Part VI - Integrity Pact~~ [Not applicable for this Tender]

Price Bidding Format

Proformas & Annexures

- xviii) **Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidder's risk and may result in the rejection of its offer without seeking any clarifications. Offers sent without the requisite value of prescribed bid security (if called for in the bid) in original will be ignored straightway.**
- xix) The tender is invited under COMPOSITE BID / ~~SINGLE STAGE TWO-BID~~ SYSTEM. The bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's E-Procurement portal within the Bid Closing Date and Time stipulated in the E-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under **"Technical Attachment" Tab only. Bidders to note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid to be uploaded under "Notes and Attachment" Tab. A screen shot in this regard is shown below. Offer not complying with above submission procedure will be rejected as per Bid Rejection Criteria. In Bid opening, both Technical & Priced Bids will be opened.**



## **SCREEN SHOTS:**

The screenshot displays the 'RFX Response' interface. At the top, it shows 'RFX Response Number: 60657504', 'RFX Number: TESTARUP', 'Status: In Process', 'Submission Deadline: 15-04-2017 11:00:00 INDIA', and 'Opening Date: 15-04-2019 00:00:00 INDIA'. Below this, there are tabs for 'RFX Information', 'Items', 'Notes and Attachments', 'Conditions', 'Summary', and 'Track'. The 'Notes and Attachments' tab is selected, showing a list of notes with columns for 'Category', 'Description', and 'File Name'. A red arrow points from a callout box to this tab. Another red arrow points from a callout box to the 'Technical Attachment' tab. The callout boxes contain the following text:

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

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

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

### **Note:**

- \* The “Technical Bid” shall contain all techno-commercial details **except the prices**.
- \*\* The “Priced bid” must contain the price schedule and the bidder’s commercial terms and conditions, if any. For uploading Priced Bid, first click on Add Attachment, a browser window will open, select the file from the PC and name the file under Description, Assigned to General Data and click on OK to digitally sign and upload the File. Please click on Save Button of the Response to Save the uploaded files.

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

Thanking you,  
Yours faithfully,  
**OIL INDIA LIMITED**

(SUJIT BORA)  
**Sr.Mngr – CONTRACTS (S)**  
For **CGM - CONTRACTS**  
For, **RESIDENT CHIEF EXECUTIVE**

**OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPARTMENT, DULIAJAN  
DISTRICT: DIBRUGARH (ASSAM), PIN-786602**

**IFB NO. CDI8558P19  
INSTRUCTION TO BIDDERS**

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

**2.0 BIDDING DOCUMENTS:**

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

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

**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 issuance of an Addendum.

**4.2** The Addendum will be uploaded in OIL's E-Tender Portal in the Tab "Technical RFx" and External Area – "Amendments" folder. The company may, at its discretion,

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

## **5.0 PREPARATION OF BIDS**

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

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

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

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

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

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

The Priced Bid shall contain the rates / prices along with the currency and any other commercial information pertaining to the rates / prices. Bidder shall quote their rates / prices in the “PRICE BIDDING FORMAT” attached under **“Notes and Attachments”** tab in the main bidding engine of OIL’s e-Tender portal. The price quoted in the “PRICE BIDDING FORMAT” will only be considered for evaluation.

Bidder must include all liabilities including statutory liabilities (but excluding GST) in their quoted rates. The rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement except as mentioned in the Bid Document.

**6.0 PERIOD OF VALIDITY OF BIDS:**

**6.1** The Bid must be valid for 90 (Ninety) / ~~120 (One Hundred and Twenty)~~ days from the date of opening of the tender.

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

**7.0 FORMAT AND SIGNING OF BID:**

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

**8.0 SUBMISSION OF BIDS:**

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

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

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

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

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

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

**9.0 DEADLINE FOR SUBMISSION OF BIDS:**

**9.1** Bids should be submitted on-line up to 11.00 a.m. (IST) (Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to

the Bid Closing date and time as mentioned in the bid except in condition mentioned in clause 12.1 below. But no changes would be allowed by the system once the due date and time for submission of bids has been reached and bids are opened.

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

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

#### **10.0 LATE BIDS:**

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

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

**11.1** Bidders will be permitted by System to withdraw their bid or make any changes in their bid after the bid has been uploaded by the bidder prior to the Bid Closing date and time as mentioned in the bid. But no changes or withdrawal would be allowed by the system once the due date and time for submission of bids has been reached and bids are opened.

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

**11.3** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of any bid within validity period will lead debarment from participation in future tenders, at the sole discretion of the company.

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

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

#### **13.0 BID OPENING AND EVALUATION:**

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

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

**13.3** OIL shall examine bids to determine whether they are complete, whether documents have been properly signed and whether the bids are generally in order.

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

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

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

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

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

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

**14.1** To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on the basis of total amount quoted for the items of part-II (i.e. schedule of works, units, quantity, rates) of the tender.

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

**14.3** 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.

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

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

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

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

**16.0 AWARD CRITERIA:**

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

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

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

**18.0 NOTIFICATION OF AWARD:**

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

**19.0 SIGNING OF CONTRACT:**

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

**19.2** Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder(s) will be required to pay an interest free Performance Security by way of Bank Guarantee (in specified format) favouring "OIL INDIA LIMITED" payable at "DULIAJAN" from any Schedule Bank. Upon furnishing of the Performance Security, the successful Bidder(s) will be required to enter into a formal Service Agreement based on the instant tender on the OIL Standard forms of agreement.

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

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

**19.5** In case of failure of the successful bidder to comply with the conditions, as specified in Para 19.2 above, the bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

**20.0 Purchase preference policy (linked with Local Content) (PP-LC) notified vide letter no. O-27011/44/2015-ONG/II/FP dated 25.04.2017 of MoPNG.**

(available in <http://oil-india.com/PDF/Circular%20dt%2027062017-PPLC.pdf>

or

<http://petroleum.nic.in/policy-provide-purchase-preference-linked-local-content-pp-lc-all-psus> )

**20.1** In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs - Order 2012, then the bidders should categorically seek benefits against only **one of the two policies** i.e. either PP-LC or MSE policy. If a bidder seeks free of cost tender document under the MSE policy, then it shall be considered that the bidder has sought benefit against the MSE policy and this option once exercised cannot be modified subsequently.

**20.2** Bidders seeking Purchase preference (linked with local content) (PP-LC) shall be required to meet / exceed the target of Local Content (LC) of **30%**

**20.2.1** Such bidders shall furnish following undertaking on its letter head along with their techno-commercial bid. The undertaking shall become a part of the contract

***“We \_\_\_\_\_ (Name of the bidder) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. .... % (to be filled as notified at Enclosure I of the policy) for claiming purchase preference linked with Local Contents under the Govt. policy against under Tender No. CDIXXXXP19.”***

**20.2.2** Above undertaking shall be supported by the following certificate from Statutory Auditor engaged by the bidder, on the letter head of such Statutory Auditor.

***“We \_\_\_\_\_ the statutory auditor of M/s. \_\_\_\_\_ (name of the bidder) hereby certify that M/s \_\_\_\_\_ (name of the bidder) meet the mandatory Local Content requirements of the Services i.e. .... % (to be filled by the work center as notified at Enclosure I of the policy) quoted vide offer No. \_\_\_\_\_ dated \_\_\_\_\_ against OIL tender No. CDIXXXXP19. by M/s. \_\_\_\_\_ (Name of the bidder).”***

**Note: In case of bidder(s) for whom Statutory Auditor is not required as per law required certificates shall be provided by a practicing Chartered Accountant.**

**20.2.3** At the bidding stage the bidder shall provide Break-up of “Local Component” and “Imported Component” in the prescribed format enclosed as Proforma-BB (PP-LC) of the policy and shall be uploaded by the bidders along with their price bid in the e-procurement portal under **“Notes and Attachment”** Tab.

**20.3** Eligible (techno-commercially qualified) LC bidder shall be granted a purchase preference to 10% i.e. where the evaluated price is with 10% of the evaluated lowest price of Non Local Content (NLC) bidder, other things being equal. Accordingly, purchase preference shall be granted to the eligible (techno-commercially qualified) LC bidder concerned, at the lowest valid i.e. NLC price bid.

**20.3.1** Only those LC bidders whose bids are within 10% of the NLC L1 bid would be allowed an opportunity to match L1 bid. All the eligible LC bidders shall be asked to submit their confirmation to match their price in sealed envelopes. Envelopes of the bidders shall be opened and award for the prescribed quantity shall be made to the lowest evaluated TA/CA bidder among the eligible LC bidders. In case the lowest eligible LC bidder fails to match L1 price, the next eligible LC bidder will be awarded the prescribed quantity and so on. In case none of the eligible LC bidders matches the L1 bid, the actual bidder holding L1 price will secure the order.



**20.4** Order for supply of 50% of the tendered quantity would be awarded to the lowest techno-commercially qualified LC bidder, subject to matching with valid NLC L1 price. The remaining will be awarded to L1 (i.e. NLC bidder). Prescribed 50% tendered quantity for LC bidders shall not be further sub-divided among eligible LC bidders.

**20.4.1** However, if L1 bidder happens to be a LC bidder, the entire procurement value shall be awarded to such bidder.

**20.4.2** When the tendered goods/services cannot be divided in the exact ratio of 50% / 50% then OIL reserve the right to award on lowest eligible PP-LC bidder for quantity not less than 50%, as may be dividable.

For example

In case tendered quantity is 3 (not divisible in the ratio of 50:50), PP-LC bidder shall get order for 2 nos. only and the rest will go to L-1 (NLC bidder).

**20.5** The tendered quantity is not split able / non-dividable / cannot be procured from multiple sources. Hence, the entire procurement value shall be awarded to the lowest techno-commercially qualified LC bidder subject to matching with valid NLC L1 rates.

**20.6** For the purpose of this policy, all terms used vide aforesaid policy shall be governed by the definitions specified at para 2 of the policy document notified by MoPNG vide letter No. O-27011/44/2015-ONG/II/FP dated 25.04.2017.

**20.7** The successful bidder shall be obliged to fulfill the requirements of quality and delivery time in accordance with the provisions of the Purchase order/contract.

**20.8** OIL shall have the right to satisfy itself of the production capability and product quality of the manufacturer.

**20.9 Determination of LC:**

**20.9.1** LC of Services shall be calculated on the basis of the ratio of service cost of domestic component in service to the total cost of services.

**20.9.2** The total cost of service shall be constituted of the cost spent for rendering of service, covering:

- a) Cost of component (material), which is used.
- b) Manpower and consultant cost, cost of working equipment/facility, and
- c) General Service cost, excluding profit, company overhead cost, taxes and duties.

**20.9.3** The criteria for determination of cost of local content in the service shall be as under:

- a) In the case of material being used to help the provision of service, based on country of origin.
- b) In the case of manpower and consultant based on INR component of the services contract.
- c) In the case of working equipment/facility, based on country of origin and

- d) In the case of general service cost, based on the criteria as mentioned in clauses a, b and c above.
- e) Indian flag vessels in operation as on date.

**20.9.4 Determination of Local Content:** The determination of local content of the working equipment/facility shall be based on the following provision.

Working equipment produced in the country is valued as 100% (one hundred percent) local content, working equipment produced abroad is valued as much as nil (0% percent) local content.

**20.10 Calculation of LC and Reporting:**

**20.10.1** LC shall be calculated on the basis of verifiable data. In the case of data used in the calculation of LC being not verifiable, the value of LC of the said component shall be treated as Nil.

**20.10.2** Formats for the calculation of LC of services may be seen at Enclosure-III of the policy document. (Available in <http://oil-india.com/PDF/Circular%20dt%2027062017-PPLC.pdf>).

**20.11 Certification and Verification:**

**20.11.1** Bidder seeking Purchase Preference under the policy, shall be obliged to verify the LC of goods as follows:

**20.11.2 At bidding stage:**

**a) Price Break-up**

- (i) The bidder shall provide break-up of “Local Component” and “Imported Component” along with the price bid as per provisions under clause **20.2.3**.
- (ii) Bidder must have LC in excess of the specified requirement.

**b) Undertaking by the bidder**

- i. The bidder shall submit undertaking along with the techno-commercial bid as per Clause No. **20.2**, such undertaking shall become a part of the contract.
- ii. Bidder shall also submit the list of items / services to be procured from Indian manufacturers / service providers.

**c) Statutory Auditor’s Certificate**

The Undertaking submitted by the bidder shall be supported by a certificate from Statutory Auditor as per clause **20.2.2**.

**20.11.3 After Contract Award**

- a) In the case of procurement cases with the value less than Rs. 5 crore (Rupees Five Crore), the LC content may be calculated (self-assessment) by

the contractor and certified by the Director/Authorized Representative of the Company.

- b) The verification of the procurement cases with the value Rupees Five Crore and above shall be carried out by a Statutory Auditor engaged by the bidder.

**20.12** Each supplier shall provide the necessary local content documentation to the statutory auditor, which shall review and determine the local content requirements have been met and issue of local content certificate to that effect on behalf of OIL, stating the percentage of local content in the good or service measured. The Auditor shall keep all necessary information obtained from suppliers for measurement of Local Content confidential.

**20.13** The Local Content certificate shall be submitted along with each invoice raised. However, the % of local content may vary with invoice while maintaining the overall % of Local Content for the total work/purchase of the pro-rata Local Content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.

**20.14** Where currency quoted by the bidder is other than Indian Rupee then the bidder claiming benefits under PP-LC shall consider exchange rate prevailing on the date of notice inviting tender (NIT) for the calculation of Local Content.

**20.15** OIL shall have the authority to audit as well as witness production processes to certify the achievement of the requisite local content.

**20.16 Sanctions:**

**20.16.1** OIL shall impose sanction on bidder not fulfilling LC of goods/services in accordance with the value mentioned in certificate of LC.

**20.16.2** If the bidder does not fulfill his obligation after the expiration of the period specified in such warning, OIL shall initiate action for blacklisting such bidder/successful bidder.

**20.16.3** A bidder who has been awarded the contract after availing Purchase Preference is found to have violated the LC provision, in the execution of the procurement contract of goods and/or services shall be subject to financial penalty over and above the PBG value prescribed in the contract and shall not be more than an amount equal to 10% of the Contract Price.

**20.16.4** In pursuance of the Clause No. **20.16.3** above, towards fulfillment of conditions pertaining to Local Contents in accordance with the value mentioned in the certificate of LC, the bidder shall have to submit additional Bank Guarantee (As per Proforma-VIII) equivalent to the amount of PBG.

**A. BID EVALUATION CRITERIA:**

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

**(i) Technical Criteria:**

Bidder must have experience of execution at least one SIMILAR work of minimum value **Rs. 6,62,111.00 (Rupees Six Lakhs Sixty Two Thousand One Hundred and Eleven only)** in previous 7 (seven) years reckoned from the original bid closing date with PSUs / Central Govt. / State Govt. Organization / any other Public Limited Company.

Notes to Clause (i) above:

**1. "SIMILAR work"** mentioned above means - Experience in successful execution of IT Security Audit in networked infrastructure comprising of computer systems, networks, operating system software, application software, security policies and controls, and examine IT assets including Vulnerability Assessment and Penetration Testing in a single organization of PSUs / Central Govt. / State Govt. Organization / any other Public Limited Company with following minimum criteria:

1.1. Bidder's name must exist in the current list of CERT-in empanelled organizations. Copy of Certificates from CERT-IN to be enclosed. Bidder's not in the current list of CERT-IN empanelled organizations will be rejected.

1.2. Bidder must have valid ISO 27001 certification. Copy of the valid certification must be submitted.

1.3. Bidder must have following resources available to carry out the audit and copy of certificates as mentioned below to be submitted:

a. Bidder shall have minimum 1 member CISA/ CISSP/CISM qualified professionals on payroll of the company. Name of employees with CV along with valid copy of certificate is to be enclosed.

b. At least one member with valid CCNP certificate or equivalent on payroll of the company. Name of the employee with CV along with a copy of the CCNP certificate or equivalent is to be enclosed

**2.** For proof of requisite experience of **SIMILAR work, self-attested** photocopies of following documents must be submitted along with the bid: Contract document / Work order showing details of works supported with completion certificates issued by PSUs/Govt. Organisation/Public Limited Company for the similar work mentioned in BEC Clause no. 1.1 above confirming the following:

- a.** Contract number,
- b.** Gross value of work done,
- c.** Contract period / Contract start and completion date.

Only LOI (Letter of Intent)/LOA (Letter of Award), Work Order copy is not acceptable.

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

**4.** If the prospective bidder is executing SIMILAR work which is still running and the contract value executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted last certificate of payment showing gross value of work done along with Contract documents /work order of the running contract.

**(ii) Financial Criteria:**

**1.** Annual Financial Turnover of the bidder during any of preceding three financial / accounting years from the original bid closing date should be at least **Rs. 3,97,267.00 (Rupees Three Lakhs Ninety Seven Thousand Two Hundred and Sixty Seven only).**

**1.1 Net worth** of bidder must be positive for preceding financial/ accounting year.

**2.** Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statement for the financial year ..... has actually not been audited so far'.

**Note:** For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

a) A certificate issued by a practicing Chartered /Cost Accountant\* (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **PROFORMA-I.**

OR

b) Audited Balance Sheet along with Profit & Loss account.

\*In case the bidder is a Central Govt. organization / PSU /State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidences for the same.

**(iii)** Prices shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive. A substantially responsive bid is one that meets the terms and conditions of the Tender and / or the acceptance of which bid will not result in indeterminate liability on OIL.

**(iv)** Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.

**(v)** If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will adopted for evaluation.

(vi) The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameter, as the case may be.

(vii) **Price Bids will be evaluated on overall lowest cost basis (L-1 offer) i.e. considering total quoted price for all items of SOQ inclusive of all liabilities and GST as per Price Bid Format.**

(viii) Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to L-1 bidder.

(ix) The bidders are advised not to offer any discount/rebate separately and to offer their prices in the Price Bid Format after considering discount/rebate, if any.

(x) Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.

(xi) In case of identical overall lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same overall lowest price.

(xii) **PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME:

(a) In case participating MSEs quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.

(b) In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.

(c) In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions then the contractor shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid registration certificate etc.) of the sub-contractor to OIL.

(d) **Documentation required to be submitted by MSEs:**

Submit a copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.

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

1. Purchase preference policy-linked with Local Content (PP - LC) notified vide Letter No. O-27011/44/2015-ONG-II/FP dated 25.04.2017 of MoP&NG shall be applicable in this tender. (<http://petroleum.nic.in/policy-provide-purchase-preference-linked-local-content-pp-lc-all-psus>).
2. Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions specified all clauses under Clause No. 20 of ITB and shall have to submit all undertakings / documents applicable for this policy.

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

1. The bids are to be submitted in **Composite Bid / ~~Single Stage Two Bid~~ system** i.e. Un-priced Techno-Commercial Bid and Price Bid together. Only the Price Bid should contain the quoted price.
2. The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.
3. Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the forwarding letter. Any bid not accompanied by a proper bid security will be rejected.

Note: In case the Bidder submits Bid security in the form of Bank Guarantee (BG); the BG must be valid for minimum 120 / ~~150~~ days from the date of Technical bid opening.

4. Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid made by parties who have not submitted the requisite tender fees will be rejected.
5. Any bid received in the form of Physical document / Telex / Cable / Fax / E-mail will not be accepted.
6. Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.
7. Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initiated by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.
8. Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
9. Bids are invited under Composite Bid / ~~Single Stage Two Bid~~ System. Bidders must submit both "Technical" and "Price" Bids in electronic form through online OIL's e-Tender portal accordingly within the Bid Closing Date and time stipulated in the e-Tender. The Technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender under "Technical Attachment" Tab and the Priced Bid as per the **PRICE BID FORMAT attached** under "Notes and Attachments".

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

- (i) Firm price
- (ii) Period of validity of Bid
- (iii) Price Schedule
- (iv) Performance Bank Guarantee / Security deposit
- (v) Delivery / Completion Schedule
- (vi) Scope of work
- (vii) Guarantee of material / work
- (viii) Liquidated Damages clause
- (ix) Tax liabilities
- (x) Arbitration / Resolution of Dispute Clause
- (xi) Force Majeure
- (xii) Applicable Laws
- (xiii) Specifications
- ~~(xiv) Integrity Pact~~

11. There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.

12. Bid received with validity of offer less than 90 (Ninety) / ~~120 (One Hundred and Twenty)~~ days from the date of original Bid opening will be rejected.

13. ~~The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Part VI of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.~~

**C. GENERAL:**

1. In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BRC.
2. To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received or before the deadline given by the company, failing which the offer will be will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.
3. If any of the clauses in the BRC contradict with other clauses of bidding document elsewhere, the clauses in the BRC shall prevail.
4. Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the



supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.

5. OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
6. The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

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

**DESCRIPTION OF WORK/SERVICES:****Consultancy Services- IT Security Audit for 3 years****GENERAL CONDITIONS OF CONTRACT (GCC)****A. DEFINITIONS:**

In the contract, the following terms shall be interpreted as indicated:

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

**WITNESSETH:**

1. 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.

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, 1936.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees' Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) AGST Act.
- xi) GST 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 **156** week from the commencement date mentioned in the work order. 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 anti-social 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 price inclusive of all liabilities and GST (i.e. the Contract price) is Rs. XXXXXXXX (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.

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 license at his cost from the appropriate Licensing Officer before undertaking any Contract work. The Contractor shall also observe the rules & regulations framed under the Contract Labour (Regulation & Abolition) Act.

**12.** 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 finalized.

**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 liabilities and GST.

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

b) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these provisions will render themselves

disqualified from any future tendering. As per terms of the contract, if applicable, the Contractor must deposit Provident Fund Contribution (covering Employee's & Employer's share) with the competent authority monthly under their direct code. The Contractor shall be required to submit documentary evidence of deposit of P.F. Contribution to the Company. In case of failure to provide such documentary evidence, the Company reserves the right to withhold the amount equivalent to applicable P.F. Contribution.

**21. FORCE MAJEURE:**

**21.1** In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended for the period during which such cause lasts. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor), acts of government of the two parties, which makes performance impossible or impracticable and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.

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

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

**22. TERMINATION:**

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

**22.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE:** Either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article 21.0 above.

**22.3 TERMINATION ON ACCOUNT OF INSOLVENCY:** In the event that the Contractor or its collaborator at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Company shall, by a notice in writing have the right to terminate the Contract and all the Contractor's rights and privileges hereunder, shall stand terminated forthwith.

**22.4 TERMINATION FOR UNSATISFACTORY PERFORMANCE:** If the Company considers that, the performance of the Contractor is unsatisfactory, or not up to the expected standard, the Company shall notify the Contractor in writing and specify in details the cause of the dissatisfaction. The Company shall have the option to terminate the

Contract by giving 15 days' notice in writing to the Contractor, if Contractor fails to comply with the requisitions contained in the said written notice issued by the Company.

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

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

**22.7** Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the Company on giving 30 (thirty) days written notice to the Contractor due to any other reason not covered under the above clause from 22.1 to 22.6 and in the event of such termination the Company shall not be liable to pay any cost or damage to the Contractor except for payment for services as per the Contract up to the date of termination including the De-mob cost, if any.

**23. CONSEQUENCES OF TERMINATION:**

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

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

**23.2** In the event of termination of contract, Company will issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the Contractor shall demobilize their personnel & materials.

**24. SETTLEMENT OF DISPUTES AND ARBITRATION:**

**24.1 Arbitration (Applicable for Suppliers/Contractors other than PSU):**

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

1. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in

foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.

2. The number of arbitrators and the appointing authority will be as under:

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

3. The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.
4. Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.
5. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.
6. Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
7. The arbitral tribunal shall make and publish the award within time stipulated as under :

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

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

8. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.
9. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.

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



10. The Arbitration shall be held at the place from where the contract has been awarded. However, parties to the contract can agree for a different place for the convenience of all concerned.
11. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
12. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

**24.2 Arbitration (applicable in case of Contract awarded on Public Sector Enterprise):**

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

The venue of all arbitrations under both 24.1 & 24.2 will be Duliajan, Assam. The award made in pursuance thereof shall be binding on the parties.

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

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

**25.1** 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.

**26. 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).

**27. 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.

**28. LIQUIDATED DAMAGES FOR DELAY IN MOBILISATION AND/OR COMPLETION OF WORKS AND SERVICES:**

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.

**29. SUBCONTRACTING:**

CONTRACTORS shall not subcontract or assign, in whole or in part, their obligations to perform under this contract, except with COMPANY'S prior written consent.

**30. MISCELLANEOUS PROVISIONS:**

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

**31. LIABILITY:**

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

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

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

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

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

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

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

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

**31.9 LIMITATION OF LIABILITY:**

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

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

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

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

**32.0 CONSEQUENTIAL DAMAGE:**

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

**33.0 INDEMNITY AGREEMENT:**

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

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

**34.0 APPLICABLE LAW:**

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

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

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

**35.1** All Statutory taxes levied by the Central and State Government or any other competent authority from time to time shall be on COMPANY'S account. However, liability for payment of such Taxes shall lie on the CONTRACTOR.

**36.0 SUBSEQUENTLY ENACTED LAWS:**

In case of change in existing law/enactment of new law or Statutory Order from a Statutory Authority during the execution of the Contract affects the Contract price, any increase against documentary evidence shall be reimbursed to the Contractor and any decrease shall be passed on to the Company by the Contractor.

The date of such enactment or change in law or Statutory order shall be considered after closing date of the bid submission as the Contractor has submitted the bid price based on the existing condition on that day and the Contract is awarded based on the bid as submitted.

**37.0 GOODS AND SERVICES TAX:****37.1 GENERAL REMARKS ON TAXES & DUTIES:**

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

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

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

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

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

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

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

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

**37.6.1** OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of GST as quoted by the bidder. In case of any variation in the executed quantities (If directed and/or certified by the In-Charge) the ceiling amount on which GST is applicable will be modified on pro-rata basis.

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

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

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

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

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

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

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

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

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

**37.15** In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service

Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

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

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

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

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

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

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

**37.18** OIL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid (for purchase above Rs. 5,000.00). Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

**37.19** Documentation requirement for GST

The vendor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to OIL, and pass on the benefits, if any, after availing input tax credit. If the Bidder quotes less GST than the applicable GST Rate then it will be construed that the Bidder has loaded the differential GST amount in the quoted Price(s) and evaluation and payment will be made accordingly. Bidders are required to raise their Invoices considering the same. However, if a party quotes more than the applicable GST Rate then evaluation and payment will be made considering actual GST Rates. In this regards OIL may ask the party about the justification of their quoted GST Rate.

Any invoice issued shall contain the following particulars:

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;

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

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

- a) The original copy being marked as ORIGINAL FOR RECIPIENT;
- b) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- c) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

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

### **37.20 Anti-profiteering clause**

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

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

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

- a) For non-completion of jobs.
- b) Contractor's indebtedness arising out of execution of this Contract.
- c) Defective work not remedied by Contractor.
- d) Claims by sub-Contractor of Contractor or others filed or on the basis of reasonable evidence indicating probable filing of such claims against Contractor.
- e) Failure of Contractor to pay or provide for the payment of salaries/ wages, contributions, unemployment compensation, taxes or enforced savings with-held from wages etc.
- f) Failure of Contractor to pay the cost of removal of unnecessary debris, materials, tools, or machinery.



- g) Damage to another Contractor of Company.
- h) All claims against Contractor for damages and injuries, and/or for non-payment of bills etc.
- i) Any failure by Contractor to fully reimburse Company under any of the indemnification provisions of this Contract. If, during the progress of the work Contractor shall allow any indebtedness to accrue for which Company, under any circumstances in the opinion of Company may be primarily or contingently liable or ultimately responsible and Contractor shall, within five days after demand is made by Company, fail to pay and discharge such indebtedness, then Company may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to Contractor, a sum equal to the amount of such unpaid indebtedness.

Withholding will also be effected on account of the following:-

- i) Order issued by a Court of Law in India.
- ii) Income-tax deductible at source according to law prevalent from time to time in the country.
- iii) Any obligation of Contractor which by any law prevalent from time to time to be discharged by Company in the event of Contractor's failure to adhere to such laws.
- iv) Any payment due from Contractor in respect of unauthorized imports.

When all the above grounds for withholding payments shall be removed, payment shall thereafter be made for amounts so with-hold.

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

**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
Duliajan, Assam

**DESCRIPTION OF WORK/ SERVICE:** Consultancy Services- IT Security Audit for 3 years.

		<b>SAC Number</b>	
		<b>GST Rate</b>	
<b><u>(SOQ) Schedule of Work, Unit and Quantity</u></b>			
<b>Item No.</b>	<b>Description of Services</b>	<b>UOM</b>	<b>Quantity</b>
<b>10</b>	<b>Consultancy services- IT Security Audit</b>	<b>YEAR</b>	<b>3</b>

1. Tenure of Agreement: 03(Three) years to be reckoned from the commencement date mentioned in the work order.
2. For detailed scope of work, please refer to the SCC Part - III.

**1. Scope of Work**

The proposed Information Technology (IT) security audit to be undertaken at OIL should primarily aim at following areas:

1. Identifying vulnerabilities for the Network, Security, Operating system, Database, and Application levels when accessed from Intranet and also over Internet
2. Filter vulnerabilities for false positives.
3. Remedial action to fix the reported vulnerabilities.

The audit scope covers the audit to be conducted by the vendor for a period of 3 consecutive years.

**1.1. Location of work**

The work shall be carried out at the following locations:

1. Field Head Quarter at Duliajan, Assam
2. Pipe Line Head Quarter at Guwahati, Assam
3. CoEES, Guwahati
4. OIL's Calcutta Branch and shipping office in Kolkata
5. OIL's Rajasthan Project, Jodhpur
6. OIL's corporate offices in NOIDA, Uttar Pradesh
7. E&D Directorate, New Delhi

The successful bidder will carry out the audit first from Duliajan, Field Head Quarter. Then bidder will visit each location and carry out the audit.

**1.2. Type of Test**

o Vulnerability Assessment

Vulnerability Assessment should cover the following for the IT infrastructure:

1. Operating System Layer
2. Application Layer
3. Database Layer
4. Network Layer

o Penetration Test -

**1.3. Servers, Network Devices and Applications under Scope of Work**

**The entire IT infrastructure mentioned in the "Annexure-I: Details of assets" which includes SCADA, Team center, HPCC, data centers present in the above mentioned locations (ref 1.1 Location of work) come under the scope and need to be audit as per the terms and conditions mentioned in the scope of work.**

All the servers on all locations which are hosting different applications are to be audited. List of servers, compute nodes, workstations, network switches is provided as an attachment in the tender document. A list of such servers along with the requisite details will be provided before the audit.

All Network Devices of OIL's LAN will also be audited for VA & PT.

OIL also intends to audit for VA & PT at least to all the Web Based applications that are accessible over Internet viz. Email, OIL's Website, OIL's Corporate Portal (Oilweb), Online PMS, E-Sampatti, SAP based E-Tender Portal, OIL Enterprise Portal etc.

OIL also intends to carry out VA & PT on AD infrastructure, Policies, Configuration check and trust relationships. AD Infrastructure comprises of 7 Domain Controllers.

OIL also intends to carry out VA for Desktops/Laptop PCs running Windows OS (XP/Vista/7/8/10). There are approximately 2500 nos of desktops in Duliajan and 200 nos of desktops in each location. A sample size of 20% of total no of desktops in Duliajan and 10% in other locations to be considered.

Above figures are indicative and may increase over the 3 year of contract period. Location wise list of servers, network devices and applications shall be provided at the time of execution of Contract.

OIL will provide the necessary access to devices, hardware, applications, provide data and information as necessary under a non-disclosure agreement.

#### **1.4. Limitation and Restriction**

- o Penetration testing should be Non-destructive, unless OIL provides explicit permission in a particular case.
- o DOS kind of attack to Production website, Email solution, Network device etc. from Internet shall be permitted to conduct at mutually agreed timeframe (1-2 Hours) and after that auditor will withdraw the DOS attack.
- o Refrain from carrying out Distributed Denial of Service testing over the Internet

#### **1.5. Phases of Contract**

The Contract shall be carried out Twice (two phases) per year for 3 years.

PHASE-I: Conduct Vulnerability Assessment and Penetration Testing AS PER SCOPE. Evaluation & Submission of preliminary reports on finding and discussion on the findings. Necessary recommendations should be provided too.

Phase-II: Review of the Implementation of recommendation based on Phase-I by OIL, as per scope. Submit Final reports of finding and discussion on the findings.

##### **1.5.1. PHASE-I**

Conduct VA & PT as per scope. Evaluation & Submission of reports on finding and discussion on the findings.

1. Carry out demonstration and/or walkthrough, and/or presentation on approach, methodology, and understanding of scope of the audit at Duliajan.
2. Port scanning of the servers, network devices and security devices/applications.
3. Penetration Testing (External and Internal).
4. Analysis and assessment of vulnerabilities of entire network.
5. Network traffic observation for important and confidential information like username, password flowing in clear text.
6. Comprehensive scanning of all IP address ranges in use to determine vulnerabilities that may exist in network devices & servers, and to audit all responses to determine if any risks exist.
7. Use vulnerability scanners to scan the critical/network devices and servers to determine vulnerability exists.
8. Check for back door traps in the Operating Systems.

9. Check for the known vulnerabilities in the Operating Systems, and applications like Browser, E-Mail, Web Server, Web Application Server, and FTP etc.
10. Review of specific controls against Web Defacing and of uploading of Trojan/Virus/Malware/Spyware etc. in OIL network and further spread of the same to clients/connected machines.
11. Attempt to guess passwords using password cracking tools.
12. Check for unnecessary services/applications running on network devices/servers / workstations.
13. Unauthorized access into the network and extent of such access possible
14. Unauthorized modifications to the network and the traffic flowing over network
15. Web defacing, SQL Injection, Cross Site Scripting, Information Leakage, Cookie handling, IP Spoofing, Buffer overflow, Session hijacks, Farming, Phishing etc.
16. Extent of information disclosure from the network.
17. Spoofing of identity over the network
18. Controls against possibility of denial of services attacks.
19. Effectiveness of Virus Control systems in E-mail gateways
20. Control over network access points.
21. Possibility of traffic route poisoning
22. Check if IOS is latest and has no known vulnerability issues.
23. Checking Spanning Tree Topology, check whether all Switches are free from Spanning loops. Bridging, Root bridges, designated port, root ports.
24. Checking Fault tolerance.
25. VTP security (VLAN Trunk Protocol) & VTP Modes
26. MAC Spoofing.
27. Checking the Port duplex and speed setting, whether it is auto/half/full.
28. Checking trunking on the ports and only necessary VLANs Allowed
29. Vulnerability assessment & Penetration Testing of Wireless networks etc.
30. Penetration testing should include network and OS layer testing as well as controls & processes around the networks & applications, and should be conducted from both outside the network trying to come in (External testing) and from inside the network (internal testing)
31. Should cover following or latest OWASP "Top 10 Web Application Security Risks" -
  1. SQL or Command Injection
  2. Cross-Site Scripting (XSS)
  3. Broken Authentication and Session Management
  4. Insecure Direct Object References
  5. Cross-Site Request Forgery (CSRF)
  6. Security Misconfiguration
  7. Insecure Cryptographic Storage
  8. Failure to Restrict URL Access
  9. Insufficient Transport Layer Protection
  10. Non-validated Redirects and Forwards

#### 1.5.2. PHASE-II

Review of the Implementation by OIL of recommendation based on Phase-I: Scope of this audit as below.

Based on the preliminary report submitted in Phase-I, bidder will review the Implementation of recommendation by OIL & Submit reports on finding and discussion on the findings.

The final reports of the ISA findings will be submitted in major parts as detailed in Deliverable clause:

1. If recommendations for Risk Mitigation /Removal could not be implemented as suggested, possible alternate solutions to be provided.
2. If the formal procedures are not in place for any activity to mitigate a risk, evaluate the process & the associated risks and give recommendations for improvement as per the best practices.
3. OIL will inform Consultant(s)/Vendor, if any of the recommendation is non implementable currently and shall be marked to implement later. Also, reason for non-implementation shall be given thereof.
4. Recommendations that requires investment shall be marked to implement later.
5. OIL shall help Consultant to complete the Phase-II within stipulated time mentioned in the Time schedule of Contract.

### **1.6. Audit Report**

#### **1.6.1. Types of Audit reports:**

1. For SAP Servers: Separate VA and PT report for SAP Servers.
2. For Non SAP Servers: Separate VA and PT report for Non-SAP Servers.
3. For Network Devices: Location wise separate VA and PT Report for Network Devices.
4. For Email Solution: Separate report for Email Solution Servers and Application for VA and PT exercise.
5. For AD Servers: Separate Report for AD Infrastructure and Configuration for VA and PT exercise.
6. For Web Based Applications: Separate VA & PT report for each application viz. OIL's Website & Corporate Portal, OIL's E-Tender Portal, OIL's Email Infrastructure, E-Sampatty & Online PMS.
7. For SCADA infrastructure: A separate report on SCADA infrastructure including VA and PT report and any other test/audit performed.

#### **1.6.2. Content of the Security Audit Report**

This Audit Report should contain keeping the undernoted points in view

1. Identification of auditee (Address & contact information) Dates and Location(s) of audit
2. Terms of reference (as agreed between the auditee and auditor), including the standard for audit
3. Audit plan
4. Explicit reference to key auditee organisation documents (by date or version) including policy and procedure documents
5. Additional mandatory or voluntary standards or regulations applicable to the auditee
6. Gaps, Deficiencies, Vulnerabilities observed in audit. Specific observations will be given indicating name and important address of equipment.
7. Risk associated with Gaps, deficiencies, vulnerabilities observed
8. Analysis of vulnerabilities and issues of concern.
9. Recommendations for corrective action.
10. Category of Risk. Very High/ High/Medium/ Low.

11. Summary of audit findings including identification tests, tools used and results of test performed during Audit.
12. Detailed report of network audit including VAPT with recommendations and remedy.

**1.7. Deliverables****Phase-I**

After Completion of Phase-I, bidder will submit preliminary reports:

1. Security Audit Report on Detailed Findings, Checklists with Risk Analysis and Corrective Measures & Suggestions to be submitted. Content will be as per the clause "Content of the Security Audit Report" above.
2. The reports will be submitted as mentioned in the clause "Types of Audit reports" above.

**Phase-II**

After Completion of Phase-II, bidder will submit the following Final reports:

1. Executive Summary of Security Audit Report: One Brief and Non-technical report for the organization to be submitted. This report will be forwarded to the Top management. So, it should clearly indicate how good or bad of overall security health status organization wide. At least followings to covered.
  - o Network Security issues discovered with appropriate criticality level specified and its causes
  - o OS Security issues discovered with appropriate criticality level specified and its causes.
  - o Application Security issues discovered with appropriate criticality level specified and its causes.
  - o Physical Security issues discovered with appropriate criticality level specified and its causes.
2. Reviewed Security Audit Report: This report will mention the Findings, Checklists with Risk Analysis and Corrective Measures of Phase-I as well as the status of risk mitigated by OIL. Reviewed reports will be submitted as mentioned in the clause "Types of Audit reports" above.

**SPECIAL TERMS AND CONDITIONS****1. Mobilization**

Successful Bidder shall start mobilize resources including deployment of qualified and experienced consultants at OIL's site for audit within 8 weeks from of the date of issue of LOA. Auditing activities must begin as per timeline of work-order. OIL reserves the right to cancel the contract if the successful bidder fails to mobilize resources within the given timeline.

**2. Time Schedule of the Contract**

The contract will be valid for three (3) years from the date of placement of final Work-Order. Successful bidder must complete each Phase sequentially before it can start next phase.

Vendor has to adhere to the following timeline:

Year 1:

Phase I: Starts as per the timeline of work-order and to be completed (including submitting reports) within 2 months of issue of work-order.

Phase II: To start the Job 4 Months after completion of Phase-I and to finish the job including submitting reports within 1 month.

Year 2:

Phase I: 12 months' post commencement of Phase-I of Year 1 and to finish the Job including submitting reports within 2 months

Phase II: To start the Job 4 Months after completion of Phase I of Year 2 and to finish the job including submitting reports within 1 month.

Year 3:

Phase I: 12 months' post commencement of Phase-I of Year 2 and to finish the Job including submitting reports within 2 months.

Phase II: To start the Job 4 Months after completion of Phase I of Year 3 and to finish the job within 1 months.

Bidder must complete each Phase sequentially and obtain completion certificate before bidder can start next phase.

### **3. Release of Payments**

Payment will be made after successful Completion of each phase, submission of the audit report acceptable to OIL and on submission of invoice to GM-IT (HOD) or Chief Information Security Officer, IT Department, R&D Building OIL INDIA LIMITED, DULIAJAN-786602.

Payment for each Phase will be made 50% of Per Year Value quoted in Price Schedule.

### **4. Team Members**

To carry out the project, team member should be comprised of as below.

1. One Project Manager
2. Minimum One CCNP Certified or equivalent expert.
3. Minimum One of CISA/ CISSP/ CISM certified security experts

Should OIL feel that the conduct/performance of any of consultant's personnel is detrimental to OIL's interest, OIL shall have the right to request for the removal of such personnel either for incompetence, unreliability, misbehaviour or security reasons, etc. while on or off the job. The consultant shall comply with any such request to remove such personnel at consultant's expense unconditionally. The consultant will be allowed a maximum of 14 working days to replace the personnel by competent qualified personnel at consultant's cost. Decision of OIL in this regard shall be final and binding on the consultant.

Before each Phase of Audit, the successful bidder should send the bio-data (with a copy of the relevant certificates) of the Audit team members to OIL for approval at least 7 days prior to the audit. Only the OIL approved audit team members will be allowed to perform the Audit activities as mentioned in the scope.

### **5. Roles and responsibilities of OIL**

OIL will provide the necessary access to its operational sites and offices to the consultant and provide data, information as necessary under a non-disclosure agreement. Permission would be provided for taking the photographs, if any, for inclusion in the report as per the security rules of OIL.



All care and effort would be made to provide the data/information as scheduled to facilitate the completion of entire work within the time limit specified in the contract. OIL contemplates a mid-course review of the assignment. The changes, if any, that are considered necessary and important, can be suggested either by consultant or by OIL. Such changes will be on mutual consensus for which no extra payment will be made.

**6. Extension of time due to delay caused by OIL**

Auditor shall be entitled to automatic extension of time for completion of that activity, if delay, impediment or prevention caused is attributable to OIL provided the consultant notifies OIL in writing in this regard within 10 days of occurrence of such impediments and OIL is satisfied with the request of the consultant. Penalty in such case will not be imposed.

**7. Accommodations & Transportation**

Bidder will arrange own accommodation and transportation for their consultants at site. OIL will not be responsible for arranging any other facility.

**8. Confidentiality Agreement**

OIL Confidentiality and Non-Disclosure Agreement (NDA) will be applicable. At the time of signing of Contract, successful Bidder must sign NDA as per format provided.

**9. Documentary Evidence**

Bidder is required to submit various documents to satisfy various clauses of these NIT. Bidder shall have to fill up the checklist as per the format in Annexure-II for each of the clause for which documents are provided.

10. The bidder should submit the duly filled Annexure -II: Technical Compliance sheet, failing to which their bids may be rejected.

**11. Penalty**

- If the successful bidder fails to meet time schedule mentioned in "2. Time schedule of the Contract" clause, a penalty of 0.5% per week of the 50% Per Year audit value/fees i.e. per phase audit fees, will be deducted.

- The penalties mentioned above shall not exceed 15% of the Per Year Audit value/fees.

**Scope of Audit**

The Scope of work covers evaluating the confidentiality, safety & security of the Data & Servers, assess & strengthen the security posture of IT systems and networks for protection against - external threats, by way of remote infrastructure security assessment, Internal threats, by way of on-site infrastructure security assessment and Integrated system threats, by way of application security assessment. IT security auditing to assess the security posture of systems and networks can include a combination of the following:

1. Network mapping
2. Vulnerability assessment
3. Network penetration testing
4. Review and assessment of IT security policies & controls as per best practices
5. Application security assessment
6. Password cracking

7. Log review, incident response and forensic auditing
8. Integrity checks
9. Virus detection
10. War dialing etc.

**List of typical reviews and tests****1. Review of current security policies & procedures and provide recommendations:**

- \* Review of organization IT security policy and management system. Evaluating the current IT Policy, Operational Procedure and Security Policy for processes that have been computerized;
- \* Review of security procedures including
  - o Incident response
  - o Business continuity planning and disaster recovery
  - o Configuration management, etc
- \* Recommending Operational Procedure and Security policy for these processes.

**2. Risk assessment and identification of security needs**

Evaluation of -

- \* Current IT infrastructure of OIL
- \* Network and the devices in use
- \* Operating systems
- \* Database and Application packages
- \* Operational Procedures
- \* Identification of vulnerability, security flaws, gaps and loopholes
- \* Carry out Internal vulnerability assessment and External Penetration
- \* Test for OIL's network.

**3. Review & Recommendation for Design of Security Architecture**

\* Evaluate the extent security architecture: recommend changes / new designs / layouts, and document the security architecture so as to conform to the International Standards and Industry-wide accepted best practices.

\* The Security Architecture Design includes the Corporate Office and the Regional Offices combined i.e. including the interconnection between the offices and the interfaces used by various applications on the OIL's network.

\* Identifying the vulnerabilities in deployment of applications/systems, and recommend fixes for system vulnerabilities in design or otherwise for application systems and network infrastructure. Documenting the Security flaws, gaps and loopholes and fixing/addressing shortfalls which can be fixed immediately. Advice applying software patches available through OEM to overcome security loopholes/flaws. (To identify and fix vulnerabilities need to do vulnerability assessment).

**4. Information Security Testing**

- A. Posture Assessment
- B. Information Integrity Review
- C. Intelligence Survey
- D. Internet Document Grinding
- E. Human Resources Review
- F. Competitive Intelligence Scouting
- G. Privacy Controls Review

H. Information Controls Review

**5. Process Security Testing**

- A. Posture Review
- B. Request Testing
- C. Reverse Request Testing
- D. Guided Suggestion Testing
- E. Trusted Persons Testing

**6. Internet Technology Security Testing**

- A. Logistics and Controls
- B. Posture Review
- C. Intrusion Detection Review
- D. Network Surveying
- E. System Services Identification
- F. Competitive Intelligence Scouting
- G. Privacy Review
- H. Document Grinding
- I. Internet Application Testing
- J. Exploit Research and Verification
- K. Routing
- L. Trusted Systems Testing
- M. Access Control Testing
- N. Password Cracking
- O. Containment Measures Testing
- P. Survivability Review
- Q. Denial of Service Testing
- R. Security Policy Review
- S. Alert and Log Review

**7. Communications Security Testing**

- A. Posture Review
- B. Modem Survey
- C. Remote Access Control Testing
- D. Voice over IP Testing

**8. Wireless Security Testing**

- A. Posture Review
- B. Electromagnetic Radiation (EMR) Testing
- C. 802.11 Wireless Networks Testing
- D. Bluetooth Networks Testing
- E. Wireless Input Device Testing
- F. Wireless Handheld Testing
- G. Cordless Communications Testing
- H. Wireless Surveillance Device Testing
- I. Wireless Transaction Device Testing
- J. RFID Testing
- K. Infrared Testing
- L. Privacy Review

**9. Physical Security Testing**

- A. Posture Review

- B. Access Controls Testing
- C. Perimeter Review
- D. Monitoring Review
- E. Alarm Response Review
- F. Location Review
- G. Environment Review

**Roles and Responsibilities:****Auditor Responsibilities:**

The offer should include clear identification of:

- a) Audit tasks
- b) Documentation requirements
- c) Audit Support requirements
- d) Reporting Requirements

The following are the expectations of auditee organization from an auditor:

1. Verifying possible vulnerable services only with explicit written permission from the auditee. No tool should be run which could hamper operations of the organization.
2. Refrain from security testing of obviously highly insecure and unstable systems, locations, and processes until the security has been put in place.
3. With or without a Non-Disclosure Agreement contract, the security auditor is ethically bound to confidentiality, non-disclosure of customer information, and security testing results.
4. The security auditor always assumes a limited amount of liability as per responsibility. Acceptable limited liability could be equal to the cost of service. This includes both malicious and non-malicious errors and project mismanagement.
5. Clarity in explaining the limits and dangers of the security test.
6. In the case of remote testing, the origin of the testers by telephone numbers and/or IP addresses is made known.
7. Seeking specific permissions for tests involving survivability failures, denial of service, process testing, or social engineering.
8. The scope is clearly defined contractually before verifying vulnerable services.
9. The scope clearly explains the limits of the security test.
10. The test plan includes both calendar time and man-hours.
11. The test plan includes hours of testing.
12. The security auditors know their tools, where the tools came from, how the tools work, and have them tested in a restricted test area before using the tools on the customer organization.
13. The exploitation of Denial of Service tests is done only with explicit permission.
14. Social engineering and process testing are performed in non-identifying statistical means against untrained or non-security personnel.
15. Social engineering and process testing are performed on personnel identified in the scope and may not include customers, partners, associates, or other external entities.
16. High risk vulnerabilities such as discovered breaches, vulnerabilities with known, high exploitation rates, vulnerabilities which are exploitable for full, unmonitored or untraceable access, or which may put immediate lives at risk, discovered during testing are reported immediately to the customer with a practical solution as soon as they are found.
17. Refrain from carrying out Distributed Denial of Service testing over the Internet.
18. Refrain from any form of flood testing where a person, network, system, or service, is overwhelmed from a larger and stronger source.
19. Notify the auditee whenever the auditor changes the auditing plan, changes the source test venue, has high risk findings, previous to running new, high risk or high traffic tests,

and if any testing problems have occurred. Additionally, the customer is notified with progress updates at reasonable intervals.

20. Reports include all unknowns clearly marked as unknowns.

21. Reports state clearly all states of security found and not only failed security measures.

22. Reports use only qualitative metrics for gauging risks based on industry-accepted methods. These metrics are based on a mathematical formula and not on feelings of the auditor.

23. Auditee is notified when the report is being sent as to expect its arrival and to confirm receipt of delivery.

24. All communication channels for delivery of report are end to end confidential.

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

**SUB: SAFETY MEASURES**

**Description of work/service:**

**Consultancy Services- IT Security Audit for 3 years.**

Sir,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.



(Seal)

Yours Faithfully

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

FOR & ON BEHALF OF CONTRACTOR

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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

**TO WHOM IT MAY CONCERN**

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

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

Place:

Date:

Seal:

Membership Code & Registration No. :

Signature

**BID FORM**

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

**Sub: IFB No. CDI8558P19**

*Gentlemen,*

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_\_ **"NOT TO BE QUOTED HERE"** (Total Bid Amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the guarantee of a bank in a sum not exceeding 7.5% ~~(initial security deposit along with acceptance of contract is to be deposited for 2.5% and remaining 5% is to be recovered from running account bill) / 10% of annualized contract value in case of contract is more than 1 year / 10% of contract value in case of contract is equal to or less than 1 year~~ for the due performance of the Contract.

We agree to abide by this Bid for a period of 90 / ~~120~~ days from the date fixed for Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

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

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

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

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

**Seal of the Bidder:**

**STATEMENT OF NON-COMPLIANCE (IF ANY)****(Only exceptions/deviations to be rendered)**

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

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

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

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

**NOTE:**

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

**LETTER OF AUTHORITY FOR ATTENDING BID OPENING**

TO  
**CGM – CONTRACTS**  
**OIL INDIA LIMITED**  
P.O. Duliajan - 786 602  
Assam, India

Sir,

Sub: **OIL's IFB No. CDI8558P19**

I / We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorized to represent us during bid opening on our behalf with you against IFB Invitation No. **CDI8558P19**.

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

Yours Faithfully,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Date .....

Place \_\_\_\_\_

Note:

a) The Bank Guarantee issuing bank branch must ensure the following:

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

- i) "MT 760 / MT 760 COV for issuance of bank guarantee.
- ii) "MT 760 / MT 767 COV for amendment of bank guarantee.

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code – UTIB0001129, Branch address – AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN – 786602.

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



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

To:

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

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

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

THE CONDITIONS of these obligations are:

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

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

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

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

A. Issuing Bank:

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

B. Controlling Office:

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

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

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

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

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

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

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

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

Note:

a) The Bank Guarantee issuing bank branch must ensure the following:

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

- i) "MT 760 / MT 760 COV for issuance of bank guarantee.
- ii) "MT 760 / MT 767 COV for amendment of bank guarantee.

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Duliajan Branch, IFS Code – UTIB0001129, Branch address – AXIS Bank Ltd., Duliajan Branch, Daily Bazar, Jyotinagar, Duliajan, District Dibrugarh, PIN – 786602.

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

**Proforma of Bank Guarantee towards Purchase Preference – Local Content**

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

Bank Guarantee No. \_\_\_\_\_

Dated \_\_\_\_\_

To

Oil India Limited

\_\_\_\_\_  
India

Dear Sirs,

1. In consideration of \_\_\_\_\_ (hereinafter referred to as OIL, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and OIL having agreed that the CONTRACTOR shall furnish to OIL a Bank guarantee for India Rupees/US\$ \_\_\_\_\_ for the faithful fulfillment of conditions pertaining to Local Content in accordance with the value mentioned in the certificate of Local Content submitted by the contractor for claiming purchase preference under the Purchase Preference Policy (linked with Local Content).

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay to OIL immediately on first demand in writing any / all money to the extent of Indian Rs./US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in \_\_\_\_\_ words) \_\_\_\_\_) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by OIL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thin whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operating against the bank.

3. The Bank also agrees that OIL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that OIL may have in relation to the CONTRACTOR's liabilities.

4. The Bank further agrees the OIL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in OIL against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of OIL or any indulgence by OIL to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of OIL under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till OIL discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of OIL or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.

9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs./US\$(in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_ ) and our guarantee shall remain in force until \_\_\_\_\_(indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of OIL under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of OIL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

WITNESS NO.1

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)  
Stamp

\_\_\_\_\_  
(Signature)  
Full name, designation and address  
(in legible letters)  
With Bank

Attorney as per power of  
Attorney No. \_\_\_\_\_  
Dated \_\_\_\_\_

WITNESS NO.2

\_\_\_\_\_  
(Signature)  
Full name and official address  
(in legible letters)  
Stamp

**AGREEMENT FORM**

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

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

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

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's IFB No. \_\_\_\_\_. All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

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

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

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

- |                |   |
|----------------|---|
| (a) Part - I   | indicating the General Conditions of this Contract; |
| (b) Part - II  | indicating the Terms of Reference;                  |
| (c) Part - III | indicating the Special Terms & Condition;           |
| (d) Part - IV  | indicating the Schedule of Rates.                   |

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

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

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

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

**PROFORMA LETTER OF AUTHORITY**

**TO  
CGM-CONTRACTS  
Contracts Department  
P.O. DULIAJAN  
PIN-786602  
Dist. Dibrugarh,  
Assam India**

Dear Sir,

**SUB: OIL's IFB No. CDI8558P19**

We \_\_\_\_\_ of \_\_\_\_\_ Confirm that Mr. \_\_\_\_\_ (Name and Address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against IFB No. **CDI8558P19 - Consultancy Services- IT Security Audit for 3 years** for any commercial/Legal purpose etc.

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

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

Yours faithfully,

Signature: \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
For & on behalf of \_\_\_\_\_

NOTE: This letter of authority shall be on printed letter head of the bidder, and shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Bidder.



## **E-TENDER NO. CDI8558P19**

### **TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
1	BEC Clause No. A (i)	<b>Technical Criteria:</b> Bidder must have experience of execution at least one SIMILAR work of minimum value <b>Rs. 6,62,111.00 (Rupees Six Lakhs Sixty Two Thousand One Hundred and Eleven only)</b> in previous 7 (seven) years reckoned from the original bid closing date with PSUs / Central Govt. / State Govt. Organization / any other Public Limited Company.			
2	BEC Clause No. A (i) (1)	<u>Notes to Clause (i) above:</u> <b>1. "SIMILAR work"</b> mentioned above means - Experience in successful execution of IT Security Audit in networked infrastructure comprising of computer systems, networks, operating system software, application software, security policies and controls, and examine IT assets including Vulnerability Assessment and Penetration Testing in a single organization of PSUs / Central Govt. / State Govt. Organization / any other Public Limited Company with following minimum criteria:  1.1. Bidder's name must exist in the current list of CERT-in empanelled organizations. Copy of Certificates from CERT-IN to be enclosed. Bidder's not in the current list of CERT-IN empanelled organizations will be rejected.  1.2. Bidder must have valid ISO 27001 certification. Copy of the valid certification must be submitted.			

## **E-TENDER NO. CDI8558P19**

### **TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

<b>Sl. No.</b>	<b>Clause No of BEC/BRC</b>	<b>Description</b>	<b>Bidders Remarks (Complied / Not Complied / Deviation)</b>	<b>Bidder to indicate the following to support the remarks/compliance</b>	
				<b>Name of File as uploaded in E-Tender portal</b>	<b>Relevant Page No. of the file</b>
		<p>1.3. Bidder must have following resources available to carry out the audit and copy of certificates as mentioned below to be submitted:</p> <p>a. Bidder shall have minimum 1 member CISA/ CISSP/CISM qualified professionals on payroll of the company. Name of employees with CV along with valid copy of certificate is to be enclosed.</p> <p>b. At least one member with valid CCNP certificate or equivalent on payroll of the company. Name of the employee with CV along with a copy of the CCNP certificate or equivalent is to be enclosed</p>			

## **E-TENDER NO. CDI8558P19**

### **TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
3	BEC Clause A (i) (2)	For proof of requisite experience of “ <b>SIMILAR WORK</b> ”, <b>self-attested</b> photocopies of following documents must be submitted along with the bid: Contract document / Work order showing details of works supported with completion certificates issued by PSUs / Govt. Organisation / Public Limited Company for the “SIMILAR WORK” mentioned in BEC Clause no. (i).1. above confirming the following:  <b>a.</b> Contract number, <b>b.</b> Details of work in support of “SIMILAR WORK”, <b>c.</b> Gross value of work done, <b>d.</b> Contract period / Contract start and completion date.			
4	BEC Clause A (i) (3)	“SIMILAR WORK” executed by a bidder for its own organization / subsidiary will not be considered as experience for the purpose of meeting BEC.			
5	BEC Clause A (i) (4)	If the prospective bidder is executing “SIMILAR WORK” which is still running and the contract value executed prior to due date of bid submission is equal to or more than the minimum prescribed value in the BEC such experience will also be taken in to consideration provided that the bidder has submitted last certificate of payment along with Contract Agreement / Work order showing details of work of the running contract.			

**E-TENDER NO. CDI8558P19****TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
6	BEC Clause No. A (ii) 1	<b>Financial Criteria:</b>  Annual Financial Turnover of the bidder during any of preceding three financial / accounting years from the original bid closing date should be at least <b>Rs. 3,97,267.00 (Rupees Three Lakhs Ninety Seven Thousand Two Hundred and Sixty Seven only).</b>			
7	BEC Clause No. A (ii) 1.1	Net worth of bidder must be positive for preceding financial/ accounting year.			
8	BEC Clause No. A (ii) 2	<p>Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statement for the financial year ..... has actually not been audited so far'.</p> <p>Note: For proof of Annual Turnover &amp; Net worth any one of the following document must be submitted along with the bid:-</p>			

## **E-TENDER NO. CDI8558P19**

### **TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
		<p>i) A certificate issued by a practicing Chartered /Cost Accountant* (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed in <b>PROFORMA-I</b>.</p> <p>OR</p> <p>ii) Audited Balance Sheet along with Profit &amp; Loss account.</p> <p>*In case the bidder is a Central Govt. organization / PSU /State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidences for the same.</p>			
9	BEC Clause No. A (iii)	Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.			
10	BEC Clause No. A (iv)	Bidders must furnish all relevant certificates /documents /information in support of their credentials to the above "eligibility criteria" along with the Offer, failing which the Offer may be summarily rejected.			
11	BRC Clause	The bids are to be submitted in <b>Composite Bid / Single Stage</b>			

## E-TENDER NO. CDI8558P19

### TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file

	No. B(1)	<del>Two Bid system</del> i.e. Un-priced Techno-Commercial Bid and Price Bid together. Only the Price Bid should contain the quoted price.			
12	BRC Clause No. B(2)	The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.			
13	BRC Clause No. B(3)	Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the forwarding letter. Any bid not accompanied by a proper bid security will be rejected.  <b>Note:</b> In case the Bidder submits Bid security in the form of Bank Guarantee (BG); the BG must be valid for minimum 150 days from the date of bid opening.			
14	BRC Clause No. B(4)	Bid Documents / User Id & Password for OIL's E-Tender portal are not transferable. Bid made by parties who have not submitted the requisite tender fees will be rejected.			
15	BRC Clause No. B(5)	Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.			
16	BRC Clause No. B(6)	Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.			

## E-TENDER NO. CDI8558P19

### TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
17	BRC Clause No. B(7)	Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initiated by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.			
18	BRC Clause No. B(8)	Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.			
19	BRC Clause No. B(9)	Bids are invited under Composite Bid / <del>Single Stage Two Bid</del> System. Bidders must submit both "Technical" and "Price" Bids in electronic form through online OIL's e-Tender portal accordingly within the Bid Closing Date and time stipulated in the e-Tender. The Technical Bid is to be submitted as per Scope of Work & Technical Specifications of the tender under "Technical Attachment" Tab and the Priced Bid as per the <b>PRICE BID FORMAT attached</b> under "Notes and Attachments".			
20	BRC Clause No. B(10)	Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected: (i) Firm price (ii) EMD / Bid Bond (iii) Period of validity of Bid (iv) Price Schedule (v) Performance Bank Guarantee / Security deposit (vi) Delivery / Completion Schedule			

**E-TENDER NO. CDI8558P19****TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file

		(vii) Scope of work (viii) Guarantee of material / work (ix) Liquidated Damages clause (x) Tax liabilities (xi) Arbitration / Resolution of Dispute Clause (xii) Force Majeure (xiii) Applicable Laws (xiv) Specifications (xv) Integrity Pact			
21	<b>BRC Clause No. B(12)</b>	Bid received with validity of offer less than 90 (Ninety) / <del>120 (One Hundred and Twenty)</del> days from the date of Bid opening will be rejected.			
22	<b>PROFORMA - I</b>	Certificate of Annual Turnover & Net Worth			
23	<b>PROFORMA - II</b>	Bid Form			
24	<b>PROFORMA - VII</b>	Bid Security			
25	<b>PROFORMA - X</b>	Letter of Authority			



**E-TENDER NO. CDI8558P19****TECHNICAL EVALUATION SHEET FOR BEC/BRC & OTHERS**

Sl. No.	Clause No of BEC/BRC	Description	Bidders Remarks (Complied / Not Complied / Deviation)	Bidder to indicate the following to support the remarks/compliance	
				Name of File as uploaded in E-Tender portal	Relevant Page No. of the file
26	Annexure II	Technical Compliance sheet			
27	Annexure III	Non-Disclosure Agreement (NDA)			

## Annexure I: Details of OIL Assets

### A. Total Machines in OIL

Location	No. of PCs/workstations	No. of Servers
Duliajan	2000	150
Delhi	200	30
Kolkata	100	1
Rajasthan	100	6
Guwahati	100	15
Other Remote locations	100	-

### B. Operating Systems

#### SI No      Operating System

- 1      Windows Server 2003 / 2008  
         / 2012 / 2016
- 2      HP UX 11.31
- 4      AIX 5.2 / 5.3
- 5      Solaris 5.8
- 6      RHEL 5.5/6.4/6.5
- 6      Windows XP/7/8/Vista/10

### C. Network Devices in the Network

SI No	IP Enabled Devices	No of Devices
1	Routers	90
2	Firewalls	20
3	Switches	200

### D. Type & OS of Routers / Switches / Firewalls

#### SI No      IP Enabled Devices

- 1      Routers: Cisco
- 2      Firewalls: Juniper, Checkpoint, Cisco ASA, Fortinet
- 3      Switches: Cisco, Brocade, Digisol, HP, Mellanox, DLink, Ventyx

## **Annexure II: Technical Compliance sheet**

**\*Note:** Please write complied if you agree to the terms/conditions/specifications/information, else write non-complied

<b><u>Specifications</u></b>	<b><u>Compliance/ Non- Compliance</u></b>	<b><u>Remarks</u></b>
<b>1. BID REJECTION CRITERIA (BRC):</b> 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: Bidder must meet the following criteria		
<b>1.0. TECHNICAL</b>		
1.0.1. Bidder must have relevant experience in carrying out atleast one similar nature of job costing not less than INR 19,86,333.50 with PSUs / State or Central Government organization / Public limited company in the last 5 (Five) years as from the original bid closing date.		
1.0.2. Bidder's name must exist in the current list of CERT-in empanelled organizations. Copy of Certificates from CERT-IN to be enclosed. Bidder's not in the current list of CERT-IN empanelled organizations will be rejected.		
1.0.3. Bidder must have valid ISO 27001 certification. Copy of the valid certification must be submitted.		
1.0.4. Bidder must have following resources available to carry out the audit and copy of certificates as mentioned below to be submitted.  a. Bidder shall have minimum 1 member CISA/ CISSP/CISM qualified professionals on payroll of the company. Name of employees with CV along with valid copy of certificate is to be enclosed.  b. At least one member with valid CCNP certificate or equivalent on payroll of the company. Name of the employee with CV along with a copy of the CCNP certificate or equivalent is to be enclosed		
<b>Note:</b>  "Similar nature of Job" mentioned above means "IT Security Audit in networked infrastructure comprising of computer systems, networks, operating system software, application software, security policies and controls, and examine IT assets including Vulnerability Assessment and Penetration Testing".		

<b>2. BID EVALUATION CRITERIA</b>  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 the items in SOQ of Price Bid (i.e. schedule of works, units, quantity, rates) of the tender.		
2. To evaluate the inter-se-ranking of the offers, all Tax/levies will be considered as per prevailing Govt. guidelines as applicable on the bid opening date. Bidders may check this with the appropriate authority while submitting their offer.		
3. Bidder must submit all necessary documents.		
<b>1. Scope of Work</b>  The proposed Information Technology (IT) security audit to be undertaken at OIL should primarily aim at following areas:		
1. Identifying vulnerabilities for the Network, Security, Operating system, Database, and Application levels when accessed from Intranet and also over Internet  2. Filter vulnerabilities for false positives. 3. Remedial action to fix the reported vulnerabilities.  The audit scope covers the audit to be conducted by the vendor for a period of 3 consecutive years.		
<b>1.2. Type of Test</b>  o Vulnerability Assessment Vulnerability Assessment should cover the following for the IT infrastructure: 1. Operating System Layer 2. Application Layer 3. Database Layer 4. Network Layer  o Penetration Test -		
<b>1.3. Servers, Network Devices and Applications under Scope of Work</b>		

<p>The entire IT infrastructure mentioned in the "Annexure-I: Details of assets" which includes SCADA, Team center, HPCC, data centers present in the above mentioned locations (ref 1.1 Location of work) come under the scope and need to be audit as per the terms and conditions mentioned in the scope of work.</p> <p>All the servers on all locations which are hosting different applications are to be audited. List of servers, compute nodes, workstations, network switches is provided as an attachment in the tender document. A list of such servers along with the requisite details will be provided before the audit.</p> <p>All Network Devices of OIL's LAN will also be audited for VA &amp; PT.</p> <p>OIL also intends to audit for VA &amp; PT at least to all the Web Based applications that are accessible over Internet viz. Email, OIL's Website, OIL's Corporate Portal (Oilweb), Online PMS, E-Sampatti, SAP based E-Tender Portal, OIL Enterprise Portal etc.</p> <p>OIL also intends to carry out VA &amp; PT on AD infrastructure, Policies, Configuration check and trust relationships. AD Infrastructure comprises of 7 Domain Controllers &amp; 5 SCCM Servers.</p> <p>OIL also intends to carry out VA for Desktops/Laptop PCs running Windows OS (XP/Vista/7/8/10). There are approximately 2500 nos of desktops in Duliajan and 200 nos of desktops in each location. A sample size of 20% of total no of desktops in Duliajan and 10% in other locations to be considered.</p> <p>Above figures are indicative and may increase over the 3 year of contract period. Location wise list of servers, network devices and applications shall be provided at the time of execution of Contract.</p> <p>OIL will provide the necessary access to devices, hardware, applications, provide data and information as necessary under a non-disclosure agreement.</p>		
<p><b>1.4. Limitation and Restriction</b></p> <ul style="list-style-type: none"> <li>o Penetration testing should be Non-destructive, unless OIL provides explicit permission in a particular case.</li> <li>o DOS kind of attack to Production website, Email solution, Network device etc. from Internet shall be</li> </ul>		

permitted to conduct at mutually agreed timeframe (1-2 Hours) and after that auditor will withdraw the DOS attack.		
o Refrain from carrying out Distributed Denial of Service testing over the Internet		
<b>1.5. Phases of Contract</b>  The Contract shall be carried out Twice (two phases) per year for 3 years.  PHASE-I: Conduct Vulnerability Assessment and Penetration Testing AS PER SCOPE. Evaluation & Submission of preliminary reports on finding and discussion on the findings. Necessary recommendations should be provided too.  Phase-II: Review of the Implementation of recommendation based on Phase-I by OIL, as per scope. Submit Final reports of finding and discussion on the findings.		
<b>1.5.1. PHASE-I</b>  Conduct VA & PT as per scope. Evaluation & Submission of reports on finding and discussion on the findings.  1. Carry out demonstration and/or walkthrough, and/or presentation on approach, methodology, and understanding of scope of the audit at Duliajan. 2. Port scanning of the servers, network devices and security devices/applications. 3. Penetration Testing (External and Internal). 4. Analysis and assessment of vulnerabilities of entire network. 5. Network traffic observation for important and confidential information like username, password flowing in clear text. 6. Comprehensive scanning of all IP address ranges in use to determine vulnerabilities that may exist in network devices & servers, and to audit all responses to determine if any risks exist. 7. Use vulnerability scanners to scan the critical/network devices and servers to determine vulnerability exists. 8. Check for back door traps in the Operating Systems. 9. Check for the known vulnerabilities in the Operating Systems, and applications like Browser, E-Mail, Web Server, Web Application Server, and FTP etc. 10. Review of specific controls against Web Defacing and of uploading of Trojan/ Virus/Malware/Spyware etc. in OIL network and further spread of the same to clients/ connected machines. 11. Attempt to guess passwords using password cracking tools.		

<p>12. Check for unnecessary services/applications running on network devices/servers / workstations.</p> <p>13. Unauthorized access into the network and extent of such access possible</p> <p>14. Unauthorized modifications to the network and the traffic flowing over network</p> <p>15. Web defacing, SQL Injection, Cross Site Scripting, Information Leakage, Cookie handling, IP Spoofing, Buffer overflow, Session hijacks, Farming, Phishing etc.</p> <p>16. Extent of information disclosure from the network.</p> <p>17. Spoofing of identity over the network</p> <p>18. Controls against possibility of denial of services attacks.</p> <p>19. Effectiveness of Virus Control systems in E-mail gateways</p> <p>20. Control over network access points.</p> <p>21. Possibility of traffic route poisoning</p> <p>22. Check if IOS is latest and has no known vulnerability issues.</p> <p>23. Checking Spanning Tree Topology, check whether all Switches are free from Spanning loops. Bridging, Root bridges, designated port, root ports.</p> <p>24. Checking Fault tolerance.</p> <p>25. VTP security (VLAN Trunk Protocol) &amp; VTP Modes</p> <p>26. MAC Spoofing.</p> <p>27. Checking the Port duplex and speed setting, whether it is auto/half/full.</p> <p>28. Checking trunking on the ports and only necessary VLANs Allowed</p> <p>29. Vulnerability assessment &amp; Penetration Testing of Wireless networks etc.</p> <p>30. Penetration testing should include network and OS layer testing as well as controls &amp; processes around the networks &amp; applications, and should be conducted from both outside the network trying to come in (External testing) and from inside the network (internal testing)</p> <p>31. Should cover following or latest OWASP "Top 10 Web Application Security Risks" -</p> <ol style="list-style-type: none"> <li>1. SQL or Command Injection</li> <li>2. Cross-Site Scripting (XSS)</li> <li>3. Broken Authentication and Session Management</li> <li>4. Insecure Direct Object References</li> <li>5. Cross-Site Request Forgery (CSRF)</li> <li>6. Security Misconfiguration</li> <li>7. Insecure Cryptographic Storage</li> <li>8. Failure to Restrict URL Access</li> <li>9. Insufficient Transport Layer Protection</li> <li>10. Non-validated Redirects and Forwards</li> </ol>		
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<p><b>1.5.2. PHASE-II</b></p> <p>Review of the Implementation by OIL of recommendation based on Phase-I: Scope of this audit as below.</p> <p>Based on the preliminary report submitted in Phase-I, bidder will review the Implementation of recommendation by OIL &amp; Submit reports on finding and discussion on the findings.</p> <p>The final reports of the ISA findings will be submitted in major parts as detailed in Deliverable clause:</p> <ol style="list-style-type: none"> <li>1. If recommendations for Risk Mitigation /Removal could not be implemented as suggested, possible alternate solutions to be provided.</li> <li>2. If the formal procedures are not in place for any activity to mitigate a risk, evaluate the process &amp; the associated risks and give recommendations for improvement as per the best practices.</li> <li>3. OIL will inform Consultant(s)/Vendor, if any of the recommendation is non implementable currently and shall be marked to implement later. Also, reason for non-implementation shall be given thereof.</li> <li>4. Recommendations that requires investment shall be marked to implement later.</li> <li>5. OIL shall help Consultant to complete the Phase-II within stipulated time mentioned in the Time schedule of Contract.</li> </ol>		
<p><b>1.6. Audit Report</b></p>		
<p><b>1.6.1. Types of Audit reports:</b></p> <ol style="list-style-type: none"> <li>1. For SAP Servers: Separate VA and PT report for SAP Servers.</li> <li>2. For Non SAP Servers: Separate VA and PT report for Non-SAP Servers.</li> <li>3. For Network Devices: Location wise separate VA and PT Report for Network Devices.</li> <li>4. For Email Solution: Separate report for Email Solution Servers and Application for VA and PT exercise.</li> <li>5. For AD Servers: Separate Report for AD Infrastructure and Configuration for VA and PT exercise.</li> </ol>		



<p>6. For Web Based Applications: Separate VA &amp; PT report for each application viz. OIL's Website &amp; Corporate Portal, OIL's E-Tender Portal, OIL's Email Infrastructure, E-Sampatty &amp; Online PMS.</p> <p>7. For SCADA infrastructure: A separate report in SCADA infrastructure including VA and PT report and any other test/audit performed.</p>		
<p><b>1.6.2. Content of the Security Audit Report</b></p> <p>This Audit Report should contain keeping the undernoted points in view</p> <ol style="list-style-type: none"> <li>1. Identification of auditee (Address &amp; contact information) Dates and Location(s) of audit</li> <li>2. Terms of reference (as agreed between the auditee and auditor), including the standard for audit</li> <li>3. Audit plan</li> <li>4. Explicit reference to key auditee organisation documents (by date or version) including policy and procedure documents</li> <li>5. Additional mandatory or voluntary standards or regulations applicable to the auditee</li> <li>6. Gaps, Deficiencies, Vulnerabilities observed in audit. Specific observations will be given indicating name and important address of equipment.</li> <li>7. Risk associated with Gaps, deficiencies, vulnerabilities observed</li> <li>8. Analysis of vulnerabilities and issues of concern.</li> <li>9. Recommendations for corrective action.</li> <li>10. Category of Risk. Very High/ High/Medium/ Low.</li> <li>11. Summary of audit findings including identification tests, tools used and results of test performed during Audit.</li> <li>12. Detailed report of network audit including VAPT with recommendations and remedy.</li> </ol>		
<b>1.7. Deliverables</b>		
<p><b>Phase-I</b></p> <p>After Completion of Phase-I, bidder will submit preliminary reports:</p> <ol style="list-style-type: none"> <li>1. Security Audit Report on Detailed Findings, Checklists with Risk Analysis and Corrective Measures &amp;</li> </ol>		

<p>Suggestions to be submitted. Content will be as per the clause "Content of the Security Audit Report" above.</p> <p>2. The reports will be submitted as mentioned in the clause "Types of Audit reports" above.</p>		
<p><b>Phase-II</b></p> <p>After Completion of Phase-II, bidder will submit the following Final reports:</p> <p>1. Executive Summary of Security Audit Report: One Brief and Non-technical report for the organization to be submitted. This report will be forwarded to the Top management. So, it should clearly indicate how good or bad of overall security health status organization wide. At least followings to covered.</p> <ul style="list-style-type: none"> <li>o Network Security issues discovered with appropriate criticality level specified and its causes</li> <li>o OS Security issues discovered with appropriate criticality level specified and its causes.</li> <li>o Application Security issues discovered with appropriate criticality level specified and its causes.</li> <li>o Physical Security issues discovered with appropriate criticality level specified and its causes.</li> </ul> <p>2. Reviewed Security Audit Report: This report will mention the Findings, Checklists with Risk Analysis and Corrective Measures of Phase-I as well as the status of risk mitigated by OIL. Reviewed reports will be submitted as mentioned in the clause "Types of Audit reports" above.</p>		
<b>SPECIAL TERMS AND CONDITIONS</b>		
<p><b>1. Mobilization</b></p> <p>Successful Bidder shall start mobilize resources including deployment of qualified and experienced consultants at OIL's site for audit within 8 weeks from of the date of issue of LOA. Auditing activities must begin as per timeline of work-order. OIL reserves the right to cancel the contract if the successful bidder fails to mobilize resources within the given timeline.</p>		
<p>The contract will be valid for three (3) years from the date of placement of final Work-Order. Successful bidder must complete each Phase sequentially before it can start next phase .</p> <p>Vendor has to adhere to the following timeline: Year 1:</p>		

<p>Phase I: Starts as per the timeline of work-order and to be completed (including submitting reports) within 2 months of issue of work-order.</p> <p>Phase II: To start the Job 4 Months after completion of Phase-I and to finish the job including submitting reports within 1 month.</p> <p>Year 2:</p> <p>Phase I: 12 months' post commencement of Phase-I of Year 1 and to finish the Job including submitting reports within 2 months</p> <p>Phase II: To start the Job 4 Months after completion of Phase I of Year 2 and to finish the job including submitting reports within 1 month.</p> <p>Year 3:</p> <p>Phase I: 12 months' post commencement of Phase-I of Year 2 and to finish the Job including submitting reports within 2 months.</p> <p>Phase II: To start the Job 4 Months after completion of Phase I of Year 3 and to finish the job within 1 months.</p> <p>Bidder must complete each Phase sequentially and obtain completion certificate before bidder can start next phase.</p>		
<p><b>3. Release of Payments</b></p> <p>Payment will be made after successful Completion of each phase, submission of the audit report acceptable to OIL and on submission of invoice to GM-IT (HOD) or Chief Information Security Officer, IT Department, R&amp;D Building OIL INDIA LIMITED, DULIAJAN-786602.</p> <p>Payment for each Phase will be made 50% of Per Year Value quoted in Price Schedule.</p>		
<p><b>4. Team Members</b></p> <p>To carry out the project, team member should be comprised of as below.</p> <ol style="list-style-type: none"> <li>1. One Project Manager</li> <li>2. Minimum One CCNP or equivalent Certified expert.</li> <li>3. Minimum One of CISA/ CISSP/CISM certified security experts</li> </ol> <p>Should OIL feel that the conduct/performance of any of consultant's personnel is detrimental to OIL's interest, OIL shall have the right to request for the removal of</p>		

<p>such personnel either for incompetence, unreliability, misbehaviour or security reasons, etc. while on or off the job. The consultant shall comply with any such request to remove such personnel at consultant's expense unconditionally. The consultant will be allowed a maximum of 14 working days to replace the personnel by competent qualified personnel at consultant's cost. Decision of OIL in this regard shall be final and binding on the consultant.</p> <p>Before each Phase of Audit, the successful bidder should send the bio-data(with a copy of the relevant certificates) of the Audit team members to OIL for approval atleast 7 days prior to the audit. Only the OIL approved audit team members will be allowed to perform the Audit activities as mentioned in the scope.</p>		
<p><b>5. Roles and responsibilities of OIL</b></p> <p>OIL will provide the necessary access to its operational sites and offices to the consultant and provide data, information as necessary under a non-disclosure agreement. Permission would be provided for taking the photographs, if any, for inclusion in the report as per the security rules of OIL.</p> <p>All care and effort would be made to provide the data/information as scheduled to facilitate the completion of entire work within the time limit specified in the contract. OIL contemplates a mid-course review of the assignment. The changes, if any, that are considered necessary and important, can be suggested either by consultant or by OIL. Such changes will be on mutual consensus for which no extra payment will be made.</p>		
<p><b>6. Extension of time due to delay caused by OIL</b></p> <p>Auditor shall be entitled to automatic extension of time for completion of that activity, if delay, impediment or prevention caused is attributable to OIL provided the consultant notifies OIL in writing in this regard within 10 days of occurrence of such impediments and OIL is satisfied with the request of the consultant. Penalty in such case will not be imposed.</p>		
<p><b>7. Accommodations &amp; Transportation</b></p>		

Bidder will arrange own accommodation and transportation for their consultants at site. OIL will not be responsible for arranging any other facility.		
<b>8. Confidentiality Agreement</b>  OIL Confidentiality and Non-Disclosure Agreement(NDA) will be applicable. At the time of signing of Contract, successful Bidder must sign NDA as per format provided.		
<b>9. Documentary Evidence</b>  Bidder's is required to submit various documents to satisfy various clauses of these NIT. Bidder shall have to fill up the checklist as per the format in Annexure-2 for each of the clause for which documents are provided.		
10. The bidder should submit the duly filled Annexure - II: Technical Compliance sheet, failing to which their bids may be rejected.		
<b>11. Penalty</b>  - If the successful bidder fails to meet time schedule mentioned in "2. Time schedule of the Contract" clause, a penalty of 0.5% per week of the 50% Per Year audit value/fees i.e. per phase audit fees, will be deducted.  - The penalties mentioned above shall not exceed 15% of the Per Year Audit value/fees.		
<b>Scope of Audit</b>  The Scope of work covers evaluating the confidentiality, safety & security of the Data & Servers, assess & strengthen the security posture of IT systems and networks for protection against - external threats, by way of remote infrastructure security assessment, Internal threats, by way of on-site infrastructure security assessment and Integrated system threats, by way of application security assessment. IT security auditing to assess the security posture of systems and networks can include a combination of the following:  1. Network mapping 2. Vulnerability assessment 3. Network penetration testing 4. Review and assessment of IT security policies & controls as per best practices 5. Application security assessment 6. Password cracking		

7. Log review, incident response and forensic auditing 8. Integrity checks 9. Virus detection 10. War dialing etc.		
<b>List of typical reviews and tests</b>		
1. Review of current security policies & procedures and provide recommendations:  * Review of organization IT security policy and management system. Evaluating the current IT Policy, Operational Procedure and Security Policy for processes that have been computerized; * Review of security procedures including <ul style="list-style-type: none"> <li>o Incident response</li> <li>o Business continuity planning and disaster recovery</li> <li>o Configuration management, etc</li> </ul> * Recommending Operational Procedure and Security policy for these processes.		
2. Risk assessment and identification of security needs  Evaluation of - <ul style="list-style-type: none"> <li>* Current IT infrastructure of OIL</li> <li>* Network and the devices in use</li> <li>* Operating systems</li> <li>* Database and Application packages</li> <li>* Operational Procedures</li> <li>* Identification of vulnerability, security flaws, gaps and loopholes</li> <li>* Carry out Internal vulnerability assessment and External Penetration</li> <li>* Test for OIL's network.</li> </ul>		
3. Review & Recommendation for Design of Security Architecture  * Evaluate the extant security architecture: recommend changes / new designs / layouts, and document the security architecture so as to conform to the International Standards and Industry-wide accepted best practices.  * The Security Architecture Design includes the Corporate Office and the Regional Offices combined i.e. including the interconnection between the offices and the interfaces used by various applications on the OIL's network.		

<p>* Identifying the vulnerabilities in deployment of applications/systems, and recommend fixes for system vulnerabilities in design or otherwise for application systems and network infrastructure. Documenting the Security flaws, gaps and loopholes and fixing/addressing shortfalls which can be fixed immediately. Advice applying software patches available through OEM to overcome security loopholes/flaws. (To identify and fix vulnerabilities need to do vulnerability assessment).</p>		
<p>4. Information Security Testing</p> <ul style="list-style-type: none"> <li>A. Posture Assessment</li> <li>B. Information Integrity Review</li> <li>C. Intelligence Survey</li> <li>D. Internet Document Grinding</li> <li>E. Human Resources Review</li> <li>F. Competitive Intelligence Scouting</li> <li>G. Privacy Controls Review</li> <li>H. Information Controls Review</li> </ul>		
<p>5. Process Security Testing</p> <ul style="list-style-type: none"> <li>A. Posture Review</li> <li>B. Request Testing</li> <li>C. Reverse Request Testing</li> <li>D. Guided Suggestion Testing</li> <li>E. Trusted Persons Testing</li> </ul>		
<p>6. Internet Technology Security Testing</p> <ul style="list-style-type: none"> <li>A. Logistics and Controls</li> <li>B. Posture Review</li> <li>C. Intrusion Detection Review</li> <li>D. Network Surveying</li> <li>E. System Services Identification</li> <li>F. Competitive Intelligence Scouting</li> <li>G. Privacy Review</li> <li>H. Document Grinding</li> <li>I. Internet Application Testing</li> <li>J. Exploit Research and Verification</li> <li>K. Routing</li> <li>L. Trusted Systems Testing</li> <li>M. Access Control Testing</li> <li>N. Password Cracking</li> <li>O. Containment Measures Testing</li> <li>P. Survivability Review</li> <li>Q. Denial of Service Testing</li> <li>R. Security Policy Review</li> <li>S. Alert and Log Review</li> </ul>		

<p>7. Communications Security Testing</p> <p>A. Posture Review B. Modem Survey C. Remote Access Control Testing D. Voice over IP Testing</p>		
<p>8. Wireless Security Testing</p> <p>A. Posture Review B. Electromagnetic Radiation (EMR) Testing C. 802.11 Wireless Networks Testing D. Bluetooth Networks Testing E. Wireless Input Device Testing F. Wireless Handheld Testing G. Cordless Communications Testing H. Wireless Surveillance Device Testing I. Wireless Transaction Device Testing J. RFID Testing K. Infrared Testing L. Privacy Review</p>		
<p>9. Physical Security Testing</p> <p>A. Posture Review B. Access Controls Testing C. Perimeter Review D. Monitoring Review E. Alarm Response Review F. Location Review G. Environment Review</p>		
<b>Roles and Responsibilities:</b>		
<p><b>Auditor Responsibilities:</b></p> <p>The offer should include clear identification of:</p> <p>a) Audit tasks b) Documentation requirements c) Audit Support requirements d) Reporting Requirements</p> <p>The following are the expectations of auditee organization from an auditor:</p> <p>1. Verifying possible vulnerable services only with explicit written permission from the auditee. No tool</p>		



<p>should be run which could hamper operations of the organization.</p> <p>2. Refrain from security testing of obviously highly insecure and unstable systems, locations, and processes until the security has been put in place.</p> <p>3. With or without a Non-Disclosure Agreement contract, the security auditor is ethically bound to confidentiality, non-disclosure of customer information, and security testing results.</p> <p>4. The security auditor always assumes a limited amount of liability as per responsibility. Acceptable limited liability could be equal to the cost of service. This includes both malicious and non-malicious errors and project mismanagement.</p> <p>5. Clarity in explaining the limits and dangers of the security test.</p> <p>6. In the case of remote testing, the origin of the testers by telephone numbers and/or IP addresses is made known.</p> <p>7. Seeking specific permissions for tests involving survivability failures, denial of service, process testing, or social engineering.</p> <p>8. The scope is clearly defined contractually before verifying vulnerable services.</p> <p>9. The scope clearly explains the limits of the security test.</p> <p>10. The test plan includes both calendar time and man-hours.</p> <p>11. The test plan includes hours of testing.</p> <p>12. The security auditors know their tools, where the tools came from, how the tools work, and have them tested in a restricted test area before using the tools on the customer organization.</p> <p>13. The exploitation of Denial of Service tests is done only with explicit permission.</p> <p>14. Social engineering and process testing are performed in non-identifying statistical means against untrained or non-security personnel.</p> <p>15. Social engineering and process testing are performed on personnel identified in the scope and may not include customers, partners, associates, or other external entities.</p> <p>16. High risk vulnerabilities such as discovered breaches, vulnerabilities with known, high exploitation rates, vulnerabilities which are exploitable for full, unmonitored or untraceable access, or which may put immediate lives at risk, discovered during testing are reported immediately to the customer with a practical solution as soon as they are found.</p> <p>17. Refrain from carrying out Distributed Denial of Service testing over the Internet.</p>		
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<p>18. Refrain from any form of flood testing where a person, network, system, or service, is overwhelmed from a larger and stronger source.</p> <p>19. Notify the auditee whenever the auditor changes the auditing plan, changes the source test venue, has high risk findings, previous to running new, high risk or high traffic tests, and if any testing problems have occurred. Additionally, the customer is notified with progress updates at reasonable intervals.</p> <p>20. Reports include all unknowns clearly marked as unknowns.</p> <p>21. Reports state clearly all states of security found and not only failed security measures.</p> <p>22. Reports use only qualitative metrics for gauging risks based on industry-accepted methods. These metrics are based on a mathematical formula and not on feelings of the auditor.</p> <p>23. Auditee is notified when the report is being sent as to expect its arrival and to confirm receipt of delivery.</p> <p>24. All communication channels for delivery of report are end to end confidential.</p>		
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## **NON-DISCLOSURE AGREEMENT**

**BETWEEN**

**Oil India Ltd (OIL)**, a company incorporated under the Companies Act, 1956 and having its registered office at Duliajan, Assam – 786602, hereinafter referred to as “**OIL**” (which expression shall unless it be repugnant to the context or meaning thereof, mean and include its successors in office and assignees) of the **ONE PART** and

**AND**

\_\_\_\_\_ a company incorporated under the Companies Act, 1956 having its registered office at \_\_\_\_\_, (hereinafter referred to as “\_\_\_\_\_” which expression unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **SECOND PART**;

**OIL** and \_\_\_\_\_ are hereinafter collectively referred to as the “Parties”.

**WHEREAS**, the Parties intend to engage in discussions and negotiations concerning the establishment of a business relationship between themselves. In the course of such discussions and negotiations, it is anticipated that each Party may disclose or deliver to the other certain or some of its trade secrets or confidential or proprietary information, for the purpose of enabling the other party to evaluate the feasibility of such business relationship (hereinafter referred to as “**the Project**”).

The Parties wish to ensure that all such confidential information disclosed by either party will be held by the party who has received it in confidence and used solely in connection with their cooperation.

**NOW, THEREFORE**, in consideration of the foregoing premises, and the mutual covenants contained herein, the Parties hereby agree as follows:

## **ARTICLE 1. DEFINITION**

For the purpose of this Agreement,

### **ARTICLE-1: CONFIDENTIAL INFORMATION**

"Confidential Information" shall mean and include any information of any nature (commercial, technical, marketing, financial, etc.) in any form including but not limited to copy, abstract, sample, note or module, disclosed by either party (the "Disclosing Party") to the other party (the "Receiving Party") within the scope of the Project, whether such information are disclosed through written documents, electronic transmissions, orally or visually, and without it being necessary for the Disclosing Party to specify the confidential nature of such information.

## **ARTICLE 2. CONFIDENTIALITY**

**2.1** The Receiving Party hereby agrees to consider and treat as strictly confidential, during the term of this Agreement, the Confidential Information of the Disclosing Party. This paragraph shall survive after any expiration or termination of this Agreement and shall bind Receiving Party, its employees, agents, representatives, successors, heirs and assigns.

The Receiving Party agrees in particular:

- i) not to publish in any manner or otherwise disclose to any third party any Confidential Information or part of it, and to treat all Confidential Information at least with the same degree of care as it applies to its own files of a confidential nature;
- ii) not to use Confidential Information, even partially, for the benefit of any third party or for its own account (except for the sole purpose of the business arrangement described in the recitals above);
- iii) not to decompile, disassemble, decode, reproduce, redesign, reverse engineer or manufacture any information, code, process, products or equipment of the Disclosing Party or any part thereof; and
- iv) to disclose Confidential Information only to those of its employees and Affiliates who have a reasonable need to know in connection with the business arrangement described in the recitals above, to inform such employees of the confidential nature of the Confidential Information, and to cause them to comply with any and all terms of this Agreement.

- v) to disclose confidential information to consultants engaged by receiving Party provided such consultant also executes a Non-Disclosure Agreement with the receiving party that contains terms and conditions that are no less restrictive than these and with the prior consent of the disclosing party.

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**2.2** Neither **OIL** nor \_\_\_\_\_ shall disclose to the public or to any third parties (i) the fact that the cooperation described in the recitals above is taking place between them, or (ii) the fact that Confidential Information have been made available to it or that it

has inspected any portion of the Confidential Information, without the prior written consent of the other party, unless required to do so by applicable law or regulation.

In the latter case, prior to disclosure of any information concerning the existence of the cooperation, the party obliged to make a disclosure shall inform the other party of the reason and proposed content of such disclosure and shall written consent thereon.

### **ARTICLE 3. EXCEPTIONS**

The obligations set forth in **Article 2** of this Agreement shall not apply to Confidential Information which:

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- i) is in the public domain at the time of its disclosure by the Disclosing Party or thereafter falls into it without any breach of this Agreement (and, in that case, only from the date on which it fell into the public domain) ;
  - ii) was known by the Receiving Party prior to its disclosure by the Disclosing Party, provided that the Receiving Party gives proper evidence of such prior knowledge; or
  - iii) has been rightfully obtained by the Receiving Party from a third party without any breach of a confidentiality obligation towards the Disclosing Party; or
  - iv) has been independently discovered or developed by the Receiving Party without using Confidential Information, so long as such independent discovery or development can be documented and verified.
  - v) is required to be disclosed as per any law in force in India or under order of any competent court.

Confidential Information shall not be deemed to be or fall within exceptions i) to v) merely because it is embraced by more general information in the public domain or by more general

information thereafter acquired or developed by the Receiving Party. In addition, any combination of features/items/information/data shall not be deemed to be within the foregoing exceptions merely because individual features/items/information/data are in the public domain or in the possession of the Receiving Party.

#### **ARTICLE 4. RETURN OF DOCUMENTS**

Upon the expiration of this Agreement, or at the Disclosing Party's request, the Receiving Party shall promptly return to the Disclosing Party all documents including but not limited to copies, abstract, extracts, samples, notes or modules embodying Confidential Information of the Disclosing Party, or, at the option and direction of the Disclosing Party, destroy all copies of the Disclosing Party's Confidential Information and certify in writing that such copies have been duly destroyed. Until that date, the Receiving Party shall keep such documents in a place permitting both their secrecy and their rapid recovery.

#### **ARTICLE 5. NO OTHER RIGHTS OR OBLIGATIONS**

**5.1** Notwithstanding the disclosure of any Confidential Information by the Disclosing Party to the Receiving Party, the Disclosing Party shall retain title and all intellectual property and proprietary rights in the Confidential Information. No license under any trademark, patent or copyright, or application for same which are now or thereafter may be obtained by such Party is either granted or implied by the conveying of Confidential Information. The Receiving Party shall not conceal, alter, obliterate, mutilate, deface or otherwise interfere with any trademark, trademark notice, copyright notice, confidentiality notice or any notice of any

**5.2** Nothing in this Agreement shall be construed as granting or conferring to either party any rights by license or otherwise in the Confidential Information, except as expressly provided herein.

**5.3** Nothing in this Agreement shall be construed as (i) obligating either party to disclose any information which it does not wish to disclose, or (ii) obligating either party to accept any offer or enter into any agreement between the Parties.

5.4 Other proprietary right of the Disclosing Party on any copy of the Confidential Information, and shall reproduce any such mark or notice on all copies of such Confidential Information. Likewise, the Receiving Party shall not add or emboss its own or any other any mark, symbol or logo on such Confidential Information.

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#### **ARTICLE 6. NO WAIVER OF RIGHT ON DELAY**

6.1 No delay or omission by either party in exercising any rights under this Agreement will operate as a waiver of that or any other right. A waiver or consent given by either party on any one occasion is effective only in that instance and will not be construed as a bar to or waiver of any right on any other occasion.

#### **ARTICLE 7. APPLICABLE LAW – JURISDICTION**

7.1 All disputes arising in connection with this Agreement, if not settled amicably by the Parties, shall be finally settled under the provisions of the Indian Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act.

7.2 The arbitration shall be conducted in English. The arbitral tribunal shall have its seat in **Guwahati** or any other place as may be mutually agreed by both the parties. The arbitration award shall be final and binding on the Parties, and the Parties agree to be bound thereby and to act accordingly. The costs of arbitration shall be borne by the party as provided in the Act.

7.3 The Courts of **Dibrugarh** shall only have the jurisdiction for the purpose of this Agreement

#### **ARTICLE 8. DURATION**

This Agreement shall come into force on the date written hereunder, and shall remain in force for a period of **four (4)** years starting from such date. The obligations set forth in Article 2 hereof shall survive the expiration of this Agreement for the period specified in such Article.

#### **ARTICLE 9. COMPLETE AGREEMENT**

The Parties agree that this Agreement (i) is the complete and exclusive statement between the Parties with respect to the protection of the confidentiality of Confidential Information, (ii)

supersedes all related discussions and other communications between the Parties, and (iii) may only be modified in writing by authorized representatives of the Parties.

#### **ARTICLE 10. PUBLICATIONS**

Neither Party shall make news releases, public announcements, give interviews, issue or publish advertisements or publicize in any other manner whatsoever in connection with this Agreement, the contents/provisions thereof, other information relating to this Agreement, the Purpose, the Confidential Information or other matter of this Agreement, without the prior written approval of the other Party.

#### **ARTICLE 11. REMEDIES**

The Receiving Party acknowledges that if the Receiving Party fails to comply with any of its obligations hereunder, the Disclosing Party may suffer immediate, irreparable harm for which monetary damages may not be adequate. The Receiving Party agrees that, in addition to all other remedies provided at law or in equity, the Disclosing Party shall be entitled to injunctive relief hereunder.

**IN WITNESS WHEREOF** the Parties have caused this Agreement to be executed by their duly authorized representatives on the date written hereunder.

Made on \_\_\_\_\_, at \_\_\_\_\_ (Place)

**On behalf of OIL**

**On behalf of** \_\_\_\_\_

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

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

Name: PALLAB BARMAN

Name:

Designation: DGM-IT(HOD)

Designation:

DGM - IT  
IT DEPARTMENT  
OIL INDIA LIMITED  
DULIAJAN - 786 502