



OIL INDIA LIMITED
(A Govt. of India Enterprise)
P.O. DULIAJAN, DIST - DIBRUGARH
ASSAM, INDIA, PIN-786602

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

FORWARDING LETTER

Sub: IFB No. CDO2528P20 – Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.

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/approved Contractors/Firms for the mentioned work/service under **OPEN E-TENDER SINGLE STAGE TWO BID SYSTEM** through OIL’s E-Procurement Portal: “<https://etender.srm.oilindia.in/irj/portal>” for **Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station**. 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.	:	CDO2528P20
(ii)	Type of Bid	:	Open Indigenous E-Tender, Single Stage Two Bid System.
(iii)	Bid Closing Date & Time	:	As mentioned in the E-procurement portal.
(iv)	Technical Bid Opening Date & Time	:	As mentioned in the E-procurement portal.
(v)	Price Bid Opening Date & Time	:	As mentioned in the E-procurement portal.
(vi)	Bid Submission Mode	:	Bids must be uploaded online in OIL’s E-Procurement Portal.
(vii)	Bid Opening Place	:	Office of CGM-Contracts Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(viii)	Bid Validity	:	Minimum 120 (One Hundred Twenty) days from Original Bid Closing Date. Note: 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 may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.
(ix)	Mobilization Period	:	30 (Thirty) days from the date of issue of LOA
(x)	Bid Security/EMD Amount	:	Rs. 30,41,000.00 (Rupees Thirty Lakh Forty One Thousand only) a. The Bid Security should be submitted only in the form of Bank Guarantee as per BG format enclosed herewith (Proforma-V) issued by Nationalized/Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. b. Alternately, Bid Security can also be paid through the online payment gateway against this tender. c. 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 CGM-CONTRACTS on or before 12.45 PM (IST) on the bid closing/opening date otherwise bid will be rejected. d. A scanned copy of Bid Security document should also be uploaded along with the Un-priced Techno-Commercial Bid documents. e. This Bid Security Deposit shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company's discretion, as per Clause No. 9.0 below. Bids without Bid Security Deposit in the manner specified above will be summarily rejected. 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. Notes: Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in Para. No. 4.0 below. 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.
(xi)	Bid Security/EMD Validity	:	As mentioned in the E-procurement portal. (Minimum 150 days from original bid closing date).
(xii)	Original Bid Security to be submitted	:	Office of CGM-CONTRACTS, CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786602, INDIA
(xiii)	Amount of Performance Security	:	10% of Annualized Contract value. a. Bidders can submit performance Security in the form of Bank Guarantee from any Scheduled Indian Bank as per BG format enclosed herewith (Proforma-VII) or in the form of Demand Draft . b. Performance Security Money shall not earn any interest.
(xiv)	Validity of Performance Security	:	90 (Ninety) days beyond contract period/duration.
(xv)	Location of job		Gas Compressor Station at Makum
(xvi)	Duration of the Contract	:	04 (Four) years with a provision of extension by another 01 (One) year
(xvii)	Quantum of Liquidated Damage for Default in Timely Mobilization/Completion	:	Refer clause No. 28 of General Conditions of Contract.
(xviii)	Bids to be addressed to	:	CGM-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(xix)	Pre-Bid conference	:	Not Applicable
(xx)	Last Date of receipt of Queries	:	Not Applicable

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 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 HDFC Bank, Duliajan Branch, IFS Code – HDFC0002118; SWIFT Code - HDFCINBBCAL. Branch Address: HDFC Bank Limited, Duliajan Branch, Utopia Complex, BOC Gate, Jayanagar, Duliajan, Dibrugarh, PIN – 786602.

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

3.0 GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT

3.1 Bids are to be submitted online through OIL's E-Procurement Portal with digital signature. 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.

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

The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature used for signing is not of "**Class 3 with Organizations Name** and **Encryption Certificate**", 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.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the Bidder/Bidding company to bind the Bidder/Bidding company to the contract.

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

3.2.1 Bidders without having E-Tender Login ID and password should complete their online registration at least 07 (Seven) days prior to the scheduled Bid Closing Date and time of the

tender. For online registration, bidder may visit OIL's E-Tender site <https://etender.srm.oilindia.in/irj/portal>.

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

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

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

3.5 The link to OIL's E-Procurement Portal has been provided through OIL's web site (www.oil-india.com).

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

- a) MSEs Units (manufacturers/Service Providers only and not their dealers/ distributors) who are already registered with District Industry Centres or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration.
- b) Central Government Departments and Central Public Sector Undertakings (CPSUs) are also exempted from submitting bid security.
- c) 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.
- d) Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority.

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

6.0 The rates shall be quoted per unit as specified in the **"PRICE BIDDING FORMAT"** attached under **"Notes and Attachments"** tab. Bidder should note that no pricing information is furnished in the **"Technical Attachment"** (Un-priced Techno-Commercial Bid) otherwise the bid will be rejected.

7.0 The tender is invited under **OPEN E-TENDER SINGLE STAGE TWO BID SYSTEM.**

The bidder has to submit both the **“TECHNICAL”** and **“PRICED”** bid through electronic form in the OIL’s E-Tender portal within the Bid Closing Date and 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. 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.** The Price Bid rates shall be quoted per unit as specified 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.

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

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

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

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

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

11.1 In case of Sole Proprietorship Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and GSTIN number.

11.2 In case of HUF, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and GSTIN number.

11.3 In case of Partnership Firm, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners (including the Managing Partner), registered partnership agreement/deed and GSTIN number.

11.4 In case of Co-Operative Societies, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-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 GSTIN number.

11.5 In case of Societies registered under the Societies Registration Act, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or

persons who are at the helm of affairs, registration certificate from the Registrar of the state and GSTIN number.

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

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

12.0 BIDDING DOCUMENTS:

12.1 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 Bid Security
 - (vii) The amount of Performance Guarantee
- b) BEC/BRC
- c) General Conditions of Contract (GCC): **Part-I**
- d) Schedule of Work, Unit, Quantities (SOQ): **Part- II**
- e) Special Conditions of Contract (SCC): **Part-III**
- f) Schedule of Company's Plants, Materials and Equipments (SCPME): **Part-IV**
[Not applicable for this Tender]
- g) Safety Measures (SM): **Part-V**
- h) Integrity Pact (IP): **Part-VI**
- i) Price Bidding Format (Attached under "**Notes and Attachments**" tab in the main bidding engine of OIL's E-Tender portal)
- j) Proformas and Annexures
- k) Technical Evaluation Sheet for BEC-BRC & others

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

SPECIAL NOTE: Please note that all tender forms (Forwarding Letter, (BEC-BRC) Bid Evaluation Criteria & Bid Rejection Criteria, Part-I: (GCC) General Conditions of Contract, Part-II: (SOQ) Schedule of Work, Unit and Quantity, Part-III: (SCC) Special Conditions of Contract, Part-V: (SM) Safety Measures, Part-VI: (IP) Integrity Pact, Price Bidding Format, Technical Evaluation Sheet for BEC-BRC & others) and supporting documents are to be

submitted through OIL's E-Procurement site only except following documents which are to be submitted manually in sealed envelope super scribed with Tender No. and due date to The CGM-Contracts, Contracts Department, Oil India Limited, Duliajan-786602.

a) ORIGINAL BID SECURITY (Only in case of Bidder(s) submitting Bid Security in the form of BANK GUARANTEE):

A scanned copy of Bid Security should also be uploaded along with the Un-priced Techno-Commercial Bid documents.

b) ANY OTHER DOCUMENT REQUIRED TO BE SUBMITTED IN ORIGINAL AS PER TENDER REQUIREMENT:

Scanned copy(s) of the same should also be uploaded along with the Un-priced Techno-Commercial Bid documents.

The above documents including the Original Bid Security (in case of bidders submitting Bid Security in the form of Bank Guarantee) must be received at OIL's CGM-Contract's office at Duliajan **on or before 12.45 PM (IST) on the bid closing date** failing which the bid shall be rejected.

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

13.0 The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide "Part-VI/Integrity Pact" of the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the 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.

Note: OIL has appointed Shri Rajiv Mathur, IPS (Retd.), Shri Rudhra Gangadharan, IAS (Retd.) and Shri Jagmohan Garg, Ex-Vigilance Commissioner as Independent External Monitors (IEM) for a period of 03 (Three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitors for any matter relating to the Integrity Pact at the following addresses:

- a. Shri Rajiv Mathur, IPS(Retd.), Former Director, IB, Govt. of India;
E-mail id: rajivmathur23@gmail.com
- b. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture
E-mail id : rudhra.gangadharan@gmail.com
- c. Shri Jagmohan Garg, Ex-Vigilance Commissioner, CVC
E-Mail id: jagmohan.garg@gmail.com

14.0 PREPARATION OF BIDS:

14.1 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.

14.2 DOCUMENTS COMPRISING THE BID:

(I) UN-PRICED TECHNO-COMMERCIAL BID:

- (i) Bid Documents duly filled up as indicated.
- (ii) Complete technical details/specifications of the equipment with catalogue, etc. as per tender requirement.
- (iii) Documentary evidence established in accordance with BEC/BRC part.
- (iv) Statement of Non-Compliance (if any).
- (v) Bid Security (scanned copy). Hard copy of original Bid Security (Only in case of bidder(s) submitting bid security in the form of Bank Guarantee) should be sent separately to reach **on or before 12.45 p.m. (IST) on the bid closing date failing which the bid shall be rejected.**
- (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.**

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

(II) 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.

15.0 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.

16.0 TRANSFERABILITY OF BID DOCUMENTS:

16.1 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.

16.2 Unsolicited offers will not be considered and will be rejected straightway.

17.0 FORMAT AND SIGNING OF BID:

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.

18.0 AMENDMENT OF BIDDING DOCUMENTS:

18.1 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.

18.2 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.**

19.0 SUBMISSION OF BIDS:

19.1 The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract.

19.2 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.

19.3 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.

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

19.5 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.

20.0 SCREEN SHOTS

Go to this Tab "**Notes and Attachments**" for Uploading "Price 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.

21.0 Maintenance of Total bid value in the Response: For convenience of the Bidders and to improve transparency, the rates/costs quoted by bidders against the E-tender shall be available for online viewing after price bid opening to those bidders whose price bids have been opened in the system. For tenders where **Detailed Price Information under RFx Information Tab is “No price”**, the Price Bid is invited through attachment form under “Notes & Attachment”. As per the existing process, Bidders must upload their pricing as per the “Price Bidding Format” under “**Notes & Attachment**”. Additionally the bidders must fill up the **on-line field “Total Bid Value”** under Tab Page “**RFx Information**” with the Total Cost (Including the GST component) as per the amount of the Price Bid in attachment form.

The screenshot shows the 'Create RFx Response' form. At the top, there are tabs: Submit, Read Only, Print Preview, Check, Technical RFx Response, and Close. Below these, the form displays 'RFx Response Number 60038748', 'RFx Number', 'RFx Owner BHARALI', and 'Total Value 0.00 INR'. The 'RFx Information' tab is selected, showing 'Basic Data', 'Questions', and 'Technical Attachments'. Under 'Event Parameters', the 'Currency' is set to 'Indian Rupee' (annotated with 'Bidder to select the currency of the Response'). The 'Detailed Price Information' is set to 'No Price' (annotated with '“Total Bid Value” is mandatory in “No Price” RFx only'). The 'Terms of Payment' field is empty. The 'Total Bid Value' field is highlighted with a red box and annotated with '“Total Bid Value” considering all the taxes & duties.'

The “Total Bid Value” as entered by the Bidder in the on-line response shall be displayed in the e-tender portal amongst the Techno-Commercially qualified bidders and Company will not take any responsibility whatsoever towards incorrect information furnished by the bidders in the “Total Bid Value” field.

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

22.0 DEADLINE FOR SUBMISSION OF BIDS:

22.1 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 25.0 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.

22.2 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.

22.3 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.

23.0 LATE BIDS: 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.

24.0 MODIFICATION AND WITHDRAWAL OF BIDS:

24.1 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.

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

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

25.0 EXTENSION OF BID SUBMISSION DATE: 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.

26.0 BID OPENING AND EVALUATION:

26.1.1 The 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.

26.1.2 In case of two bid system, after the evaluation of the Technical Bids, the Price Bids of only the techno-commercially acceptable Bidders will be opened. The opening Date and Time will be intimated to the techno-commercially qualified Bidders in due course. Price bids will be opened in the same procedure as mentioned in Para 26.1.1 above.

26.2 In case it happens to be a bandh/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).

26.3 Bids which have been withdrawn pursuant to Clause 24.0 will not be allowed to be opened by the system. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

26.4 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 26.3.

26.5 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.

26.6 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.

26.7 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.

26.8 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.

27.0 EVALUATION AND COMPARISON OF BIDS:

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

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

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

27.4 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder

for award of contract, and if they have offered any discounts/ rebates, the contract shall be awarded after taking into account such discounts/ rebates.

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

28.0 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.

29.0 CONTACTING THE COMPANY:

29.1 Except as otherwise provided in Clause 27.0 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 26.5.

29.2 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.

30.0 AWARD CRITERIA: 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.

31.0 OIL'S RIGHT TO ACCEPT OR REJECT ANY BID: 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.

32.0 NOTIFICATION OF AWARD: 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.

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

34.0 The successful bidder shall furnish a Performance Security Deposit in the form of Bank Guarantee as specified above before signing the formal contract. The Performance Security Deposit will be refunded to the Contractor after satisfactory completion of the work, but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason. This Security Money shall not earn any interest.

35.0 BACKING OUT BY L1 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.

36.0 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. The bidder has to submit an undertaking in this regard as per attached **Proforma-IX**.

37.0 MOBILISATION ADVANCE PAYMENT:

37.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against mobilization charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI, CAG Branch, Kolkata from the date of payment of the advance till recovery/refund.

37.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value should be equivalent to the amount of advance plus the amount of interest covering the period of advance. Bank guarantee shall be valid for 02 months beyond completion of mobilization and the same may be invoked in the event of Contractor's failure to mobilize as per agreement.

37.3 In the event of any extension to the mobilization period, Contractor shall have to enhance the value of the bank guarantee to cover the interest for the extended period and also to extend the validity of bank guarantee accordingly.

38.0 PROVISION FOR ACTION IN CASE OF ERRING/DEFAULTING AGENCIES: Erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: www.oil-india.com.

39.0 SIGNING OF CONTRACT:

39.1 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)".

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

39.3 This Performance Security must be valid for 90 (Ninety) days 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.

39.4 The "Performance Security" will be refunded to the contractor after 90 (Ninety) days of satisfactory completion of works/defect liability period (if any) 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.

40.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to

recover liquidated damages and/or penalty from the Contractor as per terms of the tender/contract.

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

42.0 Failure of the successful bidders to comply with the conditions as specified in Para 39.2 above would render him liable for rejection and in turn forfeiture of Bid Security apart from any other actions the Company may take against him at its sole discretion. The bidder shall be dealt as per the Banning Policy (available in OIL's website) of Company.

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

Thanking you,

Yours faithfully,

OIL INDIA LIMITED

(KAUSHIK DAS)

SENIOR CONTRACTS OFFICER (OPERATIONS)

For **CGM (CONTRACTS)**

For **RESIDENT CHIEF EXECUTIVE**

Date: 17.09.2019

BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)**1.0 BID EVALUATION CRITERIA (BEC)**

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

1.1 FINANCIAL CRITERIA

1.1.1 Annual Financial Turnover of the bidder during any of preceding **03 (Three)** financial/accounting years from the original bid closing date should be at least **Rs. 2,55,02,500.00 (Rupees Two Crore Fifty Five Lakh Two Thousand Five Hundred only)**.

1.1.2 Net worth of the bidder must be Positive for the preceding financial/accounting year.

Note: The Net worth to be considered against Clause 1.1.2 above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of the Companies Act, 2013.

Notes to BEC Clause 1.1 above:

- a.** For proof of Annual Turnover & Net worth, any one of the following documents/photocopies must be submitted along with the bid:
 - (i) Audited Balance Sheet along with Profit & Loss account.
OR
 - (ii) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), as per format prescribed in **Annexure-X**.
- b.** Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an undertaking in support of the same along with their technical bid as per **Proforma-X**.

- c. 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 evidence for the same.
- d. In case the bidder is a Government Department, they are exempted from submission of document mentioned under para **a.** and **b.** above.
- e. Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 1.1.1 & 1.1.2.

1.2 TECHNICAL CRITERIA

The bidder shall have experience in successfully executing/completing at least one 'SIMILAR WORK' of minimum **Rs. 2,55,02,500.00 (Rupees Two Crore Fifty Five Lakh Two Thousand Five Hundred only)** during the last 07 (seven) years reckoned from the original bid closing date in Central Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&P Company.

Notes to BEC Clause 1.2 above:

- a. "Similar Work" mentioned in Para 1.2 above means the following:

I. Experience in Operation and Maintenance of Natural Gas Compression/Processing Installation having PLC based instrumentation and control system, Natural gas compressor packages and other electrical/mechanical equipment such as Electric Motors, Generators, UPS, Pumps, Diesel Engines, firefighting systems, etc. under single contract. The installation shall have at least 02 (two) nos. of Gas Compressor Packages out of which at least one compressor package must be of following specification:

- (i) Type: Reciprocating - balanced opposed 2 throw
- (ii) Flow : 2700 NM3 per hour or above
- (iii) Prime Mover: Engine Driven
- (iv) Engine Rating: 500 KW or above

OR

II. Experience in Operation and Maintenance of Natural Gas Compressor packages having PLC based instrumentation and control system under single contract. The experience must satisfy all the criteria as required under clause no. 1.2 above. The experience shall include at least 02 (two) nos. of Gas Compressor Packages either in one installation or multiple installations, out of which at least one compressor package must be of the following specifications:

- i) Type: Reciprocating - balanced opposed 2 throw
- ii) Flow: 2700 NM3/Hr or above
- iii) Prime Mover: Engine Driven
- iv) Engine Rating: 500 KW or above

Additionally, the bidder shall also have experience in Operation and Maintenance of other process utilities, such as Electric motors, Generators, UPS, Pumps, Diesel Engines, firefighting systems, etc. in any contract, executed in Central

Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&P Company.

- b.** For proof of requisite Experience (refer Clause No. 1.2), the following documents/ photocopy (self-attested/attested) must be submitted along with the bid:

I. **In case work experience is against OIL's Contract:** Bidder must submit Job Completion Certificate issued by the company indicating the following:

- A. Work order no./Contract no.
- B. Gross value/quantity of job done
- C. Period of Service
- D. Nature of Service

II. **In case work experience is not against OIL's Contract:** Bidder must submit the following:

- A. Contract document showing details of work,

AND

- B. Job Completion Certificate showing:

- (i) Gross value/quantity of job done
- (ii) Nature of job done and Work order no./Contract no.
- (iii) Contract period and date of completion

OR

- C. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:

- (i) Work order no./Contract no.
- (ii) Gross value/quantity of jobs done
- (iii) Period of Service
- (iv) Nature of Service

- c.** Only Letter of Intent (LOI)/Letter of Award (LOA) or Work Order(s) are not acceptable as evidence.
- d.** Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated respectively under Clause Nos. 1.2 will only be treated as acceptable experience.
- e.** Following work experience will also be taken into consideration:
- (i) If the prospective bidder has executed contract in which similar work is also a component of the contract.
 - (ii) In case the start date of the requisite experience is beyond the prescribed 07(seven) years reckoned from the original bid closing date but completion is within the prescribed 07(seven) years reckoned from the original bid closing date.
 - (iii) If the prospective bidder is executing similar work which is still running and the contract value/quantity & period executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC.

Proof of work experience against Para **e. (i) and (ii)** above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below:

- I. **In case requisite experience is against OIL's Contract:** Bidder must submit the breakup of similar work and its value/quantity mentioning SES No. and copies of all relevant SES.
- II. **In case requisite experience is not against OIL's Contract:** Bidder must submit the breakup of similar work and its value/quantity executed within the prescribed period of 07 (seven) years reckoned from the original bid closing date. The breakup must be certified by the end user or a certificate issued by a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number).

Proof of work experience against Para **e. (iii)** above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below:

- I. **In case requisite experience is against OIL's Contract:** Bidder must submit the following:
 - A. Breakup of similar work
 - B. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:
 - i. Work order no./Contract no.
 - ii. Gross value/quantity of job done
 - iii. Period of Service
 - iv. Nature of Service
- II. **In case requisite experience is not against OIL's Contract:** Bidder must submit the following:
 - A. Breakup of similar work
 - B. Contract document showing details of work.
 - C. LOA/LOI/Work order showing:
 - i. Gross value/quantity of job awarded
 - ii. Nature of job awarded
 - iii. Contract no./Work order no.
 - iv. Contract period
 - D. Certificate of Payment (COP)/SES (Service Entry Sheet) up to the previous month of the original bid closing date of this tender issued by the company indicating the following:
 - i. Work order no./Contract no.
 - ii. Gross value/quantity of job done
 - iii. Period of Work done
 - iv. Nature of Service

- f.** SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.

- g. Bids submitted for part of the work will be rejected. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 1.2.

1.3 The bidder shall give an undertaking as per PROFORMA-A along with the Technical bid that they will arrange backup support for entire period of contract, including Annual Maintenance Contract (AMC) service with OEMs as mentioned in Part-III: SCC, without which bid will be rejected.

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

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

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

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

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

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

1.10 In case of identical overall lowest offered rate by more than 01 (one) bidder, the selection will be made by draw of lot between the parties offering the same overall lowest price.

1.11 **PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises registered with District Industry Centers 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:

1.11.1 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.

1.11.2 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.

1.11.3 **Documentation required to be submitted by MSEs:** Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises (MSE) registered with District Industry Centers 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.

1.12 Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including applicable GST (CGST & SGST/UTGST or IGST).

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

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

1.14 Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST.

When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.

1.15 Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.

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

2.0 BID REJECTION CRITERIA (BRC):

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

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

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

2.4 Bid Documents/User Id & Password for OIL's E-Tender portal are not transferable.

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

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

2.7 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be 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.

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

2.9 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price Bidding Format attached under "Notes and Attachments" tab in the main bidding engine of OIL's E-Tender portal; otherwise the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement under "Technical Attachment" Tab Page only.

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

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

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

2.12 Bid received with validity of offer less than 120 (One Hundred Twenty) days from the Original Bid Closing Date will be rejected.

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

3.0 GENERAL:

3.1 In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BEC/BRC.

3.2 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.

3.3 If any of the clauses in the BEC/BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC/BRC shall prevail.

3.4 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected

3.5 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.

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

GENERAL CONDITIONS OF CONTRACT (GCC)**DESCRIPTION OF WORK/SERVICES: Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.****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) "**Willful Misconduct**" means intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.

WITNESSETH:

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

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

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

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

3.0 The Company's Engineer shall have power to:

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

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

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

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

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

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

5.0 The Company reserves the right to cancel this Contract at any time upon full payment of work done and the value of the materials collected by the contractor for permanent incorporation in the work under this contract particularly for execution of this contract up to the date of cancellation of the Contract. The valuation of the work done and the materials collected shall be estimated by the company's Engineer in presence of the contractor. The Contractor shall have no claim to any further payment whatsoever. The

valuation would be carried out exparte if Contractor fails to turn up despite reasonable notice which will be binding on the Contractor.

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

- i) The Mines Act.
- ii) The Minimum Wages Act, 1948.
- iii) The Workman's Compensation Act, 1923.
- iv) The Payment of wages Act, 1936.
- v) The Payment of Bonus Act, 1965.
- vi) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- vii) Employees' Pension Scheme, 1995.
- viii) Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- ix) The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- x) GST Act.

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

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

8.0 The duration of the contract shall be initially for a period of **04 (Four) Years** from the commencement of the same i.e. after completion of mobilization with a provision of extension by another **01 (One) year** as per Company's requirement. The Contractor must complete the work as mentioned in PART – III (SPECIAL CONDITIONS OF CONTRACT: SCC) within the contract period. In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and/or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

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

10.0 The tendered price inclusive of all liabilities and GST (i.e. the Contract price) is Rs. _____ **(Not to be filled up by bidder while submitting the offer in Technical Attachments Folder. This figure will be filled up by OIL at the time of award of the contract to the successful bidder)** (_____ only) but the Company shall pay the Contract or only for actual work done at the all-inclusive rates set down in the Schedule of work Part II of this Contract.

On account payment may be made, not often than monthly, up to the amount of **100%** of the value of work done. Final payment will be made only after satisfactory completion of

the work. Such final payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's Engineer before any such final payment is made.

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

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

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

12.0 The Contractor will not be allowed to construct any structure (for storage/housing purpose) with thatch, bamboo or any other inflammable materials within any company's fenced area.

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

14.0 The Contractor shall deploy local persons in all works.

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

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

17.0 GENERAL OBLIGATIONS OF COMPANY:

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

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

18.0 SPECIAL CONDITIONS:

- a) ~~The amount of retention money shall be released after 6 (six) months from the date of issue of completion certificate from concerned department.~~
- b) The contractor will be required to allow OIL Officials to inspect the work site and documents in respect of the workers' payment.
- c) Contractor(s) whosoever is liable to be covered under the P.F. Act and contract cost is inclusive of P.F., must ensure strict compliance of provisions of Provident Fund and Miscellaneous Provisions Act, 1952 in addition to the various Acts mentioned elsewhere in this contract. Any contractor found violating these

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

19.0 ARBITRATION:

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

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

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

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

- c) The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.
- d) Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.
- e) If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the

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

- f) Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.
- g) The arbitral tribunal shall make and publish the award within time stipulated as under:

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

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

- h) If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties.
- i) Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator pointed by it. Claimant shall also be responsible for making arrangements for travel/stay arrangements of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties.
- In case of sole arbitrator, OIL shall make all necessary arrangements for his travel, stay and the expenses incurred shall be shared equally by the parties.
- j) The Arbitration shall be held at **Duliajan, Assam**. However, parties to the contract can agree for a different place for the convenience of all concerned.
- k) The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
- l) Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

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

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

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

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

20.0 FORCE MAJEURE:

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

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

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

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

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

21.0 TERMINATION:

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

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

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

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

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

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

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

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

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

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

23.0 I.B. VERIFICATION REPORT AND SECURITY REVIEW: Contractor will be required to submit the verification report to ascertain character and antecedents from the Civil Administration towards the persons engaged under this contract to the Head of the user Department before engagement.

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

25.0 SET OFF CLAUSE: "Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or

such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

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

27.0 PROVISION FOR ACTION IN CASE OF ERRING/DEFAULTING AGENCIES: Action against erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website www.oil-india.com.

28.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION/COMPLETION OF WORKS AND SERVICES: In the event of the Contractor's default in timely mobilization/completion within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of contract value, per week or part thereof of delay subject to maximum ceiling of 7.5% of contract value.

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

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

31.0 LIABILITY:

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

31.2 Neither Company nor its servants, agents, nominees, assignees, Contractors, sub-contractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the Contractor and/or of its contractors or sub-contractor

irrespective of how such injury, illness or death is caused and even if caused by the negligence of Company and/or its servants, agents nominees, assignees, Contractors and sub-contractors. Contractor shall protect, defend, indemnify and hold harmless Company from and against such liabilities and any suit, claim or expense resulting there from.

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

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

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

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

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

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

31.9 LIMITATION OF LIABILITY: Notwithstanding any other provisions except only in cases of willful misconduct and/or criminal acts,

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

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

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

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

33.0 INDEMNITY AGREEMENT:

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

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

34.0 APPLICABLE LAW:

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

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

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

36.0 SUBSEQUENTLY ENACTED LAWS:

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

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

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

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

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

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

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

37.0 GOODS AND SERVICES TAX:

37.1 GENERAL REMARKS ON TAXES & DUTIES:

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

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

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

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

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

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

37.5.1 OIL will reimburse the **GST** to the Supplier of Goods/Services (Service Provider) at actuals against submission of Invoices as per format specified in rules/regulation of GST to enable OIL to claim input tax credit of **GST** paid. In case of any variation in the executed quantities, the amount on which the **GST** is applicable shall be modified in same

proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

37.25 Documentation requirement for GST:

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

Any invoice issued shall contain the following particulars:

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;
Note: OIL GSTIN numbers are as follows:
Assam :18AAACO2352C1ZW
Arunachal Pradesh :12AAACO2352C1Z8
- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or Accounting Code of services[SAC];
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST, CGST, SGST/UTGST, cess);
- l) Amount of tax charged in respect of taxable goods or services (IGST, CGST, SGST/UTGST, cess);
- m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorized 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.

37.26 ANTI-PROFITEERING CLAUSE:

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

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

38.0 WITHHOLDING:

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

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

39.0 In case any part of the work is sub-contracted to a Micro or Small Enterprise as per contract conditions than 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.

40.0 PERFORMANCE SECURITY: The Contractor has furnished to Company a Demand Draft/Bank Guarantee No. _____ dated _____ issued by _____ for _____ (being 10% of annualized contract value) with validity of 03 (Three) months beyond the contract period. The performance security shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfill their obligations under the Contract. If the performance security is submitted in the form of bank guarantee then in the event of extension of the Contract period, the validity of the bank guarantee shall be suitably extended by the Contractor. The bank guarantee will be discharged by Company not later than 30 days following its expiry.

41.0 NOTICE:

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

Company

a) For contractual matters

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

b) For technical matters

CGM – Gas Management Services
OIL INDIA LIMITED
PO DULIAJAN - 786602,
ASSAM, INDIA
Phone No. 91-374-2806400
Email: siddhartha@oilindia.in

Contractor

Phone No.:

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

SCHEDULE OF WORK, UNIT AND QUANTITY: (SOQ)

DESCRIPTION OF WORK/SERVICE: Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.

Item No.	Description of Services	UOM	Estimated Quantity
10	O&M Service Charge for 1st Year	MON (Months)	12
20	O&M Service Charge for 2nd Year	MON (Months)	12
30	O&M Service Charge for 3rd Year	MON (Months)	12
40	O&M Service Charge for 4th Year	MON (Months)	12
50	Mobilisation Charge	LSM (Lumpsum)	1
60	Demobilisation Charge	LSM (Lumpsum)	1
70	TOH cost for Gas Compressor Engines	LSM (Lumpsum)	3
80	TOH cost for Gas Gen Set Engines	LSM (Lumpsum)	1

1. Tenure of Agreement: 04 (Four) years with a provision of extension by another 01 (One) year

2. Mobilisation Period: 30 (Thirty) days from the date of issue of LOA.

NOTES:

1. Mobilisation and Demobilisation charge is one time only. Mobilisation charge is limited to maximum of 2.5% of the O&M service charge quoted by the bidder and Demobilisation charges is limited to maximum 2.5% of the O&M service charge quoted by the bidder. Any quote more than 2.5% Mobilisation charge and 2.5% Demobilisation charge of the above will be limited to 2.5 % only for bid evaluation and payment purpose.

2. The rate of escalation per annum for 'O&M Service Charge' shall remain constant for entire period of the contract. For example, if the rate of escalation for 2nd year O&M Service Charge is x% over the 1st O&M Service Charge, then the same escalation rate shall be applicable for the subsequent years i.e. for 3rd and 4th years.

3. The bidders to consider the following cost elements in general for working out monthly cost for the O&M service :

- | | |
|----|--|
| a) | Salary Expenses |
| b) | AMC / On Call service cost |
| c) | PPE Cost |
| d) | General Consumable cost |
| e) | Vehicle Rental cost |
| f) | Fire Extinguisher maintenance cost |
| g) | IME / PME cost |
| h) | Tool Cost |
| i) | Gardening / Housekeeping cost |
| j) | Any other cost including Profit Margin |

SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 Introduction: Oil India Limited (OIL) is a Navaratna Company; a Public Sector Undertaking (PSU) under the Ministry of Petroleum & Natural Gas (MoP&NG), Govt of India engaged in the business of exploration, production and transportation of crude oil and natural gas and production of LPG .OIL has its operating fields in upper Assam in Dibrugarh, Tinsukia and Sibsagar districts of Assam. Its field head quarter is at Duliajan in Dibrugarh district, Assam.

2.0 General description of Makum Gas Compressor Station (GCS): Makum GCS is constructed near Makum OCS in Makum area of Tinsukia district, which is at distance of around 40 km from Duliajan, in Dibrugarh district of Assam. Total area of the GCS is 21,500 Square Meter and is protected by a 12 feet high brick boundary wall.

There are 03 (three) Gas engine driven LP Gas Compressors & 03 (three) Gas engine driven Gas Lift Compressors along with associated utilities are installed at the station. Various utilities / facilities installed in the station are detailed in following para. The LP gas Compressors units are to be operated continuously round the clock to compress Gas from 1.5 – 2.0 Kg/Cm² to 15-19 Kg/cm². The Gas lift Compressors are to be operated continuously round the clock to compress Gas from 15 – 19 Kg/Cm² to 80-90 Kg/cm². The gas lift gas is to be dehydrated in Gas Dehydration Unit.

2.1 Salient features/facility/equipment of the installation: The GCS is constructed with the following facilities in general covering overall requirement for the processes and the utilities.

- Gas Compressor system consisting of 3 nos. low pressure Booster Compressors and 3 nos. high pressure Gas Lifter compressors
- HP and LP Gas Separators / Vessels / Scrubbers
- Gas Dehydration System
- TEG Regeneration System
- Fuel Gas System
- Methanol Injection System
- Instrument and Utility Air System
- Inert gas generation system
- Power Generation system
- Portable Water System
- Effluent Treatment system
- Storm water drainage package
- Closed Blowdown system
- Contaminated raw water sewage system
- Service water system
- Oil Water sewer system
- Electrical Substation
- Emergency Diesel Generator
- Control Room
- Muster Station
- Fire water system
- LP Flare system
- Field Instruments

- Distributed Control System (DCS)
- Electrical control and distribution system
- Fire & Gas detection systems,
- Office Building
- Security Room
- Security Watch Tower
- CCTV system at strategic locations,

2.2 **Details of Systems /equipment / facilities installed**

2.2.1 Technical details / specifications of the major equipment installed in the GCS are given below. The list is purely tentative and is provided for general understanding of the Bidders about various equipment / facilities available in the station. Additional items / facilities and /or changes of any specifications shall be provided during the Pre Bid meeting or subsequent times.

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
1	Gas Compressor System	L P Compressor Type 1	2	Engine – WAUKESHA / F3514GSI	412.37 kW
				Compressor- BHGE / Model - 18FR 1096 , 18FR1099	Flow 2700 NCMH, Operating Pressure kg/cm ² g Min/Nor/max : Suction 1/1.5/2.5 Discharge 12/20/25
				Cooler - BGR	A) Total Mass Flow Rate, Unit : Kg/hr , Inter Cooler : 3076, After Cooler : 3125.1, EJW : 45792, Auxiliary Cooler : 9792 . B) Design Pressure, Unit : kg/cm ² g: Inter Cooler : 11.6, After Cooler : 28.7, EJW :10.54, Auxiliary Cooler :10.54
				Control Panel - GE	
		L P Compressor Type 2	1	Engine – WAUKESHA / L5794GSI	768.82 kW
				Compressor- BHGE / Model - 18FH1102	Flow : 5600 NCMH, Operating Pressure kg/cm ² g Min/Nor/max : Suction 1/1.5/2.5 Discharge 12/20/25

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
		H P Compressor	3	Cooler - BGR	A) Total Mass Flow Rate, Unit : Kg/hr , Inter Cooler : 6305 , After Cooler :6435, EJW:93485, Auxiliary Cooler : 16352 . b)Design Pressure , Unit : kg/cm2g : Inter Cooler : 9.08, After Cooler :28.7 ,EJW :10.54, Auxiliary Cooler :10.54 .
				Control Panel - GE Engine – WAUKESHA /F3514GSI	412.37 kW
				Compressor- BHGE / Model - 18FR 1105 , 18FR1108, 18FR1111	Flow : 3200 NCMH , Operating Pressure kg/cm2 g Min/Nor/max : Suction 12/14/25 Discharge 80/90/120
				Cooler - BGR	A) Total Mass Flow Rate, Unit : Kg/hr , Inter Cooler : 4151.6 , After Cooler :4627,EJW :45792, Auxiliary Cooler : 9792 . B) Design Pressure , Unit :kg/cm2g:Inter Cooler : 55.7,After Cooler :137.5 ,EJW :10.54 ,Auxiliary Cooler :10.54.
				Control Panel - GE	
2	Fuel Gas conditioning Package	KNOCK OUT DRUM V-2500	1	KNOCK OUT DRUM V-2500 - Nirmal	Capacity - 0.11 m3 , Dimension - 323.85 mm O.D x 1720 mm length
		Electric Heater	1	Electric Heater - Nirmal	Capacity - 11 KW , Dimension - 218.3 mm O.D x 1200 mm length
		Vertical Filter	2	Vertical Filter - Nirmal	Capacity - 0.15 m3 , Dimension - 323.85 mm O.D x 1750 mm length
3	Instrument and Utility Air	Utility Air receiver	1	Utility Air receiver -	Capacity - 10 m3 ,

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
	System			SAVAIR	
		Instrument Air receiver	1	Instrument Air receiver - SAVAIR	Capacity - 10 m3 ,
		Air compressor	2	M/s ELGI	Capacity - 201 SCFM, KW Rating - 30 KW
		Coalescent Filter	2	Coalescent Filter	
		OIL Filter	2	OIL Filter	
		PRE - Filter	2	PRE - Filter	
		Dryer	2	M/s Trident	Capacity - 201 SCFM
		Post Filter	2	Post Filter	
4	Portable Water System	MGF FEED & CIP PUMP	1	MGF FEED & CIP PUMP	Power Capacity - 0.75 kw , Operating Pressure - 3 kg/cm2g , Design Capacity - 2.0 m3/hr
		Multi Grade Filter	1	Multi Grade Filter	Operating Pressure -3 kg/cm2g, Design Capacity - 1.6 m3/hr , dimension - 325 mm O.D x 1350 mm H
		Activated Carbon Filter	1	Activated Carbon Filter	Operating Pressure -3 kg/cm2g, Design Capacity - 1.6 m3/hr , dimension - 325 mm O.D x 1350 mm H
		Antiscalent Dosing Tank	1	Antiscalent Dosing Tank	Operating Pressure - ATM , Design Capacity - 50 ltr
		Antiscalent Dosing Pump	1	Antiscalent Dosing Pump	Power Capacity - 12 w, Operating Pressure - 3 kg/cm2g , Design Capacity - 6.3 LPH
		PH Correction Dosing Tank	1	PH Correction Dosing Tank	Operating Pressure - ATM, Design Capacity - 50 ltr
		PH Correction Dosing Pump	1	PH Correction Dosing Pump	Power Capacity - 12 w, Operating Pressure - 3 kg/cm2g , Design Capacity - 6.3 LPH
		Cartridge Filter	1	Cartridge Filter	Operating Pressure -3 kg/cm2g, Design Capacity - 5 m3/hr

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
		RO High pressure pump	1	RO High pressure pump	Power Capacity - 1.5 kw, Operating Pressure - 10 kg/cm ² g , Design Capacity - 2.5 m ³ /hr
		UV Unit	1	UV Unit	Operating Pressure -1 kg/cm ² g, Design Capacity - 1 m ³ /hr
		Ro cip Tank	1	Ro cip Tank	Operating Pressure - ATM, Design Capacity - 500 ltr
5	Service Water System	KMNO ₄ Dosing Tank	1	KMNO ₄ Dosing Tank	Operating Pressure - ATM, Design Capacity - 50 ltr
		KMNO ₄ Dosing pump	1	KMNO ₄ Dosing pump	Power Capacity - 12 w, Operating Pressure - 3.5 kg/cm ² g , Design Capacity - 6.3 LPH
		NAOCL Dosing Tank	1	NAOCL Dosing Tank	Operating Pressure - ATM, Design Capacity - 50 ltr
		NAOCL Dosing Pump	1	NAOCL Dosing Pump	Power Capacity - 12 w, Operating Pressure - 3.5 kg/cm ² g , Design Capacity - 6.3 LPH
		Iron Removal Filter	1	Iron Removal Filter	Operating Pressure -3.5 kg/cm ² g , Design Capacity - 1.6 m ³ /hr , dimension - 525 mm O.D x 1625 mm H
		Softener	1	Softener	Operating Pressure -3.5 kg/cm ² g , Design Capacity - 1.6 m ³ /hr , dimension - 400 mm O.D x 1625 mm H
		Brine Tank	1	Brine Tank	Operating Pressure - ATM, Design Capacity - 200 ltr
6	Effluent Treatment system	Effluent Transfer Pump	2	Effluent Transfer Pump	Power Capacity - 0.75 kw, Operating Pressure - 1.5 kg/cm ² g , Design Capacity - 1.0 m ³ /hr
		Daf feed pump	2	Daf feed pump	Power Capacity - 0.75 kw, Operating Pressure - 1.5 kg/cm ² g , Design Capacity - 1.0 m ³ /hr
		Co-agulant dosing pump	1	Co-agulant dosing pump	Power Capacity - 12 w, Operating Pressure -

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
					1.0 kg/cm ² g , Design Capacity - 6 LPH
		Polymer dosing pump	1	polymer dosing pump	Power Capacity - 12 w, Operating Pressure - 1.0 kg/cm ² g , Design Capacity - 6 LPH
		Air compressor	1	Air compressor	Operating Pressure - 7.0 kg/cm ² g , Design Capacity - 1 m ³ /hr
		Oxygen scavenger dosing pump	1	Oxygen scavenger dosing pump	Power Capacity - 12 w, Operating Pressure - 1.0 kg/cm ² g , Design Capacity - 6 LPH
		High pressure pump Centrifugal	1	High pressure pump Centrifugal	Power Capacity - 1.3 kw, Operating Pressure - 6.5 kg/cm ² g , Design Capacity - 2.0 m ³ /hr
		DMF Feed Pump Centrifugal	2	DMF Feed Pump Centrifugal	Power Capacity - 0.75 kw, Operating Pressure - 2.5 kg/cm ² g , Design Capacity - 1.0 m ³ /hr
7	Process Separators / Knock Out Vessels	LP Gas KOD	2 Vessels	Indcon	Operating Press. 2 Kg/Cm ² g, Design Capacity 0.442 MMSCMD
		Mist Extractor	1 Vessel	Indcon	Operating Press. 1.5 -2 Kg/Cm ² g, Design Capacity 0.45 MMSCMD
		MP Gas KOD	2 Vessels	Indcon	Operating Press. 12-25 Kg/Cm ² g, Design Capacity 0.442 MMSCMD
		Coalescer Filter	1	Indcon	Operating Press. 12-25 Kg/Cm ² g, Design Capacity 0.442 MMSCMD
		HP Gas KOD	2	Indcon	Operating Press. 80-120 Kg/Cm ² g, Design Capacity 0.442 MMSCMD
8	Gas Dehydration System	Inlet Scrubber	1	Indcon	Operating Press. 12-25 Kg/Cm ² g
		Glycol Contactor	1	Indcon	Operating Press. 11.29 Kg/Cm ² g

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
		Dry Gas Cooler	1	Indcon	Operating Press. 11.29 Kg/Cm2g, Duty 96.13 KW
		Glycol Cooler	1	Indcon	Operating Press. 13.94 Kg/Cm2g, Duty 67.15 KW
		Outlet Scrubber	1	Indcon	Operating Press. 10.78 Kg/Cm2g
		Glycol Flash Drum	1	Indcon	Operating Press. 5.1 Kg/Cm2g
		Glycol Particulate Filter	2	Indcon	Operating Press. 5.1 Kg/Cm2g
		Glycol Carbon Filter	2	Indcon	Operating Press. 4.08 Kg/Cm2g
		Glycol Surge Drum	1	Indcon	Operating Press. 0.29 Kg/Cm2g
		Glycol Recirculation Pump	2	Goma	Operating Press. 13.94 Kg/Cm2g
		Overhead Recovery Separator	1	Indcon	Operating Press. 0.20 Kg/Cm2g
		Overhead Recovery Blower	2	Swam pneumatic	Operating Press. 0.71 Kg/Cm2g
		Overhead Liquid Pump	2	Goma	Operating Press. 0.71 Kg/Cm2g
		Overhead Recovery Cooler	1	Indcon	Operating Press. 0.31 Kg/Cm2g, Duty 99.56 KW
9	TEG Regeneration System	Lean/Rich Exchanger	1	Indcon	Operating Press. (Shell//Tube) 0.34 Kg/Cm2g / 3.06 Kg/Cm2g Duty 278.5 KW
		Glycol Stripping Column	1	Indcon	Operating Press. 0.34 Kg/Cm2g
		Glycol Reboiler	1	Indcon	Operating Press. 0.34 Kg/Cm2g Operating Temp. 195 C Duty 323.7 kW
		Glycol Still Column	1	Indcon	Operating Press. 0.34 Kg/Cm2g 4) Operating Temp. 95

Sl No.	Process /Facilities	Description of Item / equipment	Quantity	Make / Model	Capacity / Rating
					to 195 C
		Glycol Reflux Condensor	1	Indcon	Operating Press. (Shell//Tube) 0.31 Kg/Cm2g /5.61 Kg/Cm2g 4) Operating Temp. (Shell//Tube) 70 C // 195 C 5) Duty 27.19 KW
10	Methanol Injection System	Methanol Storage Tank	1	Indcon	Operating Press. ATM Capacity 4.2 m3
		Pump	2	VK Pump	Discharge Press. 126 Kg/Cm2g Operating Temp. 50 C Capacity 12.211 Kg/Hr
		Motor	2	VK Pump	Motor Rating 0.75 Kw Synchronous Speed 1500 RPM
11	Inert gas generation system	Desiccant Vessel	2	Indcon	Operating Press. 6-9 Kg/Cm2g Operating Temp. 40 C
		Nitrogen Surge Vessel	1	Indcon	Operating Press. 6-9 Kg/Cm2g Operating Temp. 40 C
		After Filter	1	Indcon	Operating Press. 6-9 Kg/Cm2g Operating Temp. 40 C

12. ELECTRICAL SYSTEM

1	Technical Details of GAS Gen Set Package (2 nos.)			
	GAS ENGINE		ALTERNATOR	
1.1	Make	MWM (A brand of Caterpillar Energy Solution GmbH)	Make	Marelli Generators
1.2	Model No	TCG 2016 V16C	Model No	MJB 450 MB4
1.3	ISO Power (KW)	827 kW	ISO Power (KVA)	1175 KVA
1.4	RPM	1500	Phase/Voltage/Frequency	3-PH/415V/50Hz
1.5	No Cycles	16	Rated FL current (A)	1635A
1.6	Tourbocharged	Yes	PF	0.8

1.7			Amb. T.	40 Deg. C
1.8			Insulation	CLASS H
1.9			Excitation	55 Volts, 5.5 Amps.
1.10			Efficiency 100%/ 75%/ 50%	96.3/96.18/95.52%
1.11			X/R Ratio	13.5
1.12			Total Harmonic Distortion (THD)	< 5%
1.13			Battery Type/Capacity	Lead Acid/180AH
1.14			Battery Charger Rating	20A, 24V

2	Technical Details of Diesel Gen Set Package, (1 no.)			
	GENSET MODEL NO: KG1-625WS			
	DIESEL ENGINE		ALTERNATOR	
2.1	Make	KOEL Green By Kirloskar	Make	KOEL Green By Kirloskar
2.2	Model No	DV12TAG2	ISO Power (KVA)	750 KVA
2.3	ISO Power (KW)	500kW	Phase/Voltage/Frequency	3-PH/415V/50Hz
2.4	RPM	1500	Rated FL current (A)	1044A
2.5	No Cycles	4	PF	0.8
2.6	Tourbocharged	Yes	Amb. T.	40 Deg. C
2.7			Insulation	CLASS H
2.8			Efficiency 100%/ 75%/ 50%	96.6/96.8/95.8%
2.9			X/R Ratio	1.24
2.10			Total Harmonic Distortion (THD)	< 5%
2.11			Battery Type/Capacity	Lead Acid/180AH
2.12			Battery Charger Rating	2.5 A 24 V

3	Technical Details of UPS SYSTEM			
	AC UPS SYSTEM		DC UPS SYSTEM	
3.1	Configuration	2 x 100% Parallel Redundant With static Bypass	Configuration	1 x 100% Common battery Bank
3.2	Make	HITACHI	Make	HITACHI
3.3	Rated Output Capacity	40KW @0.8 pf	Rated Output Capacity	70 A
3.4	Mode of Supply to UPS	415V, 3 Phase-3 Wire	Type of Charger	2 x 100% Float-Cum-Boost
3.5	Rated Output Voltage	240 V (AC), 1 Phase, 2 wire	Input Voltage	415 (±10%), 3 Phase, 3 Wire
3.6	Battery Type/Make	SMF VRLA/ HBL	Frequency	50 (±3%)
3.7	Battery Configuration	2 x 100 %	Rated Output Voltage	110 V DC

3.8	Battery Capacity	1600Ah	Battery Type/Make	SMF VRLA/ HBL
3.9	Output Voltage Distortion		Battery rated Voltage	110VDC
	Non linear load	<5%	Battery rated Voltage	110VDC
	Linear load	<3%	Battery Capacity	150 Ah
3.10	Bypass transformer / voltage stabiliser	Make: HITACHI HI-REL	Rectifier Type/Make /Model no.	SCR/Semikron/SKKT27/16E
3.11	AC Distribution Board		Input Transformer rating	13KVA, 415/120VAC
	Rating of board	240V, 250A	DC Distribution board	Non-compartment floor mounted type
4	Technical Details of LV SWITCHGEAR PANELS (Total 7 panels)			
Sl. No	Description	Make	Rating	
4.1	415V PMCC (TAG NO: PMCC-7001)	C&S Electric	415 V, 2000 A, 50HZ, 50 kA for 1 sec, 3 Wire, single front draw-out type Switchgear	
4.2	415V EMCC (TAG NO: EMCC-7001)	C&S Electric	415 V, 1000 A, 50HZ, 50 kA for 1 sec, 3 Wire, single front draw-out type Switchgear	
4.3	415V POWER DISTRIBUTION SWITCHBOARD (TAG NO: MPDB-7001)		415 V, 400 A, 50HZ, 50 kA for 1 sec, 3 Wire, single front draw-out type Switchgear	
4.4	415V POWER DISTRIBUTION SWITCHBOARD (TAG NO: PDB-7002)	C&S Electric	415 V, 150A, 50HZ, 50 kA for 1 sec, 4 Wire, single front draw-out type Switchgear	
4.5	240V MAIN NORMAL LIGHTING DISTRIBUTION BOARD (TAG NO: MNLDB-7001)	C&S Electric	240 V, 500 A, 50HZ, 10 kA for 1 sec, 3 Wire, single front draw-out type Switchgear	
4.6	240V MAIN EMERGENCY LIGHTING DISTRIBUTION BOARD (TAG	C&S Electric	240 V, 250 A, 50HZ, 10 kA for 1 sec, 3 Wire, single front draw-out type Switchgear	

	NO: MELDB-7001)			
4.7	415V AUTO POWER FACTOR CORRECTION PANEL (TAG NO: APFC-7001)	C&S Electric	415V, 3 phase, 50Hz, 50KA/1sec, 3 wire, 150kVAR (25kVAR in 6 steps)	
5	Technical Details of Low voltage Transformers			
	Lighting Transformers , (2 nos.)		Isolation Transformers, (2 nos.)	
5.1	Make	Automatic Electric Ltd.	Make	Automatic Electric Ltd.
5.2	TYPE	Air-Cooled Double wound, Resin Cast Dry Type Transformer	TYPE	Air-Cooled Double wound, Resin Cast Dry Type Transformer
5.3	KVA Capacity	60kVA	KVA Capacity	60kVA
5.4	Primary	415 V, 83.5 A, 3-Ph, 50 Hz.	Primary	415 V, 83.5 A, 3- Ph, 50 Hz.
5.5	Secondary	240 V AC, 144.4 A, 50Hz	Secondary	415 V, 83.5 A, 3- Ph, 50 Hz.
5.6	Vector Group	Dyn11	Vector Group	Dyn11
5.7	Insulation Class	“F”	Insulation Class	“F”
5.8	Ingress Protection	IP42	Ingress Protection	IP42
6	Technical Details of HIGH MAST Lighting System, (1 nos.)			
6.1	Make	BAJAJ Electricals Ltd.		
6.2	Height of mast	20 Meter		
6.3	No. of sections	2 sections		
6.4	Winch / Power Tool			
	Motor Make/Capacity	Hindustan Electric Motors/ 2 HP		
	Input Voltage	3Ph, 3 wire, 415V, 50Hz		
6.5	Feeder Pillar Panel			
	System	230V, 45 A TP, 50HZ 415V, 9 A TP, 50HZ		
6.6	LED Floodlight Luminaires	Model: BJFL 350W LED WH		

13. Instrumentation and Control System

I. Distributed Control System and Emergency Shutdown system

SL. NO.	DESCRIPTION (DCS SYSTEM)	PART NUMBER	MAKE	QTY		
WORK STATION						
1	Engineering cum AMS Station Engineering Station , keyboard, mouse Precision T5820XL Tower Workstation; Dual Monitor Capable; No Monitors; Internal & External Speaker; Windows 10 Pro; Intel Xeon W-2123 3.6GHz, 3.9GHz Turbo, 4C,8GB, 2666MHz DDR4 RDIMM ECC 8.25M Cache, HT, (120W) DDR4-2666; 2X 500GB SATA Drive RAID1 Configuration ; 8X DVD+/-RW; 3 Ethernet Ports	Precision T5820XL Tower Workstation	Dell	1		
2	Operator station Optilplex ; No Monitors; Internal & External Speaker; Windows 10 Pro; Intel i5-6500 Quad Core, 3.2 GHz, 8GB RAM; 500GB HDD; 8X DVD+/-RW; 3 Ethernet Ports	Optiplex 3050	Dell	2		
3	OPC Station, keyboard, mouse Precision T5820XL Tower Workstation; Dual Monitor Capable; No Monitors; Internal & External Speaker; Windows 10 Pro; Intel Xeon W-2123 3.6GHz, 3.9GHz Turbo, 4C,8GB 2666MHz DDR4 RDIMM ECC 8.25M Cache, HT, (120W) DDR4-2666; 2X500GB SATA Drive RAID1 Configuration ; 8X DVD+/-	Precision T5820XL Tower Workstation	Dell	1		

	RW; 3 Ethernet Ports					
4	Workstation Monitor 22 inch LED TFT Monitor	Dell	Dell	4		
5	LSTV 55 inch LED Monitor		LG/ Samsung / Eqp	1		
6	Membrane Keyboard for Operator Station		Emerson. std	2		
Controller & Workstation Software						
1	DeltaV Software Media Pack; R6; English	CE2301R133V6 L39	DeltaV	1		
2	Professional Plus Station, Licencse	CE2101	DeltaV	1		
3	Operator Station, Full Span of Control	CE2104	DeltaV	2		
4	Controller Redundancy	CE31RED	DeltaV	1		
5	Application Station Software	CE2201S01000	DeltaV	1		
6	AMS Software ,300 Tags		DeltaV	1		
7	OPC Mirror license, 1000 Tags	CE2212S002	DeltaV	1		
Controller Hardware						
1	MX Controller	CE3007	DeltaV	2		
2	2-Wide Power/Controller Carrier	CE3051C0	DeltaV	2		
3	Enhanced System Power Supply; 24/12 Vdc Input	CE5009	DeltaV	2		
I/O Subsystem						
1	Analog Input Card; 16 Channels; 4-20 mA; HART; I/O Termination Block	CE4003S2B6	DeltaV	2		

2	Discrete Input Card: 32 Channels 24 Vdc; Dry Contact; Termination Block	CE4001S2T2B4	DeltaV	8		
3	Discrete Output Card 32 Channels 24 Vdc; High Side; I/O Termination Block	CE4002S1T2B5	DeltaV	3		
4	Serial Interface cards with 2 Ports & Termination block	CE4006P4	DeltaV	1		
5	Redundant Serial Interface cards with 2 Ports & Termination block	CE4036P4	DeltaV	2		
6	Redundant H1 Fieldbus I/O Interface (Series 2), 4 segments with Termination Block	CE4039P4	DeltaV	4		
7	8-Wide I/O Interface Carrier with Carrier Shield Bar	CE4050S2K1C0	DeltaV	2		
8	8-Wide I/O Interface Carrier with Carrier Shield Bar and Dual Enhanced Carrier Extension Cables	CE4050E2C0		2		
9	Blank Caps	CE6101		4		
Delta V System / Marshalling Cabinets						
1	System cum Marshalling Panel -1200 W x 2100H x 800D	Rittal	Rittal	1		
2	System cum Marshalling Panel -1200 W x 2100H x 800D	Rittal	Rittal	2		
3	PDB Cabinet - 800 W x 2100H x 800D	Rittal	Rittal	1		
Network and other Accessories						
1	Relays for Digital Outputs – DCS – 16 Channel Board 2 NO-NC (including pre-fab cable)	UL24DO161CO 1W-D25-2C V1	UL / Nandi	6		

2	Relays for Digital Inputs – DCS – 16 Channel Board 2 NO-NC (including pre-fab cable)	UL16DISK-2CTB F40 MASTER & UL16DISK-2CTB F20 SLAVE.	UL /Nandi	16		
3	24 port Switch for DeltaV N/W	SF300-24	Cisco	2		
4	8 port Switch for Printer N/W	F95D-08	Cisco	1		
5	Firewall Hardware & Software	ASA5506-K9	Cisco	1		
6	Surge Protector for serial communication	PT 2X2-BE + PT5-HF-12 DC-ST	Phoenix	6		
Power Distribution						
1	Bulk Power Supplies –	SE-600-24 / SE-1000-24	Meanwell	1		
2	24V DC, 40A OR 24V DC, 25A		Meanwell	1		
3	MCB's		Siemens	1		
4	Fused TBs		Connect well	1		
Barriers and FF accessories						
1	Redundant FF Power Hub for Eight Segments	MBHC-FB-8R	P&F	2		
2	FF Power Supply Module 25V/500mA	HCD2-FBPS-1.500	P&F	30		
3	Advanced Diagnostic Module	HD2-DM-A	P&F	4		
4	Diagnostic Manager < 100 Segments software	DTM-FC	P&F	1		
5	Surge Protector for Host Protection	DP-LBF-I1.36.DE	P&F	15		
6	Pre-wired Field Barrier JB-12 Spurs X1	CSD-AA26	P&F	15		
7	Barrier for Analog Inputs	KCD2-STC-EX1.ES	P&F	12		

8	AMS Trex Device Communicator	TREX-C-F-P-KL-W-S1-S	Emerson	1		
Printers / Furniture / cables						
1	Color A4 N/W Printer	M154NW	HP/Eqvt	1		
2	A3 B/W N/W Printer	M436N	HP/Eqvt	1		
3	Metallic Workstation console	PCH-7042R	Emerson Std.	4		
4	Printer Tables		Woodwar e	2		
5	Power Cable 2.5 sq.mm 3 core from PDB to System/Marshalling cabinet		Emerson Std.	200		
6	Chairs -Godrej		Godrej	4		
CONTROLLERS ESD/FGS						
1	Redundant SZ Controller Assembly, (Includes 2 SZ Controllers, SZ Carrier (vertical DIN), 2 Ethernet Isolation Ports for twisted copper, 2 Power Plugs)	CS3001	DeltaV	1		
IO PRODUCT						
SR. NO.	Item Description (ESD & FGS)	MODEL NO	Make	ESD	FGS	Total
1	Redundant CSLS Assembly - Copper, (Includes CSLS Carrier, 2 CHARMS Smart Logic Solvers, 2 Power Modules, 2 single Safety Network Ports for twisted copper, 2 Power Plugs)	CS6501T01	DeltaV	2	2	4
2	LS DI 24 VDC CHARM	CS4301T02	DeltaV	20	26	46
3	LS DO 24 VDC DTA CHARM	CS4302T01	DeltaV	100	34	134
4	CSLS Baseplate Assembly with Standard Term Blocks, includes Baseplate, Address Terminal Block with screw terminals, 12 Standard Terminal blocks,	CS4601T07	DeltaV	10	12	22

	and Baseplate Identifier					
5	Intrinsically-Safe LS AI 4-20 mA HART CHARM	CS4307T01	DeltaV	44	0	44
6	LS AI 4-20 mA HART CHARM	CS4303T01		0	83	83
7	CSLS IS Baseplate Assembly with Standard IS Terminal Blocks; includes IS Baseplate, IS Address Terminal Block, 12 IS Standard Terminal blocks, and IS Baseplate Separation Wall.	CS4608T01		4	0	4
8	Protection Cover for CHARMS (pack of 12)	CS6103		0	1	1
9	Protection Cover for LS IS CHARMS (Pack of 12)	CS6104		4	0	4
10	Safety Network Switch SRM100; 8-Port Switch; 10/100BASE-TX Copper RJ45	CS6048R2P1		0	0	2
LICENSES						
1	Controller Redundancy	CE31RED		1	1	2
2	Database Activation for SIS	CS1508				1
DELTAV STANDARD BUYOUTS						
1	System Panel (1200 mm W * 800 mm D * 2100 mm H)		RITTAL			1
2	Electronic Marshalling Cabinet (1200 mm W * 800 mm D * 2100 mm H)		RITTAL	1	1	2
3	Hardwired Auxillary Console with Puhbuttons and Lamps		Emerson Std.			1
4	Bulk power supply 24VDC	SE-600-24 / SE-1000-24	Meanwell			1
5	SIL3 Relays for Digital Outputs	KFD0-RSH-1.4S.PS2	P&F	100	34	134

6	SIL3 Relays for Digital Inputs	KFD0-RSH-1.4S.PS2	P&F	20	26	46
7	Surge Protector for 230VAC	SFP 1-20/230AC	Phoenix			2

II. Gas Compressor Control Panel

Sl. No	Model no.	Description	Make	Qty
I. PLC HARDWARE				
1	IC695CPE400	PAC Systems RX3i CPE400(CPE400 1&2)	GE	2
2	IC695ACC403	Energy Pack(EP1&2)	GE	2
3	IC200MDL650	Digital input Module, 24VDC, 32 point (DI-1&2)	GE	2
4	IC200MDL750	Digital output Module, 24VDC, 32 point (DO-1)	GE	1
5	IC200ALG264	Analog Input, 15 Channels, Current(AI-1,2 & 3)	GE	3
6	IC200ALG326	Analog Output, 8 Channels, Current(AO-1)	GE	1
7	IC200CHS0	Carrier for all I/O modules, Box Style	GE	7
8	IC200PNS00	Profinet Scanner Module(P&S)	GE	1
9	IC200PWR00	Power Supply, with expanded 3.3VDC, 24 VDC Input	GE	2
II. ENCLOSURE				
1	FLP-RH-26	Flameproof Enclosure for PLC & HMI with 19 Push Buttons, 12 Indicator Lamps, 1 Emergency Stop Button and 5 Selector Switches. Dimensions- 860x575x240(WxHxD) with Cable glands	FEPL	1
III. SWITCH MODE POWER SUPPLY & REDUNDANCY MODULE				
1	UNO-PS/1AC/24V/240	SMPS, Input 230 VAC, Output 24VDC, 10Amps	Phoenix	2

	W-2904372			
2	UNO-Diode/5-24DC/2x10/1x20-2905489	Redundancy Module, 20 Amps for SMPS Power Supply	Phoenix	1
IV. BARRIER				
1	KCD2-STC-Ex1	Barriers for Analog Input	P&F	40
2	KCD2-UT2-Ex1	Barriers for RTD	P&F	5
V. SLIM TERMINAL RELAY WITH 24VDC COIL				
1	PLC-RSC-24DC/21-2966171	Slim Terminal Relay	Phoenix	16
VI. HUB				
1		Ethernet to RS485 Converter (ETH TO RS485)	Schneider/Oring	2
2	1783-5S5-TG	Ethernet Switch (switch 1&2)	Rockwell	2
VII. SUPPLY OF ERECTION HARDWARE SWITCHES, POWER SWITCHES, POWER DISTRIBUTION SYSTEM				
1	Terminal Blocks	Fused terminal Blocks	Connectwell	Lot
		Non- Fused terminal Blocks		
		TB Marker		
		End Clamp		
		Group TB marker		
2	Fuse	1A		Lot
3	MCBs	2 Pole MCBs (32A)	Schneider)	1
		1 Pole MCBs (16A)		2
		1 Pole MCBs (4A)		3
4	Cables	White, Blue, Orange, Grey – 0.5 sq. mm	Polycab	
		Red, Black – 1.5 sq. mm		
5	Cable Duct		STD	Lot
6		Push Button	FEPL (Vaishno)	19

		Selector Switch	Kaycee/RECON	5
		Emergency Stop	FEPL (Vaishno)	1
		Indication Lamp	FEPL	12
		DIN Rail	STD	Lot

III. Field Instrument list of individual gas compressors and associated equipment

Sl. No.	TAG NO	TYPE	RANGE	SENSOR Model	Make
Guided Wave Radar Transmitter					
1	50-LT-501	FF	100-900mm		EMERSON
2	50-LT-506	FF	100-1000mm		EMERSON
3	50-LT-504	FF	100-900mm		EMERSON
4	50-LT-507	FF	100-1000mm		EMERSON
5	50-LZT-502	HART	100-900mm		EMERSON
6	50-LZT-505	HART	100-1000mm		EMERSON
7	50-LZT-503	HART	100-1000mm		EMERSON
8	50-LZT-508	HART	100-1000mm		EMERSON
Magnetic Flow Transmitter					
1	50-FT-502	FF	.5-2 (Am3/h)	8705TSE005C1W0E 1+B3Q4Q5Q8Q66Q7 0V2	EMERSON
Ultrasonic Flow Meter					
1	15-FT-151	2x RS 485	230-1600 m3/hr	FL600	SICK
2	15-FT-153	2x RS 485	230-1600m3/hr	FL600	SICK
3	10-FT-101	2x RS 485	1710 - 10000m3/hr	FL600	SICK
4	20-FT-201	2x RS 485	140-250m3/hr	FL600	SICK
5	15-FT-180	2x RS 485	13 -110m3/hr	FL600	SICK
6	65-FT-651	2x RS 485	0 - 10000m3/hr	FL100	SICK
Pressure Transmitter					
1	10-PZT-102	HART	0-6 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-	Honeywell

				F1,FE-0000+2VM	
2	15-PZT-153	HART	0-40 Kg/Cm2	STG77L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
3	65-PZT-653	HART	0-5 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
4	65-PZT-654	HART	0-5 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
5	50-PZT-504	HART	0-25 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
6	50-PZT-505	HART	0-25 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
7	50-PZT-506	HART	0-5 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
8	50-PZT-503	HART	0-5 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
9	50-PZT-507	HART	0-4 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
10	50-PZT-508	HART	0-4 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
11	50-PZT-509	HART	0-4 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
12	50-PZT-510	HART	0-4 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
13	50-PZT-511	HART	0-1 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
14	35-PZT-359	HART	0-12 Kg/Cm2	STG74L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
15	20-PZT-208	HART	0 - 140 Kg/cm2	STG77L-E1G000-1-E-GHC-13C-B-31A6-F1,FE-0000+2VM	Honeywell
16	10-PT-103	FF	0-6Kg/Cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
17	15-PT-151	FF	0-40 Kg/Cm2	STG77L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
18	15-PT-	FF	0-40 Kg/Cm2	STG77L-E1G000-1-	Honeywell

	152			E-GFB-16C-B-31A6-F1-0000+2VM	
19	15-PT-180	FF	0-40 Kg/Cm2	STG77L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
20	20-PT-207	FF	0 - 140 Kg/cm2	STG77L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
21	45-PT-451	FF	0 - 15 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
22	45-PT-452	FF	0 - 15 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
23	45-PT-454	FF	0 - 15 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
24	45-PT-455	FF	0 - 15 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
25	45-PT-453	FF	0 - 10 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
26	45-PT-457	FF	0 - 10 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
27	65-PT-651	FF	0 - 5 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
28	65-PT-652	FF	0 - 5 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
29	50-PT-501	FF	0 - 5 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
30	50-PT-502	FF	0-5 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
31	50-PT-503	FF	0-25 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
32	30-PT-301	FF	0-4 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
33	30-PT-302	FF	0-4 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
34	60-PT-601	FF	0-15 Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell

35	35-PT-353	FF	0 - 15Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
36	35-PT-357	FF	0 - 15Kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
37	35-PT-358	FF	0 - 12 kg/cm2	STG74L-E1G000-1-E-GFB-16C-B-31A6-F1-0000+2VM	Honeywell
Float & level Type Indicator					
1	45-LT-452		5 mtr	MLF1000+TLA 100	NIVO
2	45-LT-455		2.5 mtr	MLF1000+TLA 100	NIVO
3	45-LT-457		2.5mtr	MLF1000+TLA 100	NIVO
4	45-LT-461		2.5mtr	MLF1000+TLA 100	NIVO
5	50-LT-511		2.5 mtr	MLF1000+TLA 100	NIVO
6	45-LG-451		5mtr	MLF1000	NIVO
7	45-LG-456		2.5mtr	MLF1000	NIVO
8	45-LG-461		2.5mtr	MLF1000	NIVO
9	60-LG-601,		10mtr	MLF1000	NIVO
10	60-LG-602		10mtr	MLF1000	NIVO
Level Transmitter					
1	30-LT-302	FF	0-10000 mmWC	STD720-E1AS4AS-1-D-EFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
2	60-LT-601	FF	0-10000 mmWC	STD720-E1AS4AS-1-D-EFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
3	60-LT-603	FF	0-10000 mmWC	STD720-E1AS4AS-1-D-EFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
4	30-LZT-301	HART	0-10000 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
5	65-LZT-652	HART	0-10000 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
6	65-LT-653	HART	0-10000 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL

7	60-LZT-602	HART	0-10000 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
8	60-LZT-604	HART	0-10000 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
9	LIT-912	HART	0-850 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
10	LIT-911	HART	0-850 mmWC	STD720-E1AS4AS-1-D-GHC-13C-B-31A6-F1,FE-0000+3VM	HONEYWELL
Temperature Transmitter					
1	10 -TT-102	FF	0-50 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
2	15 -TT-151	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
3	15 -TT-180	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
4	20 -TT-203	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
5	65 -TT-652	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
6	65 -TT-651	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
7	50 -TT-501	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
8	50 -TT-502	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
9	50 -TT-503	FF	0-60 °C	STT850-S-0-D-GFB-16C-B-31A6-F1-0000	HONEYWELL
Flow Transmitter					
1	45-FT-453	FF	10000 mmWC	STD720-E1AS4AS-1-D-GFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
2	45-FT-454	FF	10000 mmWC	STD720-E1AS4AS-1-D-GFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
3	30-FT-301	FF	10000 mmWC	STD720-E1AS4AS-1-D-GFB-16C-B-31A6-F1-0000+3VM	HONEYWELL
Pressure and Temperature Gauge					
1	10-PG-101		0-4 Kg/cm2		GIC
2	35-PG-351		0-16 Kg/cm2		GIC
3	35-PG-352		0-10 Kg/cm2		GIC
4	35-PG-355		0-16 Kg/cm2		GIC

5	35-PG-356	0-10 Kg/cm2	GIC
6	5-PG-452	0-16 Kg/cm2	GIC
7	45-PG-457	0-4 Kg/cm2	GIC
8	45-PG-458	0-10 Kg/cm2	GIC
9	45-PG-459	0-4 Kg/cm2	GIC
10	45-PG-450	0-10 Kg/cm2	GIC
11	45-PG-453	0-4 Kg/cm2	GIC
12	45-PG-454	0-10 Kg/cm2	GIC
13	45-PG-455	0-4 Kg/cm2	GIC
14	45-PG-456	0-10 Kg/cm2	GIC
15	65-PG-651	0-4 Kg/cm2	GIC
16	65-PG-653	0-6 Kg/cm2	GIC
17	65-PG-652	0-4 Kg/cm2	GIC
18	65-PG-654	0-6 Kg/cm2	GIC
19	30-PG-301	0-4 Kg/cm2	GIC
20	30-PG-302	0-4 Kg/cm2	GIC
21	30-PG-304	0-6 Kg/cm2	GIC
22	30-PG-305	0-4 Kg/cm2	GIC
23	50-PG-505	0-4 Kg/cm2	GIC
24	50-PG-508	0-4 Kg/cm2	GIC
25	50-PG-506	0-4 Kg/cm2	GIC
26	50-PG-507	0-4 Kg/cm2	GIC
27	60-PG-601	0-10 Kg/cm2	GIC
28	60-PG-603	0-10 Kg/cm2	GIC
29	60-PG-605	0-10 Kg/cm2	GIC
30	60-PG-	0-10 Kg/cm2	GIC

	607				
31	60-PG-608		0-10 Kg/cm ²		GIC
32	45-PG-451		0-16 Kg/cm ²		GIC
Pressure Control Valve					
1	25-PCV-251		0.3 TO 1.4 kg/cm ² g	D81/SERIES	NIRMAL
2	30-PCV-301		0.8 TO 3 kg/cm ² g	BP/11-D	NIRMAL
3	45-PCV-451		2.75 TO 10.45 kg/cm ² g	BP/06-D	NIRMAL
4	45-PCV-452		2.75 TO 10.45 kg/cm ² g	BP/06-D	NIRMAL
Magnetic Level Gauge					
1	45-LG-454		2450 mm	40LRIN5UU0UU	V AUTOMAT
2	65-LG-651		1850 mm	40LRIN5UU0UU	V AUTOMAT
3	50-LG-510		1300 mm	40LRIN5UU0UU	V AUTOMAT

IV. Gas Dehydration Unit

Sl. No	Description	PART NUMBER	MAKE	PLC QTY
I	CONTROLLER HARDWARE			
1	CPU controller	IC695CPE400CA	GE	2
2	Energy Pack for controller	IC695ACC403	GE	2
	I/O HARDWARE			
1	Digital Input 24VDC POS/NEG logic (4 groups of 8) 32 CH. (CA)	IC200MDL650CA	GE	2
2	Digital Output 12/24VDC POS LOGIC 0.5A per point (2 groups of 16) 32 points	IC200MDL650CA	GE	2
3	Analog input 15 bit current 15 channel	IC200ALG264CA	GE	3
4	Analog Output, 13 Bit Current, 8 Channel	IC200ALG326CA	GE	2

5	Compact I/O carrier box style (CA)	IC200CHS022CA	GE	9
6	PROFINET Scanner (PNS) module	IC200PNS001CA	GE	2
7	POWER SUPPLY WITH EXPANDED 3.3VDC 24VDC INPUT (CA)	IC200PWR002CA	GE	4
II	GE SOFTWARE			
1	Logic Developer PLC Professional with USB Hardware key	IC647MPP001	GE	1
III	OTHER HARDWARE			
1	Panel Enclosure (2100X1200X800) including accessories. Front and rear access		Rittal/Hoffman	1
2	Bulk Power supply		Omron/Phoenix	2
3	Redundant Module for Power supply		Omron/Phoenix	1
4	Signal Repeater FOR anALOG Inputs		MTL / P+F	41
5	Barrier for Analog Output		MTL / P+F	10
6	Relay (Non SIL)		GE Standard	34
7	Fan failure Unit		GE Standard	1
8	Hooter		Shavision	1
9	12" HMI		Standard	1
10	TB, wires, lugs, cable duct, Labels, ferrule, Push button, door limit switch, light, fan filter, selector switch, PDM		Standard	1
11	Unmanaged SWITCH		Oring/ Rockwell	2
12	Surge Protection device		Schneider	1

V. Fire and Gas Detection System

FIRE & GAS Detection system				
SL. NO.	INSTRUMENT DESC	MODEL	QTY	MAKE
1	IR POINT TYPE HC GAS DETECTOR with In-Built Display & Mounting Bracket, Housing 55316	XNX-AMSV-NNIV1+3/4" NPTF Adapter+ 2" pipe mount bolts	30	HONEYWELL
2	IR - FLAME DETECTOR with In-Built Display/status & Mounting Bracket, Range - 70Mtr, Housing SS316	FS24X-9 11-22 -1 with swivel mount bracket+ 1/2" NPTF Adapter	29	HONEYWELL
3	Hydrogen Detector with inbuilt display , Housing 55316	XNX-AMSV-NNCB1	3	HONEYWELL
4	Calibration gas (zero & Span) with complete kit for HC gas detecto for 2 years operation	**	1	HONEYWELL
5	Calibration gas (zero & Span) with complete Kit for H2 gas detectors for 2 years operation	**	1	HONEYWELL
6	Flameproof IR torch for Flame Detector or calibration	TL-2055	1	HONEYWELL
7	FRP Sunshade/ CAN'O PIES	CANOPIES	56	HONEYWELL
8	Fire Alarm Control Panel (Addressable)- Microprocessor based 2 loop, Each loop support 159 Detector+ 159 Device, Supported to Graphics Software, UL - FM Certified, With Modbus TCP/IP port - 1 Nos+ 3rd Party Convertor for Modbus TCP/IP to Modbus 485 and Digital Output - 6 No Note- To Match Panel IP	Notifier	1	HONEYWELL

	rating additional Enclosure Wall mount will be provided.			
9	Repeater Panel	NOTFIER	1	HONEYWELL
10	INTRINSICALLY SAFE HEAT DETECTOR	HONEYWELL	2	HONEYWELL
11	REPEATER PANEL	NOTFIER	1	HONEYWELL
12	Junction n Box For Smoke Detector& Heat Detector for direct True ceiling	NOTFIER	40	HONEYWELL
13	Addressable Smoke Detector with mounting base	NOTFIER	27	HONEYWELL
14	Addressable Heat Detect or ROR type For Safe Area	NOTFIER	3	HONEYWELL
15	Intrinsically Safe Heat Detector with require modules, SMPS & Accessories	Honeywell	2	HONEYWELL
16	Maunal Call Point Glass break type, LM6 material, with addressable monitor module	Std. Make	18	HONEYWELL
17	Linear Heat Sensing Cabl es100 MTR with Module & Accessories	Honeywell	1	HONEYWELL
18	Sounder with Strobe For Indoor Safe area	Honeywell	8	HONEYWELL
19	Fault Isolator for Indoor	NOTIFIER	6	

	Safe area			
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VI. CC TV System

SR.NO	Item Description	Model	QTY	Make
1	IP FLP PTZ Camera (for Process Area)FLP + WP , PTZ Camera 30x zoom, 2HD, 316L stainless steel construction	HEIPTZ-2201W-IR +HEPTZE-WM	4	Honeywell
2	IP Weatherproof PTZ Camera (For Compressor Shed)	HDZ302D + HDZWM2	2	Honeywell
3	VMS software and server with additional 20% license. Note : Assumed 30 days recording @2MP 25 FPS. 24 TB Hard disk is provided.	HUS-XACT100P-E	1	Honeywell
4	Analytics License for cameras	HAAP	8	Honeywell
5	FLP Junction Boxcable gland, MCB, etc.	Sudhir Switch / Equip.	1	Honeywell
6	Industrial Network Switch 4 Port, Managed, -20~70Degree Celc. With fiber module	ATOP / Equip.	6	Honeywell
7	Network Switch control room side with fiber module	Cisco / Equip.	1	Honeywell
9	LIU box with fiber patch cord	Local	7	Honeywell
10	Mounting Rack with stand accessaies	Local	1	Honeywell
11	Monitor 21", to mount inside mounting rack to configure Network Video Recorder	STD. Make	1	Honeywell
12	Work station with 21" Monitor	STD. Make	1	Honeywell

14. Fire Water system

Fire water system	Description	Qty	Make	Specifications
FIRE WATER	Engine driven Fire	3	CENTRIFUGAL PUMP-KIRLOSKAR	Flow, rated : 455.0 m3/h, Differential Head : 72.00 m

PUMP PACKAGE	Water Pump		ENGINE -KOEL (KIRLOSKAR OIL ENGINE LTD)	ENGINE TYPE - Direct injection, 4 stroke diesel engine, Rated output : 2100 rpm
	Jockey Pump	2	CENTRIFUGAL PUMP - KIRLOSKAR	FLOW : 44.00 m ³ /h , Differential Head : 80.00 m
			MOTOR- CG Power and Industrial Solutions Limited	30 KW 3 PHASE INDUCTION MOTOR

15. Closed Blow down system –

MAKE - INDCON PROJECTS & EQUIPMENT LIMITED – 1 No.

Design Pressure : 7 / - kg/cm² g ,

Operating Pressure : 0.1 - 2.5 kg/cm² g

3.0 SCOPE OF WORK: The scope of work under this contract has been classified into three parts:

- Round The Clock Operation
- Daily Maintenance
- Breakdown Maintenance (On call duty beyond normal duty hours)

The Scope of Work (SoW) for O&M Contractor for GCS Makum shall cover, but not limited to points given below.

3.1 Duties of the O&M Contractor:

The O&M Contractor shall take all appropriate steps to maintain & execute the Contract in accordance with the terms of the Contract. All operations and maintenance will be carried out by the O&M Contractor in accordance with policies, work program, provisions of contract and the directions of the Mines Manager, Installation Manager of OIL or his authorized representative and in accordance with standard and safe industry practice within the purview of all statutory norms applicable in upstream oil industry.

The O&M contractor must ensure the plant/installation performance at desired level (as per the design rating & OEM recommendations) which shall entail amongst others, the functioning of compressor packages, Gas Dehydration system, power generation and distribution system, instrument air supply system, fuel gas system, firefighting system, water supply system, effluent treatment system, flare system, condensate handling system, field and control room instrumentation & control system, control room computer system, HVAC system, online measurement systems, etc. etc. of the plant for 365/366 days in a year at desired rating. O&M Contractor shall have to ensure Operation and maintenance of the PLANT on the round the clock basis.

3.2 Day to day Operation and Maintenance (O&M) jobs:

- Operation and maintenance of the entire Gas Compressor Station shall be the single point responsibility of the contractor who shall deploy suitable and adequate manpower at the plants for the continuous, satisfactory and safe round the clock

operations as per the requirement of OIL. Under this contract the scope of work for operations and maintenance of Gas Compressor Plants shall include operation and maintenance of the gas compressor packages along with all auxiliaries and associated rotary and static equipment of the Station. The nature of jobs & their activities not explicitly mentioned in the scope of work and are required to be carried out for achieving system/equipment availability shall also be carried out by the contractor at no extra cost.

The O&M Contractor must carry out all the processes, which will be required for safe operation and maintenance jobs for smooth, trouble free, uninterrupted, full-capacity and safe operation of the plant. Plant performance as well as performance of the O&M Contractor shall be determined by “DESIRED PERFORMANCE LEVEL” of the PLANT which means trouble-free operation and maintenance of the PLANT with desired level of performance of compressor packages, achievement of desired dew point of gas, proper air pressure, water pressure in hydrant line, drinking water quality, clarified effluent water quality, quality of processed gas, power output, HSE records, O&M as per statutory acts/govt. acts/rules/regulations/guidelines, etc. including operation and maintenance of all other plant equipment with all fittings & accessories as per OEM recommended ratings/guidelines and schedules. Any deviation from OEM recommended procedures/methods will be considered as deviation from normal operation.

- ii. O&M Contractor must carry out all the jobs related to operation and maintenance of the installation. During execution of the jobs, the O&M Contractor shall carry out all routine and schedule/preventive/predictive maintenances including overhauling, annual servicing of Gas Dehydration System and servicing jobs of all the equipment and facilities as per OEM guidelines and as per requirement of OIL.

Details of daily and / or periodic activities or jobs to be carried out by the O&M contractor as well as maintenance schedules for each equipment / facilities will be provided by OIL.

- iii. OIL may ask the Contractor to develop required formats on the required activities of maintenance and/or servicing jobs along with their required frequencies as per OEM guidelines or as per requirement of OIL for all mechanical/electrical/instrumentation units/equipment etc. of the plant.
- iv. O&M activities involved in the contract are broadly categorized as below. Activity not specifically mentioned here but required for proper operation of the station will also be part of the O&M Contractor's scope.
 - a) Deployment of operating and maintenance personnel in shifts. The station will run on 8 hours shift pattern with 3 shifts per day and one relieving shift will be in standby. Adequate back up manpower shall be maintained to manage weekly off, Holiday and leave, etc. Arrangements of suitable substitutes shall be taken care of as per the applicable labour and other applicable laws.
 - b) Operate the equipment and machinery, viz. compressor packages, dehydration unit, instrument air system, water system, safety systems, control system and all other equipment/items/facilities installed in the GCS as per operational requirement and / or advised by OIL. The number of compressor units operated

at a given moment on a particular day depends upon operational requirement. All the installed units are to be maintained in perfect working condition at all the times except during maintenance activity which should be planned such that minimum time is lost due to shut down

- c) Monitor efficiency of the plant, study and analysis and reporting to EIC on regular basis.
- d) Reporting to EIC on daily basis about all events in all three shifts everyday.
- e) Preparation of list of required spares including planning of inventory well in advance for smooth operation and maintenance of the Compressor Stations including all processes / items / equipment.
- f) To operate and maintain the plant facilities and related equipment to achieve at least 95 percent system availability. The scheduled shut down time for planned maintenance is not considered for calculating the availability, however, planned shutdown schedule to be decided and approval obtained in the first month of each operational year.
- g) The contractor shall deploy qualified and experienced personnel to operate and maintain the plant facilities and to meet the above requirement.
- h) Prepare necessary reports and data logs such as equipment availability, outages on daily, monthly, quarterly and annual basis and diagnose variations in important critical parameters, and take corrective measures / actions thus highlighting their effects on plant and equipment.
- i) Take periodical readings of parameters of operating systems and maintain log sheets, to carry out analysis of performance of various equipment and to suggest improvements for operation of the units at optimum efficiency.
- j) Impart training on safety and use of fire extinguishers to the personnel to be engaged and briefing the entire crew regarding hazards associated with gas compressor plant and evacuation and emergency procedure. Periodic safety drill is to be carried out with participation of all personnel engaged in the O&M job and safety records to be submitted on quarterly basis.
- k) Maintenance of the plant and its accessories will be attended in compliance with the following guidelines in totality. In case of differences between these guidelines and that prescribed in the OEM maintenance schedule, the decision of EIC of OIL shall prevail.
 - I. As per the procedure, recommendation and time schedule framed by OEM / OES.
 - II. As per the plan suggested by Engineer in-Charge of OIL.
 - III. As required at site for breakdown maintenance
 - IV. Based on condition monitoring data interpretation and analysis.
 - V. As required for compliance of any government, statutory and /or external authority's recommendation and accepted by the company.

- l) To carry out requisite maintenance activities by assigning the requisite work force, tools & tackles and support facilities. EIC of Owner and Operation Manager of Contractor will jointly assess time required for completing breakdown maintenance.
 - m) Evaluation of jobs from time to time, co-ordination of the activities of the personnel and controlling to ensure the desired results, completion target, quality of jobs and total compliance to Health, Safety and Environment commitment of the client.
 - n) Maintaining the records of maintenance and repair jobs, schedules, machine related data, work position, spares planning and consumption records of spares, equipment – wise stocking of spares, stores records and preparation of reports.
 - o) Maintenance personal will be deployed during general duty hours. However, if need arises, they may be deployed for extended hours as instructed by EIC or his authorized representatives at no extra cost to the company. Additionally, a smaller maintenance team will also be deployed in shifts.
 - p) The scope of work for O&M also includes monitoring & rectification of process parameters on static equipment such as KODs, Moisture Extractors, Strainers & Filters, Control valves, Safety Equipment etc., cleaning/ replacement of strainers & filters, stroke checking of control valves & calibration of PSV, pressure/temperature switches, maintenance/rectification of PLC based instrument control panels, replacement of lighting lamps and its control gear, servicing and greasing of all valves, checking and day to day maintenance of electrical, mechanical and instrumentation systems such as local control panels, control room facility, battery bank, checking and cleaning of electrical and instrument junction boxes, general housekeeping, etc.
 - q) To engage additional resources and supervisory support for not covered above at no extra cost to OIL.
- v. All the above activities shall be only a part of the total O&M jobs and are not exhaustive. The O&M Contractor cannot and shall not decline to do any other activities required for trouble free, smooth uninterrupted 24-hour operation of the GCS as per safe & sound industry practice.
 - vi. OIL and/or the O&M Contractor after consultation & consent from OIL, may include / change / modify any formats for maintenance and/or servicing jobs at any point in time during the currency of the contract.
 - vii. The scheduled / emergency breakdown maintenance services are specific in nature, and will have to be carried out by the O&M Contractor as required by OIL.
 - viii. O&M Contractor must carry out all the activities in clean, safe and environmentally friendly ways and must avoid all sorts of pollution & contamination of the surrounding areas & environment.
 - ix. The O&M Contractor shall carry out regular maintenance, repair, servicing jobs and scope of such jobs shall extend to all equipment / facilities / infrastructure / units of the plant that are installed/available at the GCS.

- x. Civil maintenance required for walls, buildings, roofs, roads, drains, supports etc. shall be carried out by OIL.
- xi. O&M Contractor will have to follow OIL approved schedules of maintenances of units / facilities / equipment. The O&M Contractor can put forward additional / modified list of maintenance schedules of the above based on OEM recommendations or other technical justifications etc. along with items, quantities, source & values of spare-items required in regards to such additional / modified maintenance schedules. Such additional / modified list of maintenance schedules shall be reviewed by OIL and incorporated if found justified.

O&M Contractor cannot and shall not claim any maintenance schedules given by OIL to be improper at any time during the period of the contract. Likewise, the O&M Contractor cannot attribute any fault (malfunction / breakdown / under-performance etc.) of any unit or equipment that may take place at a later time on the ground of OIL's any improper maintenance schedules.

- xii. The O&M contractor shall be required to carry out jobs as per predictive/preventive maintenance schedules (daily/monthly/quarterly/yearly or based on running hours or as per OEM recommendation of equipment) for all equipment & instruments, machines etc.
- xiii. Change of lube oil of the prime movers is at O&M Contractor's scope. Lube oil will be provided by OIL.
- xiv. The O&M contractor shall be required to carry out Painting of the entire installation covering all the items inside the stations viz. equipment, instruments, pipes/vessels supports, structures & foundations, except buildings/walls/roofing sheets/road, once in three years. The O&M contractor shall be required to carry out any such painting jobs as per the schedule and / or as and when advised by OIL. The contractor shall procure the required materials as per purchasing procedure stipulated in the contract and Cost of paints and thinner for the jobs will be reimbursed by OIL. However, all other cost for painting like scaffolding, brushes etc including labour cost shall be borne by the contractor.
- xv. Report on Backlog of corrective maintenance shall be generated by O&M Contractor as an indicator of workload issues and effectiveness of preventive/predictive maintenance programs.
- xvi. After initial communication and subsequent acknowledgement of the O&M Contractor in regards to maintenance, in case of malfunctioning or under-performing or breakdown of any units of the plant that takes place at any time during the currency of this O&M contract, the O&M Contractor needs to immediately report to OIL. The timings and type of reporting shall be as per reporting Clause of this contract.
- xvii. In case the O&M Contractor's claims any fault as above to happen at a time just prior to OIL's inspection of the plant on that day, OIL shall investigate the performance history of the unit and all related reports / records / documents as already furnished till that day by the O&M Contractor. No new reports etc. shall be

acceptable to OIL on that day. O&M Contractor's claim as above shall be judged as per findings based on already submitted reports etc. by O&M Contractor.

- xviii. The O&M Contractor must be able to identify any problem, wear & tear in parts / components etc. of a unit / equipment etc. which if not replaced immediately is likely to cause trouble in the functioning. The O&M Contractor shall have to promptly replace such items. The O&M Contractor must eventually be able to avoid breakdown or malfunctioning of any equipment, facilities, and units of plant.
- xix. For all routine maintenances / servicing jobs, schedule / preventive maintenance jobs and also for breakdown maintenances / major repairs etc., the O&M Contractor shall have to carry out all required workshop jobs like but not limited to jobs of various machining operations, milling, drilling, boring, reaming, grinding, lapping, press-fitting, assembling-disassembling etc. at their own costs. O&M Contractor may carry out these jobs in outside workshops also.
- xx. Tools : The O&M Contractor shall have to be equipped with all required tools & tackles and other equipment for effectively carry out the jobs. These include but not limited to items like wrenches, tongs, hammers, chisel, dies, portable handheld equipment such as noise level indicator, vibration monitor, flammable gas detector, hand pump alignment gauge (dial indicator) with attached fixtures, digital tachometer, Infra ray temperature gauge, slide calliper, outside and inside micrometre, steel foot rule, temperature guns for measuring engine temperatures, hydraulic pullers of sufficient ratings, tripods & chain pulleys of required ratings etc., all tools necessary for attending routine and breakdown maintenance of electrics, instrumentation and control system etc. Further, minimum 2 (two) nos. of flame proof Torch Lights in good working condition shall be kept at the station for monitoring the units/equipment at night.

The bidders need to carefully incorporate in their quoted price the costs of Tools as described in this clause, which will be a part of their monthly O&M bill amount. OIL will handover the special tools supplied by OEM to the contractor. A list of such tools is provided in Annexure – Y.

- xxi. All routine maintenance / servicing jobs and schedule / preventive maintenance jobs shall have to be properly documented / recorded and reported to OIL on real time basis. Absence of records & reporting to OIL, O&M Contractor's claim on doing the jobs will not hold good. Reports submitted at a later date shall not be accepted.
- xxii. Should the O&M Contractor fail to start any jobs as above in professional manner and with full man-power strength as per man-power clause due to any reason including but not limited to the reason of shortage / lack of spares, consumables and replacements falling under the scope of the O&M Contractor to do the purchasing process, the O&M Contractor shall be fully responsible and accountable.
- xxiii. In case of breakdown or malfunctioning or under-performing of any equipment, the O&M Contractor needs to immediately report the same to OIL.

Simultaneously, the O&M Contractor must immediately start break-down maintenance jobs for restoring the unit and/or must replace any such break-down

parts / unit(s) within the shortest time avoiding interruption or under-performance of the plant. If the O&M contractor fails to restore/repair the breakdown of any equipment within 24Hours, the O&M contractor shall have to call the service of that equipment's OEM/dealer (which are not under AMC) to attend any breakdown maintenance and repair of sub-assemblies at their own cost. The service engineer shall have to be deployed within next 48 Hrs and rectification by 72 hrs during normal working days or during weekly off days or during national holidays. However, the contractor shall put every effort to bring the shutdown unit/equipment into operational in the shortest possible time. Visit to attend any breakdown maintenance and repair of sub-assemblies shall have to be provided irrespective of weekly holidays or public holidays.

Breakdown maintenance job as above shall be done with professional workmanship and continuously in all the shifts in all days without gap with skilled and adequate man-power strength. For that, the O&M Contractor shall arrange its maintenance personnel as necessary and requirement of the contract.

- xxiv. O&M Contractor will have to submit material quality certificates and other related documents to OIL and OIL will allow to use the item after examination of all the documents and physical verification in case O&M Contractor changes any part of machine / equipment / unit etc. during maintenance work. O&M Contractor will be solely responsible in case of accident or further damage to equipment caused due to supply of sub-standard & spurious material during maintenance works not certified from OIL's technical team.
- xxv. O&M Contractor shall carry out Daily Plant General Inspection of the entire plant and such inspection reports need to be generated and to be submitted to Company's representative daily before 7:30AM. O&M Contractor shall do visual inspections of all equipment; facilities etc. wherever possible and identify level of deposition, attrition/depletion, and deterioration in materials and also identify problems of any equipment/facilities. The O&M Contractor shall also identify likelihood of any related unsafe working environment due to the above and promptly inform OIL.
- xxvi. The O&M Contractor shall be responsible for any unplanned circumstances / events in the plant operation that may take place due to material failure resulting from O&M jobs of the O&M Contractor. The O&M Contractor shall also be responsible for failure to identify or to report any abnormality as above not leading to subsequent unplanned circumstances / events. The cause(s) of such circumstances / events shall be investigated by OIL's technical team and finding thereof shall be final.
- xxvii. If OIL finds the O&M Contractor's delay in starting required maintenance job detrimental to the plant or its operation, OIL may carry out the job on its own but the financial implications in regards to cost of OIL's repair-activities will be recovered from monthly O&M bills.
- xxviii. In case of breakdown of equipment and after its immediate reporting to OIL, if the O&M Contractor reports that the equipment is beyond economic repair / does not have any constituent serviceable spares to be changed &/or any scope of repairing / servicing etc. and so there is no scope of the O&M Contractor for

maintenance of the item and OIL needs to replace the item as a whole, the O&M Contractor will handover the equipment to OIL.

OIL will investigate the O&M Contractor's claims and if these claims are found to be correct, OIL will purchase the replacement item(s) as a whole. Otherwise, if the O&M Contractor's claims are found to be incorrect, as per OEM or standard technical literatures etc. the O&M contractor shall have to repair the same.

3.3 Source, Supply & filtration of process-water and drinking-water

- i) The O&M Contractor shall maintain quality of water used for process, service and drinking purposes. The quality of the water shall be as per BIS (IS-105000:1991) or any other applicable standards.
- ii)
 - (a) In case the discharge from the source water tube well is not adequate or the quality of the water drawn is not up to the requisite standards, the O&M contractor has to carry out servicing of the bore well(s) by employing suitable methods like Air Lifting / Redevelopment by use of compressed air. Occurrence of such servicing of the bore well(s) may be considered to be twice in a year.
 - (b) In case the bore well(s) could not be rehabilitated by Air Lifting / Redevelopment or there is severe sand ingress into the bore well(s), there shall be a joint inspection by OIL and the O&M contractor to assess the future course of action like abandoning the subject bore well(s). If after joint inspection OIL decides to abandon the bore well(s), new bore well(s) shall be drilled, sunk and developed by OIL and shall be handed over to the O&M contractor for regular O&M.
 - (c) The O&M contractor has to carry out servicing / maintenance of bore well pump set(s) including recovery of fish, lifting and lowering of the pump set(s) along with all the associated pipings. In case the bore well pump set(s) need to be replaced, the same has to be carried out by the O&M contractor as stipulated in the Contract terms and conditions.

3.4 Special terms on Instrumentations and controls of the Station:

3.4.1 Comprehensive O&M service of the GCS shall include operation and maintenance services for all instrumentation and control systems of Makum GCS including spares and consumables, tools/tackles as required for regular maintenance as well as breakdown maintenance if any for the following systems during the entire period of the contract and its extension if any.

- (i) Delta V DCS and safety ESD system
- (ii) Gas Compressor Control Panel and Instrumentation System
- (iii) Glycol Dehydration Unit PLC system
- (iv) Fire and Gas Detection system
- (v) Field Instruments

The broad scope of O&M work shall include but not limited to routine maintenance, configuration, calibration/checking, software updates, decommissioning/re-commissioning if required for maintenance purpose etc. including repair/replacement of a part or whole as required during the tenure of the contract to keep the system functional.

3.4.2 THE CONTRACTOR MUST INCLUDE THE FOLLOWING IN THE MAINTENANCE PLAN:

i) **PREVENTIVE MAINTENANCE:** Contractor shall depute their qualified service engineers / personnel as per terms of this contract for regular system check-ups, general healthiness of the system (H/W, S/W, Power supply, calibration checks, solving of any reported problems etc.) as part of periodic maintenance including consumables required for normal maintenance purpose. Contractor shall also carry out complete overhaul of the system, inspection of HW/SW, major repairs, replacement and reporting. The contractor shall also give any other checks required for preventive maintenance and the same shall be included. Generation and submission of diagnostic reports shall also be done by the contractor. Any other jobs as recommended by OEM or as per statutory requirements during the period of the contract shall be also be included into the preventive maintenance plan.

Such preventive maintenance shall be carried out minimum four times (quarterly) in a year for each and every equipment under this contract.

The regular Routine preventive maintenance also includes Software Maintenance /Support as described below:

(a) The Contractor shall be responsible for maintenance of existing software (including antivirus) and ensuring its continuous operation under this contract. All updates and new releases of the software as recommended by OEM during the contract period and its extension, if any, shall be in the scope of OIL. Changes and modifications in existing graphics for operation and maintenance purpose of the plant shall be also be in the scope of the Contractor.

(b) Deleted

ii) **BREAKDOWN MAINTENANCE:** The contractor shall keep his maintenance team ready to attend any breakdown maintenance round the clock 365 days in a year. In this regard, the contractor shall deploy requisite manpower to attend any on call breakdown maintenance services 24/7 basis 365 days in a year for Makum GCS.

iii) The contractor's Instrumentation crew shall be present at the site at Makum GCS in general shift and night shifts daily for routine and breakdown maintenance, inspections, and preventive maintenance adjustments and carry out corrective actions for Systems.

In addition, the contractor shall depute their experienced Instrumentation personnel to installation site in General shift as well as to attend the engineering calls round the clock on receipt of the information from shift operation and maintenance crew. The personnels deputed to the site shall be well qualified and experienced and as per terms of this contract.

To provide the comprehensive maintenance services described under clause Nos 3.4.2 for all the instrumentation Systems and their accessories installed and commissioned

in Makum GCS, the contractor shall depute experienced competent instrumentation personnel as per manpower clause of the contract.

In case the contractor's service personnel fails to restore the systems/subsystems and OEM services are required the contractor must obtain services from OEM competent Engineers within 24 hours of reporting of such incident by operation Engineer of Makum GCS, failing which penalty shall be imposed as per contract clause. In this regard, the contractor must make arrangements with OEMs for AMC/ on-the-call-services as a part of this maintenance contract.

3.4.3 Day to day routine operation and maintenance job for Instrumentation of the plant

i) The contractor must prepare and submit preventive/scheduled/breakdown maintenance schedule formats as well as routine and daily Instrumentation Check report formats for OIL's approval within 30 days from the LOA. The contractor has to follow the approved schedules for operation and maintenance of the instrumentation system and field instruments and a copy of all reports must be submitted to IM for record-keeping.

ii) The contractor service engineer shall maintain a Service Logbook at the site indicating the activities carried out during preventive & breakdown maintenance and also submit service reports based on the maintenance / repairs carried out, modules / parts repaired / replaced along with fault analysis. The contractor shall submit such report on monthly basis.

iii) The Contractor shall maintain a stock of necessary spares required. In event of breakdowns, immediate repairing or replacement should be possible without any lead-time for procurement of spares. The contractor shall identify all critical spares and keep a readily available stock in Makum GCS to attend breakdown maintenance if any.

iv) The contractor shall find a copy of the following documents with respective the Installation Manager

- (a) Datasheets of the all the instrumentation systems
- (b) P& ID of Instrumentation systems
- (c) Operation & Maintenance Manuals
- (d) Cable schedules, Cable termination details etc.

Based on above data, the contractor shall prepare a detail maintenance plan as per terms of this contract for OIL's approval.

v) It shall be responsibility of the O&M Contractor to make all instruments and control system of the plant work satisfactory throughout the contract period and also handover the systems to OIL in working condition at the expiry of the contract.

vi) The O&M Contractor shall maintain the equipment as per manufactures' guidelines. System back-up of each workstation at control room including backup of DCS, processors, PLCs shall be maintained by the O&M Contractor on regular basis.

vii) The contractor must also prepare Calibration Report formats and a schedule for calibration of all instruments such as gauges, transmitters, flow meters, Fire and Gas Detectors, etc. based on OEM recommendations and the same must be submitted for OIL's approval within 30 days from the LOA. The contractor has to strictly adhere to

these Calibration Schedules and Formats and a copy of all reports must be submitted to IM for record-keeping.

viii) The contractor must carry out checking of wiring with respect to measurement of different signals such as Analog (Voltage/current/Resistance etc.) and Digital from field instruments at Junction Boxes/ Marshaling panels of field/ control room during troubleshooting or when need arises.

ix) The Contractor must replace small instrumentation spares such as glass fuse, barriers, terminal block (TB), indicating lamp, and system history backup as and when required.

x) The Contractor must have minimum tools and tackles, test equipment such as Multimeter, Portable Pressure Calibrator, mA & mV source, Process Calibrator, HART and FF Hand held Calibrator for calibration and maintenance of all instruments and the same are to be kept available in the Makum GCS premises. In addition to the above mentioned minimum tools and test equipment, any other test and measuring equipment which may be required at any point of time during the contract period for maintenance of any instruments under the Makum GCS Instrumentation system, must be arranged by the Contractor of their own accord and kept in the GCS.

xi) For any instrument found faulty/ non-functional by the Contractor during maintenance jobs performed, the Contractor must provide a thorough analysis mentioning the particular fault(s) due to which the instrument is not functioning and the analysis report must be submitted to M/s OIL.

xii) General guidelines on the required activities under the instrumentation maintenance and/or servicing jobs along with their required frequencies shall be as per OEM maintenance schedules. All these activities shall be part of the routine instrumentation maintenance and servicing and are not exhaustive. The O&M Contractor cannot and shall not decline to do any other activities required for trouble free, smooth uninterrupted 24 hour operation of Makum GCS as per safe & sound industry practice.

xiii) In case of failure of the O&M Contractor to do any of the instrumentation maintenance and servicing jobs as above and fill up any of the formats as per schedule, penalty on the O&M Contractor will be imposed as per Penalty Clauses of the tender

3.4.4 The details of clauses described above are general guidelines only and does not limit the scope of work of the contract to include any other jobs/services as required for trouble free maintenance of the station. Any further works/spares required for smooth functioning of systems along with all associated sub systems, field instruments etc. shall be executed/arranged by the contractor to minimize the overall breakdown of the system and thereby enabling smooth trouble free operation of the Station at no extra cost to OIL.

3.5 Annual Maintenance Contract (AMC)

- a) The O&M Contractor shall have tie up with OEMs or their Franchise for Annual Maintenance Contract for products / systems as stated below. Such tie up shall be made within the mobilization period as stipulated in the contract, i.e. within 30 days from the date of LOA.

- i) Waukesha model F 3514 GSI (412.37 KW-5 Nos.) and L 5794 GSI (768.82 KW-1 No.) gas engines.

Four (4) visits in a year (1 visit in each quarter) of minimum duration of 2 days in each quarter per unit and on call visit during emergency.

- ii) Emerson make DCS - Delta V system, Safety ESD system and F&G system

Four (4) visits in a year (one visit in each quarter) of minimum duration of 3 days in each visit and on call visit during emergency

- iii) G E make Gas Compressor Control Panel and Glycol Dehydration Unit PLC

Four (4) visits in a year (one visit in each quarter) of minimum duration of 2 days in each visit and on call visit during emergency

- iv) HITACHI make AC UPS system and DC UPS system.

Four (4) visits in a year (one visit in each quarter) of minimum duration of 2 days in each visit and on call visit during emergency

- v) Honeywell make Fire and Gas detection system and CCTV system

Four (4) visits in a year (one visit in each quarter) of minimum duration of 3 days in each visit and on call visit during emergency

- vi) Caterpillar make MWM (A brand of Caterpillar Energy Solution GmbH) TCG 2016 V16C gas engine for Gen Sets (827 KW-2 Nos.)

Four (4) visits in a year (1 visit in each quarter) of minimum duration of 2 days in each quarter per unit and on call visit during emergency

- vii) Kirloskar make KOEL Green (Kirloskar) DV12TAG2 diesel Gen Set (500 KW - 1 No.)

Four (4) visits in a year (1 visit in each quarter) of minimum duration of 2 days in each quarter per unit and on call visit during emergency

The bidders need to carefully incorporate in their quoted price the costs of AMC jobs as described in this clause which will be a part of their monthly O&M bill amount.

- b) The AMC job shall be done at a stretch under the supervision of Service Engineer(s) of OEM or their franchisees. The job shall be carried out by OEM Service personnel in accordance with the service instruction book, procedures & recommendations of the OEMs, and /or schedules approved by OIL.
- c) AMC for each of the above mentioned equipment will have to cover i) Preventive Maintenance jobs, ii) Predictive maintenance jobs, iii) Breakdown maintenance jobs, iv) Any other supports needed by the O&M contractor for smooth functioning of the above equipment to ensure overall safety and reliability of the system and to reduce unwanted failures of the system.

- d) For all the above AMC jobs, the service personnel of OEM or its Franchise shall have to submit report to OIL about all work performed by it including diagnostics and preventive/predictive/breakdown maintenance jobs and parts replaced (for replacement spares, OIL's prior approval will be required) for OIL's verification. Such reports will be part of AMC jobs and the O&M contractor shall have to ensure that such reports are submitted OIL.
- e) The AMC service personal shall have to carry out calibration of any equipment during the visit for the above AMC jobs wherever required. If any aberration or deviation is observed, then the same need to be rectified by the service personnel. All such calibration repots shall have to be signed by the service personnel, O&M contractor's plant manager, and OIL's representatives. In case of custody and check meters, such calibration jobs will be witnessed by the respective customer.
- f) Deleted
- g) During AMC, in case of breakdown of the above equipment, AMC service personnel will have to be deployed at site within 48 Hrs and rectification by 72 hrs during normal working days or during weekly off days or during national holidays to carry out breakdown maintenance jobs. Visit shall have to be provided irrespective of weekly holidays or public holidays.
- h) The O&M contractor shall also carry out overhauling jobs (TOH / MOH) of prime movers of Gas Compressor packages and Generating Sets through OEM or authorized representatives of OEM as per OEM's recommendation and /or as advised by OIL. Visit for this job and duration shall be in addition to the other AMC visits stated above.
- i) The bidder shall give an undertaking as per **Proforma-A** along with the Technical bid that they shall arrange backup support for entire period/duration of contract, including **Annual Maintenance Contract (AMC)** with OEMs or their Franchise.
- j) Other than the above mentioned OEMs, requirement of OEM or their franchisees for Annual Maintenance Contracts (AMCs) / other services of other equipment shall be the responsibility of the O&M Contractor at their own cost. In case, the O&M Contractor decides for bringing OEM or their franchisees for any job, the same needs to be endorsed by OIL. But the primary responsibility for the O&M service shall entirely rest with the O&M Contractor and all penalties remain applicable on the O&M Contractor even if OIL endorses /permits the O&M Contractor's request for bringing services of the OEMs. Attributing any failure of the O&M Contractor on the OEM / franchisees or their service(s) shall not be acceptable. OIL's endorsement is only for allowing the O&M Contractor to employ the OEMs / franchisees on their behalf.

Further, if the O&M Contractor decides to send any equipment / unit etc. to OEM's workshop for maintenance, the same needs to be endorsed by OIL.

3.5 Provisioning of Spares and replacements:

- i) All constituent serviceable/replaceable parts and components of the equipment, facilities, units of the plant are the spares required for their maintenances (day-to-day routine, scheduled/preventive and break-down maintenances) as well as for keeping them operational so as to continue their safe, trouble free and uninterrupted operations. Any equipment / part / component without which and/or without the replacement of which for any fault, a larger equipment / facility may become inoperative are also termed spares as per this clause of the contract.
- ii) The O&M contractor shall procure all spares required for O&M of the Plant. OIL shall bear the entire cost of all spares provided procurement is done by the O&M contractor with prior approval from OIL and as per terms and conditions given in this document.
- iii) OIL reserves the right to take spares procurement action on its own to replenish its inventory of spares. OIL also shall not allow replacement of any parts/spares, if OIL finds that the defective spares/parts is/are repairable. O&M Contractor cannot refuse to repair such parts/spares if directed to do so by OIL.
- iv) **O&M Contractor's scope of doing the purchasing process on behalf of OIL for Supply of Spares & Replacements**
 - a) The O&M Contractor- on behalf of OIL shall do all the necessary jobs for procurement of spares & Replacements. If a spare item is already available with OIL, the same will be supplied to the O&M contractor. If the spare is not available with OIL, the O&M contractor will have to take action for procurement after approval from OIL.
 - b) O&M contractor will also be required to maintain a stock of spares for use during emergency. For this purpose, the O&M contractor will be required to make a list of such emergency / insurance spares within 2 (two) months of receipt of LOA and submit it for approval of OIL. OIL may also provide list of such spares for facilitating the Contractor in creating an initial inventory. OIL will take necessary decision regarding procurement of these items after detail study of availability and requirement and will instruct the O&M contractor if any procurement action is to be taken, which the O&M contractor will do promptly.
 - c) The O&M Contractor shall take prior approval from OIL for **replacements of spares and for any procurement activities**. Before procurement, the O&M contractor will be required to obtain minimum 3 (three) sets of quotations from Vendors in sealed envelopes. In case of proprietary item, quotation from OEM / Authorized Dealer of OEM shall be obtained. The quotations shall be submitted to OIL for approval of price of the item. Payment for the spares purchased will be made 5 % above the OEM / L1 quoted price (minimum of the Prices quoted in the 3 bids submitted) to take care of handling / administrative cost.

- d) The O&M Contractor shall have to take certification or guarantee / warranty coverage from the supplier/OEM on the quality of items purchased by the O&M Contractor prior to use / inventorisation.
- e) The O&M Contractor shall initiate the procurement process by submitting to OIL about their intended purchase of items including quantities, make / brand / manufacturer's name etc. against each item. The O&M Contractor shall take next steps in its procurement process only after taking approval / permission / certification from OIL.
- f) For procurement of items coming under petty expenses / local purchases / multi-brand/emergency required items etc. OIL's prevailing procurement process may not be required to be followed and O&M Contractor can do off-the-shelf purchases. **But even in such cases also, prior approval / permission / certification as stated above for such type of off-the-shelf purchase must be taken from OIL.**
- g) O & M Contractor shall be solely responsible for forecasting the consumption of spares, preparation of specifications, collection of budgetary quotations, procurement actions to ensure timely availability of any spares and consumables whenever required.
- h) Penalty clauses in regards of the reason(s) of shut down of any unit or the entire plants due to lack of spares/non availability of spares shall remain applicable irrespective of scope of spare supply.
- i) O&M Contractor shall be required to submit Invoices/vouchers/memos, quality certificate, inspection and suitability report, guarantee / warranty certificate etc. to OIL as necessary for any purchases made. Such documents will be verified by OIL before releasing any payment against such expenses/claims by the O&M Contractor for spares or replacements.
- j) On emergency cases as per advice and permission from OIL, the O&M Contractor shall have to arrange special air-freight of items which shall be reimbursed to the O&M Contractor on actual after submission of supporting documents.
- k) The shortage or lack of the spares and consumables may lead to malfunction, underperformance & breakdown of any unit / facility / equipment of the plant which in turn may affect / hamper the safe, trouble-free & uninterrupted operation of the plant. To eliminate any likelihood of such a situation, the following points are to be looked into by O&M Contractor.
 - I. Looking at the usage of spares, OIL and/or the O&M Contractor after consultation & approval from OIL, the O&M Contractor may include any additional spares, consumables & replacement items under the scope the O&M Contractor to do the purchasing process thereof at any point of time during the currency of the contract.
 - II. The O&M Contractor shall keep daily record of consumption & stock position and report the same to OIL on a daily basis &/or as & when

sought by OIL. OIL may however keep some of the critical spares &/or replacement-items under the custody of OIL.

III. Projection of replenishment requirement of these spares & consumables and initiation of procurement process shall be the responsibility of the O&M Contractor. Shortage / lack of any such item(s) shall be on O&M Contractor's account and shall be considered as deviation/upset in the PLANT's DESIRED PERFORMANCE LEVEL.

- l) On some special circumstances / emergency situations for the purpose of trouble free, uninterrupted, safe and sound-industry standard of plant operation, OIL may advise the O&M Contractor to procure any of the items.
- m) The O&M Contractor cannot and shall not decline to carry out the procurement process on behalf and on advice of OIL. Should the O&M Contractor fail to carry out the jobs under this clause and/or should there be any shortage / lack of spares, consumables and replacements etc. falling under the scope of the O&M Contractor to do the purchasing process and should there be any consequences thereof like shutdown / malfunctioning / underperforming of the GCS, **Penalty on the O&M Contractor will be imposed as per Penalty Clauses.**

3.6 O&M Contractor's scope of supply and provisioning of Consumables & other Materials

The items under this clause are entirely under the scope of the O&M Contractor for carrying out the purchasing at their own cost, OIL will not reimburse for any such purchases. The bidders need to carefully incorporate in their quoted price the costs of consumables and other materials as described in this clause which will be a part of their monthly O&M bill amount.

- i) The O&M Contractor shall bear the cost on PPE for all of their employees to be deployed at the GCS. The list of PPE shall include following minimum types of items:
 - a) SAFETY SHOE - Twice / Year
 - b) DUNGAREE (OVERALL) - Twice / Year
 - c) SAFETY HELMET - As necessary
 - d) RAIN SUIT - Once / 3 Years
 - e) GUM BOOT - Once / 2 Years
 - f) WINTER JACKET - Once / 3 Years
 - g) EYE GOGGLE - As necessary
 - h) FACE MASK - As necessary
 - i) BREATHER - As necessary
 - j) EAR PLUG - As necessary
 - k) HAND GLOVES - As necessary

OIL will check the brands / qualities of the PPE items at site prior to issue of the PPE items to the O&M Contractor's employees.

In case OIL finds any PPE items to be of inferior quality, torn &/or tattered, the same shall not be allowed to be used by the deployed personnel. Persons without PPE shall not be allowed to work on any time of a day and corresponding shortage of man power shall be considered as deviation/upset in the PLANT's DESIRED PERFORMANCE LEVEL.

- ii) OIL will provide POL items viz. HSD, engine oil, gear oil, grease, coolants, bearing lubricants etc. for normal day to day operation and routine maintenance jobs. If OIL runs out of stock of such items, OIL may advise the O&M contractor to procure such items and procurement cost of which will be reimbursed by OIL.
- iii) The O&M Contractor shall bear the cost of all consumables required for day to day use in the GCS premises. Such consumables are generally of following categories:
 - a) Office stationaries like printer/xerox papers of different sizes, printer cartridges, pen, pencil, eraser, stapler, stapler pin, bound page register, file cover, adhesive, cello tape, white correction fluid, water bottles, tumblers, cup plates, utensils as required etc.
 - b) Toiletries like toilet cleaner, sanitizer, liquid soap, bar soap, deodorants, naphthalene balls, phenyl, room freshener, hand towels, cleaning brass, Mops, buckets, mugs etc.
 - c) Area cleaning / Gardening items like brushes, mops, broom, spades, dao, kodali, phenyl, insecticides, bleaching powder, cotton wastes, cotton hand gloves, grass cutting machine, fuel for grass cutting machine, cow dung/fertilizer, flower saplings/seeds etc.

The above list is not exhaustive and the O&M contractor must ensure availability of any other consumables that are required for day to day jobs in the GCS premises.

3.7 General Housekeeping and Upkeepment of the plant

Housekeeping of the entire installation in totality including Civil structures shall be the responsibility of the O&M Contractor to keep it in the tip top environmentally safe and clean condition. The O&M Contractor must always keep the entire plant, it's all equipment, facilities, buildings and sheds, premises and roads, footpaths, walkways etc. in highest level of cleanliness and aesthetic look. In this respect the O&M Contractor shall take up all necessary jobs including but not limited to the following.

Housekeeping shall also cover the following activities in general.

- i) Cutting of grass / jungle / reeds / creepers (on all vertical parts of all structures) etc. & removal and disposal of the same at OIL's designated places at distances of around a 10.0 km from the GCS. Grass height at all around the plant must be maintained at maximum level (2 inches from ground).

- ii) Cleaning of top part / inside vertical parts / bottom part of all surface drains and the drains surrounding all building, shed, barrack etc. and disposal of the debris / sludge etc. at OIL's designated places at distances of around a 10 km from the GCS. All the drains need to be clean, devoid of any litter, trash, clogging etc.
- iii) O&M Contractor shall have to maintain floor area of all sheds/buildings, Process areas, all footpaths, CC mattress area, brick-soled area, walking path etc. in completely clean condition. These areas shall have to devoid any growth like algae or any other slippery organic, non-organic formation on them at all time.

O&M Contractor shall have to carry out cleaning of road side-burns and sides of all surface drains of the entire plant. All road sides and drain sides shall have to be clean and free of any grass.

- iv) The O&M Contractor needs to develop flower garden in the Plant premises at areas identified by OIL and maintain the same throughout the year.

The O&M Contractor shall have to plant adequate number of flower plants and/or decorative plants with flowers in the garden areas of the GCS premises. The varieties of flowers shall be Dahlia/Salvia/Marigold/Aster/Pansy/Petunia /Chrysanthemum/Dianthus / Gladioli/Phlox/Cosmos etc.

The O&M Contractor must engage person(s) for day time upkeepment and attending to the garden. This job of the O&M Contractor shall also include arranging of required amount of cow-dung from nearby areas.

- v) There shall not be any dry grass, shoots, tinder etc. inside any part of the plant. There shall not be any garbage, dumping, trash in any part of the plant (both inside and outside of the plant). O&M Contractor shall keep the plant without littering in any part of the plant.
- vi) The O&M Contractor shall have to keep the ground water reservoirs, other water storage facilities completely clean without any sorts of foreign materials on the water of the reservoirs/storage facilities.
- vii) All bathrooms, toilets, urinals etc. must be maintained at highest level of cleanliness. The O&M Contractor must deploy sweepers regularly in that respect. There must be all time availability of all types of sanitary fittings, essentials and sanitary consumables at all these places.
- viii) In respect to above, jobs shall be deemed to be incomplete in a month if deviation(s) from the specifications is/are observed at any part of the plant during any time of a month and shall be considered as deviation/upset in the PLANT's DESIRED PERFORMANCE LEVEL.
The deviation(s) from the specifications as above, if observed, shall be communicated immediately by OIL and the O&M contractor must rectify the discrepancies within specific time period failing which penalty as per Penalty clause of the contract shall be levied.
- ix) All these activities shall be part of the routine plant maintenance jobs and are not exhaustive. The bidders need to carefully incorporate in their quoted price the

costs of General Housekeeping and Upkeepment of the plant as described in this clause, which will be a part of their monthly O&M bill amount.

3.8 Other Jobs and Services

- i) Dispatch of liquid hydrocarbon to nearby OCS/Tank Farm(OIL) condensate dispatch pumps.

The O&M Contractor shall have to keep the condensate DP units always in functional / operational state.

The O&M Contractor shall have to do all maintenances of the condensate DP units in safe ways following SOPs.

The O&M Contractor's failure to do O&M of the condensate DPs and/or put the condensate DPs in service as and when required, shall be considered as deviation/upset in the PLANT's DESIRED PERFORMANCE LEVEL.

3.9 New additional equipment, instrument, facility at the GCS during the period of contract

- i) OIL may decide to incorporate new equipment, facilities, and instruments etc. in the station for the sole purpose of better performance of the plant, for compliance of recommendations of any statutory bodies or audits etc. and for subsequent operational requirements with augmentation of existing capacity.

The O&M Contractor must carry out all operation and maintenance of any new equipment/facilities/instruments installed for compliance of any recommendation(s) of any statutory bodies or audits etc. during the currency of the contract. The new additional units/facilities will be part of existing system / process and will comprise minor changes only and there shall not be any additional or specialized man power requirement. The O&M of such additional items shall have to be carried out by the O&M Contractor.

In addition, OIL may also supply electrical power to nearby OIL's installations from the existing power generating units available at the GCS. Since there will not be any extra costs to the contractor, the Contractor shall not refuse to operate & maintain the power generating units.

- ii) Responsibility of maintenance of any new items referred as above shall be on the O&M Contractor and they cannot decline to take up maintenance jobs on any of such new items. Spares-supply for any new items – irrespective of their costs will be under OIL's scope.
- iii) Failure to carry out operation and maintenance on the new items shall be considered as deviation/upset in the PLANT's DESIRED PERFORMANCE LEVEL.

4.0 HSE (Health, Safety and Environment)

Compliance of all HSE matters as per standard practice and regulations/acts during operation and maintenance of the plant shall be of O&M Contractor's responsibility. The bidder should be well aware of the Environmental Regulation Acts and comply to the requirement fully.

- i) The O&M Contractor shall operate and maintain the plant in a diligent, safe and efficient manner strictly in accordance with provisions / stipulated obligations imposed upon by applicable laws of India - Indian Mines Act, Oil Mines Regulations, OISD norms, Indian Explosives Act and Central Electricity Authority Regulations (2010), Petroleum Rules, Environmental Acts/Regulations of Govt. of India & State Govt. Pollution Board, Assam etc. in force.

O&M Contractor shall also have to comply with the applicable guidelines of the Statutory bodies like DGMS, OISD, State and Central Pollution Control Board(s), PESO, Legal Metrology Department, OIL's HSE policy and other relevant statutory policies in existence or likely to come into existence.

For any HSE matters not specified or without any stipulated provision in the contract document, the O&M Contractor will abide by the relevant and prevailing acts / rules / regulations & sound industry practices pertaining to Health, Safety and Environment.

- ii) It will be solely the O&M Contractor's responsibility to fulfil all legal formalities with respect to the Health, Safety and Environmental aspects of entire O&M job under the contract (namely formalities related to the person & the equipment employed by the O&M Contractor and the environment etc.) under the jurisdiction of Tinsukia district, Assam.

Further, during carrying out all the O&M jobs, it will be entirely the responsibility of the O&M Contractor to ensure strict adherence to all HSE measures, statutory rules and to ensure safety of all workers of the O&M Contractor.

- iii) The O&M Contractor has to update and timely submit all HSE related paper works including but not limited to reporting, record keeping etc. to external agencies and/or to OIL. The report formats will be as per prevalent ones in OIL and/or as suggested by statutory bodies and as per prevailing laws.
- iv) In case of employee's daily attendance in statutory formats, the O&M Contractor shall regularly take and maintain attendance of all its employees coming to work at the GCS and such attendance need to be countersigned by installation Manager. As stated in man power clause, the O&M Contractor shall promptly report to Installation Manager if deviation in attendance from already submitted man power roster happens on a day and same will be recorded in prescribed form as per applicable mines rules or any other formats required by the IM of the station.
- v) O&M Contractor shall have to report all incidents including Near Miss to Installation Manager / departmental representative of the concerned department of OIL. The O&M Contractor has to arrange daily tool box

meeting, jobs safety analysis, SOP and regular site safety meetings etc. as per applicable mines rules and maintain records.

- vi) The O&M Contractor shall have to prepare Site Specific Safe Operating Procedure (Site Specific SOPs) for the works to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them as per direction of Installation Manager. Such SOPs need to be approved by the Installation Manager. The SOP should clearly state all the risks that may arise to men, machineries & material during execution of any O&M jobs to be done by the O&M Contractor and how it is to be managed. The O&M Contractor shall provide a copy of the SOP to the Installation Manager or his deputed competent persons who shall be supervising the O&M Contractor's work. The O&M Contractor shall keep an up-to-date SOP (approved by OIL) and provide a copy of the changes to OIL's person as above.
- vii) The health check-up of O&M Contractor's personnel (Initial Medical Examination) is to be done by the O&M Contractor in authorized Health Centres as per OIL's requirement and proof of such test(s) is to be submitted to OIL in proper format as per applicable Mines Rules. The frequency of periodic medical examinations is as per statutory requirement. The frequency of periodic medical examination should be every 05 years for the employees below 45 years of age and every 03 years for employees of 45 years of above or as per statutory requirement. The cost of PME will be a part of monthly O&M bill and will be as per the rate quoted by the bidder.
- viii) If HSE policy/SOPs of the O&M Contractor or part thereof is/are considerably different from OIL's HSE policy leading to confusion of procedural steps /SOPs, the O&M Contractor must frame "Bridging Document" with roles and responsibilities clearly defined in regards to the concerned parts for making a uniform HSE policy for O&M jobs. This draft must be furnished to OIL and final "Bridging Document" will be put in force after discussion on the draft among the two parties in conjunction with HSE departments of both the parties.
- ix) In case the O&M Contractor is found non-compliant of HSE laws as required, OIL will have the right for directing the O&M Contractor to take prompt action to comply with the requirements or to cease work until the non-compliance is corrected. OIL has right to with-held the monthly O&M bill in case of noncompliance the above.
- x) O&M Contractor shall be responsible for any pollution, accident (causing injury to man, damage to machinery) and clean-up operation due to pollution caused by the O&M Contractor as a fall out of noncompliance of HSE rules & regulations. OIL's technical team shall investigate cause(s) of pollutions, accidents and/or any other non-compliance of HSE rules & regulations by the O&M Contractor and the findings thereof shall be final.
- xi) Mines Manager, EA Mines may appoint one or more of the O&M Contractor's personnel as competent person(s) for carrying out specific job(s) coming under the contract within a certain domain of authority. O&M Contractor shall have to abide by the same. The authority of such competent persons shall, under

no circumstances, supersede that of the Installation Manager of GCS Makum. Appointment of the competent persons is not a pay-roll appointment.

- xii) All persons deployed at the GCS by the O&M Contractor must undergo Mines Vocational Training, Initial Medical Examination, Periodic Medical Examination and other requisite statutory trainings like firefighting training as per OMR & OISD, First Aid Training, Gas Testing Training etc. Bidders may take note that OIL provides some of the statutory training like MVT / First Aid / Fire Fighting etc. to O&M Contractor's employees engaged by OIL at field Head Quarter, Duliajan. If OIL arranges any safety classes / training etc. for the working personnel, the O&M Contractor must arrange to release its personnel for such training without hampering normal O&M jobs.
- xiii) The O&M Contractor shall submit periodic Returns to DGMS as per applicable Mines Rules. The return shall be submitted quarterly (by 10th of April, July, October & January).
- xiv) Every person deployed at GCS by the O&M Contractor must wear all required safety gadgets / PPE items which are to be provided by the O&M Contractor. No person will be allowed to work at the installation without PPE and such debarring of any of the O&M Contractor's person(s) will lead to imposition of penalty.

The O&M Contractor shall provide proper Personal Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and OIL's PPE schedule. Safety appliances like Safety Boots, Safety Helmet and Full Body harness etc. have to be DGMS approved. Necessary supportive documents / approvals shall have to be submitted as proof.

If the O&M Contractor fails to provide the safety items as mentioned above to the working personnel, the O&M 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 O&M Contractor's Bill. However, it will be the O&M Contractor's sole responsibility to ensure that all 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.

- xv) The O&M Contractor must maintain First Aid Box in the installation and it must have all the required and fresh batches of medicines and other items.
- xvi) O&M Contractor must maintain all firefighting equipment, appliances and entire firefighting operation for round the clock availability in 100% operational condition. Regular maintenance & servicing jobs and operations need to be followed for firefighting system of the plant as per the schedule approved by OIL.

The O&M Contractor shall carry out Painting & Hydrostatic test of the CO₂ / DCP Extinguishers along with cap & hose assembly once in every three years or as per statutory requirements at their cost. In case of CO₂ extinguisher,

hydro testing will also be carried out before every refilling. This also includes painting of other Firefighting equipment (i.e. Monitors, Hose boxes, Hydrants, Foam Tanks, Inductors etc.) & Fire water ring main etc.

O&M Contractor must keep all the Drenching Pumps and Jockey Pumps in full operational condition at all time and keep the entire firefighting pump system in Auto Mode. For that purpose, ring main pressure must be maintained at minimum 7 Kg/cm² as per design of installation requirement with the help of the jockey pumps.

Reports of all testing/checks/inspection/observations etc. conducted on firefighting system and any corrective actions required/taken are to be submitted to OIL.

OIL approved format are for general guidelines on the required activities of maintenance and/or servicing jobs along with their required frequencies of firefighting units of the plant. All these activities in the formats shall be only a part of the total maintenance and servicing jobs and are not exhaustive. The O&M Contractor cannot and shall not decline to do any other activities required for trouble free, smooth uninterrupted 24-hour operation of the GCS as per safe & sound industry practice.

OIL and/or the O&M Contractor - after consultation & consent from OIL - may include / change / modify any formats for maintenance and/or servicing jobs at any point in time during the currency of the contract.

- xvii) O&M Contractor must conduct Mock drills (fire & other scenarios) at the GCS once every fortnight or as per statutory requirement.
- xviii) O&M Contractor will provide all necessary support & co-operation in terms of resources, man-power and other facilities if OIL decides to obtain HSE related certifications including but not limited to ISRS, ISO, OHSAS for the GCS. All O&M Contractor's employees must, while at work, cooperate with OIL so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of employee's health, safety and welfare.
- xix) It will be entirely the responsibility of the Contractor/ his/her 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/her. 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.
- xx) 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. Similarly, any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.

- xxi) The contractor shall arrange daily tool box meeting and regular site safety meetings and maintain records. The contractor will also carry out job safety analysis for all the jobs in the plant.
- xxii) Records of daily attendance, accident report etc. are to be maintained in Form B, E, J etc.as per Mines Rules 1955 or any regulations amended thereafter by the contractor.
- xxiii) Pollution and contamination: Contractor shall be responsible for loss or damage from pollution or contamination arising out of or resulting from any of the Contractor's services/operation unless such pollution or contamination is for reasons beyond the control of the Contractor. Contractor shall have to take all responsibility and liability for cleaning up and removal of pollution or contamination which originates above the surface at its cost.
- xxiv) For any HSE matters not specified in the contract document, the contractor will abide by the relevant and prevailing Acts/ rules/ regulations/ pertaining to Health, Safety and Environment.

5.0 Plant Painting: Painting of all the items inside the boundary walls of the GCS except the buildings, sheds, boundary walls and watch towers will have to be carried out by the O&M contractor. In general painting of the following items will be under the scope of the O&M contractor - Equipment, Instruments, Separators, Vessels, Heat Exchangers, Drums, Storage Tanks, in-plant Piping, Pipe Fittings, Valves, Steel Structures, Pipe Trestles, Supports, Steel Columns, Canopies, Walkways, Handrails, Platforms, Sign Boards, Road markers etc. Painting of Buildings, Sheds, Boundary Walls and Watch Towers will be under the scope of OIL.

Paints for the painting jobs will be supplied by OIL or will be procured by Contractor on behalf of OIL in line with spares procurement with prior approval from OIL. However, contractor will be required to calculate the requirement of paints and submit their estimate to OIL as and when asked by OIL. The actual quantity will be decided by OIL after internal assessment and discussion with the O&M contractor's representative.

Colour for painting will be as per OIL's standard practice which is based on IS:2379.

The O&M Contractor shall do painting of the entire Plant (excluding items which are under OIL's scope) once during the contract period of 4 (Four) years. However, the contractor will be required to carry out minor patch-up painting jobs as and when necessary as per advice of OIL's representative.

Application of paints and surface preparation prior to that for all steel structure of the GCS shall be as per ISO-12944 standard or any other applicable latest standards or any other applicable statutory acts/regulations. Application of paints should be made with the help of spray-machines. OIL's representative will check and verify about the quality of the painting job at various stages.

The O&M Contractor shall have to do all that is necessary for safe execution of the painting job and will be guided by the terms and conditions as stipulated in HSE clause of the contract.

All tools and tackles, spray guns, brushes, protective shield etc. required for the painting job will have to be arranged by the O&M contractor. The O&M contractor may engage a subcontractor to carry out the painting job with prior approval from OIL.

6.0 Public Relation Jobs

- i) The O&M Contractor shall establish and maintain such relationship with Government, local authorities and with the public as shall be necessary or appropriate to assure that the Operations are conducted and carried out in the most effective way and to the best advantages of OIL.
- ii) O&M Contractor shall resolve issues related to the operations of the GCS (excluding the force majeure conditions) which otherwise may significantly affect the operations of the plant; and perform all other acts of similar nature necessary or in proper connection herewith; and any court appearance pertaining to matters relating to the Contract.
- iii) The O&M Contractor will have to do everything that is necessary including but not limited to jobs like liaising with all concerned government departments, civil administration, law-enforcing agencies etc. for keeping all O&M operations of the GCS normal during any public protest, picketing, “bandh” call etc. Such public protest, picketing, “bandh” call etc. may be in general or specifically against M/s OIL. In any case, the O&M Contractor shall be responsible and accountable for smooth, uninterrupted and trouble-free O&M jobs of the GCS. The O&M Contractor cannot and shall not attribute any disruption of normal O&M jobs on account of the above reasons to Force Majeure or to OIL. However, OIL will extend all possible assistance to mitigate any unforeseen events of Bandhs /public protest/ picketing against OIL.

7.0 General guidelines to the O&M Contractor for carrying out O&M jobs:

- i) After completion of the period of currency of O&M, the plant shall be handed over to OIL in sound health & good maintainable order. OIL at its discretion may consider extension / renewal of the Operation & Maintenance arrangement, thereafter, with the same party or otherwise, as deemed fit. At the end of the contract or any extended contract period, OIL shall decide on independent inventory audit of the entire plant.
- ii) O&M Contractor shall not, without prior written consent of OIL, disclose the Contract, or any provision thereof, or any specification, plan, drawing, sample or information about the plant or in connection therewith, to any person, organization or agency. This obligation of the O&M Contractor shall be in force even after termination of the Contract.
- iii) O&M Contractor shall not, without prior written consent of OIL, make use of any document or information except for purposes of performing O&M. This obligation of the O&M Contractor shall be in force even after termination of the Contract.

8.0 Power and duties of OIL: For smooth and trouble free operation and maintenance of the GCS, OIL will have some administrative and operational power. Further, OIL will have some duties to perform and assistance to provide to the O&M Contractor.

- i) OIL shall appoint, as per provisions of the Oil Mines Regulations 1984 (OMR), a Mines Manager, an Installation Manager or his representative, Competent Person(s) for safe operation and maintenance of the plant as per sound industry practice.
- ii) The Installation Manager, Mines Manager or his representative will be solely responsible for all decisions regarding safe operation and up to date maintenance of the installation.
- iii) Subject to the provisions of the contract, OIL promptly pay and discharge the costs arising out of operation & maintenance of the plant, reimbursement of other jobs as per this contract as per provisions of the payment terms of the contract.
- iv) OIL shall deduct such amount of money from monthly O&M bills of the contractor in case the contractor fails to carry out any job as mentioned in the tender document. A written notice stating the partial fulfilment of O&M jobs and corresponding shortfalls as per terms of contract will be given to the contractor.
- v) The Contractor will be following all the operational instructions as decided by the Installation Manager, Mines Manager or his representative for safe operation and maintenance of the plant, as per the scope of work covered under the tender. For any decision regarding safe operation and maintenance of the plant, the decision of Installation Manager, Mines Manager or his representative will be final & binding which must be strictly complied with by the contractor unless such decisions are contrary to the provisions of the contract.
- vi) The Installation Manager, Mines Manager or his representative shall have the authority to promptly take action regarding removal of any person working inside the plant from his workplace for negligence of duty, violation of safety norms as per Mines Act or OMR, HSE policy of OIL and wilful insubordination of any legitimate order of the Installation Manager, Mines Manager or his representative regarding operation and maintenance of the plant.
- vii) The Installation Manager, as per provisions of the OMR, will visit the installation once in every working day and the authorised representative of the contractor will be physically present during the regular visit of the Installation Manager to the Installation. In case of any operational emergency when the authorised representative of the contractor leaves the installation during the visit of the Installation Manager, the prior intimation for the same should be made in advance to the Installation Manager and the name of the authorised in-charge representative(s) shall be made known to the Installation Manager in writing.

- viii) OIL shall make available Electricity free of cost for O&M of the plant from OIL's gas engine driven power plant which is also a part of the plant and machinery at the GCS
- ix) Natural gas required for operation of the plant will be supplied free of cost.

9.0 Reports / Records / Documents / Write-ups to be submitted to OIL

- i) The O&M Contractor must develop a Safe Operating Procedure (SOP) including reporting formats and such on-line and off-line records as may be generated by Plant Instrumentation & Control system as well as checklists & schedule of routine and periodic activities for operation and maintenance of the plant as per sound practices adopted in upstream hydrocarbon industries. Such SOP shall be duly approved by the Company and be strictly adhered to by the O&M Contractor for operation & maintenance of the plant.
- ii) The Company shall also reserve the right to inspect / review the Plant as well as its SOP by itself or its representatives or audit / statutory bodies and demand compliance of recommendations thereof in a particular timeframe. Such compliance jobs from the O&M Contractor as above may entail changes in the SOPs already approved by OIL and these changes will be incorporated in a revised SOP which needs to be adhered to thereafter.

The O&M Contractor has to update and timely submit all HSE related reports / records etc. to OIL. The report-formats will be as per prevalent ones in OIL and/or as suggested by statutory bodies and as per prevailing laws.

- iii) In case of conflict /contradiction arising out of SOPs, contract clauses will prevail. SOPs are made within the purview and after the commencement of the contract.
- iv) The O&M Contractor shall establish & maintain such books, records and accounts as are required by the contract. In addition to the reporting formats as in the SOPs, the O&M Contractor shall have to furnish all such additional books, records, accounts, data & information pertaining to the operation & maintenance of the plant as may be required and specified by OIL from time to time.
- v) The O&M Contractor shall maintain and submit reports, log sheets, checklists etc. of all routine and all periodic maintenance and operational activities including those of statutory nature. The O&M Contractor shall have to report to OIL immediately about any fault / disorder / abnormality found / identified / anticipated on any unit of the plant.

O&M Contractor shall also submit all testing report of equipment / machinery / unit etc. of the plant and also submit observations of the tests and any corrective actions required / taken in a separate hard bound book meant for these test reports.

- vi) The O&M Contractor shall generate reports for day-to-day operation and maintenance in the prescribed formats, report of cleaning and up-keepment

of the entire plant, operational problems and their handling without disturbing general operation of the GCS.

- vii) The O&M Contractor shall carry out all safety audits at required frequency and duration and generate reports including but not limited to Tool Box Meeting, Fortnightly Pit Level Safety Meeting, Monthly Safety Meeting, Monthly Fire Drill, reporting of Near Miss Incident etc.

The O&M Contractor shall have to promptly report to OIL about likelihood of any unsafe working environment / condition at the GCS as identified by them anytime or under Plant General Inspection.

- viii) The O&M Contractor shall also furnish all monthly reports including that of inventory or stock position of all spares & consumables stocked by the O&M Contractor, usage of spare items from inventory on real time basis, monthly consumption report of lube oil, HSD, chemicals, electricity, steam etc.
- ix) Report on Backlog of corrective maintenance shall be generated by O&M Contractor as an indicator of workload issues and effectiveness of preventive/predictive maintenance programs.

9.1 Daily Information and reports

O&M Contractor in conjunction with and as mentioned in some of the foregoing clauses shall maintain and furnish the following data, information and reports on a daily basis

- i) Daily report which shall cover all activities during the period starting from 6AM of the day to 6AM of the next day in OIL's format. The daily report for a particular day should be ready by 7AM of the next day and will be communicated to OIL's office every morning before 7:30 AM by the Chief Plant Manager or his authorized representative.
- ii) All routine & schedule/ preventive maintenance jobs carried out at different intervals.
- iii) Any deviations / abnormalities in any aspects of O&M matter need to be documented separately and reported in writing to IM or his representative at the earliest.
- iv) Daily reports of all maintenance works carried out on a day must be given in a consolidated single report.
- v) Daily attendance sheet of all O&M Contractor's employees in prescribed Form.

9.2 The O&M Contractor shall generate and submit the following reports as and when required

- i) Reports on any emergency shutdown of operation including the details of failure, action taken and remedial action to prevent repetition of similar shut down in future and the effect of such shut down in overall Plant operation. A

chronology of such operation should be maintained. A report shall also be provided when the normal operation is resumed.

- ii) All accident reports as per statutory guidelines including but not limited to leakage or failure, oil spills, fire, structural failures, explosion, sabotage, accident reports involving loss of property or life etc. affecting operations. These accident reports shall be complete with detail of accident investigation, reasons leading to accidents, other related findings, and shortcomings on any quarter, remedial steps necessary to avoid recurrence of such accidents etc.
- iii) Accident reports must be generated within 6.0 (six) hours or as per statutory provisions from such occurrence which will be sent to the statutory bodies like Director General of Mines Safety, Oil Industry Safety Directorate, as the case may be by OIL. If accidents occur after working-hours of a day, report must be ready by 7:00 am of the next day. In all cases of accidents, the O&M Contractor must report verbally (over phone as the case may be) to the Installation Manager immediately after the occurrence of the accidents.
- iv) Immediate reports on any emergency situations as per Disaster Management Plan.
- v) Report of malfunctioning or under-performing or breakdown of any units of the plant that takes place at any time during the currency of this O&M contract. All complaints / reports of malfunctioning or under-performing or breakdown of any units of the plant will be entered in a log book with date and time of lodging of complaint / report and thereafter the date and time of attending the complaint with details of repairs done to restore the unit / equipment / instrument / machine etc.

In case of any incident as above occurs during normal working hours (of a working day, same needs to be communicated immediately verbally (in person or over phone) and in writing to IM, OIL.

In case the incident occurs beyond normal working hours or in days OIL's officers are unavailable at the plant, verbal reporting needs to be immediately given to IM, OIL by phone and its written report needs to be given **by 8:00 am of the next working day.**

9.3 Report submission / reporting ways

All requirements (procedures, monitoring, analysis and record keeping etc.) for the installation will be maintained and carried out by the O&M Contractor.

- a) The O&M Contractor shall maintain all necessary documentation and records such as log sheets, charts, performance registers, inventory registers, equipment history, laboratory test reports, daily, weekly, monthly, performance reports, chemicals and reagents consumption reports. These documents shall be developed in consultation with OIL. Relevant important data shall be computerized for easy scrutiny of various parameters as well as

given in graphical form wherever possible to facilitate monitoring of the performance on a monthly basis by first week of every month.

b) The daily report / weekly report / monthly report / annual reports in triplicate are to be prepared clearly showing all consumption details, cumulative consumption/spares details, preventive maintenance & breakdown maintenance details, deviations from the design value, online instrument status etc. as decided by the Engineer-In-charge.

c) The O&M Contractor shall maintain accounts for receipt, consumption and inventory of all chemicals, spares and consumables.

9.4 Various aspects in submitting reports / records etc. to OIL by the O&M Contractor are:

- a) All records / reports are to be submitted to OIL at stipulated frequencies in both hard copies and in soft format vide electronic mails. List of email ids shall be provided to the O&M Contractor.
- b) All hard copies of reports / records etc. must be countersigned by all concerned persons of the O&M Contractor. O&M Contractor shall have to submit some of the soft copies of reports / records etc. as would be advised by OIL in editable format (for OIL's requirement of using the data) with OIL acknowledging the receipt of corresponding hard copies.
- c) Reports / records etc. in both forms are to be submitted during normal working hours **(07:00 am to 03:00 pm)** of a working day.
- d) In case OIL's officers are unavailable at the plant, reports / records etc. in both forms need to be submitted **by 8:00 am of the next working day.**
- e) Hard copies of reports/records etc. must be well maintained / stored by O&M Contractor.
OIL will have separate storing facilities for all hard copies of reports / records etc. to be submitted by the O&M Contractor at Administrative office under Installation Manager.

9.5 Access to operations and Rights to Inspection & Information from the O&M Contractor.

OIL in consultation with authorized representative of the O&M Contractor shall at any point of time of the operations may -

- i) Inspect all records, data generated from studies, files and other information kept by the O&M Contractor.
- ii) Have copies made of all data or information including lab analysis & charts.
- iii) Request and receive from the O&M Contractor statements or status where reasonable as desired by OIL for any job pertaining to operation and maintenance.

9.6 Reports to Statutory bodies and approvals

The O&M Contractor will prepare and submit all HSE related reports / records etc. to the statutory bodies and also to OIL required under various Acts, Regulations and guidelines issued by such bodies as and when required.

10.0 Deployment of Man power

- i) The total man power required for complete operation and maintenance of the stations shall be provided by the O&M Contractor. The O&M Contractor shall have to provide adequate skilled and experienced staff capable for operation and maintenance of the station. This shall include experienced staff under a chief plant manager. Qualification and experience criteria required for each Position / Post are as per details provided in this clause. During the period of the contract, the O&M contractor shall have to take the ownership of the manpower deployed at the GCS. Company (OIL) shall have no responsibility or liability in this regard.
- ii) The employees engaged by the Contractor shall be under the payroll of their company and copy of their appointment letters are to be submitted to OIL.
- iii) Except for AMC service through OEMs for selected facilities / equipment as detailed in the tender, Housekeeping, Gardening and Sanitation services, deployment of manpower through third party or subcontracting will not be allowed for O&M jobs of the GCS.
- iv) All personnel to be deployed in different streams of work must have sound health, requisite qualifications, adequate experience in their respective fields. The O&M Contractor must warrant that all their employees shall perform the work correctly and efficiently and must ensure that such personnel observe all applicable statutory norms and safety requirement of OIL. All the personnel selected by the O&M Contractor must meet/fulfil the requisite qualifications and experiences specified in this clause.
- v) O&M Contractor shall submit all documents, Bio-data / Qualification / Experience-details / Credential/ Competence Level / Eligibility Certificates / Police Verifications etc. and other relevant data of any prospective candidates to be deployed in the installation. Such personnel must not have any pending case against them in court of law / any pending police case or FIR against them. The employees can work at the GCS only after approval of OIL for such employees. However, for approval of personnel selected by the O&M Contractor, OIL may conduct interview to assess suitability.
- vi) Even after initial deployment, if at a later stage OIL finds any personnel of the O&M Contractor to be unsuitable / undesirable to OIL and communicates to the O&M Contractor in writing, the O&M Contractor shall remove such personnel immediately from working at the GCS. In this case, the O&M Contractor entirely on their expense shall promptly replace such personnel with alternative personnel acceptable to OIL.

- vii) If O&M Contractor wants to change any of their personnel deployed at any time, replacement for such employee(s) will be required in advance and prior approval from OIL for such replacement will be required. New recruitment shall take over the responsibility after adequate training and familiarization prior to release of concerned persons.
- viii) O&M Contractor shall be solely responsible throughout the period of the Contract for ensuring that all the O&M Contractor's employees have requisite statutory trainings like but not limited to Fire Fighting Training as per OMR /OISD-116, MVT, First Aid, Gas Testing etc.

The O&M Contractor must maintain its training-matrix records of its all employees and keep it updated at all times.

OIL may provide the above mentioned trainings to all employees of the O&M Contractor free of cost. But such training can be imparted to O&M Contractor's personnel at OIL only during periods when OIL conducts these trainings and subject to availability of seats.

- ix) The Chief Plant Manager by the O&M Contractor shall be fluent in English and local Language (both writing and speaking).
- x) O&M Contractor shall engage Manpower required for the Operations and maintenance and determine their numbers (minimum number must be as stated under this clause) in all concerned categories of employees. Selection, hours of labour, weekly off, rest, leave and compensation shall be as per the provisions of Mines act and other applicable laws, by-laws, regulations, Acts etc. O&M Contractor can and shall obtain when appropriate occasional or part time service of experts, seconded employees for operational requirement or for having some operational advantage in O&M Contractor's performance. But OIL's approval for such employee's deployment needs to be taken beforehand.
- xi) A general guideline about deployment of **minimum number of employees** under different category / shifts is given below. This is an indicative list only. The contractor has to deploy sufficient manpower for relieving of shift/substitute and leave reserves for meeting the provisions of applicable Labour laws. The minimum manpower requirement as indicated shall in no way dilute the responsibility of the contractor / bidder to make his own assessment of manpower requirement in the light of the scope of work provided and the qualification, experience and calibre of his personnel and augment the manpower, if needed or whenever required, to meet normal operational and maintenance requirements as well as exigencies.

Sl No	Details of manpower	No. of Person	Total	Normal Duty Pattern
1	Chief Plant Manager	1	1	8 Hours General shift
2	Manager (Technical)	1	1	
3	Manager (Non-Technical)	1	1	
4	Shift Employees			

	a)	Process Operator	2 X 4	8	• 8 hour shift, 2 nos./ shift incl. reliever for Operator • 8 hour shift, 1 no./ shift incl. reliever for Technician
	b)	Technician - Mechanical	1 X 4	4	
	c)	Technician - Instrumentation	1 X 4	4	
	d)	Technician- Electrical	1 X 4	4	
5		Maintenance Group			8 Hrs General Shift
	a)	Jr. Engineer /Supervisor - Mechanical	1	1	
	b)	Jr. Engineer / Supervisor - Instrumentation	1	1	
	c)	Jr. Engineer / Supervisor - Electrical	1	1	
	d)	Technician - Mechanical	3	3	
	e)	Technician – Instrumentation	1	1	
	f)	Technician- Electrical	1	1	
	g)	Assistants	1	1	
6		Sweeper	1	1	8 Hours General shift
7		Office boy	1	1	8 Hours General shift
8		Cleaner / Helper	3	3	8 Hours General shift
			TOTAL	37	

Normal duration of General shift as well as shift duty duration will be same as OIL's timings. However, if OIL decides that presence of all or anyone of them is necessary for safe, uninterrupted and full-capacity performances of all O&M jobs of the plant at any time beyond general shift on any days, person(s) must attend duty at site. Here decision of the necessity of the person's presence is solely on OIL and O&M Contractor has to abide by that decision.

- xii) The **minimum number of persons** as specified above shall not decrease on any reason. Shift to shift change over needs to be maintained and any person working on preceding shift cannot leave the plant unless his corresponding reliever of the next shift relieves him of his duty. **For breakdown maintenance** the maintenance crew is to be deployed for extended hours to complete the job and / or additional qualified and experienced manpower will have to be provided to complete the job at the earliest without additional cost to OIL. However, in all cases, O&M Contractor needs to plan their work personnel in such a way that no employee works more than 1 shift at any point of time except under emergency situations and operational exigencies and with prior approval from the Installation Manager.
- xiii) O&M Contractor will intimate the Installation Manager, in writing, if any deviation particularly in the numbers of respective category of employees takes place in any shift on a day on the next working day. O&M Contractor will highlight on their daily attendance given to the IM, if any employee had to work more than 1 shift consecutively. All applicable benefits like OT, rest/off Day(s) etc. need to be granted to such employees.
- xiv) The O&M Contractor, before starting the work shall obtain a license from concerned authorities under the Contract Labour (Abolition and Regulation)

Act 1970, and furnish a copy of the same to the Company. O&M Contractor shall also be responsible for its validity and renewal and for complying with provisions of all applicable Act, Rules and Regulation in force at the locations of the site.

- xv) The O&M Contractor shall be solely responsible throughout the period of the Contract for providing all requirements of their personnel, including but not limited to their insurance, housing, medical services, messing, transportation (both air and land transportation), vacation, salaries and all amenities, termination payment and taxes etc. as per best industry practice and in accordance with applicable statutory requirements. There must not be any violation of applicable acts/laws/regulations like payment of wages act, payment of bonus act, contract labour act pension scheme, employees provident fund, minimum wages act etc. etc. or any act/rules/regulations framed thereafter of these acts/rules/regulations etc. All these benefits are at no charge to OIL.
- xvi) OIL will not provide any canteen service other than the place / structure / shed / change-room etc.
- xvii) For all employees of the O&M Contractor in any shifts, meal time shall be of half an hour included within 8(eight) hours of shifts. Normally, extended hours of shift duty pattern will not be allowed considering safety hazards in the plant. However, under special circumstances or emergency requirement, OIL may allow extension of shift duty hours for temporary period without violation of statutory requirements. Other than general shift employees, all other employees shall avail this half-hour break in staggered manner. In no case, the O&M Contractor can claim shortage of man power at any time of a day by more than 1 person on account of lunch / Tiffin break etc.

Daily attendance of general shift employees of the Contractor (including shift duty rosters) will have to be countersigned by OIL's representative/ Installation Manager. Also, all shift duty rosters will have to be countersigned by the OIL's representative/ Installation Manager.

The bidders need to carefully incorporate in their quoted price the costs of manpower as described in this clause which will be a part of their monthly O&M bill amount.

- xviii) Shift personnel shall perform their duties in 3 shift pattern (8 hours duration each). For 8 hrs shift pattern, morning shift will be from 5AM to 1PM, evening shift will be from 1PM to 9PM and night shift will be from 9PM to 5AM. General shift duty personnel shall work for 8 hours a day (working hours being 7 AM to 11 AM and 11.30 PM to 3.30 PM with a lunch break of 0.5 hour in between). During ongoing maintenance activities if any, the maintenance personnel will not leave site till completion of the job or till obtaining necessary approval from OIL's Installation Manager. In case of emergencies, services will have to be provided on Sundays, Holidays and also beyond normal working hours.

- xix) The Contractor shall be responsible to provide effective and efficient manpower services in all shifts and assure that there is no disruption in the services for want of any manpower. Failure to engage minimum manpower as specified above will attract penalty as per penalty clauses of the contract.
- xx) The contractor shall put every effort to deploy local persons only for the work under the contract. In case of non-availability of specialized and skilled category employees locally, outside persons may be considered for deployment with prior consent from OIL.

10.1 Qualification and Experience requirement of the Key Personnel

Qualification and Experience requirement in general of the Key Personnel is stated below. However, OIL reserve the right to review/relax/upgrade the qualification and experience criteria of the prospective candidates at the time of deployment by the O&M contractor at its discretion.

Sl No	Details of Positions / Posts	Qualification and Experience requirement
1	Chief Plant Manager	- Degree in Mechanical / Instrumentation / Electrical Engineering from Govt. recognized institute. - Minimum 6 (six) years of experience in upstream E&P Companies. - Experience related to O & M of Gas Compressor Packages or Gas Compressor Stations or working in the premises of gas compressor manufacturer / gas compressor packager shall be an added advantage. - Familiar with instrumentation & control system involved in oil and gas process. - Knowledge of computer operation.
2	Manager (Technical)	- Degree in Mechanical Engineering from a Govt. recognized institute with 4 (four) years of experience related to O&M of Gas Compressor Stations / Gas Processing Stations having reciprocating gas compressors or maintenance of natural gas Compressor Packages or gas / diesel engines for natural gas compressor packages or working in the premises of natural gas compressor manufacturer /packager. - or - Diploma in Mechanical Engineering from a Govt. recognized institute with 6 (six) years of experience in above mentioned areas.
3	Manager (Non -Technical)	Graduate in commerce /science or Diploma holder in any engineering discipline from a Govt. recognized institute with 4 (four) years' work experience in E&P/Petroleum / Process / Chemical industries.
4	Process Operator	Diploma in Mechanical or Electrical or Instrumentation discipline from Govt. recognized institute with minimum of 3 years' working

Sl No	Details of Positions / Posts	Qualification and Experience requirement
		experience in operation of Gas Compressor Packages including auxiliary processes / facilities or working in the premises of natural gas compressor manufacturer / packager, operation of SCADA/DCS system in a continuous process plant, preferably in operation and maintenance of Oil & Gas Production / processing / gathering installations / gas compressor stations. or ITI certificate holder in Instrumentation/ Electronics / Fitter/Diesel Mechanic etc. from Govt. recognized institutes and having at least 5 (five) years' working experience in above mentioned areas.
5	Jr. Engineer / Supervisor (Mechanical)	Diploma in Mechanical Engineering from Govt. recognized institutes with 5 (five) years of experience related to maintenance of natural gas Compressor Packages or gas / diesel engines for gas compressor packages or Gas Compressor Stations or working in the premises of natural gas compressor manufacturer / packager.
6	Jr. Engineer / Supervisor (Instrumentation)	Diploma in Instrumentation or Electronics or Electronics & Telecommunication from Govt. recognized institutes and having at least 5 (five) years' working experience in Instrumentation systems including PLC/DCS/SCADA etc. of any process industry preferably in natural gas production/processing Installations or gas compressor station. He should also be familiar with calibration and servicing of various electronics and pneumatic instruments, analyzing of P & I diagrams, control loop checking, and instrumentation standards V-SAT communication system etc.
7	Jr. Engineer / Supervisor (Electrical)	- Diploma in Electrical engineering from institute recognized by Govt. Of India/ State govt./AICTE and having at least 5 (five) years' working experience in electrical discipline in petroleum/process/chemical industry. - Possess valid Electrical Supervisor's Certificate of Competency [minimum parts I, II, III, IV & VI and preferably Part VIII-Mining Installations] issued by State Licensing Board, Assam or equivalent authority.
8	Technician - Mechanical	Diploma in Mechanical Engineering from Govt. recognized institutes with 3 (three) years of experience related to maintenance of natural gas Compressor Packages or gas / diesel engines for gas compressor packages or working in the premises of natural gas compressor manufacturer / packager.

Sl No	Details of Positions / Posts	Qualification and Experience requirement
		or ITI certificate holder in Fitter, DM (Diesel Mechanics) or other relevant trade with a minimum of 5 years' experience in the above mentioned areas
9	Technician - Instrumentation	- Diploma in Instrumentation or Electronics or Electronics & Telecommunication from Govt. recognized institutes and having at least 3 (three) years' working experience in execution of Control & Instrumentation and in the operation and maintenance of PLC/DCS/SCADA systems in any process industry preferably in natural gas production/processing Installations or gas compressor stations. He must also be experienced in use of various test equipment, calibration and servicing of electronic (including SMART) and pneumatic instruments in continuous process plant etc. or - ITI certificate holder in Instrumentation or Electronics with specialization in Instrumentation discipline with minimum experience of 5 years' in the above mentioned areas.
10	Technician- Electrical	Diploma in Electrical engineering from an institute recognized by Govt. Of India/ State govt./AICTE and having at least 2 (two) years' working experience in electrical discipline in petroleum/process/chemical industry. or ITI certificate holder in electrical discipline having minimum 3 (three) years' experience in the operation and maintenance of electrical equipment, preferably in electrical discipline in petroleum / process / chemical industry. Must possess valid Electrical Workman's Permit [minimum parts: 1 (Wiring), 2 (Motor-generator) issued by State Licensing Board or equivalent authority.
11	Assistants / Helpers	Assistants / Helpers will be 10 th standard pass with at least 03 (three) years working experience.

10.2 Duties and job responsibilities of key personnel

Major duties and responsibilities of key personnel deployed in the GCS are stated below. This is an illustrative list only and not exhaustive. The O&M contractor and its employees must carry out all jobs related to individual disciplines for effective O&M of the GCS.

- i) **Chief Plant Manager:** The person shall have overall responsibilities for safe & environmentally friendly operation & maintenance and administrative activities of the plants and establishment. The person shall be responsible for all the operation and maintenance activities of the installations including hazardous gas processing / compression, operation & maintenance of Gas Compressor packages, dehydration plant, different pumps/ motors, water treatment plant, electrical systems, various control loops of the processing, execution of Control & Instrumentation and in the operation and maintenance of SCADA/ DCS system, calibration and servicing of various electronics and pneumatic instruments, analyzing of P & I diagrams, control loop checking, and instrumentation standards V- SAT communication system, HSE compliances etc. He will lead a multidisciplinary team to carry out day to day jobs.

The Chief Plant Manager shall normally attend general shift duty but shall be available for 24 hours. The Chief Plant Manager will be overall in charge for safe O&M activities (including submission of all kinds of reports to IM) of the plant under the installation manager (IM). The Chief Plant Manager shall report to Installation Manager, GCS Makum.

- ii) **Manager – Technical:** The person should be dynamic and have managerial skill to plan ahead and lead a team of operation and maintenance persons for carrying out regular operation as well as day to day, periodic, preventive and breakdown maintenance jobs of gas compressor packages and associated utilities of the station. The person shall have overall responsibilities for safe & environment friendly operation & maintenance of all equipment / items of the plant. He should be confident in independently carrying out fault finding analysis, rectification of fault, operation and routine / planned / breakdown maintenance of all equipment / items of the plant.

The Technical Manager should be conversant with all statutory rules and regulations such as Indian Oil Mines Regulations (2017), Mines Act, Mines Rules, and various directives, rules and regulations of Statutory bodies like DGMS (India), OISD etc. He shall, with the help of his team, shall keep and maintain all statutory records of the plant.

The Technical Manager shall normally attend general shift duty but shall be available for 24 hours. Additionally, he must assist the Plant Manager in every possible way to run the plant smoothly, including inventory management and procurement of spares, administrative, HSE (including records & reports) activities etc. of the plant and establishment. This person shall report to Chief Plant Manager of the Installation

- iii) **Manager – Non Technical:** This Manager shall carry out all the Administrative, HR, Public Relation, HSE and Account related jobs of the O&M Contractor for the installation. In addition, this person will also be required to carry out record keeping jobs of both the O&M Contractor and OIL. This person shall report to Chief Plant Manager.

The Person shall normally attend general shift duty but shall be available for 24 hours. Additionally, he/she must assist the Chief Plant Manager in every possible way to run the plant smoothly.

- iv) **Process Operators:** The Process Operators shall operate the control room and shall have responsibility of operation, monitoring and control of day to day operation related activities of all equipment, facilities and systems viz. Gas Compressor packages, Dehydration system, ETP, Generating sets, all pumps and motors etc. installed in the installations. In addition, he / she shall have to generate and submit different reports of the plant as directed by the installation manager and chief plant manager. The Operators shall report to the Chief Plant Manager and Installation Manager for operation related activities of the plant.

The Process Operators will be working in rotating shifts (morning, evening and night) and the Relievers will be in general shift for rest of the days to assist Chief Plant Manager for normal O&M activities.

- v) **Jr. Engineer / Supervisor (Mechanical):** The Jr. Engineer / Supervisor (Mechanical) shall be the overall in-charge and coordinator of all maintenance activities and shall be responsible for overall plant mechanical units including record keeping. Apart from the usual mechanical units like pumps / engines / compressor etc, the person shall be conversant with all the maintenance activities of the GCS related to hazardous hydrocarbon liquid and gas processing, water treatment plant, firefighting system, gas dehydration system etc.

This person shall normally attend general shift duty but shall be available for 24 hours. Additionally, he must assist the Manager-Technical and Chief Plant Manager in every possible way to run the plant smoothly, including the administrative, HSE (including records & reports) activities of the plants and establishment. This person shall report to Manager-Technical and Chief Plant Manager of the Installation.

- vi) **Jr. Engineer / Supervisor – Instrumentation:** The Jr. Engineer / Supervisor – Instrumentation shall be the overall in-charge and coordinator of all day to day, periodic, preventive and breakdown maintenance jobs of the control and instrumentation systems and DCS/ SCADA system of the installation. The person shall have to take the responsibility of planning and execution of Routine, Scheduled/Preventive and Breakdown maintenance and inventory of spares and consumables.

He should also be familiar with calibration and servicing of various electronics and pneumatic instruments, analyzing of P & I diagrams, control loop checking, and instrumentation standards V- SAT communication system etc. He shall, with the help of his team, shall keep and maintain all statutory Instrumentation records of the plant.

This person shall normally attend general shift duty but shall be available for 24 hours. Additionally, he must assist the Manager-Technical and Chief Plant Manager in every possible way to run the plant smoothly, including the administrative, HSE (including records & reports) activities of the plants and

establishment. This person shall report to Manager – Technical and Chief Plant Manager of the Installation.

- vii) **Jr. Engineer / Supervisor – Electrical:** The person should be dynamic and have managerial skill to plan ahead and lead a team of experienced persons for carrying out day to day, periodic, preventive and breakdown maintenance jobs of all electrical systems of the station. The person shall be the overall in charge and co-coordinator for safe & environment friendly operation & maintenance of all electrical equipment / items of the plant. He should be confident in independently carrying out fault finding analysis, rectification of fault, operation and routine / planned / breakdown maintenance of all the electrical equipment / items of the plant including the air conditioners.

He should be conversant with all statutory rules and regulations such as Indian Oil Mines Regulations (2017), Central Electricity Authority Regulations (2010), Mines Act, Mines Rules and various directives, rules and regulations of Statutory bodies like DGMS (India), OISD etc.

He shall be responsible for overall plant electricals including record keeping and submission of report to IM. He shall, with the help of his team, shall keep and maintain all statutory electrical records of the plant.

This person shall normally attend general shift duty but shall be available for 24 hours. Additionally, he must assist the Manager-Technical and Chief Plant Manager in every possible way to run the plant smoothly, including administrative, HSE (including records & reports) activities of the plant & establishment. This person shall report to Manager – Technical and Chief Plant Manager of the Installation.

- viii) **Technician – Electrical:** The person shall have to attend and rectify electrical reports / problems as well as preventive maintenance activities of all types of electrical equipment and control systems of the installation under the guidance of the Jr. Engineer / Supervisor – Electrical. The Persons shall normally attend general shift duty but shall be available for 24 hours

They shall report to Jr. Engineer / Supervisor – Electrical.

- ix) **Technician – Instrumentation:** The person shall have to attend and rectify instrumentation reports / problems, carry out testing and calibration jobs as well preventive maintenance activities of all types of instruments and control systems of the installation under the guidance of the Jr. Engineer / Supervisor – Instrumentation. The Persons shall normally attend general shift duty but shall be available for 24 hours

They shall report to Jr. Engineer / Supervisor – Instrumentation.

- x) **Technician – Mechanical:** The person shall have to attend and rectify all mechanical reports / problems as well preventive maintenance activities of all types of mechanical equipment viz. gas compressor packages, dehydration system, all pumps, firefighting system, ETP, Generating Sets etc. of the installation under the guidance of the Jr. Engineer / Supervisor -

Mechanical. The Persons shall normally attend general shift duty but shall be available for 24 hours

They shall report to Jr. Engineer / Supervisor - Mechanical

- xi) **Shift Technicians (Mechanical, Electrical, Instrumentation):** The Shift Technicians will be working in rotating shifts (morning, evening and night) and the Reliever will be in general shift for rest of the days for normal O&M activities as a part of Maintenance group.

The primary duty of the Shift Technicians shall be :

- To assist the Operators in checking and recording operational parameters of all units /equipment of the plant.
- To assist maintenance team during maintenance activities
- To ensure healthiness of equipment/items with minor maintenance / rectification/reset as required.
- To isolate unhealthy equipment for further attendance by general shift maintenance group.

- xii) **Assistants / Helpers:** All the persons under this category must be competent and intelligent enough to understand work advice of their seniors and to carry out such advices. The Persons shall normally attend general shift duty but shall be available for 24 hours.

11.0 Imposition of Penalty

A. Operational non performance

- i) The prime objective of the O&M contractor is to provide system availability of the gas compression system to the maximum extent possible with the equipment being provided by OIL and operation and maintenance on the equipment being carried out by the O&M contractor.
- ii) System availability means that all the gas compressor packages are available and can be put into operation at any point of time as per requirement of OIL. If system availability falls below 95% per month for reasons attributable to the contractor and for any other operational non-performance, an amount equal to the applicable hourly rate will be deducted as penalty for the hours the system or machine is not available from the monthly bills of the contractor.
- iii) System availability per month will be calculated as follows :
- a) LP Booster Compressor
- 3 units X 24 hours X 30 days = 2160 hours for 30 day month
3 units X 24 hours X 31 days = 2232 hours for 31 day month
95% system availability for 30 day month = 2052 hours
95% system availability for 31 day month = 2120 hours
- b) HP Gas Lifter Compressor
- 3 units X 24 hours X 30 days = 2160 hours for 30 day month
3 units X 24 hours X 31 days = 2232 hours for 31 day month
95% system availability for 30 day month = 2052 hours
95% system availability for 31 day month = 2120 hours

- iv) The hourly rate for system availability for both Booster compressor and gas Lifter compressor works out to [Monthly charges / (30X24)] for a 30 days month.
- v) Total penalty under clause 11.0 A shall be limited to 15% of the annualized contract value for each year.

B. Malfunctioning/ defect(s) / non-working of the PLANT and also other factors attributable to the O&M contractor which causes complete failure and shutdown of the plant (on everyday basis) shall warrant levy of penalty to the Contractor, which shall be deductible/ realized by the Company from the monthly O&M charges in the following manner:

Sl. No	Days of occurrence of complete failure and shut down of the Plant	Amount deductible (beyond 6 hours of occurrence of failure)	Remark
i)	For every such occurrence up to 1 day (24 hours)	20% of the daily O&M charge or part thereof on pro-rata basis	Daily O&M charge = Monthly O&M charge / number of days in the month
ii)	More than 24 hours up to a maximum of 7 days in a calendar month	Daily O&M charge or part thereof for the entire shutdown period.	In such cases serial no. i) will not be applicable but entire shut down period will applicable under this clause.
iii)	More than 7 days in a calendar month	Daily O&M charge or part thereof for the entire shutdown period PLUS a penalty of 15 % of Daily O&M charge for the shutdown period will be levied.	The Company reserves the right to terminate the contract if period of shutdown extends beyond 30 days.

C) In addition to above, the following penalty shall be imposed on the O&M Contractor for failure of the O&M Contractor to do any job as per detailed scope of work stated in different clauses of the tender.

Sl. No	Description	Details of Penalty (To be deducted from monthly bill)
1	Inadequate manpower deployment not in conformity with tender requirement on daily basis	1. Rs 2500.00 per person per day for following category of persons. a) Chief Plant Manager b) Manager (Technical / Non-Technical) 2. Rs 2000.00 per person per day for following category of persons a) Jr Engineer, Technician, Operator 3. Rs 1000.00 per person per day for rest of the persons Total penalty under this clause shall be to limited to 20% of the annualized

Sl. No	Description	Details of Penalty (To be deducted from monthly bill)
		contract value for each year.
2	Non availability of PPE or employees not using PPE at worksite	Employees will be marked absent and penalty as per sr. no. 1 shall be applicable for absence days.
3	Any breakdown maintenance job carried out by OIL due to failure of O&M contractor to carry out the same.	Total cost incurred by OIL at actuals, which will be determined by OIL's Internal Committee
4.	Failure to manage / plan / procurement of spare parts on behalf of OIL to maintain minimum inventory, leading to equipment downtime.	Penalty equal to price of the item(s). Subsequent loss to OIL due the shortage / lack of items. Price of item and loss to OIL to be determined by OIL Internal Committee.
5	Non compliance of HSE provisions of the contract	Penalty equal to Rs 1000.00 per day for each case
6	Shutdown of equipment /item beyond reasonable permissible period (as decided by OIL) due to failure to carry out breakdown maintenance in time.	Penalty equal to Rs 5000.00 per day per item till the equipment / item put into operation
7	Failure to carry out general upkeepment and maintenance of cleanliness of the Plant area including drains, Flower garden, open areas etc. to the satisfaction of OIL	Penalty equal to Rs 1000.00 per day
8	Non compliance of standard Labour Laws	Penalty equal to Rs. 1000.00 for noncompliance of each clause / month
9	In case the contractor defaults / does not carry out some of the jobs during the month as per the scope of work	Penalty equal to Rs 5000.00 per month for each default.
10	Non availability of requisite tools and equipment for O&M jobs	Penalty @ Rs. 1000/- per day per item shortage of tools, if any, during the maintenance activities
11	Failure to carry out IME/PME of employees, in part or full	Penalty equal to total cost of IME / PME as per OIL's internal assessment
12	Failure to carry out AMC service for the specified equipment	Penalty equal to cost of AMC service as per OIL's internal assessment.

D) Any action/ penalty by Environment and Pollution board/any Statutory authorities in matters related to HSE will be sole responsibility of the O&M Contractor and they shall bear the penalty and take appropriate remedial actions. If the penalty is imposed on OIL, the same shall be recovered from the O&M Contractor.

12.0 OTHER SPECIALS TERMS AND CONDITIONS OF THE CONTRACT

a) EFFECTIVE DATE, DURATION OF CONTRACT, MOBILISATION TIME, DATE OF COMMENCEMENT OF THE CONTRACT:

- i. This Agreement shall be effective from the Effective Date (being the date on which LOA is issued) and unless terminated earlier pursuant to the provisions of this Agreement or the contract, shall continue in effect for the term of contract.

The duration of the contract shall be initially for a period of **04 (Four) Years** from the commencement of the same i.e. after completion of mobilization with a provision of extension by another **01 (One) year** as per Company's requirement. Depending on the performance of the Contractor, the Company reserves the right to extend the contract for **01 (one) year** under the same terms and conditions. The O&M Contractor must complete the work as mentioned/described in the contract within the contract period. In the event of there being undue delay in execution of the Contract, the Company reserves the right to cancel the Contract and/or levy such additional damages as it deems fit based on the actual loss suffered by the company attributable to such delay. The company's decision in this regard shall be final.

- ii. Mobilisation shall be completed within 30 (Thirty) days from the Date of issue of LOA.
- iii. The Contractor will intimate the Company in writing of their readiness for commencement of mobilisation / shipment to company, at least 3 days before actual mobilisation / shipment commences.
- iv. Mobilisation and demobilisation charge is one time only. **Mobilisation charge** is limited to max. **2.5%** of the O&M service charge quoted by the bidder and **Demobilisation charges** is limited to max. **2.5%** of the O&M service charge quoted by the bidder. Any quote more than **2.5% Mobilisation charge and 2.5% Demobilisation charge** of the above will be limited to 2.5 % only for bid evaluation and payment purpose.

b) **GENERAL OBLIGATIONS OF CONTRACTOR:**

Contractor shall, in accordance with and subject to the terms and conditions of this Contract shall have following obligations:

- i. Perform the O&M work as described in the Technical-Scope of Work, SPECIAL CONDITIONS OF CONTRACT(SCC)of the tender document.
- ii. Except as otherwise provided in the Technical-Scope of Work and the Special Conditions of the Contract, provide all labour as required to perform the work.
- iii. Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of all the work of operation and maintenance contract as per best industry practice requirement for operation and maintenance of the plant.
- iv. Provide and make regular payments to all labour & sub-vendors as required to perform the work.
- v. Contractor shall be deemed to have satisfied themselves before submitting their offer as to the correctness and sufficiency of their offer for the services required

and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

- vi. Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter as Company may consider necessary for the proper fulfilling of Contractor's obligations under the Contract.

c) OTHER SPECIAL CONDITIONS:

- i. The contractor shall not engage a person under this contract if declared medically unfit, and if found guilty on account of misconduct.
- ii. Smoking, bringing of naked lights or carrying matches are strictly prohibited within the work premises as per safety regulations.
- iii. No contract worker will be allowed to enter the work premises if he wears loose dress/clothing or comes barefoot or without proper safety shoe. Contractor should ensure that his worker comes to duty with proper, safe, industrial safety shoe. Supervisor or Engineer-in-charge will be at liberty to return a worker for not wearing safety shoe.
- iv. Observance of safety regulations by contract workers deployed in the work premises is mandatory. Any contract worker, if found violating the safety regulation or otherwise found unsuitable for working in a hazardous area, shall be removed immediately and replaced by a suitable worker by the contractor.
- v. In case of operational urgency the labourers may have to carry out their jobs in Over Time for which OT will be paid by the Contractor at no cost to OIL & compensatory off to be granted as per applicable laws/acts like OMR/Mines Act/or any other labour laws.
- vi. Shift duty pattern will be of 8 (eight) hour duration only. Contractor shall not engage his person for more than 8 hours of duty due to safety considerations except in case of operational urgency as mentioned in E) above.
- vii. The contractor will have to bear responsibility for any untoward incident, such as theft/pilferage etc. of Company materials by his personnel.
- viii. The contractor will be required to submit monthly PF statements of all the personnel engaged for O&M of the installations, quarterly/annual return of the contractor along with the monthly bill, otherwise monthly bill will not be processed.

d) CONTRACTOR'S ITEMS:

- i. Contractor shall provide equipment and personnel to perform the services under the contract as specified in this document and as per terms of the contracts.
- ii. Contractor shall provide all the tools and tackles including all types of required calibration gauges/tools etc. required for operation and maintenance of the plants.

- iii. Contractor will have to hand over all materials/spares and tools and tackles including all types of required calibration gauges/tools etc. to OIL after completion of the O&M contract.

e) CONDUCTING FIELD & OFFICE WORKS:

- i. The Contractor shall carry out all operations mentioned hereunder with due diligence in a safe and workmanlike manner and in accordance with accepted International oilfield practices.
- ii. All the equipment and materials required for execution of the works under this bid shall be in good working condition. OIL reserves the right to check the relevant certificates of the equipment, certifying the conditions of the equipment. Contractor will have to carry out all the calibration jobs for such the tools and tackles/equipment, which are required as per statutory requirements and records must be maintained as per the formats advised by OIL.
- iii. Contractor shall be solely responsible for the operation and maintenance of their equipment. A standby vehicle shall be made available by the bidder/Contractor at the GCS for emergency mobilization of personnel to hospital in case of injury/accident. That vehicle (pick up/utility type) will also be used for collecting materials from OIL designated places/stores as and when required.

f) PROTECTION OF PROPERTY AND EXISTING FACILITIES:

- i. The Contractor shall perform each work in such a manner as will prevent damage to the Company's property and conform to and are consistent with, operational practices of hydrocarbon industries. Any permanent damage /loss to the Company's pipeline, assets and plants due to actions undertaken by the Contractor in order to provide the services envisaged under this Contract shall have to be remedied by the Contractor, entirely at their own cost. This cost shall include and not be limited to actual replacement of such damaged pipeline, assets or plants, or payment of actual replacement cost in relation thereto as may be incurred by the Company.
- ii. The CONTRACTOR shall take sufficient care in moving his plants, equipment and materials from one place to another so that they do not cause any damage to any person or to the property of COMPANY or any third party including overhead and underground cables and in the event of any damage resulting to the property of COMPANY or of a third party during the movement of the aforesaid plant, equipment or materials, the cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by COMPANY or ascertained or demanded by the third party shall be borne by the CONTRACTOR.
- iii. OIL has HSE policy in place covering different applicable industry standards and regulations. Moreover, the policy is guided by the statutory and Government directives.
- I. **FIRE OR EXPLOSION:** In the event of any fire or explosion, Service Provider shall use all reasonable measures at his disposal to protect the aforesaid installations and to bring the said fire or explosions under control.

- II. **HSE Drills, meeting etc:** The Contractor shall observe such HSE regulations in accordance with acceptable oilfield practice and applicable Indian Laws. The Contractor shall take all measures reasonably necessary to provide safe & pollution free working conditions and shall exercise due care and caution in preventing fire, explosion or pollution. Contractor shall conduct such safety drills, Tool box meetings, etc. as may be required by company at prescribed intervals.
- III. **Record Keeping, Documentation in connection with HSE** : Documentation, record keeping of all safety practices should be conducted as per international/Indian applicable laws, act, regulations etc. as per standard Oilfield practice and these records should be made available for inspection at any point of time. The H.S.E policy as well as emergency procedure manual / contingency plans for pollution control should be kept at site. Compliance of these shall be the sole responsibility of the Contractor.
- IV. **CAMP AND OTHER ESTABLISHMENT**: Suitable camp facilities for Contractor's personnel including catering services shall be Contractor's responsibility.

g) GUARANTEE, WARRANTY, RIGHTS AND REMEDY DEFECTS:

- i) Contractor must warrant that they shall perform the work in a first class, workman-like, and professional manner and in accordance with the highest degree of quality, efficiency, and with the state of the art technology and in conformity with all specifications, standards and drawings set forth or referred to in the Technical Scope of Work of tender document and with instructions and guidance which the Company may, from time to time, furnish to the Contractor.
- ii) Should the Company discover at any time during the tenure of the Contract or within the Performance Liability Period of the Contract that the work carried out by the contractor does not conform to and perform as per terms and conditions of the Contract, Contractor shall after receipt of notice from Company, promptly perform all corrective work required to make the services conform to the Warranty. Such corrective work shall be performed entirely at Contractor's own expenses. If such corrective work is not performed within a reasonable time, the Company, at its option, may have such remedial work carried out by others and charge the cost thereof to Contractor, which the Contractor must pay promptly. In case Contractor fails to perform remedial work, the performance security shall be forfeited.
- iii) All Goods or Materials shall be supplied strictly in accordance with the specifications, drawings, data sheets, other attachments and conditions stated in the Contracts or as per the OEMs specifications and in conformity of equipment/accessories/fittings available at the Plant.
- iv) The Contractor guarantees that the Goods or Materials supplied under the Contract are new and unused. The Contractor further warrants that the goods supplied under this Contract shall have no defect arising from design, materials or workmanship.

- v) No deviation from such specifications or alterations of these conditions shall be made without agreement with the COMPANY in writing. All materials supplied by the CONTRACTOR pursuant to the Contract (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by Company) are guaranteed to be of the best quality of their respective kinds, (unless otherwise specifically authorized in writing by Company) and shall be free from faulty design, workmanship and materials, and to be of sufficient size and capacity and of proper materials so as to fulfil in all respects operating conditions, if any, specified in the Contract.
- vi) The Guarantee period for the materials and goods supplied under the contract shall be as per warrantee and guarantee policy of the OM / OEM.
- vii) The Company may, at its option, remove such defective materials, at CONTRACTOR'S expense in which event CONTRACTOR shall, without cost to Company and as promptly as possible, furnish and install proper materials. Replacement materials shall be similarly guaranteed by the CONTRACTOR as per warranty and guarantee policy of the OM / OEM.

h) CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:

- i) Contractor shall not, without Company's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of Company in connection therewith, to any person other than a person employed by Contractor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.
- ii) Contractor shall not, without Company's prior written consent, make use of any document or information except for purposes of performing the contract.

Any document supplied to the Contractor in relation to the contract other than the Contract itself remain the property of Company and shall be returned (in all copies) to Company on completion of Contractor's performance under the Contract if so required by Company.

- iii) The above obligations of the Contractor shall be in force even after termination of the Contract.
- iv) All information obtained by Service Provider in the conduct of operations shall be considered confidential and shall not be divulged by Service Provider or its employees to anyone other than Company's representative. This obligation of Service Provider shall be in force even-after termination of the Agreement.

- i) **PERMITS & CERTIFICATES:** The Contractor shall procure, at his expense, all necessary permits, certificates and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the works is to be performed, and Contractor further agrees to hold COMPANY harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other

rules. COMPANY will provide necessary permits for Contractor's personnel to undertake any work in India in connection with Contract.

j) INSURANCE:

- i) The contractor shall arrange insurance to cover all risks in respect of their personnel, materials and equipment belonging to the contractor or its subcontractor during the currency of the contract.
- ii) Contractor shall at all time during the currency of the contract provide, pay for and maintain the applicable insurances amongst others:
 - A) Workmen compensation insurance as required by the laws of the country of origin of the employee.
 - B) Employer's Liability Insurance as required by law in the country of origin of employee.
 - C) General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of Contractor required to fulfil the provisions under this contract.
 - D) Contractor's equipment provided by the Contractor for performance of the work shall have an insurance cover with a suitable limit (as per international standards).
 - E) Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance regulations.
 - F) Public Liability Insurance as required under Public Liability Insurance Act 1991.
 - G) The Contractor shall obtain additional insurance or revise the limits of existing insurance as per the Company's request, if any, in which case additional cost shall be to Contractor's account.
- iii) Any deductible set forth in any of the above insurance shall be borne by Contractor.
- iv) All insurance taken out by Contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company.
- v) A) All goods/equipment to be supplied under this contract shall be under Contractor's custody until such goods/equipment are installed and commissioned. The Contractor shall at his own expense, secure and maintain insurance covering the full value of all such goods/ equipment for the period up to commissioning of such goods/equipment.

B) Such insurance shall cover any loss or damage of supplied goods/equipment during transit from Contractor's source of dispatch to plant sites, storage at other sites. The beneficiary of all such insurance policies shall be OIL. Unless insurance document in this regard are furnished to the Company no payment will be made for such supplies.

- vi) If any of the above policies expire or are cancelled during the term of the Contract and the Contractor fails for any reason to renew such policies, then the Company may renew/replace same and charge the cost thereof to the Contractor. Should there be a lapse in any insurance required to be carried by the Contractor for any reason whatsoever, loss/damage claims resulting there from shall be to the sole account of the Contractor.

k) ALTERATION / VARIATION / CHANGE ORDER:

- i) During the performance of the work, Company may make a change in the work within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. Contractor shall perform the work as changed. Changes of this nature will be affected by written order by the Company.
- ii) If any change result in an increase in compensation due to Contractor or in a credit due to Company, Contractor shall submit to Company an estimate of the amount of such compensation or credit in a form prescribed by Company. Such estimates shall be based on the rates shown in the Schedule of Rates. Upon review of Contractor's estimate, Company shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change. If Contractor disagrees with compensation or credit set forth in the Change Order, Contractor shall nevertheless perform the work as changed, and the parties will resolve the dispute. Contractor's performance of the work as changed will not prejudice Contractor's request for additional compensation for work performed under the Change Order.

l) NOTICES:

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

Company

For contractual matter

For Technical matter

CGM (Contracts)

CGM (GMS)

OIL INDIA LIMITED

OIL INDIA LIMITED

DULIAJAN – 786602

DULIAJAN – 786602

ASSAM, INDIA

ASSAM, INDIA

Fax No. 0374- 2800450

Contractor

-----,
-----,

m) SUBCONTRACTING: Contractor shall not subcontract or assign, in whole or in part, its obligations to perform under this contract, except AMC from the OEMs as mentioned in this Special Conditions of Contract (SCC). Manpower management through third party shall not be allowed. However, subcontracting is allowed for jobs like grass/jungle cutting, drain cleaning, flower plantation / gardening jobs, sanitation work etc. which involves unskilled workers.

n) PATENT INFRINGEMENT: The Service Provider shall defend and hold the Company harmless against any and all claims, actions and liabilities for violation of any patent or patents brought against the Company and/or the Service Provider by any third party as a result of the Service Provider 's use of any patented process, compositions, machines or articles of manufacture. The Company shall at all times have the right to be represented by its own counsel and participate in the defence of any action in which the Company is a party defendant.

o) EMPLOYMENT OF OFFICIAL OF THE COMPANY: Firms/ Service Provider who have or had business relations with the Company are advised not to employ serving Company employees without its prior permission. It is also advised not to employ ex-personnel of the Company within the initial two years period after their retirement / resignation/severance from service without specific permission of the Company. The Company may decide not to deal with such firm(s)/ Service Provider who fail to comply with the advice.

p) ADDITIONAL EXPENSES DUE TO FAULT OF THE CONTRACTOR: In case additional expenses are incurred due to failure of system / process/ equipment / general infrastructure of the plant/ facilities, pipeline network and disposal wells on account of wrong operation / wrong maintenance / wrong handling/ poor workmanship / use of incompetent manpower/ lack of supervision/ lack of co-ordination/ wilful insubordination of Operating instruction by the person or group of persons engaged by the contractor, the contractor will bear all such expenses. The contractor will commence necessary rectification/ modification required to rectify such failures.

q) INGRESS AND EGRESS AT INSTALLATIONS: Company shall provide Service Provider requisite certificate for obtaining rights of ingress and egress from the installations. Should such certificate be delayed because of objections of appropriate authorities in respect of specific Service Provider's persons, such persons should be promptly removed from the list by the Service Provider and replaced by acceptable persons.

r) Pre bid Meeting: A Pre Bid meeting will be organized at Duliajan for which prospective Bidders will be intimated nearer the time. Further, the interested bidders are also advised to visit the plant, if required, for more clarity about O&M jobs at the installation and for the detailed list of equipment/machineries before submitting the bid.

13.0 PAYMENT & INVOICING PROCEDURE: Payment for O&M of the plant, shall be released monthly upon successful Operation & Maintenance of the plant in strict accordance with Terms and Conditions of the Contract and as per the quoted price of SoR. All payments will be made in accordance with the terms hereinafter described.

- a) The Company shall pay to the Contractor, during the term of the Contract, the amount due from time to time calculated according to the rates of price schedule, less deduction if any and in accordance with other provisions hereof. No other payments shall be due from the Company unless specifically provided for in this Contract.
- b) All payments due by the Company to the Contractor shall be made at the Company's designated Bank through electronic mode. All Bank charges will be on Contractor's account.
- c) Payment of any invoices shall not prejudice the right of the Company to question the validity of any charges therein, provided the Company within one year after the date of receipt of any such invoices, shall make and deliver to the Contractor written notice of objection to any item or items the validity of which the Company questions.
- d) The Contractor will submit three sets of all invoices (all invoices duly super-scribed "Original" and "Copy") for all the services and dues at the end of each month, duly certified by Engineer-In-Charge along with duly filled up activity completion sheet to OIL, for processing of payment. One set of all invoices with measurement sheet to be submitted to Engineer-In-Charge for his record.
- e) Invoices shall be raised by the Contractor as per the Payment Schedules only.
- f) Invoices for reimbursable will have to be accompanied by documents supporting the cost incurred. Payment against invoices for reimbursable will be made within 45 days after receipt of such invoices by the Company.
- g) The Company shall within 20 (Twenty) days of receipt of the invoice notify the Contractor of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion within 30 (Thirty) days from the date of receipt of the invoices at OIL, Duliajan. This will not prejudice the Company's right to question the validity of the payment at a later date. No interest shall be payable by the Company on any delayed / disputed amount.
- h) The acceptance by the Contractor of part payment on any billing not paid on or before the due date shall not deemed to be a waiver of the Contractor's rights in respect of any other billing, the payment of which may then or thereafter be due.

- i) The Contractor shall maintain complete and correct records of all information on which the Contractor's invoices are based up to 2 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query /objection.
- j) Any audit conducted by the Company of the Contractor's records, as provided herein, shall be limited to the Company's verification (i) of the accuracy of all charges made by the Contractor to the Company and (ii) that the Contractor is otherwise in compliance with the terms and conditions of this Agreement.

14.0 If any of the clauses in the SCC contradict with other clauses in the GCC of bidding document, the clauses in the SCC shall prevail.

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

SUB: SAFETY MEASURES

Description of service: Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.

Sir,

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

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

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

i) _____

ii) _____

iii) _____

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

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

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. We would ensure that all the provisions under the Oil Mines Regulations, 2017 and other safety rules related to execution of our work would be strictly followed by our personnel. Any violation pointed out by the Company's Engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

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

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

g) We shall abide by the 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

INTEGRITY PACT

Between

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

And

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

Preamble:

The Principal intends to award, under laid down organizational procedures, contract/s for **Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station**. The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

Section: 1 - Commitments of the Principal

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

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

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a Page 2 of 6 substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

Section: 2 - Commitments of the Bidder/Contractor

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

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

2. The Bidder/Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, Subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

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

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

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

(3) The Bidder/Contractor signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will await their decision in the matter.

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

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

1. If the Bidder/Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressions within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.
4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.
5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties till the final completion of the contract **or as mentioned in Section 9 - Pact Duration whichever is later**. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings

Section 4 - Compensation for Damages

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

Section 5 - Previous transgression

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

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

1. The Principal will enter into Pacts on identical terms with all bidders and contractors.

2. The Bidder/Contractor undertake(s) to procure from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors/sub-vendors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

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

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

Section: 8 - External Independent Monitor/Monitors

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder/contractor to present its case before making its recommendations to the Principal.

6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the

'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

8. The word 'Monitor' would include both singular and plural.

Section: 9 - Pact Duration

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

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

Section: 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3. If the Contractor is a partnership or a consortium, this agreement must be, signed by all partners or consortium members.

4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

.....
For the Principal

.....
For the Bidder/Contractor

Witness 1:

Witness 2:

Place.

Date .

CERTIFICATE OF ANNUAL TURNOVER & NET WORTH

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

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of M/s (Name of the Bidder) for the last 03(Three) completed accounting years upto.....**(as the case may be)** are correct.

YEAR	TURN OVER In INR	NET WORTH In INR

Place:

Date:

Seal:

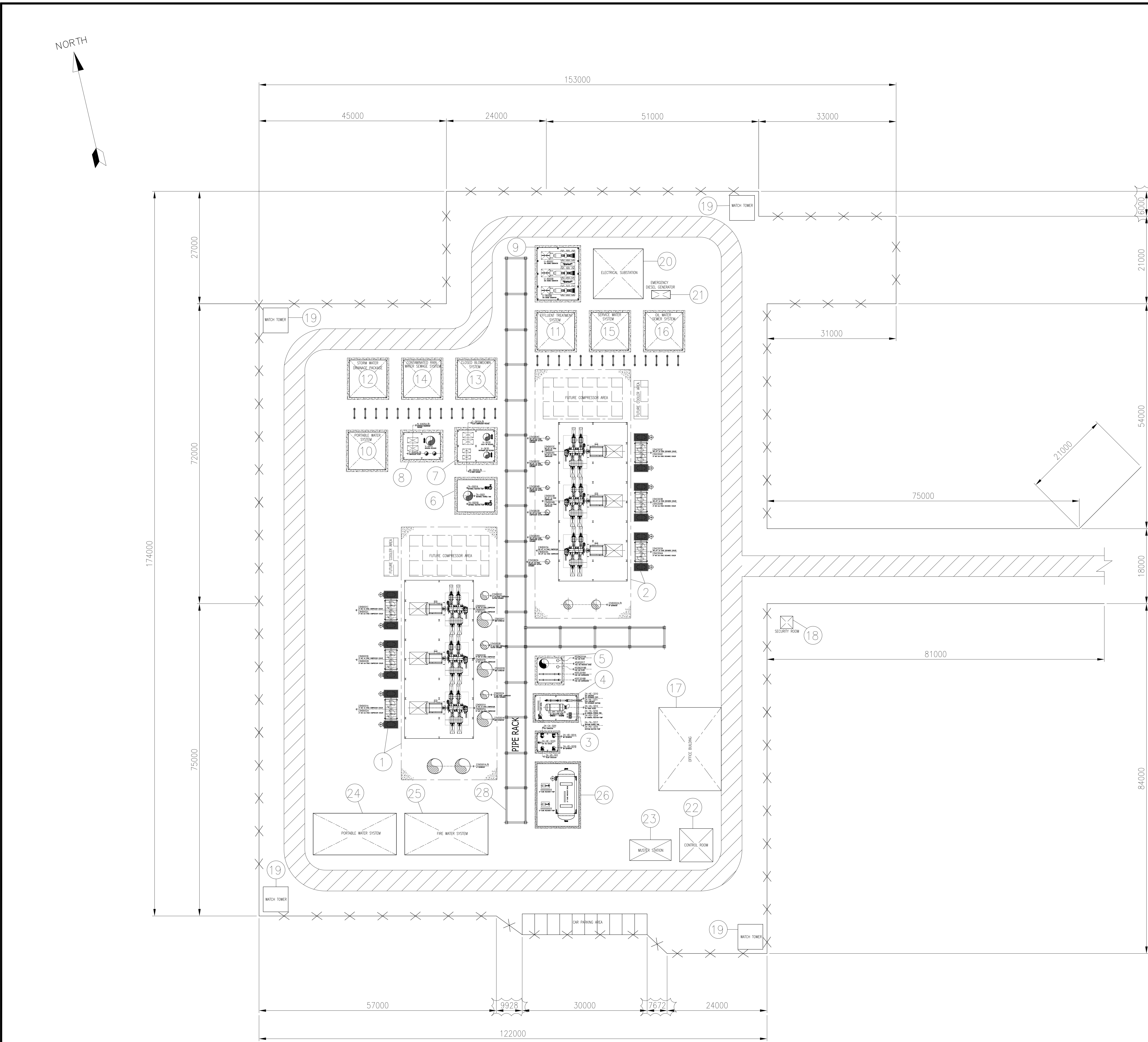
Membership Number :

Signature

Registration No. :

OIL INDIA LIMITED (A Government of India Enterprise) Duliajan, Assam								
DESCRIPTION OF WORK/SERVICE: Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.								
PRICE BID FORMAT: E-TENDER NO. CDO2528P20								
NAME OF BIDDER								
Bidder's GST No.								
SAC/HSN Code								
Select the benefit sought under the Policy (Use Drop Down List)								
Item No.	Description of Services (For detailed description of Services Refer SOQ)	UOM	Estimated Quantity	Rate (Rs.) to be quoted Excluding GST	Applicable GST Rate in %	Applicable GST (Select from Drop down List)	Total Amount (Rs.) Excluding GST	Total Amount (Rs.) Including GST
			A	B	C		D = A * B	E = D+(D * C)
10	O&M Service Charge for 1st Year	MON	12				0.00	0.00
20	O&M Service Charge for 2nd Year	MON	12				0.00	0.00
30	O&M Service Charge for 3rd Year	MON	12	#DIV/0!			#DIV/0!	#DIV/0!
40	O&M Service Charge for 4th Year	MON	12	#DIV/0!			#DIV/0!	#DIV/0!
50	Mobilisation Charge	LSM	1				0.00	0.00
60	Demobilisation Charge	LSM	1				0.00	0.00
70	TOH cost for Gas Compressor Engines	LSM	3				0.00	0.00
80	TOH cost for Gas Gen Set Engines	LSM	1				0.00	0.00
Total (Rs)							#DIV/0!	#DIV/0!
								The above cost should be maintained under "Total Bid Value" in the E-Tender Portal

1. Bidders need not quote for O&M Service Charge for 3rd year and 4th year, as the same shall be auto calculated as per uniform rate escalation in line with Note: 2 of Part-II: SOQ.
2. The price/rate(s) quoted by the Bidders will be inclusive of all taxes except GST (i.e. IGST or CGST and SGST/UTGST as applicable in case of interstate supply or intra state supply respectively and Cess on GST , if applicable) on the final services. However, GST rate (including cess) to be provided in the respective places in the Price Bid.
3. Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including applicable GST(CGST & SGST/UTGST or IGST)
4. OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.
5. Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/ Contracts will be binding on the bidder.
6. Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & The bids will be evaluated based on total price including GST.
7. Bidder may seek benefits under Public Procurement Policy for MSEs – Order 2012.
8. Refer to GCC for detail of GST
9. Refer to SOQ & SCC for Item detail Description
10. Mobilisation Period: 30 (Thirty) days from the date of issue of LOA.



SCHEDULE OF FACILITIES		
PART NO.	DESCRIPTION	SIZE (mm)
1	LP COMPRESSION SYSTEM	60700 (L) X 23000 (W)
2	GAS LIFT COMPRESSION SYSTEM	60700 (L) X 23000 (W)
3	GAS DEHYDRATION SYSTEM	6250 (L) X 5500 (W)
4	TEG REGENERATION SYSTEM	10000 (L) X 6000 (W)
5	FUEL GAS SYSTEM	6000 (L) X 6000 (W)
6	METHANOL INJECTION SYSTEM	8960 (L) X 7680 (W)
7	INSTRUMENT AND UTILITY AIR SYSTEM	8960 (L) X 7680 (W)
8	INERT GAS GENERATION SYSTEM	8960 (L) X 6400 (W)
9	POWER GENERATION SYSTEM	13500 (L) X 11000 (W)
10	PORTABLE WATER SYSTEM	9000 (L) 9000 (W)
11	EFFLUENT TREATMENT SYSTEM	9000 (L) 9000 (W)
12	STORM WATER DRAINAGE PACKAGE	9000 (L) 9000 (W)
13	CLOSED BLOWDOWN SYSTEM	9000 (L) 9000 (W)
14	CONTAMINATED RAIN WATER SEWAGE SYSTEM	9000 (L) 9000 (W)
15	SERVICE WATER SYSTEM	9000 (L) 9000 (W)
16	OIL WATER SEWER SYSTEM	9000 (L) 9000 (W)
17	OFFICE BUILDING	20000 (L) 15000 (W)
18	SECURITY ROOM	3000 (L) 3000 (W)
19	WATCH TOWER	6000 (L) 6000 (W)
20	ELECTRICAL SUBSTATION	12000 (L) 12000 (W)
21	EMERGENCY DIESEL GENERATOR	4500 (L) 2000 (W)
22	CONTROL ROOM	8000 (L) 8000 (W)
23	MUSTER STATION	10000 (L) 5000 (W)
24	PORTABLE WATER SYSTEM	20000 (L) 10000 (W)
25	FIRE WATER SYSTEM	20000 (L) 10000 (W)
26	LP FLARE SYSTEM	16000 (L) 11000 (W)
27	CAR PARKING AREA	-
28	PIPE RACK	-

LEGEND:

1.

ROAD
2.

FUTURE AREA
3.

CONCRETE
4.

PLATFORM
5.

FENCING

<u>NOTES:</u>		<u>HOLD:</u>									
1. ALL DIMENSION ARE IN MM.											
A	25 JAN 17	ISSUED FOR REFERENCE									
REV	DATE	DESCRIPTION		DRAWN	BY	CHK.	APPR.				

UNDERTAKING FOR ANNUAL MAINTENANCE CONTRACT (AMC) SERVICE

FORMAT FOR UNDERTAKING (On Non-Judicial Stamp Paper of Rs. 100/-)
(TO BE NOTORISED)

To
CHIEF GENERAL MANAGER (CONTRACTS)
OIL INDIA LIMITED
DULIAJAN

Dear Sirs,

UNDERTAKING / DECLARATION BY THE BIDDER IN RESPECT OF E TENDER
NO: CDO2528P20

This is in connection with the Bid submitted by me/us, _____
(Name of Bidder) against Tender No. CDO2528P20 for O&M services of Makum Gas Compressor Station.

I/We, the afore mentioned Bidder against the subject tender, hereby declare that I/We will make arrangements with OEMs for Annual Maintenance Contract (AMC) Services as per terms and conditions and details mentioned/described in SPECIAL CONDITIONS OF CONTRACT (SCC) of the Tender for the following:

- 1) Waukesha model F 3514 GSI (412.37 KW-5 Nos.) and L 5794 GSI (768.82 KW-1 No.) gas engines.
- 2) Emerson make DCS - Delta V system, Safety ESD system and F&G systems
- 3) G E make Gas Compressor Control Panel and Glycol Dehydration Unit PLC
- 4) HITACHI make AC UPS system and DC UPS system.
- 5) Honeywell make Fire and Gas detection system and CCTV system
- 6) Caterpillar make MWM (A brand of Caterpillar Energy Solution GmbH) TCG 2016 V16C gas engine for Gen Sets (827 KW-2 Nos.)
- 7) Kirloskar make KOEL Green (Kirloskar) DV12TAG2 diesel Gen Set (500 KW - 1 No.)

I/We, the afore mentioned Bidder against the subject tender undertake that I/We will tie-up (for the list of equipment mentioned above) with the above OEMs or their franchisees as these tie-ups and related services shall be part of the contract.

I/We, the afore mentioned Bidder against the subject tender take note that we will do all endeavours to ensure the availability and ready supply of the services from the respective OEMs or their franchisees and undertake that I/We shall not make

Company (i.e. OIL) liable to reimburse me/us for such AMC Service arranged by me/us during the entire period of the contract, including extension period if any. I/We have bid after considering this AMC Service of the above OEMs for the entire period of Contract including extension provision.

I/We, the afore mentioned Bidder against the subject tender, further undertake that in case of any events of breakdown/ un-functionality of any unit of the above list, I/We will make the service available within 24 (twenty four) hours from such an event without any cost implication whatsoever upon the Company (OIL).

I/We further agree and undertake that in case of any violation of the above undertaking, Oil India Limited (OIL) shall be at liberty to take appropriate action against me/us in terms of the Tender/Contract including but not limited to termination of contract and debarment from future business with OIL. I further authorize the Company (OIL), in the event of my default or non-compliance of AMC Service provisions from above mentioned OEMs, to deduct/recover and adjust such AMC cost amount incurred by OIL or claim for services by the above mentioned OEM(s) in addition to the penalties as per the conditions of the Contract from/against my Bills due under the Contract or against any other existing or future Contracts with the Company including that of performance security.

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

Yours faithfully,

Authorized Signatory with Seal _____
(Bidder)

Place:-

Date:-

PROFORMA UNDERTAKING FROM CONTRACTORS PERSONNEL

I, _____ S/o _____ having
permanent residence at _____ Dist.
_____ State _____.

I have been appointed by M/s _____ as their
employee.

Now, I have been assigned by M/s. _____ for carrying out the
contract job under Contract No. _____ which has been awarded in
favour of my employer M/s. _____ by M/s OIL INDIA
LIMITED.

I hereby declare that I will not have any claim for employment or any service benefit
from OIL INDIA LIMITED by virtue of my deployment for carrying out contract job
in OIL by M/s. _____. I am an employee of M/s
_____ for all practical purposes and there is no
privity of Contract between OIL and me.

Signature

Place:

Date:

Witness:

1. Signature : _____

NAME: _____

DESIGNATION: _____

DATE: _____

2. Signature : _____

NAME : _____

DESIGNATION : _____

DATE : _____

List of Special Tools with respect to Clause 3.2.a. (xx) of SCC**1. Special Tool List for Engine:**

SI No	Name
01	CAMSHAFT DUMMY GEAR
02	CAM BEARING ROLLOUT TOOL
03	STOP SLEEVE
04	V-BELT TENSION TESTOR
05	PISTON PULLER
06	COMPRESSOR,4 VALVE SPRING
07	EXTRACTOR, VALVE SEAT
08	PULLER,VLVE BRIDGE GUIDE
09	PLIERS,PIST RING EXPAND 238MM
10	GAGE MACH VHP CYLINDER HEAD AS
11	REAMER,VLVE GUIDE(.5612/.5619)
12	SPARK PLUG SOCKET/EXT
13	PERF-A-TORQ
14	SOCKET EXTENSION
15	SPARK PLUG SOCKET
16	OXYGEN SENSOR SOCKET
17	SP PL THREAD & SEAT CLEAN
18	PULLER,SPARK PLUG EXTENSION
19	RING COMPRESSOR
20	GAS COMPRESSION GAUGE
21	COMPRESSION TESTER ADAPTER
22	CYL DEGLAZING HONE(9.5BRUSH)
23	SLACK TUBE MANOMETER
24	VHP TOOL KIT
25	SOCKET
26	BOTTOM PLATE
27	VALVE ADJUSTING WRENCH
28	VALVE GUIDE MACHINING TOOL
29	PILOT
30	MAIN BEARING INSTALL TOOL
31	SEAL REMOVAL TOOL
32	PISTON PIN RETAINING PLIER
33	VALVE STEM SEAL INSTALLER TOOL
34	VALVE SEAT INSTALLER TOOL
35	VALVE SEAT INSTALLER TOOL
36	VALVE BRIDGE GUIDE PIN INSTALL
37	ARBOR FOR VHP VALVE GUIDES FOR FIELD SERVICE
38	SPARK PLUG SLEEVE SEAT RE-SURFACING TOOL FOR CYLINDER HEADS - FIELD SERVICE
39	GUIDE BUSH. FOR VALVE GUIDE INSTAL., VHP SERIES 4 FLD SERV.
40	CABLE ASSY,ECU-TO-PC,25'(7.6M)

2. Special Tool list for Gas Compressor

Sl. No.	Component number (BHGE)	Object description
1	Z935-351	WRENCH OPEN END
2	Z914-691	TOOL - BEARING SHELL REMOVAL
3	Z909-973	BOLT T
4	Z909-971	BOLT T
5	Z909-975	EXTENSION WRENCH
6	Z600-306	TOOL VALVE PL (1"- 8 UNC THREAD)
7	Z939-940	PULLER COMPR PSTN
8	Z620-116-007	PROTECTOR
9	Z626-164-001	TOOL BOX

BID FORM

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

Sub: IFB No. CDO2528P20

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 work/services in conformity with the said conditions of Contract and Terms of Reference for the sum quoted in the Price Bid Format or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for a period of 120 days from the original date of 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 _____ 2019.

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

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

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

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

Signature of Bidder: _____

Name: _____

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

PROFORMA LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

**TO
CGM (CONTRACTS)
OIL INDIA LIMITED
P.O. DULIAJAN-786602
Assam, India**

Sir,

SUB: OIL's IFB No. CDO2528P20

I/We _____ confirm that Mr. _____ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB No. **CDO2528P20** for **Hiring of Services for Operation and Maintenance of Makum Gas Compressor Station.**

Yours Faithfully,

Authorised Person's Signature: _____

Name: _____

Signature of Bidder: _____

Name: _____

Date: _____

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. CDO2528P20

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.
CDO2528P20 for **Hiring of Services for Operation and Maintenance of Makum**
Gas Compressor Station. 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.

FORM OF BID SECURITY (BANK GUARANTEE FORMAT)

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

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

SEALED with the said Bank this ____ day of _____ 20_____

THE CONDITIONS of these obligations are:

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

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

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

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO.:

IFSC CODE OF THE BANK:

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 _____

Contd.... P/2

Witness _____

Address _____

(Signature, Name and Address)

Date: _____

Place: _____

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

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

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

- a. The Bank Guarantee issued by the Bank must be routed through SFMS platform as per following details:
 - (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
 - (ii) MT 760 / MT 767 COV for amendment of Bank Guarantee

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

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

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

Name:

FULL Address:

Phone Number:

Mobile Number:

E-mail address:

Fax Number:

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

Bank Name:

Branch:

Address of the Bank:

Bank Code:

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank:

PAN Number:

GST Registration Number:

Signature of Bidder with Official Seal

FORM OF PERFORMANCE BANK GUARANTEE

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

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

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

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

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

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

This guarantee is valid until the _____ day of _____.

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

Contd.... P/2

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

SIGNATURE AND SEAL OF THE GUARANTORS _____

Designation _____

Name of Bank _____

Address _____

Witness _____

Address _____

Date: _____

Place: _____

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

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

- (i) MT 760 / MT 760 COV for issuance of Bank Guarantee
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- b. Bank Guarantee issued by a Scheduled Bank in India at the request of some other Non-Scheduled Bank of India shall not be acceptable.

AGREEMENT FORM

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

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

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

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

WHEREAS, the Contractor has furnished to Company the performance security in the form of DD/BC/BG for Rs. _____ (being 10% of annualized Contract value) with validity of 03 (three) months beyond the contract period.

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.:

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

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

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

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

Signed, Sealed and Delivered,

For and on behalf of
Company (Oil India Limited)

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

Name:

Name:

Status:

Status:

In presence of

In presence of

1.

1.

2.

2.

Format of undertaking by Bidders towards submission of authentic information/documents (To be typed on the letter head of the bidder)

Ref. No _____

Date _____

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your Tender No. CDO2528P20

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

Sir,

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

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

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

CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA

**Ref : Note 'b.' under Clause 1.1 Financial Criteria of BEC/BRC of
Tender No. CDO2528P20**

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: Please note that any declaration bearing date after the Bid Closing Date will not be considered and will be rejected. This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the Original Bid Closing Date.

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Bidder's Name: _____

Sl. No.	Clause No. of BEC/BRC	Description	Compliance		Bidder to indicate Relevant Page No. of their Bid to support the remarks/ compliance
			Yes	No	
1	1.0	<u>BID EVALUATION CRITERIA (BEC)</u> 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.			
<u>1.1 FINANCIAL CRITERIA</u>					
2	1.1.1	Annual Financial Turnover of the bidder during any of preceding 03 (Three) financial/accounting years from the original bid closing date should be at least Rs. 2,55,02,500.00 (Rupees Two Crore Fifty Five Lakh Two Thousand Five Hundred only) .			
3	1.1.2	Net worth of the bidder must be Positive for the preceding financial/accounting year. Note: The Net worth to be considered against Clause 1.1.2 above, should be read in conjunction with the definition of Net worth as mentioned in			

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		Section 2 (57) of The Companies Act, 2013.			
4	Note to BEC Clause 1.1 above	a. For proof of Annual Turnover & Net worth (refer clauses 1.1.1 & 1.1.2 above), any one of the following documents/photocopies must be submitted along with the bid: (i) Audited Balance Sheet along with Profit & Loss account. OR (ii) A certificate issued by a practicing Chartered or Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in Annexure-X. b. Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an undertaking in support of the same along with their technical bid as per Proforma-X. c. 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 evidence for the same. d. In case the bidder is a Government Department, they are exempted			

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		from submission of documents mentioned under para a. and b. above. e. Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover & Net worth as mentioned in Para 1.1.1 & 1.1.2.			
<u>1.2 TECHNICAL CRITERIA</u>					
5	1.2	The bidder shall have experience in successfully executing/completing at least one 'SIMILAR WORK' of minimum Rs. 2,55,02,500.00 (Rupees Two Crore Fifty Five Lakh Two Thousand Five Hundred only) during the last 07 (seven) years reckoned from the original bid closing date in Central Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&P Company.			
6	Note to BEC clause 1.2 above	a. "Similar Work" mentioned in Para 1.2 above means the following: I. Experience in Operation and Maintenance of Natural Gas Compression/ Processing Installation having PLC based instrumentation and control system, Natural gas compressor packages and other electrical/mechanical equipment such as Electric Motors, Generators, UPS, Pumps, Diesel Engines, firefighting systems, etc. under single contract. The installation shall have at least 02 (two) nos. of Gas Compressor Packages out of which at least one compressor package must be of following specification: (i) Type: Reciprocating - balanced opposed 2 throw (ii) Flow : 2700 NM3 per hour or above (iii) Prime Mover: Engine Driven (iv) Engine Rating: 500 KW or above			

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		OR II. Experience in Operation and Maintenance of Natural Gas Compressor packages having PLC based instrumentation and control system under single contract. The experience must satisfy all the criteria as required under clause no. 1.2 above. The experience shall include at least 02 (two) nos. of Gas Compressor Packages either in one installation or multiple installations, out of which at least one compressor package must be of the following specifications: (i) Type: Reciprocating - balanced opposed 2 throw (ii) Flow: 2700 NM3/Hr or above (iii) Prime Mover: Engine Driven (iv) Engine Rating: 500 KW or above Additionally, the bidder shall also have experience in Operation and Maintenance of other process utilities, such as Electric motors, Generators, UPS, Pumps, Diesel Engines, firefighting systems, etc. in any contract, executed in Central Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&P Company. b. For proof of requisite Experience (refer Clause No. 1.2), the following documents/ photocopy (self-attested/attested) must be submitted along with the bid: I. <u>In case work experience is against OIL's Contract:</u> Bidder must submit Job Completion Certificate issued by the company indicating the following: A. Work order no./Contract no. B. Gross value of job done C. Period of Service D. Nature of Service			
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		II. <u>In case work experience is not against OIL's Contract:</u> Bidder must submit the following: A. Contract document showing details of work, AND B. Job Completion Certificate showing: (i) Gross value of job done (ii) Nature of job done and Work order no./Contract no. (iii) Contract period and date of completion OR C. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following: (i) Work order no./Contract no. (ii) Gross value of jobs done (iii) Period of Service (iv) Nature of Service c. Only Letter of Intent (LOI)/Letter of Award (LOA) or Work Order(s) are not acceptable as evidence. d. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated respectively under Clause Nos. 1.2 will only be treated as acceptable experience. e. Following work experience will also be taken into consideration: I. If the prospective bidder has executed contract in which similar work is also a component of the contract. II. In case the start date of the requisite experience is beyond the prescribed 07(seven) years reckoned from the original bid closing date but completion is within the prescribed 07(seven) years reckoned from the original bid closing date. III. If the prospective bidder is executing similar work which is still			
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		running and the contract value/quantity executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC. Proof of work experience against Para e. (i) and (ii) above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below: I. <u>In case requisite experience is against OIL's Contract:</u> Bidder must submit the breakup of similar work and its value/quantity mentioning SES No. and copies of all relevant SES. II. <u>In case requisite experience is not against OIL's Contract:</u> Bidder must submit the breakup of similar work and its value/quantity executed within the prescribed period of 07 (seven) years reckoned from the original bid closing date. The breakup must be certified by the end user or a certificate issued by a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number). Proof of work experience against Para e. (iii) above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below: I. <u>In case requisite experience is against OIL's Contract:</u> Bidder must submit the following: A. Breakup of similar work B. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following: i. Work order no./Contract no. ii. Gross value of job done			
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		iii. Period of Service iv. Nature of Service II. <u>In case requisite experience is not against OIL's Contract:</u> Bidder must submit the following: A. Breakup of similar work B. Contract document showing details of work. C. LOA/LOI/Work order showing: i. Gross value of job awarded ii. Nature of job awarded iii. Contract no./Work order no. iv. Contract period and date of completion D. Certificate of Payment (COP)/SES (Service Entry Sheet) up to the previous month of the original bid closing date of this tender issued by the company indicating the following: i. Work order no./Contract no. ii. Gross value of job done iii. Period of Work Done iv. Nature of Service f. SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC. g. Bids submitted for part of the work will be rejected. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 1.2.			
7	1.3	The bidder shall give an undertaking as per PROFORMA-A along with the Technical bid that they will arrange backup support for entire period			

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		of contract, including Annual Maintenance Contract (AMC) service with OEMs as mentioned in Part-III: SCC, without which bid will be rejected.			
10	1.4	Price bid 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.			
11	1.5	Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.			
12	1.6	If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.			
13	1.7	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.			
14	1.8	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.			
15	1.9	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.			
16	1.10	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			

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		offering the same overall lowest price.			
17	1.11	<u>PURCHASE PREFERENCE CLAUSE:</u> Purchase Preference to Micro and Small Enterprises registered with District Industry Centers 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: 1.11.1 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. 1.11.2 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. 1.11.3 <u>Documentation required to be submitted by MSEs:</u> Copy of valid Registration Certificate, if bidder is a Micro or Small Enterprises(MSE) registered with District Industry Centers 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.			
18	1.12	Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including applicable GST (CGST & SGST/UTGST or IGST).			

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19	1.13	OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.			
20	1.14	Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.			
21	1.15	Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.			
22	1.16	Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to L-1 bidder.			
2.0 <u>BID REJECTION CRITERIA (BRC):</u>					
23	2.1	The bids are to be submitted in single stage under Two Bid System i.e. Un-priced Techno-Commercial Bid and Price Bid together. Only the Price Bid should contain the quoted price.			
24	2.2	The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with			

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		adjustable price quotation other than the above will be treated as non-responsive and rejected.			
25	2.3	Bid security shall be furnished as a part of the Techno Commercial Un-priced Bid. The amount of bid security should be as specified in the forwarding letter. Any bid not accompanied by a proper bid security will be rejected.			
26	2.4	Bid Documents/User Id & Password for OIL's E-Tender portal are not transferable.			
27	2.5	Any bid received in the form of Physical document/Telex/Cable/Fax/E-mail will not be accepted.			
28	2.6	Bids shall be typed or written in indelible ink. The bidder or his authorized representative shall sign the bid digitally, failing which the bid will be rejected.			
29	2.7	Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be 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.			
30	2.8	Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.			
31	2.9	Bidders must quote clearly and strictly in accordance with the price schedule outlined in Price Bidding Format attached under "Notes and Attachments" tab in the main bidding engine of OIL's E-Tender portal; otherwise the bid will be rejected. All other techno-commercial documents other than price details to be submitted with Un-priced Techno-Commercial Bid as per tender requirement under "Technical Attachment" Tab Page only.			
32	2.10	Bidder must accept and comply with the following provisions as given in			

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		the Tender Document in toto, failing which offer will be rejected: (i) Firm price (ii) EMD/Bid Bond (iii) Period of validity of Bid (iv) Price Schedule (v) Performance Bank Guarantee/Security deposit (vi) Delivery/Completion Schedule (vii) Scope of work (viii) Guarantee of material/work (ix) Liquidated Damages clause (x) Tax liabilities (xi) Arbitration/Resolution of Dispute Clause (xii) Force Majeure (xiii) Applicable Laws (xiv) Specifications (xv) Integrity Pact			
33	2.11	There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.			
34	2.12	Bid received with validity of offer less than 120 (One Hundred Twenty) days from the date of Technical Bid opening will be rejected.			
35	2.13	The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “ Part-VI/Integrity Pact ” of the tender document. This Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma has to be returned by the bidder (along with the Un-priced			

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		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.			
36	3.0	<u>GENERAL:</u> 3.1 In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BEC/BRC. 3.2 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received or before the deadline given by the company, failing which the offer will be will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer. 3.3 If any of the clauses in the BEC/BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC/BRC shall prevail. 3.4 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected. 3.5 OIL will not be responsible for delay, loss or non-receipt of			

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		applications for participating in the bid sent by mail and will not entertain any correspondence in this regard. 3.6 The originals of documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.			
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