



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

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### **FORWARDING LETTER**

**Sub: IFB No. CDO5717P21 – Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.**

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 the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.** 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.	:	<b>CDO5717P21</b>
(ii)	Type of Bid	:	<b>Open Indigenous E-Tender, Single Stage Two Bid System</b>
(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 <b>120 (One Hundred Twenty)</b> 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	: For implementation of CxO Dashboard: 30 (thirty) days from the date of issue of LOA.  For Service Support of CxO Dashboard: 03 (three) months after Go Live
(x)	Bid Security/EMD Amount	: Rs. 14,59,400.00 (Rupees Fourteen Lakh Fifty Nine Thousand and Four Hundred only).  <b>Refer Clause No. 9.0</b> of Instruction to Bidder (ITB)
(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.  <b>Refer Clause No. 24.0</b> of Instruction to Bidder (ITB)
(xiv)	Validity of Performance Security	: 90 (Ninety) days beyond contract period.
(xv)	Location of job	IT Department, OIL, Duliajan
(xvi)	Duration of the Contract	: 04 (Four) Years and 05 (Five) months with a provision for extension by 01 (one) year.
(xvii)	Quantum of Liquidated Damage for Default in Timely Mobilization/ Completion	: <b>Refer Clause No. 30</b> 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	:	Tentatively in the 1 <sup>st</sup> week of December. Exact date and venue will be intimated later on.
(xx)	Last Date of receipt of Queries	:	26-11-2020

### **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.

Only in case of sole proprietorship firms, Digital Signature Certificates issued in the name of the proprietor is also acceptable provided the bid is submitted in the capacity of a proprietorship firm.

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](mailto: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](http://www.oil-india.com)).

**4.0** 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) (Server Time)** at the office of the CGM-Contracts in presence of the authorized representatives of the bidders.

**5.0** 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.

**6.0** (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period will lead to forfeiture of his/her/their Bid Security 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.

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

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

**8.1** 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.

**8.2** 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.

**8.3** 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.

**8.4** 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.

**8.5** 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.

**8.6** 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.

**8.7** 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.

## **9.0 SCREEN SHOTS**

RFx Response Number 60037504 RFx Number TESTARUP Status In Process Submission Deadline 15.04.2017 11:00:00 INDIA Opening Date 15.04.2017 00:00:00 INDIA

RFx Response Version Number Active Version RFx Version Number 1

RFx Information Items Notes and Attachments Conditions Summary Track

Basic Data Questions Technical Attachments

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

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

▼ Notes

Clear

Category	Description
Conditions of Participation	-Empty-
Bid Invitation/Auction Text	-Empty-
Bidder's Remarks	
Purchaser's Remarks	

▼ Attachments

▼ cFolder Attachments

Add Attachment Delete Verify Signature

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

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

**Note:**

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

**10.0 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 main section has tabs for 'RFx Information', 'Items', and 'Notes and Attachments'. Under 'RFx Information', there are sub-tabs: 'Basic Data', 'Questions', and 'Technical Attachments'. The 'Event Parameters' section includes a 'Currency' dropdown menu set to 'Indian Rupee', a 'Detailed Price Information' dropdown set to 'No Price', and a 'Terms of Payment' field. A 'Total Bid Value' field is highlighted with a red box. Three callout boxes provide instructions: 'Bidder to select the currency of the Response' points to the Currency dropdown; '“Total Bid Value” is mandatory in “No Price” RFx only' points to the Detailed Price Information dropdown; and '“Total Bid Value” considering all the taxes & duties.' points to the Total Bid Value field.

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”.

**11.0** 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.

**12.0** 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.

**13.0 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.

**14.0 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**.

**15.0 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 6<sup>th</sup> January, 2017 available in OIL's website: [www.oil-india.com](http://www.oil-india.com).

**16.0** 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.

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

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

Thanking you,

Yours faithfully,

**OIL INDIA LIMITED**

**(NABAJYOTI RABHA)**

**SENIOR MANAGER CONTRACTS (OPERATIONS)**

For **CGM (CONTRACTS)**

**Date: 19.11.2020**

For **RESIDENT CHIEF EXECUTIVE**

**INSTRUCTIONS TO BIDDERS****1.0 ELIGIBILITY OF THE BIDDER:**

- 1.1 The eligibility of the bidder are listed under BID EVALUATION CRITERIA (BEC) of the tender document.
- 1.2 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**2.0 BID DOCUMENTS:**

- 2.1 The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:
- a) A Tender Forwarding Letter
  - b) Instructions to Bidders (ITB)
  - c) Bid Evaluation Criteria (BEC)
  - d) General Conditions of Contract (GCC) : Part-I
  - e) Schedule of Work, Unit, Quantities (SOQ) : Part-II
  - f) Special Conditions of Contract (SCC) : Part-III
  - g) Schedule of Company's Plants, Materials and Equipments (SCPME): **Part-IV**  
**[Not applicable for this Tender]**
  - h) Safety Measures (SM) : Part-V
  - i) Integrity Pact (IP) : Part-VI
  - j) Bid Form : Proforma-I
  - k) Statement of Non-Compliance : Proforma-II
  - l) Proforma of Letter of Authority : Proforma-III
  - m) Authorisation for Attending Bid Opening : Proforma-IV
  - n) Format of Bid Security : Proforma-V
  - o) Proforma for E-Remittance : Proforma-VI
  - p) Format of Performance Security : Proforma-VII
  - q) Agreement Form : Proforma-VIII
  - r) Format of Undertaking by Bidders towards submission of authentic information/documents : Proforma –IX
  - s) Certificate of Compliance of Financial Criteria : Proforma –X
  - t) Price Bidding Format (Attached under “**Notes and Attachments**” tab in the main bidding engine of OIL’s E-Tender portal)
  - u) Technical Evaluation Sheet for BEC-BRC & others
  - v) Commercial check List (Proforma –XI)
  - w) Undertaking by vendor on submission of Bank Guarantee (Proforma – XII)
- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a bid not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.



- 2.3 Bidders shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

**3.0 TRANSFERABILITY OF BID DOCUMENTS:**

- 3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.
- 3.2 In case of e-Tender, Bidder must submit the bid using Organizational Class-3 Digital Signature issued by the Competent Authority in favour of the bidder. Bid submitted using Digital Signature other than the Digital Signature of the bidder shall be summarily rejected.
- 3.3 Unsolicited bids will not be considered and will be rejected straightway.

**4.0 AMENDMENT OF BID DOCUMENTS:**

- 4.1 At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Documents through issuance of an Addendum(s)/Corrigendum(s)/Amendment(s).
- 4.2 The Addendum will be uploaded in OIL's E-Tender Portal in the Tab "Technical Rfx" and under External Area - "Amendments" folder. The Company may, at its discretion, extend the deadline for bid submission. Bidders are expected to take the Addendum into account in preparation and submission of their bid. Bidders are to check from time to time the E-Tender portal ["Technical RFX" Tab and under the folder "Amendments"] for any amendments to the bid documents before submission of their bids. No separate intimation shall be sent to the Bidders.

**5.0 PREPARATION OF BIDS:**

- 5.1 Language of Bids: The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the OIL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of bidder's country, in which case, for purposes of interpretation of the bid, the translation shall prevail.
- 5.2 Bidder's/Agent's Name & address: Bidders should indicate in their bids their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorised Agents in India, if any.
- 5.3 Documents comprising the bid: Bids are invited under **Single Stage Two Bid System**. The bid to be uploaded by the Bidder in OIL's E-Tender portal shall comprise of the following components:

- (A) Technical Bid (to be uploaded in “Technical Attachments” tab) :
- a) Complete technical details of the services offered.
  - b) Documentary evidence established in accordance with Clause 8.0.
  - c) Bid Security (scanned) in accordance with Clause 9.0 hereunder. Original Bid Security should be sent as per Clause No. 9.2 (c) below.
  - d) Copy of Bid Form without indicating prices in Proforma-I.
  - e) Statement of Non-compliance as per Proforma-II.
  - f) Copy of Priced Bid without indicating prices.
  - g) Proforma-IV attached with the bid document to be signed by the bidders Authorized representative.
  - h) All Other relevant Undertakings and Proformas as applicable as part of Bid.

Note: No price should be mentioned in the “Technical Attachments” tab.

(B) The Price Bid as per the Price Bid Format shall be uploaded in “Notes and Attachments” tab.

Note: The Price Bid shall contain the prices along with the currency quoted and any other commercial information pertaining to the service offered.

**6.0 BID FORM:** The bidder shall complete the Bid Form and upload the same along with their bid.

**7.0 BID PRICE:**

- 7.1 Prices must be quoted by the Bidders online as per the price bid format available in OIL’s E-Tender Portal under “Notes & Attachment” Tab. Prices must be quoted by the bidders as per the Price/Bidding format.
- 7.2 Prices quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account, except as otherwise mentioned in the bid document.
- 7.3 All duties (except customs duty which will be borne by the Company) and taxes (excluding GST) including Corporate Income Tax, Personal Tax, Assam Entry Tax etc. and other Cess/levies payable by the successful bidder under the Contract for which this Bid Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder and the evaluation and comparison of bids shall be made considering the quoted GST in the Price Bid Format. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

**8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** These are listed in BID EVALUATION CRITERIA (BEC), of the tender documents.

**9.0 BID SECURITY:**

- 9.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 9.8.
- 9.2 All the bids must be accompanied by Bid Security in Original as prescribed under, for the amount as mentioned in the "Forwarding Letter" of the tender documents:
- a. The Bid Security should be submitted in the form of irrevocable Bank Guarantee (as per Proforma-V) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. Bidders shall submit duly filled 'Undertaking' towards details of BG (Format attached as Proforma-XII) along with their technical bids.
- b. Alternately, Bid Security can also be paid through Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/Irrevocable Letter of Credit/NEFT/RTGS/Electronic Fund Transfer through Online Payment Gateway of OIL's e-tender portal (subject to credit in OIL's account within prescribed time) to designated account of OIL.
- i. If the Bid Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.
- ii. Bid Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL's bank account:

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

If the bid security is submitted through NEFT or RTGS mode, details such as **UTR No., Tender No., Bidder's name & Deposited Amount etc.** must be uploaded with the Unpriced Techno-Commercial Bid documents.

- c. In case of Bidders submitting Bid Security in the form of Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Bid Security should reach the

office of CGM-CONTRACTS on or before **12.45 p.m. (IST)** on the bid closing/opening date otherwise bid will be rejected.

d. A scanned copy of Bid Security document should also be uploaded along with the Unpriced 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. 9.8** below. Bids without Bid Security Deposit in the manner specified above will be summarily rejected.

f. 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.

**Note:**

i. Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in **Para No. 10.0** below along with technical bid.

ii. Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.

9.3 Any bid not secured in accordance with sub-clause 9.2 above shall be rejected by the Company as non-responsive.

9.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.

9.5 Unsuccessful Bidder's Bid Security will be discharged and/or returned within 30 days after finalization of the Tender.

9.6 Successful Bidder's Bid Security will be discharged and/or returned upon Bidder's furnishing the Performance Security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause No. 24.0 below is furnished.

9.7 Bid Security shall not accrue any interest during its period of validity or extended validity.

9.8 The Bid Security may be forfeited:

a. If the bidder withdraws the bid within its original/extended validity.

b. If the bidder modifies/revises their bid suo-moto within its original/extended validity.

c. If the bidder does not accept the contract.

- d. If the bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract.
- e. If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder.
- 9.10 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred as per the prevailing Banning Policy of the Company (OIL).
- 9.11 A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and/or if the Bid Security validity is shorter than the validity indicated in Tender and/or if the Bid Security amount is lesser than the amount indicated in the Tender.
- 9.12 The Bank Guarantee issuing bank branch must ensure the following:

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

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

[Tender Number should reflect in the SFMS text under MT 760 / MT 760 COV]

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. The Bank details are as under:

	<b>Bank Details of Beneficiary</b>	
<b>A</b>	Bank Name	HDFC BANK LTD
<b>B</b>	Branch Name	DULIAJAN
<b>C</b>	Branch Address	Utopia Complex, BOC Jayanagar, Duliajan, Dibrugarh – 786602
<b>D</b>	Banker Account No.	21182320000016
<b>E</b>	Type of Account	Current Account
<b>F</b>	IFSC Code	HDFC0002118
<b>G</b>	MICR Code	786240302
<b>H</b>	SWIFT Code	HDFCINBBCAL

**10.0 EXEMPTION FROM SUBMISSION OF BID SECURITY:** In case any bidder is exempted from paying the Bid security, they should upload the supporting documents along with their technical bid. The detailed guidelines for exemption of the Bid security are given below.

a) MSEs Units (manufacturers/Service Providers only and not their dealers/distributors) eligible for exemption of Bid Security shall furnish the following:

i. Udyam Registration Number with Udyam Registration Certificate.

Or

ii. Proof of registration 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 Udyog Aadhaar registration or registration with any other body specified by Ministry of MSME.

Note:

i. Categorisation and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. **CG-DL-E-26062020-220191 dated 26.06.2020** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. The existing enterprises registered under EM-Part-II or UAM till 30th June, 2020 shall continue to be valid only for a period up to the 31st day of March, 2021.

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

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

Note: Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant Document/Certificate towards exemption of EMD, issued by appropriate authority.

**11.0 PERIOD OF VALIDITY OF BIDS:**

11.1 Bids shall remain valid as per the requirement mentioned in forwarding letter from the date of closing of bid prescribed by the Company. Bids of shorter validity will be rejected as being non-responsive. If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for **120 days** from Original Bid Closing Date.

11.2 In exceptional circumstances, the Company 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 through Fax or e-mail. The Bid Security provided under Para

9.0 above shall also be suitably extended. 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.

**12.0 SIGNING & SUBMISSION OF BIDS:****12.1 Signing of bids:**

- 12.1.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates with Organization's Name [e-commerce application (Certificate with personal verification and Organization Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India before bid is uploaded. Digital Signature Certificates having Bidder's Name in the "Organization Name" field are only acceptable. Digital Signature Certificate having "Organization Name" field other than Bidder's Name shall be rejected summarily.

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

If any modifications are made to a document after attaching digital signature, the digital signature shall again be attached to such documents before uploading the same. The Power of Attorney shall be submitted by bidder as mentioned in Para 12.2 below.

In case the digital signature is not of "Class-3" with organization name, the bid will be rejected. Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employees.

- 12.1.2 The original and all copies of the bid shall be typed or written in indelible inks. Since bids are to be submitted ONLINE with digital signature, manual signature is NOT relevant. The letter of authorization (as per Proforma-IV) shall be indicated by written Power of Attorney accompanying the Bid.
- 12.1.3 Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.
- 12.1.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process shall be rejected.

**12.2 Submission of bids:**

The tender is processed under **Single Stage Two Bid** system. Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL's E-Tender Portal, detailed instructions is available in "User Manual" available in OIL's E-

Tender Portal. Guidelines for bid submission are also provided in the “Forwarding Letter”. The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid should be uploaded in the “Technical Attachment” Tab Page only. Prices to be quoted as per Price Bid Format and should be uploaded as ‘Attachment’ under “Notes & Attachments” Tab. No price should be given in the “Technical Attachment”, otherwise bid shall be rejected. The priced bid submitted in physical form shall not be considered. However, the following documents in one set should necessarily be submitted in physical form in sealed envelope super-scribing the Tender no., Brief Description of services and Bid Closing/Opening date & Time along with the bidder’s name and should be submitted to CGM-Contracts, Oil India Ltd., Duliajan-786602 (Assam) on or before 12.45 Hrs (IST) on the bid closing date indicated in the IFB :

- a) The Original Bid Security along with 1(one) copy
- b) Printed catalogue and literature if called for in the bid document.
- c) Any other document required to be submitted in original as per bid document.

Documents sent through E-mail/Fax/Telephonic method will not be considered.

- 12.2.1 All the conditions of the contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per Proforma-II of the bid document and the same should be uploaded along with the Technical Bid.
- 12.2.2 Timely delivery of the documents in physical form as stated in Para 12.2 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay/transit loss.
- 12.2.3 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.

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

- 13.1 Bids should be submitted online as per the online tender submission deadline. Bidders will not be permitted by System to make any changes in their bid/quote after the bid submission deadline is reached. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.
- 13.2 No bid can be submitted after the submission dead line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.
- 13.3 The documents in physical form as stated in Para 12.2 must be received by Company at the address specified in the “Forwarding Letter” on or before 12.45 Hrs (IST) on the Bid Closing Date mentioned in the "Forwarding Letter". Timely



delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

- 14.0 LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded in system much before the closing date and time of the bid. The documents in physical form if received by the Company after the deadline for submission prescribed by the Company shall be rejected and shall be returned to the Bidders in unopened condition immediately.

**15.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

- 15.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time in the e-portal using Digital Signature by the person or persons who has/have digitally signed the Bid. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.
- 15.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 15.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in the Bidder's forfeiture of its Bid Security and bidder shall also be debarred from participation in future tenders of OIL.

- 16.0 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.

**17.0 BID OPENING AND EVALUATION:**

- 17.1 Company will open the Bids, including submission made pursuant to clause 12.2, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (as per Proforma-III) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend.
- 17.2 In technical bid opening, only "Technical Attachment" will be opened. Bidders therefore should ensure that technical bid is uploaded in the "Technical Attachment" Tab Page only in the E-portal.
- 17.3 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.
- 17.4 Bids which have been withdrawn pursuant to clause 15.0 shall not be opened. Company will examine bids to determine whether they are complete, whether

requisite Bid Securities have been furnished, whether documents have been digitally signed and whether the bids are generally in order.

- 17.5 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security and such other details as the Company may consider appropriate.
- 17.6 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. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 17.7 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid 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 Bid 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. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 17.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 17.9 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

**18.0 OPENING OF PRICED BIDS:**

- 18.1 In case of composite bid system, Price bids will be opened on the scheduled bid closing date itself.
- 18.2 In case of two bid system, Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders. The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance.
- 18.3 In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.

- 18.4 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (that is obtained by multiplying the unit price and quantity) the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between words, and figures, the amount in words will prevail. If any Bidder does not accept the correction of the errors, their Bid will be rejected.

- 19.0 EVALUATION AND COMPARISON OF BIDS:** The Company will evaluate and compare the bids as per BID EVALUATION CRITERIA (BEC) of the Tender Documents.

- 19.1 Discounts/Rebates:

- 19.1.1 Unconditional discounts/rebates, if any, given in the bid will be considered for evaluation.

- 19.1.2 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.

- 20.0 CONTACTING THE COMPANY:**

- 20.1 Except as otherwise provided in Clause 17.0 above, no Bidder shall contact Company 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 Company vide sub-clause 17.6.

- 20.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

- 21.0 AWARD OF CONTRACT:**

- 21.1 Award criteria: The Company 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.

- 22.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:** Company 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 Company's action.

- 23.0 NOTIFICATION OF AWARD:**

- 23.1 Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail (to be confirmed in writing by registered/couriered letter) that its Bid has been accepted.
- 23.2 The notification of award will constitute the formation of the Contract.
- 23.3 Upon the successful Bidder's furnishing of Performance Security pursuant to Clause 24.0 below, the Company will promptly notify each un-successful Bidder and will discharge their Bid Security, pursuant to Clause 9.0 hereinabove.

**24.0 PERFORMANCE SECURITY:** Successful bidder has to submit Performance Security amount as mentioned in Forwarding Letter, within 02 Weeks from the date of issue of Letter of Award (LOA).

24.1 a. The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per Proforma-VI) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. Duly filled Undertaking towards details of BG (Format attached as Proforma-XII) must be submitted along with original copy of PBG.

b. Alternately Performance Security can also be paid through Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/irrevocable Letter of Credit/NEFT/RTGS/Electronic Fund Transfer through Online Payment Gateway of OIL's e-tender portal (subject to credit in OIL's account within prescribed time) to designated account of OIL.

- i. If the Performance Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.
- ii. Performance Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL's bank account:

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

If the Performance security is submitted through NEFT or RTGS mode, the bidder shall submit details such as **UTR No., Contract No., Bidder's name & Deposited Amount, etc.**

c. In case of Bidders submitting Performance Security in the form of Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Performance Security shall be submitted within the time frame as stipulated in the LOA.

d. No other mode of payment other than the mode covered under point nos. a & b will be accepted by the Company.

24.2 Performance Security shall not accrue any interest during its period of validity or extended validity.

24.3 The Bank Guarantee issuing bank branch must ensure the following:

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

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

[Tender Number should reflect in the SFMS text under MT 760/MT 760 COV]

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. The Bank details are as under:

	<b>Bank Details of Beneficiary</b>	
<b>A</b>	Bank Name	HDFC BANK LTD
<b>B</b>	Branch Name	DULIAJAN
<b>C</b>	Branch Address	Utopia Complex, BOC Jayanagar, Duliajan, Dibrugarh – 786602
<b>D</b>	Banker Account No.	21182320000016
<b>E</b>	Type of Account	Current Account
<b>F</b>	IFSC Code	HDFC0002118
<b>G</b>	MICR Code	786240302
<b>H</b>	SWIFT Code	HDFCINBBCAL

24.5 This Performance Security must be valid for 90 (Ninety) days after the date of expiry of the contract period/defect liability period (if any). 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.

24.6 The Performance Security Deposit 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 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.

**25.0 SIGNING OF CONTRACT:**

25.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful Bidder for signing of the agreement or send the Contract Form provided in the Bid Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of Rates incorporating all agreements agreed between the two parties.

25.2 The successful Bidder shall sign and date the contract and return it to the Company after receipt of LOA. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

25.3 In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. Action shall be taken as per OIL's Banning Policy.

**26.0 CREDIT FACILITY:** Bidders should indicate clearly in the Bid about availability of any credit facility inclusive of Government to Government credits indicating the applicable terms and conditions of such credit.

**27.0 MOBILISATION AND ADVANCE PAYMENT:**

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

27.2 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 2 months beyond completion of mobilisation and the same may be invoked in the event of Contractor's failure to mobilise as per agreement.

27.3 In the event of any extension to the mobilisation 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.

**28.0 INTEGRITY PACT:**

- 28.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide Part-VI of the Bid Document. The Integrity Pact has been duly signed digitally by OIL's competent signatory and uploaded in the OIL's e-portal. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact in the OIL's E-portal with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.
- 28.2 OIL has appointed Shri Sutanu Behuria, IAS (Retd.), Shri Rudhra Gangadharan, IAS (Retd.) and Shri Om Prakash Singh, IPS (Retd.) 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 Sutanu Behuria, IAS (Retd.)  
E-mail: [sutanu2911@gmail.com](mailto:sutanu2911@gmail.com)
  - b. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture  
E-mail: [rudhra.gangadharan@gmail.com](mailto:rudhra.gangadharan@gmail.com)
  - c. Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh  
E-mail: [Ops2020@rediffmail.com](mailto:Ops2020@rediffmail.com)

**29.0 LOCAL CONDITIONS:**

It is imperative for each Bidder to be fully informed themselves of all Indian as well as local conditions, factors and legislation which may have any effect on the execution of the work covered under the Bidding Document. The bidders shall be deemed, prior to submitting their bids to have satisfied themselves of all the aspects covering the nature of the work as stipulated in the Bidding Document and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

No request will be considered for clarifications from the Company (OIL) regarding such conditions, factors and legislation. It is understood and agreed that such conditions, factors and legislation have been properly investigated and considered by the Bidders while submitting the Bids. Failure to do so shall not relieve the Bidders from responsibility to estimate properly the cost of performing the work within the provided timeframe. Company (OIL) will assume no responsibility for any understandings or representations concerning conditions made by any of their officers prior to award of the Contract. Company (OIL) shall not permit any Changes to the time schedule of the Contract or any financial adjustments arising from the Bidder's lack of knowledge and its effect on the cost of execution of the Contract.

**30.0 SPECIFICATIONS:** 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/services to be executed under the contract.

**31.0 GOODS AND SERVICES TAX:**

31.1 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.

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

31.2 Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in the Price Bid Format.

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

OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual 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.

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

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

OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual 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.

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

31.5 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.

31.6 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.



- 31.7 GST liability, if any, on account of supply of free samples against any tender shall be to bidder's account.
- 31.8 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.
- 31.9 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.
- 31.10 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 leviable 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.
- 31.11 The Supplier of Goods / Services may note the Anti-profiteering Clause (Clause No. 12.5) of Part-I GCC and quote their prices accordingly.
- 31.12 In case the GST rating of bidder on the GST portal / Govt. official website is negative / black listed, then the bid may be rejected by OIL.

**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. 91,27,400.00 (Rupees Ninety One Lakh Twenty Seven Thousand and Four 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**.

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

- 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 must have experience in successfully executing/completing at least 01 (One) 'SIMILAR work' of minimum value of **Rs. 91,27,400.00 (Rupees Ninety One Lakh Twenty Seven Thousand and Four Hundred Only)** in proposed BI Tool implementation (preferably including cloud based-technology infrastructure setup) in India, under single Contract in previous 07 (seven) years to be reckoned from the original bid closing date.

### **Notes to BEC Clause 1.2 above:**

a. "SIMILAR" nature of work mentioned in Clause No. 1.2 means "End-to-end large-scale implementation of BI platform for dash boarding and analytics across multiple functions and user levels (may include provision of user licenses of BI tool) in the client organization including preparation of Business Requirement Document, design of BI tool covering user specific visualizations, design of technology architecture covering sourcing of data from multiple, disparate systems (including SAP ERP) & Implementation & roll-out."

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 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 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
  - (v) Any other document(s) which can substantiate the experience
- 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 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/quantity/period 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/period 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/period 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/quantity/period 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 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 of 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.** In case of similar work executed through 'sub-contracting', the bidder shall submit relevant documents as mentioned under para 'b' and/or 'e' above, issued directly by the client organization/end user, along with confirmation towards consent of the client organization/end user for allowing 'sub-contracting'.

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

**h.** 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.

**i.** In case the bidder cites the reasons of Non-Disclosure Agreement (NDA) for its inability to submit necessary documents in support of meeting the experience criteria, a certificate, in original, certifying all the required information (WO/PO number, Executed Value, Brief scope of the project, Completion date, etc.), issued by CEO / CFO / Managing Director/Authorized Signatory of the company along with a declaration that the bidding company is not in a position to submit the required documents owing to the NDA. with an endorsement by Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the bidder(s) company/firm) may be submitted. Bidder will also need to provide client references for OIL to conduct reference call as desired.

**1.3** Bidder should have been into a premium/top rated partnership with OEMs for the last 2 years at least as on original bid closing date. In this regard bidder must submit Annual partnership certificate issued by OEM for FY 18-19 and FY 19-20 as per attached Annexure C4.

**1.4** Bidder should take responsibility of providing cloud infrastructure, services and software licenses etc. to implement the end-to-end solution. In this regard bidder must submit Certificate from CEO/MD of the organization as per attached Annexure C3.

**1.5** Bidder should submit a 'No Deviation Certificate' against the terms and conditions mentioned in the Tender. In this regard, bidder must submit Certificate from CEO/MD of the organization as per Proforma-II.

**1.6** Bidder should have CMMi level 3 or ISO 9001 certification. Copy of certificate should be provided and attested by the CEO/MD of the organization. Certificate should be valid as on date of bid closing date.

**1.7** Bidder should have successfully completed at least three (3) BI Platform implementations in India with a scale of 100+ user licenses of proposed BI Tool in each assignment over the last 7 years. In this regard bidder must submit Self-Certificate from CEO/MD substantiating with documentary proof against the implementation of proposed tool as per requirement.

**1.8 Project Leader** (to be assigned on the OIL Project) should have:

1. Minimum of 20+ years in BI / analytics.
2. Led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the past 7 years.

In this regard bidder must submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.9 Project Manager** (to be assigned on the OIL Project) should have:

1. Minimum of 13+ years in BI / analytics.
2. Led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the last 7 years
3. Led at least two (2) BI tool deployments over cloud with Indian clients in the last 7 years.
4. Led at least one BI tool deployment in Oil & Gas sector.

In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.10 Functional expert** (to be assigned on the OIL Project) should have a bachelor's degree (minimum) including:

1. Overall experience of 7+ years.
2. 3+ years of experience in upstream oil and gas industry with clear ability to understand the functional metrics of upstream oil industry.

In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head/Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.11 Technology architect** (to be assigned on the OIL Project) should have 10+ years' experience in hands-on technical solutioning that requires expertise in SAP ECC and ability to facilitate collaboration with other standard industry databases across end-to-end enterprise architecture for BI projects. In this regard Bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.12 Developers** (to be assigned on the OIL Project) should have minimum development experience of 3 years on the proposed tool. In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.13 Data Visualization engineer** (to be assigned on the OIL project) should have 5 years of experience and should have been assigned on at least one "SIMILAR Work." In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.

**1.14** Bidder should have successfully developed, implemented, supported and maintained at least two (2) cloud based BI solution deployments over the last 5 years. In this regard bidder must submit Certificate from CEO/MD of the organization as per attached Annexure C5. Bidder must also submit a copy of Purchase Order(s) and the Completion certificate(s) issued by the client.

**1.15** Bids from following types of bidder will not be accepted:

- Who are in the Holiday list of OIL or its Administrative Ministry, MoPNG.
- Who are under liquidation, court receivership or similar proceedings.
- Consultant or their subsidiary Company or companies under the management of consultant for execution of the same project for which they are working as consultant.
- Who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).
- Whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the Code at any stage of evaluation of the bid.

In this regard bidder must submit Self-Declaration in format duly certified by CEO/Country Head/Chief Operating Officer or by any Partner holding the Power of Attorney along with the bid as per Annexure C1.

**1.16** 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.

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

**1.18** 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.

**1.19** 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.

**1.20** 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.

**1.21** 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.

**1.22 PURCHASE PREFERENCE CLAUSE:** Purchase Preference to MSE's is NOT applicable against this Tender.

**1.23 EVALUATION METHODOLOGY:** The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as given below:

**a.** Bids shall be evaluated both in terms of ‘Quality’ as well as ‘Quoted Price’ i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the ‘Quality’ is **70** and the weightage for the ‘Quoted’ price is **30**.

**b.** The marks allocated against various sub-sections under ‘Quality’ of Bid shall be as hereunder:

COMPUTATIONAL TABLE – TECHNICAL SECTION					
Sl. No.	Head	Criteria	Marking Scheme	Max Marks	Documentary Evidence
PART A: ORGANIZATION EXPERIENCE EVALUATION					
1.	Experience of deployment & maintenance of analytics solution.	Number of assignments completed in BI Tool implementation with system integration (of project value > INR 70,00,000 (Rupees Seventy Lakhs) covering multiple functions and developing descriptive dashboards across organization levels in the last 7 years within India or abroad. References provided should exclude upstream Oil & Gas experiences.	For ≥ 3 and ≤ 5 Assignments: 5 Marks	15 Marks	As defined under Notes to BEC Clause 1.2 above.
			For ≥ 6 and ≤ 8 Assignments: 10 Marks		
			For > 8 Assignments: 15 Marks		



2.	Industry Experience	Number of assignments completed in BI Tool implementation with system integration (of project value > INR 50,00,000 (Fifty Lakhs) covering multiple functions and developing descriptive dashboards across organization levels for upstream Oil and Gas clients in the last 7 years within India or abroad.	For $\geq$ & $\leq$ 2 Assignments: 3 Marks	5 Marks	As defined under Notes to BEC Clause 1.2 above.
			For $\geq$ 3 Assignments: 5 Marks		
3.	Business Intelligence tool – product quality	The enterprise BI tool as part of the proposed solution should be recognized as part of Leaders segment by either Gartner or Forrester in last 2 years at least from the bid closing date.		20 Marks	Self-Certification, certified by CEO or MD or CFO of the bidding company and the Gartner / Forrester reports.
4.	Cloud based analytics solution deployment experience	Bidder should have the experience of successfully completing and maintaining projects in Analytics solution or BI tool dashboarding or enterprise wide business warehouse implementation on cloud in last 7 years in India.	For $\geq$ 2 and $\leq$ 4 Assignments: 3 Marks	5 Marks	Self-Certification, certified by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)
			For $\geq$ 5 Assignments: 5 Marks		
5.	Project Manager Experience.	Experience of project manager in leading Analytics, BI dashboarding, Enterprise Business Warehouse assignments implemented across departments/ divisions of project value $\geq$ INR 50,00,000 (Fifty Lakhs Only) over last 7 years.	For $\geq$ 3 & $\leq$ 5 Assignments: 3 Marks	5 Marks	Self-Certification, certified by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)
			For $\geq$ 6 Assignments: 5 Marks		
6.	Technology Architect Experience.	Experience of technology architect in leading Analytics, BI dashboarding, Enterprise Business Warehouse assignments implemented across departments/ divisions of project value $\geq$ INR 50,00,000 (Fifty Lakhs Only) over last 7 years.	For $\geq$ 3 & $\leq$ 5 Assignments: 3 Marks'	5 Marks	Self-Certification, certified by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)
			For $\geq$ 6 Assignments: 5 Marks		

7.	Organization Workforce	The bidder should have sufficient workforce on organization rolls comprising of Project Manager, Technology architects, Business Analysts, Developers, UI/UX experts and Functional expert for O&G domain for successful delivery of the project as on date of bid closing date.	For >50 & ≤100 Assignments: 3 Marks	5 Marks	Certificate from CEO/MD of the organization  Format Attached Annexure C2
			For >100 Assignments: 5 Marks		
Total			60 Marks		
PART B: PRESENTATION AND TOOL DEMONSTRATION					
8.	Understanding of Scope and preliminary assessment in Oil and Gas upstream business context.			5 Marks	
9.	Understanding of current data sources and technology infrastructure requirements to address needs of OIL.			5 Marks	
10.	Detailed approach, architecture of solution, implementation plan addressing OIL’s requirements, approach followed for cost optimization of Cloud infrastructure, adherence to timelines for key deliverables. Approach on cost optimization using cloud infrastructure during and after implementation.			7 Marks	
11.	Coverage of functionalities mentioned in scope through the proposed solution, visualization tool and demonstration. Other factors to be considered are ease of usage, regular updates and patch upgrades etc.			8 Marks	
12.	Comprehensiveness of the dashboard developed on sample data			15 Marks	
Total			40 Marks		

Note:

I. It shall be the bidder's responsibility to ensure submission of unambiguous/clear and sufficient documentary evidence in support of the evaluation criteria.

II. OIL reserves the right to verify any or all data/document/information provided by the bidder. False statement by the bidder will make it liable for appropriate action.

c. A bid shall have to meet the Minimum Qualifying Marks of **60** marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.

d. 'Qualified Bids' (meeting the minimum Qualifying Marks of **60** in 'Quality' Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:

i. Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST/UTGST or IGST).

ii. Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format.

e. To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

i. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of **60** in 'Quality' Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = \frac{C_{low}}{C} \times 100 \times X + \frac{T}{T_{high}} \times 100 \times Y$$

where,

- C = Evaluated Bid Price of the bidder
- C<sub>low</sub> = The lowest of the evaluated bid prices among the responsive bids
- T = The total marks obtained by the bidder against 'Quality' criteria
- T<sub>high</sub> = The total marks achieved by the best bid among all responsive bids against 'Quality' criteria
- X = 0.3 (The weightage for 'Quoted price' is 30)
- Y = 0.7 (The weightage for 'Quality' is 70)

Note: The Evaluated Bid Score (B) shall be considered up to two decimal places.

ii. Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).

iii. In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.

iv. To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.

**1.24** 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.

**1.25** 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.

**1.26** 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.

**1.27 THIRD PARTY INSPECTION:**

**1.27.1** Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify various documents required against BEC/BRC of the tender:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. RINA India Pvt. Ltd.	a. <a href="mailto:ssd@rina.org">ssd@rina.org</a> b. <a href="mailto:Andrea.Vattuone@rina.org">Andrea.Vattuone@rina.org</a>
ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a>
iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)	a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a>
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. <a href="mailto:Jaimin.Bhatt@tuv-sud.in">Jaimin.Bhatt@tuv-sud.in</a> b. <a href="mailto:sanjaykumar.singh@tuv-sud.in">sanjaykumar.singh@tuv-sud.in</a> c. <a href="mailto:Pankaj.Narkhede@tuv-sud.in">Pankaj.Narkhede@tuv-sud.in</a> d. <a href="mailto:Ajit.Yadav@tuv-sud.in">Ajit.Yadav@tuv-sud.in</a>
v.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:abhishek.singh@irclass.org">abhishek.singh@irclass.org</a> b. <a href="mailto:pradeep.bansal@irclass.org">pradeep.bansal@irclass.org</a> c. <a href="mailto:Asim.Hajwani@irclass.org">Asim.Hajwani@irclass.org</a> d. <a href="mailto:Amit.Ketkar@irclass.org">Amit.Ketkar@irclass.org</a> e. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a>
vi.	M/s. Gulf Lloyds Industrial Services (India) Pvt. Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:bbhavsar@gulflloyds.com">bbhavsar@gulflloyds.com</a> c. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a> d. <a href="mailto:gulflloyds.india@gmail.com">gulflloyds.india@gmail.com</a>
vii.	M/s. TUV India Private Limited	a. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a> b. <a href="mailto:delhi@tuv_nord.com">delhi@tuv_nord.com</a>
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.Deotale@ind.tuv.com">Shailesh.Deotale@ind.tuv.com</a> b. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a> c. <a href="mailto:rupeshkumar.singh@ind.tuv.com">rupeshkumar.singh@ind.tuv.com</a> d. <a href="mailto:Neeraj.Chaturvedi@ind.tuv.com">Neeraj.Chaturvedi@ind.tuv.com</a>
ix.	M/s. Bureau Veritas (India) Private Limited	a. <a href="mailto:udit.chopra@bureauveritas.com">udit.chopra@bureauveritas.com</a> b. <a href="mailto:vishal.sapale@bureauveritas.com">vishal.sapale@bureauveritas.com</a> c. <a href="mailto:dinesh.sukhramani@bureauveritas.com">dinesh.sukhramani@bureauveritas.com</a> d. <a href="mailto:p.sridhar@bureauveritas.com">p.sridhar@bureauveritas.com</a> e. <a href="mailto:hariprasad.jhawar@bureauveritas.com">hariprasad.jhawar@bureauveritas.com</a> f. <a href="mailto:amit.shaw@bureauveritas.com">amit.shaw@bureauveritas.com</a> g. <a href="mailto:business.support@bureauveritas.com">business.support@bureauveritas.com</a> h. <a href="mailto:labhanshu.sharma@bureauveritas.com">labhanshu.sharma@bureauveritas.com</a> i. <a href="mailto:pramodkumar.yadav@bureauveritas.com">pramodkumar.yadav@bureauveritas.com</a> j. <a href="mailto:sonal.lad@bureauveritas.com">sonal.lad@bureauveritas.com</a> k. <a href="mailto:bvindia.corporate@in.bureauveritas.com">bvindia.corporate@in.bureauveritas.com</a>

**1.27.2** The Bidders have to get the various documents required against BEC/BRC of the tender verified and certified by anyone of the above Independent Inspection Agencies and submit the duly certified documents alongwith the Inspection Certificate issued by the Inspection Agencies as part of their Technical Bids. It may be noted that the scope of inspection is primarily to verify the authenticity of the documents being submitted as part of the bid. All Charges of the Third-party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and Payments on account of above inspection, verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies.

**1.27.3** As mentioned above, Bidder(s) have to submit the verified documents and the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be normally considered. However, in case a bidder submits its bid alongwith all relevant supporting documents against BEC/BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letterhead to submit the duly verified copies/verification certificate within seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.

**1.27.4** The methodology of inspection/ verification of documents is broadly as under but not limited to:

- (a) It is obligatory on the part of the interested Bidders, who choose to participate against the tender, to understand the tender requirements in entirety and the requisite documents sought for in support of the Bid Rejection & Bid Evaluation Criteria (BEC/BRC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empanelled third party certifying agencies for verification/certification. Neither OIL nor the third party certifying agency shall be held accountable in any manner regarding the choice of documents by the bidder for verification. Therefore, getting the appropriate documents inspected/ verified by the agency in support of BEC/BRC clauses is the sole responsibility of the Bidder.
- (b) The prospective bidder shall contact any of the empanelled inspection agencies. The agency shall go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. They shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required **at no extra cost to OIL. Verification of documents by OIL's empanelled third party agency shall not automatically make the bidder eligible for award of contract.**

(c) Verification of documents (but not limited to) are normally categorised as under:

➤ **General Requirement:**

- Check Bidder's PAN Card
- Check Bidder's GST Certificate
- Check ITR of company – last three years (minimum)
- Check Bidder's Certificate of Incorporation – Domestic Bidder.

➤ **Additional Documents : ( If applicable against the tender)**

- Joint Ventures Agreements – To Double-check with JV Partners
- Consortium Agreements – To Double-check with Consortium Partners
- Holding/ Parent/Subsidiary Company – To check the notarized Share Holding pattern

➤ **Technical Criteria**

- To check Experience Proof
- To Check the Completion Certificates – Letter of Appreciations of proper Execution
- Reference contact verification and true copy verification
- To check Original Work Order/Contract Copy
- To check any other document(s), if called for vide BEC/BRC of the Tender.

➤ **Financial Criteria**

- Check and verify Audited Balance Sheet/CA certificate – Turnover & Net Worth.
- Check Notarization validity, if any
- To check the Line of Credit, if incorporated in the tender.

## **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 Unpriced 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 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.

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**GENERAL CONDITIONS OF CONTRACT****1.0 APPLICABILITY, DEFINITION & INTERPRETATION:****1.1 Applicability**

All clauses in the General Conditions of Contract [GCC] shall apply to all transactions except as otherwise stated in the Special Conditions of Contract [SCC] and/or BEC-BRC. Furthermore, in the event if there is any conflict between the Principal text of the Agreement and the Appendixes, the Principal text will prevail.

**1.2 Definition & Interpretation**

In the contract (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

**1.2.1 COMPANY/OIL/Operator:**

Shall mean Oil India Limited [OIL] a public sector undertaking, incorporated under COMPANY's Act 1956 having its registered office at Duliajan-786602, Assam, India and includes its successor and permitted assigns.

**1.2.2 CONTRACTOR:**

Shall mean the person or persons, firm or COMPANY or corporation incorporated in India or abroad, who has been awarded with the contract and includes contractor's legal representatives, his successors and permitted assigns.

**1.2.3 Contract:**

Shall mean a written agreement between the COMPANY and the CONTRACTOR for execution of the services/works including all contract documents and subsequent amendments, if any.

**1.2.4 Site:**

Shall mean the place in which the operations/services are to be carried out or places approved by OIL for the purposes of the CONTRACT together with any other places designated in the CONTRACT as forming part of the site.

**1.2.5 COMPANY's Site Representative/Engineer:**

Shall mean the person or the persons appointed by the COMPANY from time to time to act on its behalf at the site for overall co- ordination, supervision and project management at site.

**1.2.6 Sub-Contract:**

Shall mean order/ contract placed by the CONTRACTOR for any portion of the CONTRACT or work sublet with necessary written consent of COMPANY on third party. Such sub-letting shall not relieve the CONTRACTOR from any obligation, duty or responsibility under the CONTRACT.

**1.2.7 Sub-Contractor:**

Shall mean any person or firm or COMPANY (other than CONTRACTOR) to whom any part of the work has been entrusted by CONTRACTOR, with written consent of OIL or the persons appointed by OIL, successors and permitted assigns of such persons, firm or COMPANY).

**1.2.8 Contractor's Representative:**

Shall mean such person/or persons duly appointed representative at the site and base as the CONTRACTOR may designate in writing to the COMPANY as having authority to act for the CONTRACTOR in matters affecting the work and to provide the requisite services.

**1.2.9 Contract Price/Value:**

Shall mean the sum accepted or the sum calculated in accordance with the rates accepted in tender and/or the contract rates as payable to the CONTRACTOR for the entire execution and completion of the services/works, including amendments/modification/change order issued by the COMPANY.

**1.2.10 Firm price:**

The prices will remain unchanged, except for statutory changes, during currency of the CONTRACT unless specifically agreed to in writing by COMPANY.

**1.2.11 Service/Works/Operations:**

Shall mean and include all items and things to be supplied/done and all work /Service to be performed by the CONTRACTOR as specified in the Scope of Work under this CONTRACT and shall also include all extra, additional, altered or substituted works/services as required for the purpose of successful execution of the Contract.

**1.2.12 Equipment/Materials/Goods :**

Shall mean and include any equipment, machinery, instruments, stores, goods which CONTRACTOR is required to provide to the COMPANY for/under the CONTRACT and amendments thereto.

**1.2.13 Drawings:**

Shall mean and include all Engineering sketches, general arrangements/ layout drawings, sectional plans, all elevations, photographs, etc. related to the CONTRACT together with modification and revision thereto.

**1.2.14 Specifications:**

Means and includes all technical specifications, provision attached and referred to in the tender/contract document regarding method and manner of performing the services and qualities of the service/materials to be provided under the contract and also as modified by the COMPANY/its site representative during the execution of contract in the best interest of service.

**1.2.15 Engineer In-charge (EIC):**

Shall mean the person designated from time to time by the COMPANY and shall include those who are expressly authorized by the COMPANY to act for and on its behalf for operation of the contract.

**1.2.16 Inspectors:**

Shall mean any person or outside Agency nominated by COMPANY to inspect equipment, materials and services, if any, in the CONTRACT (stage wise as well as final) as per the terms of the CONTRACT.

**1.2.17 Tests:**

Shall mean such process or processes to be carried out by the CONTRACTOR as are prescribed in the CONTRACT, considered necessary by the COMPANY or their representative to ascertain quality, workmanship, performance and efficiency of equipment or services thereof.

**1.2.18 Approval:**

Shall mean and include the written consent duly signed by COMPANY or their authorized official in respect of all documents, drawings or other particulars in relation to the CONTRACT

**1.2.19 Day:**

Shall mean a calendar day of twenty –four (24) consecutive hours beginning at 00:00 hours with reference to local time at the site.

**1.2.20 Month:**

Shall mean a calendar month as per Gregorian calendar.

**1.2.21 Year:**

Shall mean calendar year as per Gregorian calendar.

**1.2.22 Working day:**

Means any day which is not declared to be holiday by the COMPANY.

**1.2.23 Bid/offer:**

Shall mean the proposal/Offer along with supporting documents submitted by the bidder in response to the tender or enquiry in accordance with the terms of Tender or Enquiry, for consideration by COMPANY, prior to award of contract.

**1.2.24 Guarantee:**

Shall mean the period and other conditions governing the warranty/guarantee of the services as provided in the CONTRACT.

**1.2.25 Mobilization:**

Shall mean rendering the equipment fully manned and equipped as per CONTRACT and ready to begin work at site designated by the COMPANY and accepted by the COMPANY after inspection.

**1.2.26 De-mobilization:**

Shall mean the removal of all items forming part of the Mobilization from the site of the COMPANY and inspection and acceptance thereafter by the COMPANY including compliance of requirement in relation to re-export of imported equipment/materials under concessional duty scheme in accordance with relevant notification from Customs Authorities.

**1.2.27 Willful Misconduct:**

Shall mean 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 of the Company or Third Party.

**1.2.28 Gross Negligence:**

Shall mean 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 unjustifiable 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.

**1.2.29 Criminal Negligence:**

Shall mean that the crime happened negligently, there was duty of care upon the Person but inadvertently due to his negligence, the duty was breached, which causes harm to the people in the form of death or serious injury.

**1.2.30 GST Legislations:**

‘GST legislations’ means ‘any or all of the following legislations as may be applicable to the CONTRACTOR and OIL:

- (A) The Central Goods & Services Tax Act, 2017;
- (B) The Integrated Goods & Services Act, 2017;
- (C) The Union Territory Goods & Services Tax Act, 2017;
- (D) The respective State Goods & Service Tax Acts’
- (E) The Goods and Services (Compensation to States) Act, 2017
- (F) The Customs Act and the Customs Tariff Act.
- (G) Any other applicable Act related to GST

**2.0 CONTRACT DOCUMENT:**

**2.1 Governing language:** The governing language for the CONTRACT shall be English. All CONTRACT documents and all correspondence and communication to be given and all other documentation to be prepared and supplied under the CONTRACT shall be written in English and the CONTRACT shall be construed and interpreted

in accordance with English language.

**2.2 Entire Agreement:** The CONTRACT constitutes the entire agreement between OIL and the CONTRACTOR with respect to the subject matter of the CONTRACT and supersedes all communication, negotiations and agreement (whether written or oral) of the parties with respect thereto made prior to the date of this agreement, unless such communication(s) expressly forms part of the contract or included by reference.

**2.3 Amendment in CONTRACT:** No Amendment of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. OIL shall not be bound by any printed conditions, provisions in the CONTRACTOR's BID, forms of acknowledgement of CONTRACT, invoice and other documents which purport to impose any condition at variance with or supplement to CONTRACT.

**3.0 WAIVERS AND AMENDMENTS:**

**3.1 Waivers:** It is fully understood and agreed that none of the terms and conditions of this contract shall be deemed waived by either party unless such waiver is executed in writing only by the duly authorized representatives of both the parties. The failure of either party to execute any right shall not act as a waiver of such right by such party.

**3.2 Change Program:** It is agreed that CONTRACTOR shall carry out work in accordance with the completion program (e.g. Drilling programme) to be furnished by the COMPANY, which may be changed from time to time by reasonable modifications in the program as COMPANY sees fit. COMPANY's instruction in this regard shall be final and binding.

**4.0 CONTRACT TIMELINE:**

**4.1 Effective Date of Contract:**

The contract shall become effective as of the date COMPANY notifies the CONTRACTOR in writing that it has been awarded the contract. This date of issuance of Letter of Award (LOA) by the COMPANY will be the Effective Date of Contract. All terms and conditions of the contract shall come into force with the date of issuance of LOA.

**4.2 Date of Commencement of Operation:**

The date on which the mobilization is completed in all respects and CONTRACTOR is ready to commence operation as per the contract provision [Certified by the COMPANY's representative] will be treated as the date of Commencement of Operation.

**4.3 Duration of the contract:**

The contract shall be valid for a period as defined in the LOA and Special Conditions of Contract [SCC].

**5.0 SCOPE OF WORK/CONTRACT:** Scope of the CONTRACT shall be as defined in the CONTRACT, specifications, drawings and Appendices.

- 6.0 GENERAL OBLIGATION OF CONTRACTOR:** CONTRACTOR shall, in accordance with and subject to the terms and conditions of this Contract:
- 6.1** Perform the work described in the Terms of Reference/Scope of Work. The CONTRACTOR shall execute the work with professional competence and in an efficient and workman like manner.
- 6.2** Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, employ all labours/personnel as required to perform the work.
- 6.3** 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 the work.
- 6.4** Comply with all applicable statutory obligations specified in the contract.
- 6.5** CONTRACTOR shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- 6.6** CONTRACTOR shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.
- 6.7** CONTRACTOR shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as COMPANY may consider necessary for the proper fulfilling of CONTRACTOR's obligations under the contract.
- 7.0 GENERAL OBLIGATION OF COMPANY:** COMPANY shall, in accordance with and subject to the terms and conditions of this contract:
- 7.1** Pay CONTRACTOR in accordance with terms and conditions of the contract.
- 7.2** Allow CONTRACTOR access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work as specified in the Scope of Works of the contract or work connected therewith.
- 7.3** Perform all other obligations required of COMPANY by the terms of this contract.
- 8.0 DUTIES AND POWER /AUTHORITY:**
- 8.1 OIL's site representative/engineer:**

The duties and authorities of OIL's site representative/engineer are to act on behalf of OIL for:

- i. Overall supervision, co-ordination and Project Management at site
- ii. Proper and optimum utilization of equipment and services.
- iii. Monitoring of performance and progress

iv. Commenting/ countersigning on reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.

v. He shall have the authority, but not obligation at all times and any time to inspect/test/examine/ verify any equipment machinery, instruments, tools, materials, personnel, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However this shall not construe to imply an acceptance by the inspector.

Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.

vi. Each and every document emerging from site in support of any claim by the CONTRACTOR has to have the countersignature/ comments of the OIL's representative/engineer without which no claim shall be entertained by the OIL.

## **8.2 CONTRACTOR's representative:**

(a) The CONTRACTOR's representative shall have all the powers requisite for the performance of the Service/Works, subject to holding due authorisation from the CONTRACTOR.

(b) Representative(s) shall liaise with OIL's representative/engineer for the proper co-ordination and timely completion of the works and on any matter pertaining to the works.

(c) Representative(s) shall extend full co-operation to OIL's representative/inspector/engineer in the manner required by them for supervision/inspection/observation of equipment, material, procedures, performance, reports and records pertaining to works.

(d) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

**9.0 PERSONNEL TO BE DEPLOYED BY CONTRACTOR:** CONTRACTOR warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.

**9.1** The CONTRACTOR should ensure that their personnel observe all statutory safety requirements including those prescribed by the COMPANY. Upon COMPANY's written request, CONTRACTOR, entirely at its own expense, shall remove immediately any personnel of the CONTRACTOR determined by the COMPANY to be unsuitable and shall promptly replace such personnel with personnel acceptable to the COMPANY. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the COMPANY.

**9.2** The CONTRACTOR shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from Duliajan/field site, enroute/ local boarding, lodging, personal protective gear & medical attention etc. COMPANY shall have no responsibility or liability in this regard.

**9.3** However, COMPANY shall provide available medical assistance/facilities to CONTRACTOR's Personnel in case of emergency at its own establishment on chargeable basis.

**9.4** CONTRACTOR's key personnel shall be fluent in English language (both writing and speaking).

**10.0 PERFORMANCE SECURITY:**

**10.1** On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within 15 (fifteen) days from the date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma-Form and must be in the form of a Bank Draft/ Cashier's cheque/ Banker's cheque\*/ NEFT/RTGS/Electronic fund transfer to designated account of OIL# or Fixed Deposit Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee or irrevocable Letter of Credit (LC) from:

a. Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic CONTRACTOR/service provider.

OR

b. Any scheduled bank in India or from International bank who has its branch in India registered with Reserve Bank of India, India, in case of foreign CONTRACTOR/service provider.

OR

c. Any foreign Bank which is not a Scheduled Bank in India, provided the Bank Guarantee issued by such Bank is counter-guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.

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

**10.2** Bank Guarantee issued by a Bank, amongst others, must contain the following particulars of such bank:

Full address

Branch Code

Code Nos. of the authorized signatory with full name and designation.

Phone Nos.

Fax Nos.

E-mail address.

**10.3** The domestic CONTRACTOR/service provider(s) will have to submit the Bank Guarantee from any of the scheduled banks and on non- judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.

**10.4** The foreign CONTRACTOR/service provider(s) will submit the Bank Guarantee from Banks of Indian origin situated in their country. In case no such bank of Indian origin is situated in their country, the Bank Guarantee may be submitted from the bankers as specified above.

**10.5** The Performance Security shall be denominated in the currency of the contract.

**10.6** The Performance Security specified above must be valid for the entire duration of



the Contract and claim period should be valid for a minimum of 03 (three) months beyond the contract period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.

- 10.7** The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance/un-satisfactory performance of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/un-satisfactory performance.
- 10.8** The Performance Security will not accrue any interest during its period of validity or extended validity.
- 10.9** Failure of the successful Bidder to comply with the requirements of clause 10.0 shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an eventuality, action will be initiated as per the Banning Policy of OIL in vogue.

# Subject to credit in OIL's account within prescribed time

\* The validity of Bank Draft/Cashier's/Banker's cheque (as applicable) should not be less than 3 months.

In the event CONTRACTOR fails to honour any of the commitments entered into under this agreement, and /or in the event of termination of the contract under provisions of Integrity Pact and /or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.

**11.0 SIGNING OF CONTRACT:**

- 11.1** The successful bidder is required to sign a formal detailed contract with OIL within a maximum period of 60 days of date of LOA. Until the contract is signed, the LOA **as well as GCC & SCC as prescribed in the Tender**, shall remain binding amongst the two parties. In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].

**12.0 CLAIMS, TAXES & DUTIES**

- 12.1 Claims:** CONTRACTOR agrees to pay all claims, taxes and fees for equipment, labour, materials, services and supplies to be furnished by it hereunder and agrees to allow no lien or charge resulting from such claims to be fixed upon any property of COMPANY. COMPANY may, at its option, pay and discharge any liens or overdue charges for CONTRACTOR's equipment, labour, materials, services and supplies under this CONTRACT and may thereupon deduct the amount or amounts so paid from any sum due, or thereafter become due, to CONTRACTOR hereunder.

- 12.2 Notice of claims:** CONTRACTOR or COMPANY, as the case may be, shall

promptly give the other, notice in writing of any claim made or proceeding commenced for which that party is entitled to indemnification under the CONTRACT. Each party shall confer with the other concerning the defense of any such claims or proceeding, shall permit the other to be represented by counsel in defense thereof, and shall not affect settlement of or compromise any such claim or proceeding without the other's written consent.

**12.3 Taxes:**

- 12.3.1** CONTRACTOR, unless specified otherwise in the CONTRACT, shall bear all tax liabilities, duties, Govt. levies etc. including GST and customs duty, Corporate and personnel taxes levied or imposed on the CONTRACTOR on account of payments received by it from the COMPANY for the work done under this CONTRACT. It shall be the responsibility of CONTRACTOR to submit to the concerned Indian authorities, the returns and all other concerned documents required for this purpose and to comply in all respects with the requirements of the laws in this regard, in time.
- 12.3.2** Tax levied on CONTRACTOR 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.
- 12.3.3** CONTRACTOR shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by CONTRACTOR.
- 12.3.4** The CONTRACTOR shall furnish to the COMPANY, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. CONTRACTOR shall be responsible for preparing and filing the return of income etc. within the prescribed time limit to the appropriate authority.
- 12.3.5** Prior to start of operations under the contract, the CONTRACTOR shall furnish the COMPANY with the necessary documents, as asked for by the COMPANY and/ or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the CONTRACTOR.
- 12.3.6** Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and COMPANY will issue TDS Certificate to the CONTRACTOR as per the provisions of Income Tax Act.
- 12.3.7** Corporate and personnel taxes on CONTRACTOR shall be the liability of the CONTRACTOR and the COMPANY shall not assume any responsibility on this account.
- 12.3.8** All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by CONTRACTOR shall be borne by the CONTRACTOR.
- 12.3.9** CONTRACTOR shall provide all the necessary compliances/ invoice/documents for enabling OIL to avail Input tax credit benefits in respect of the payments of GST which are payable against the CONTRACT. The CONTRACTOR should provide tax invoice issued under GST legislations for the goods and Services (indicating

GST). Payment towards the components of GST shall be released by OIL only against appropriate documents i.e.: Tax Invoice/Bill of entry for availing input tax credit (as applicable).

**12.3.10** The tax invoices as per above provisions should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:

- i. Name, Address and the GST Registration Number (under the relevant Tax Rules) of the Service Provider (CONTRACTOR)
- ii. Name and Address and GST Registration Number of the Service Receiver (Address of OIL)
- iii. Description, Classification and Value of taxable service/goods and the amount of applicable tax (CGST, SGST, IGST, UTGST and cess)

**12.3.11** In case of imported goods, CONTRACTOR/supplier is required to provide original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.

**12.3.12** The CONTRACTOR should mention the Place of supply in the invoice raised under GST Law.

**12.3.13** OIL would not accept any invoice without its GSTIN mentioned on the invoice

*Note: CONTRACTOR who is under composition levy of the GST legislation would raise Bill of supply instead of Tax invoice, which will have GSTIN of supplier as well as OIL.*

#### **12.4 Goods and Services Tax:**

**12.4.1** "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.

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

OIL will reimburse the GST to the Supplier of Goods/Services (Service Provider) at actual 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.

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

OIL will reimburse GST to the Supplier of Goods/Services (Service Provider) at actual 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.

- 12.4.4** 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.
- 12.4.5** In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.
- 12.4.6** 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.
- 12.4.7** 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.
- 12.4.8** 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.
- 12.4.9** The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
- 12.4.10** 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.

## **12.5 Anti-profiteering clause**

- 12.5.1** 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.
- 12.5.2** In case rating of Contractor 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/Contractor and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

## **13.0 CUSTOMS DUTY, IF APPLICABLE:**

- 13.1.1** CONTRACTOR shall be responsible to import the equipment/tools/spares/ consumables etc. required for execution of the contract. The CONTRACTOR shall undertake to complete all the formalities as required under the Customs Act/Foreign Trade Policy (FTP) and indemnify OIL from all the liabilities of Customs in this regard.

**13.1.2** CONTRACTOR will be solely responsible for payment of all applicable Customs Duty and to comply all Rules and Regulations. Total Contract Price/Value is inclusive of all Customs Duty, if not mentioned otherwise elsewhere in the Contract.

**13.1.3** Above clause is to be read with Customs Duty Clause in SCC, if any.

**14.0 INSURANCE:**

**14.1** CONTRACTOR shall at his own expense arrange secure and maintain insurance with reputed insurance companies to the satisfaction of the Company as follows:

Contractor at his cost shall arrange, secure and maintain insurance as may be necessary and to its full value for all such amounts to protect the works in progress from time to time and the interest of Company against all risks as detailed herein. The form and the limit of such insurance, as defined here in together with the under works thereof in each case should be as acceptable to the Company. However, irrespective of work acceptance the responsibility to maintain adequate insurance coverage at all times during the period of Contract shall be that of Contractor alone. Contractor's failure in this regard shall not relieve him of any of his responsibilities & obligations under Contract. All costs on account of insurance liabilities covered under Contract will be to Contractor's account and will be included in Value of Contract. However, the Company may from time to time, during the currency of the Contract, ask the Contractor in writing to limit the insurance coverage risk and in such a case, the parties to the Contract will agree for a mutual settlement, for reduction in value of Contract to the extent of reduced premium amounts. Contractor shall cover insurance with Indian Insurance Companies.

**14.2** Any deductible set forth in any of the above insurance shall be borne by Contractor.

**14.3** CONTRACTOR shall require all of his sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-Contractors.

**14.4** All insurance taken out by Contractor or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Contractor under this Contract.

**14.5 Certificate of Insurance:**

Before commencing performance of the CONTRACT, CONTRACTOR shall furnish OIL with certificates of insurance indicating:

- a) Kinds and amounts of insurance as required herein
- b) Details of coverage
- c) Insurance corporation or companies carrying the aforesaid coverage
- d) Effective and expiry dates of policies
- e) That OIL shall be given thirty (30) days written advance notice of any material change in the policy
- f) Waiver of subrogation endorsement has been attached to all policies and
- g) The territorial limits of all policies.

- 14.6** Contractor shall also inform the Company at least 60 days in advance regarding the expiry cancellation and/or changes in any of such documents & ensure revalidation/renewal, etc., as may be necessary well in time.
- 14.7** If any of the above policy expire or/are cancelled during the term of this CONTRACT and CONTRACTOR fails for any reason to renew such policies, OIL in no case shall be liable for any loss/damage occurred during the term when the policy is not effective. Furthermore, a penal interest @ 1% of the Total contract value shall be charged towards not fulfilling of the contractual obligations. Notwithstanding above, should there be a lapse in any insurance required to be taken by the Contractor for any reason whatsoever, loss/damage claims resulting therefrom shall be to the sole account of Contractor.
- 14.8** Contractor on demand from Company shall furnish the Insurance Policy having detail terms and conditions, with respect to any Certificate of Insurance submitted to the Company.

CONTRACTOR shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by the CONTRACTOR under this CONTRACT in respect of CONTRACTOR's equipment, tools and any other belongings of the CONTRACTOR and its personnel as well deputed under this CONTRACT during the entire period of their engagement in connection with this CONTRACT including extensions if any. The CONTRACTOR shall also carry adequate insurance cover against damage/loss to third party person/property. OIL will have no liability on this account.

**14.9 Principal Assured**

The following are to be included as Principal Assured(s) in the Insurance Policies (except in case of Workmen's Compensation/Employer's Liability insurance):

"Oil India Limited, and CONTRACTOR's name (as appearing in the Contract/LOA)"

**14.10 Waiver of subrogation:**

All insurance policies of the CONTRACTOR with respect to the operations conducted hereunder as set forth in clauses hereof, shall be endorsed by the underwriter in accordance with the following policy wording:

"The insurers hereby waive their rights of subrogation against Oil India Limited or any of their employees or their affiliates and assignees".

**14.11 Deductible:**

The CONTRACTOR shall take policy with minimum deductible as per IRDA prescribed for the policy(ies). That portion of any loss not covered by insurance provided for in this article solely by reason of deductible provision in such insurance policies shall be to the account of the CONTRACTOR.

**14.12 Compliance with Sec 25(1), of "The General Insurance Business (Nationalization) Act 1972"**

Section 25(1) of "The General Insurance Business (Nationalization) Act 1972" is reproduced below:

"No person shall take out or renew any policy of insurance in respect of any

property in India or any ship or other vessel or aircraft registered in India with an insurer whose principal place of business is outside India save with the prior permission of the Central Government”.

The above requirement of aforesaid Act needs to be complied with by the CONTRACTOR wherever the aforesaid provisions of Act apply, and compliance confirmations submitted.

**14.13 Loss Payee Clause:**

The Insurance Policies should mention the following in Loss Payee Clause:

“In respect of Insurance claims in which OIL’s interest is involved, written consent of OIL will be required”.

**14.14 On account payment to OIL in case of claim**

In case any loss or damage happen and where OIL’s interest is involved, OIL reserves the right to recover the loss amount from the CONTRACTOR prior to final settlement of the claim.

**14.15** CONTRACTOR shall require all of its SUB-CONTRACTORS to provide such of the foregoing insurance cover as the CONTRACTOR is obligated to provide under this CONTRACT.

**14.16** CONTRACTOR shall at all time during the currency of the contract provide, pay for and maintain the following insurance amongst others:

- i) **Workman Compensation and/ Employers’ Liability Insurance:** Workmen's compensation and employer's liability insurance as required by the laws of the country of origin of the employee.
- ii) **Commercial General Liability Insurance:** Commercial 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.
- iii) **Comprehensive General Automotive Liability:** 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.
- iv) **Carrier’s Legal Liability Insurance:** Carrier’s Legal Liability Insurance in respect of **all CONTRACTOR’s items** to be transported by the CONTRACTOR to the site of work, for physical loss or destruction of or damage to goods or merchandise, while in transit.
- v) **Public Liability Act Policy:** Public Liability Act Policy covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed there under.
- vi) **Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY):** CONTRACTOR shall, ensure that all his/ its personnel deployed under this contract have obtained additional insurance

coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of OIL.

- vii) CONTRACTOR's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards).

**viii) Any other insurance policy set forth in the SCC**

**Note: An undertaking by the service provider has to be mandatorily provided during the Mobilization time that they have taken all the Insurance provisions as per the contract and as the Law and Insurance Regulation.**

**15.0 LIABILITY:**

- 15.1 Except as otherwise expressly provided herein, 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.
- 15.2 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. 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.
- 15.3 The CONTRACTOR hereby agrees to waive its right of recourse and further 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 loss or damage to the equipment of the CONTRACTOR and/or its sub-CONTRACTORS and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.4 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 limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.5 Except as otherwise expressly provided herein, neither CONTRACTOR nor its



servants, agents, nominees, CONTRACTORs or sub- CONTRACTORs shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the COMPANY and/or their CONTRACTORs or sub-CONTRACTORs, irrespective of how such loss or damage is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs. The COMPANY shall protect, defend, indemnify and hold harmless CONTRACTOR from and against such loss or damage and any suit, claim or expense resulting there from.

- 15.6 Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, assignees, CONTRACTORs, sub- CONTRACTORs shall have any liability or responsibility whatsoever to whomsoever for 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.
- 15.7 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.
- 15.8 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.

**16.0 LIMITATION OF LIABILITY:**

- a) Notwithstanding any other provisions herein to the contrary, except only in cases of Wilful misconduct and/or criminal acts and/or criminal negligence, 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, provided however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY's right to forfeit the Performance Bank Guarantee(s) in terms of the contract.
- b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the CONTRACTOR in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price (if not specified otherwise in SCC), provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the CONTRACTOR, or to any obligation of the CONTRACTOR to indemnify the COMPANY with respect to Intellectual Property Rights.

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

**17.0 LIABILITY OF UNION GOVERNMENT OF INDIA:** It is expressly understood and agreed upon by and between CONTRACTOR and OIL INDIA LIMITED, and that OIL INDIA LIMITED is entering into this agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that Union of India is not a party to this agreement and has no liabilities, obligations or rights, whatsoever hereunder. It is expressly understood and agreed that OIL INDIA LIMITED is an independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable laws of India and general principles of the Contract law. The bidder/ CONTRACTOR expressly agrees, acknowledges and understands that OIL INDIA LIMITED is not an agent, representative or delegate of the Union of India. It is further understood and agreed that Union of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, bidder/ CONTRACTOR hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Union of India arising out of this contract and covenants not to sue the Union of India as to any manner, claim, cause of action or thing whatsoever arising of or under this agreement.

**18.0 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.

**19.0 RISK PURCHASE:** In the event, CONTRACTOR's failure to provide the services as per the Contractual scope, terms and conditions, COMPANY (OIL) reserves the right to hire the services from any other source at the CONTRACTOR's risk & cost and the difference in cost shall be borne by the CONTRACTOR. Further, OIL shall retain the right of forfeiture of Performance Bank Guarantee and any other action as deemed fit. In certain operational situations OIL reserves the right to take over the site including the service equipment at the risk and cost of the CONTRACTOR.

**20.0 INDEMNITY AGREEMENT:**

**20.1** 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 sub-CONTRACTORS or their employees or in favour of any third party(is) 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.

**20.2** 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, CONTRACTORS and sub-CONTRACTORS or their employees or in favour of any third party(is) 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.

**21.0 INDEMNITY APPLICATION:** The indemnities given herein above, whether given by COMPANY or CONTRACTOR shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

**22.0 ROYALTY PATENTS:** Each party shall hold harmless and indemnify the other from and against all claim and proceedings for or on account of any patent rights, design, trade mark or other protected rights arising from any use of materials, equipment, processes, inventions and methods, which have not been imposed on the attending party by the terms of the contract or the specifications forming part thereof.

**23.0 WARRANTY AND REMEDY OF DEFECTS:**

**23.1** CONTRACTOR warrants that they shall perform the work in a first class, workmanlike, and professional manner and in accordance with their highest degree of quality, efficiency and current state of the art technology/industry practices and in conformity with all specifications, standards and drawings set forth or referred to in the Terms of Reference and with instructions and guidance, which COMPANY may, from time to time, furnish to the CONTRACTOR.

**23.2** Should COMPANY discover at any time during the tenure of the Contract or till the Unit/equipment/tools are demobilised from site or base camp (if applicable) that the work does not conform to the foregoing warranty, CONTRACTOR shall after receipt of notice from COMPANY, promptly perform any and 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 performed by others and charge the cost thereof to CONTRACTOR subject to a maximum of the contract value payable for the defective work which needs corrective action which the CONTRACTOR must pay promptly. In case CONTRACTOR fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

**24.0 SUBCONTRACTING/ASSIGNMENT:**

**24.1** CONTRACTOR shall not subcontract, transfer or assign the contract, or any part under this contract, to any third party(ies). Except for the main services under this contract, CONTRACTOR may sub-contract the petty support services subject to COMPANY's prior written approval. However, CONTRACTOR shall be fully responsible for complete execution and performance of the services under the Contract.

**24.2** Consequent upon of placement of contract, if successful bidder(s)(other than Micro/Small Enterprise) is procuring materials/services from their sub-vendor, who is a Micro or Small Enterprise 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 with prior consent in writing of the purchasing authority/Engineer in Charge the details like Name, Registration No., Address, Contact No., details of material and value of procurement made, etc. of such enterprises shall be furnished by the CONTRACTOR at the time of submission of invoice/bill.

**25.0 RECORDS, REPORTS AND INSPECTION:** The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

**26.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:**

**26.1** 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, as may be necessary for purposes of such performance with prior permission from COMPANY. However, nothing hereinabove contained shall deprive the CONTRACTOR of the right to use or disclose any information which is:

- a) possessed by the CONTRACTOR, as evidenced by the CONTRACTOR's written records, before receipt thereof from the COMPANY which however the CONTRACTOR shall immediately inform to COMPANY ; or
- b) required to be disclosed by the CONTRACTOR pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the CONTRACTOR uses its best efforts to provide timely notice to COMPANY of such order to permit COMPANY an opportunity to contest such order subject to prior permission from COMPANY.

**26.2** CONTRACTOR shall not, without COMPANY's prior written consent, make use of any document or information except for purposes of performing the contract.

**26.3** 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.

**26.4** During the currency of the Contract, COMPANY and its employees, agents, other

CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees etc. may be exposed to certain confidential information and data of the CONTRACTOR. Such information and data held by the COMPANY, its employees, agents, other CONTRACTORS, sub-CONTRACTORS (of any tier) and their employees in the strictest Confidence and shall not be disclosed to any other party except on a need to know basis.

However, the above obligation shall not extend to information which:

- i) is, at the time of disclosure, known to the public which CONTRACTOR shall immediately inform COMPANY ;
- ii) is lawfully becomes at a later date known to the public through no fault of CONTRACTOR subject to CONTRACTOR's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by CONTRACTOR before receipt thereof from COMPANY which should be immediately informed to COMPANY;
- iv) is developed by CONTRACTOR independently of the information disclosed by COMPANY which should be shared with the COMPANY;
- v) CONTRACTOR is required to produce before competent authorities or by court order subject to prior permission from COMPANY;

## **27.0 REMUNERATION AND TERMS OF PAYMENT:**

- 27.1** 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 payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in the Contract. All payments will be made in accordance with the terms hereinafter described.
- 27.2** Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances.
- 27.3** MANNER OF PAYMENT: All payments due by COMPANY to CONTRACTOR hereunder shall be made at CONTRACTOR's designated bank. Bank charges, if any will be on account of the CONTRACTOR.
- 27.4** Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to CONTRACTOR written notice of objection to any item or items the validity of which COMPANY questions.
- 27.5** INVOICES: Mobilization charges will be invoiced only upon completion of mobilization as certified by COMPANY representative and CONTRACTOR is ready at site for starting the services/ operation. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by COMPANY.
- 27.6** CONTRACTOR shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONTRACTOR.
- 27.7** CONTRACTOR will submit 02 (Two) sets of all invoices duly super scribed

`Original' and `copy' as applicable to the COMPANY for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the CONTRACTOR for foreign currency and Indian currency.

- 27.8** Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by COMPANY.
- 27.9** COMPANY shall within 30 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 on or before the due date. This will not prejudice the COMPANY's right to question the validity of the payment at a later date as envisaged in clause no. **27.4** above.
- 27.10** The acceptance by CONTRACTOR of part payment on any billing not paid on or before the due date shall not be deemed a waiver of CONTRACTOR's rights in any other billing, the payment of which may then or thereafter be due.
- 27.11** Payment of Final demobilization charges shall be made if applicable within 45 days on receipt of invoice by COMPANY accompanied by the following documents from the CONTRACTOR:
- a) Audited account up to completion of the Contract.
  - b) Tax audit report for the above period as required under the Indian Tax Laws.
  - c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONTRACTOR or by its sub-CONTRACTOR.
  - d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
  - e) Any other documents as required by applicable Indian Laws.

In case, no demobilization charges are payable, the documents mentioned above will have to be submitted by the CONTRACTOR before release of the final payment by the COMPANY. A certificate from Chartered Accountant on (a), (b) & (c) above will suffice

- 27.12** CONTRACTOR shall maintain complete and correct records of all information on which CONTRACTOR's invoice are based upto 02 (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.

**28.0 PAYMENT OF COMMISSION/FEE/REMUNERATION OF INDIAN AGENT/CONSULTANT/REPRESENTATIVE/RETAINER/ASSOCIATE OF FOREIGN PRINCIPAL (APPLICABLE IN ICB TENDERS ONLY):**

The Commission/Fee/remuneration of the Indian agent/consultant/associate/representative/retainer, if any, will be paid within 30 days of the payment of invoice made to the CONTRACTOR, The amount of commission/fee/remuneration as a percentage of invoice value as per contract provisions will be deducted by COMPANY/OIL from the monthly invoices of the CONTRACTOR and paid to the

Indian agent/consultant/representative/retainer/associate.

**29.0 DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI, ETC:**

Wherever applicable, the CONTRACTOR (including those engaging 'International Workers') shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees' State Insurance Act, 1948 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers.

The CONTRACTOR shall be required to submit the following documents/details to the Corporation:

- (i) Copy of PF-ECR duly stamped by the designated Bank, alongwith a print of the digitally signed PDF data sheet of the ECR, as proof of payment, each month, details of this PDF data sheet shall be verified by the appropriate authority (i.e. Payment Making Authority) in the COMPANY from the official website of EPFO (<http://www.epfindia.gov.in>).
- (ii) (a) Copy of the online challan endorsed/stamped by the designated bank as proof of receipt of payment towards monthly contribution of ESI contribution.  
  
(b) Copy of Return of contribution in respect of ESI for each contribution period of the six months i.e. for the contribution period ended 30th Sept and the contribution period ended 31st March.
- (iii) As an Annexure to each EPF-ECR and ESI Challan(s), CONTRACTOR shall also furnish the following Certificates:
  - 1) The furnished information is correct to the best of his knowledge.
  - 2) In case any discrepancies or irregularities is /are noticed in this undertaking, then OIL is free to inform the PF/ESIC Authorities.
  - 3) Before the completion of contract, CONTRACTOR shall serve one-month notice to all his contractual workers, informing that their services will be terminated.
  - 4) Within one month on completion/expiry of the contract, CONTRACTOR shall pay all the dues/ terminal dues such as leave with wages, bonus (if applicable), Gratuity (if applicable), to all his contractual workmen, failing which CONTRACTOR's Bank Guarantee/ Security Deposit may be withheld by OIL.

COMPANY may verify the deposit of statutory contribution made by the CONTRACTORs with the EPFO/ESI authorities, where deemed necessary. However, before making payment of the last bill/invoice of the CONTRACTOR, the COMPANY may verify the details/status of the payment towards EPF/ESI made by the CONTRACTOR from the authorities/official website of EPF/ESI (i.e. <http://www.epfindia.gov.in> and <http://www.esic.in>). In case the information furnished by the CONTRACTOR is found to be incorrect the COMPANY shall take appropriate action against the CONTRACTOR in accordance with law.

The CONTRACTOR agrees and undertakes to indemnify OIL for any liabilities arising out of declarations made by him in future on violation or provisions of the EPF Act 1952 and ESI Act 1948.

**30.0 TIMELY MOBILIZATION AND LIQUIDATED DAMAGES:**

- a) Time is the essence of this Contract. If the CONTRACTOR fails to mobilize and deploy the required manpower/equipment and/or fails to commence the operation within the period specified as specified under mobilization clause under SCC, OIL shall have, without prejudice to any other right or remedy in law or contract including sub clause (b) below, the right to terminate the contract.
- b) If the contractor is unable to mobilize/deploy and commence the operation within the period specified in sub clause (a) above, it may request OIL for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, OIL may at its discretion, extend the period of mobilization and shall recover from the CONTRACTOR, as an ascertained and agreed Liquidated Damages, a sum equivalent to @ 0.5% of contract value including mobilization cost, per week or part thereof of delay subject to maximum of 7.5% of the Contract Price.
- c) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by OIL on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.
- d) LD will be calculated on the basis of Total Contract value [(if not specified otherwise in SCC] excluding duties and taxes, where such duties/taxes have been shown separately in the contract. However, the applicable GST on the LD shall have to be borne by the CONTRACTOR. Accordingly, the liquidated damages shall be recovered from the CONTRACTOR along with applicable GST.

**31.0 FORCE MAJEURE:** In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. The term force majeure as employed herein shall mean Acts of God such as earthquake, hurricane, typhoon, flood, volcanic activity etc.; war (declared /undeclared); riot, revolts, rebellion, terrorism, sabotage by persons other than the CONTRACTOR's Personnel; fires, explosions, ionising radiation or contamination by radio-activity or noxious gas, if not caused by CONTRACTOR's fault; declared epidemic or disaster; acts and regulations of respective Govt. of the two parties, namely the COMPANY and the CONTRACTOR and civil commotions, lockout not attributable to the CONTRACTOR.

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

Should 'force majeure' condition as stated above occurs and should the same be notified within 72 (Seventy two) hours after its occurrence the 'force majeure' rate (if specified in the SCC of the Contract) shall apply for the first 15 (fifteen) days for each such occasion.

Either party shall have the right to terminate the Contract if such 'force majeure' conditions continue beyond successive 60 (Sixty) days [or exclusively mentioned in the SCC of the Contract] with prior written notice of 15 days, provided termination of the Contract does not result into safety hazard to the life and property on



account of withdrawal of operations or the operation is at critical stage. COMPANY shall have the absolute right to decide whether any safety hazard exists or operation is at critical position and decision of the COMPANY shall binding upon the CONTRACTOR.

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. [or exclusively mentioned in the SCC of the Contract]

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

If however, relative obligation of the party affected by such 'Force Majeure' is limited to part of the obligation(s), the contract shall not be terminated and the parties shall continue to perform their respective obligations, which are not affected by the 'force majeure' condition, provided the obligations affected by the 'force majeure' do not preclude the parties in performing the obligations not affected by such conditions.

- 32.0 SET-OFF:** Any sum of money due and payable to the CONTRACTOR (including Performance Security refundable to them) under this or any other Contract, whether in progress or in future, may be appropriated by OIL and set-off against any claim of OIL (or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the CONTRACTOR with OIL (or such other person or persons contracting through OIL).
- 33.0 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:
- 33.1** For non-completion of jobs assigned as per Scope of Work/Terms of Reference.
- 33.2** Defective work not remedied by CONTRACTOR.
- 33.3** Claims by COMPANY's recognized sub-CONTRACTOR of CONTRACTOR or others filed or on the basis of reasonable evidence indicating probable filing of such claims against CONTRACTOR.
- 33.4** Failure of CONTRACTOR to pay or provide for the payment of salaries/ wages, contributions, taxes or enforced savings with-held from wages etc with respect to personnel engaged by the CONTRACTOR.
- 33.5** Failure of CONTRACTOR to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- 33.6** 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 CONTRACTOR, 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.

**33.7** Withholding will also be effected on account of the following:

- i) Order issued by a Court of Law or statutory authority 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 unauthorised imports.

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

**33.8** COMPANY reserves the right to disburse or deposit the amount so withheld to the concerned person(s) or agency or government authority, as the case may be, besides nullifying such amount on account of loss suffered by the COMPANY against **33.2, 33.3, 33.6 & 33.7** above.

**34.0** **APPLICABLE LAWS:** The 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 sole and exclusive jurisdiction of Courts situated in Dibrugarh (or the Place where the contract is executed) and Principal Bench of Gauhati High Court (or the High Court under whose territorial jurisdiction, the place of execution of contract falls).

This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of Courts, mentioned hereinabove. Foreign companies, operating in India or entering into Joint ventures in India, shall also be governed by the laws of India and shall be subject to sole and exclusive jurisdiction of above Courts.

The CONTRACTOR shall ensure full compliance of various Indian Laws and Statutory Regulations, as stated below, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract:

- a) The Mines Act 1952
- b) The Oil Mines Regulations, 1984
- c) The Employees' Compensation Act, 1923
- d) The Code of Wages, 2019
- e) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
- f) The Employees Pension Scheme, 1995
- g) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
- h) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- i) Goods and Service Tax Act
- j) Customs & Excise Act & Rules

- k) Factories Act, 1948
- l) Industrial Disputes Act, 1947
- m) Payment of Gratuity Act, 1972
- n) Environmental Protection Act, 1986 & other pollution control Acts.

Note: The above Acts are only indicative and not exhaustive. The Acts shall include the rules and regulations framed thereunder.

### **35.0 LABOUR LAWS:**

- i) CONTRACTOR shall comply with the provisions of various labour related laws, including but not limited to the Code of Wages, 2019, Employee Provident Fund and Miscellaneous Provisions Act 1952, COMPANY's Liability Act 1938, Employees' Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour (Regulation and Abolition) Act 1970, Employment of Children Act 1938, Employees' State Insurance Act, 1948 or any modifications/amendment thereof or any other law relating thereto and rules made there under from time to time.
- ii) No Labour below the age of eighteen [18] years shall be employed on the work.
- iii) CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the work.
- iv) CONTRACTOR shall at his expense comply with all labour laws and keep the COMPANY indemnified in respect thereof.
- v) CONTRACTOR shall pay equal wages for men and women in accordance with applicable Labour laws.
- vi) If the CONTRACTOR is covered under the Contract Labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority [i.e. office of the Labour Commissioner] by payment of necessary prescribed fee and the deposit, if any, before starting the work under the Contract. Such fee/deposit shall be borne by the CONTRACTOR.
- vii) CONTRACTOR must obtain the PF Code from the concerned PF Authority under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Similarly, CONTRACTOR must obtain ESI Code under Employees State Insurance Act.
- viii) CONTRACTOR being the employer of the labours/personnel to be engaged under the contract shall be liable to pay gratuity to the labours/personnel as per the provision of the Payment of Gratuity Act, 1972 and accordingly, shall keep the COMPANY indemnified in respect thereof. If however, COMPANY requires to pay gratuity to such labour(s) as per the direction of the competent authority under the Act, COMPANY shall recover such amount from the outstanding dues payable to the CONTRACTOR under the contract or any other contract(s).
- ix) CONTRACTOR shall furnish to Engineer in Charge the distribution return of the number & description, by trades of the work people employed on the works. CONTRACTOR shall also submit on the 4th & 19th of every month to Engineer in Charge a true statement showing in respect of the 2nd half of the preceding month & the 1st half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who

have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 on Rules made there under and the amount paid to them.

- x) Engineer in Charge shall on a report having been made by an inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- xi) The CONTRACTOR shall indemnify the COMPANY against any payments to be made under and for the observance of the provisions of the aforesaid acts without prejudice to his right to obtain indemnity from his sub-CONTRACTOR.

**36.0 STATUTORY REQUIREMENTS:** During the tenure of this CONTRACT nothing shall be done by the CONTRACTOR in contravention of any law, act and/or rules/regulations, thereunder or any amendment

**37.0 GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) GUIDELINES:**

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

**37.2** 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.

**37.3** 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.

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

**37.5** 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 shall have the right to direct the contractor to cease work until the non-compliance is corrected.

**38.0 POLLUTION AND CONTAMINATION:** The CONTRACTOR shall be liable for all surface and sub-surface pollution to the extent caused by CONTRACTOR and resulting from CONTRACTOR's operation/service or spillage or dumping of solvents/additive substances or pollutants, which the CONTRACTOR brings to the Site for use in connection with Work to be performed under this Contract.

Notwithstanding anything to the contrary contained herein, it is agreed that except on the ground of willful misconduct or criminal misconduct, COMPANY shall

release, indemnify and hold CONTRACTOR and its sub-CONTRACTORS harmless from any and all claims, judgments, losses, expenses and any costs related thereto (including but not limited to Court costs and “Attorney’s fees”) for:

- a) Damage to or loss of any reservoir or producing formation; and/ or
- b) Damage to or loss of any well; and/ or
- c) Any other subsurface damage or loss; and/ or
- d) Any property damage or loss or personal injury or death arising out of or in connection with a blowout, fire explosion and loss of well control regardless of cause.

**39.0 STATUTORY VARIATION/ NEWLY ENACTED LAW:**

**39.1** All duties, taxes except otherwise specified in the Contract as applicable on the closing date of bid submission as per relevant acts and rules shall be in CONTRACTOR’s account. Variation in case of custom duty on CIF value declared by the bidder shall be to COMPANY account.

**39.2** In the event of introduction of any new legislation or any 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 and/or duties, required to be paid by the CONTRACTOR, (other than personnel and Corporate taxes), 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.

**39.3** 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.

**39.4** 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.

**39.5** Notwithstanding the provision contained in Clause-39.1 to 39.4 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 and GST in addition to new taxes etc. in respect of sub-CONTRACTORS, vendors, agents etc. of the CONTRACTOR.
  - iv. Any liability on the CONTRACTOR, which was accrued under the old law or contract, which the CONTRACTOR is obligated to pay either to the COMPANY or to the Government Authority.
- 39.6** In order to ascertain the net impact of the amendment/ 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 GST tax amount.
  - ii. Details of Inputs (material/consumable) used/required for providing service to COMPANY including estimated monthly value of input and GST paid/payable on purchase of inputs.
- 39.7** The above provisions would be applicable only in case of variation in rate of taxes and duties on supply of services to OIL and not applicable on taxes and duties on input (goods and services) towards such services.
- 39.8** Any claim or reduction on account of change in law shall be accompanied with undertaking that the provisions of anti- profiteering clause under GST Act have been complied with.
- 40.0** **SEVERABILITY:** Should any provision of this agreement be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provisions hereto and they shall remain binding on the parties hereto.
- 41.0** **COMMISSION OF MISCONDUCT/SUBMISSION OF FRAUDULENT DOCUMENT BY THE BIDDER/CONTRACTOR AND BANNING THEREOF:** The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the notice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.
- 42.0** **SETTLEMENT OF DISPUTES:**

**42.1 Arbitration (Applicable for Suppliers/CONTRACTORS other than PSU and MSME):**

1) 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:

2) 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.

3) It is agreed and undertaken by the Parties that irrespective of country of origin of the CONTRACTOR, the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.

4) 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
Upto Rs.25.00 Lakh	Not applicable	Not applicable
Above Rs.25.00 Lakh Upto Rs.25 Crore	Sole Arbitrator	OIL
Above Rs. 25 Crore	3 Arbitrators	One Arbitrator by each party and the 3 <sup>rd</sup> Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

5) 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.

6) 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.

7) Parties agree and undertake 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.

8) The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, 1996(as amended)

9) 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. Where the proceedings are put in abeyance or terminated on account of mutual settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:

(i) 20% of the fees if the claimant has not submitted statement of claim.

(ii) 40% of the fees if the pleadings are complete

(iii) 60% of the fees if the hearing has commenced.

(iv) 80% of the fees if the hearing is concluded but the award is yet to be passed.

10) Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed 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, both parties shall equally share all expenditures that may be required to be incurred.

11) The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in Schedule of the Act and such expenses shall be equally borne by the parties.

12) The Place/Seat of Arbitration shall be Guwahati or the place where the contract is executed. The venue of the arbitration shall be decided by the Arbitrator(s) in discussion with the parties. The cost of arbitration sittings shall be equally borne by the parties.

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

14) 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.

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

- a) In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract (s) between Central Public Sector Enterprises (CPSEs) and also between CPSEs and Government Departments/Organizations (excluding disputes -concerning Railways, Income



Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in OPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

- b) A party wishing to commence arbitration proceeding shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy 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
- c) Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, 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.

#### **42.3 Arbitration (Applicable to Micro, Small and Medium Enterprise)**

In the event of any dispute or difference relating to, arising from or connected with the Contract, efforts shall be made to resolve the dispute(s) amicably by mutual consultation and in case such dispute(s) cannot be resolved through mutual consultation, then same shall be resolved through the procedure as prescribed in Section-18 of the Micro, Small and Medium Enterprises Development Act, 2006.

#### **42.4 Resolution of disputes through conciliation by OEC**

(Not Applicable in cases where value of dispute is less than Rs. 25 Lakhs and more than 2 Crore)

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, Company at its discretion, on its own or on the request of the CONTRACTOR, may refer the dispute to Outside Expert Committee ("OEC") to be constituted by Corporate Business Committee (CBC), OIL as provided hereunder:

- a) The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.
- b) OIL shall nominate three outside experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).
- c) Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.

- d) The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof.

Notwithstanding above, the proceedings shall be summary in nature and Parties agree to rely only upon documentary evidence in support of their claims and not to bring any oral evidence in the OEC proceedings.

e) OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.

f) Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties and authenticated by all the OEC members either in person or through circulation. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.

g) OIL will share all other guidelines regarding reconciliation through OEC with the CONTRACTOR when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.

h) All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.

i) The OEC proceedings must be completed within a period of 3(three) months from the date of constitution of the OEC with a provision of extension of one months, subject to mutual agreement. The Place of OEC shall be either at New Delhi or Guwahati.

j) If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract.

k) The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any capacity directly or indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.

l) Solicitation or any attempt to bring influence of any kind on either OEC Members or OIL is completely prohibited in conciliation proceedings and OIL reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the Contractor or its representatives.

#### **42.5 Exclusions**

Parties agree that following matters shall not be referred to conciliation or arbitration:

i) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning,

or decision to suspend or to ban or to debar business dealings with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.

ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.

iii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.

iv) Any claim which is less than Rs. 25 Lakh.

**43.0 COMPLETION OF CONTRACT:** Unless otherwise terminated under the provisions of any other relevant Clause or extended through written communication, this Contract shall be deemed to have been completed at the expiry of the Period specified in the contract or period of defect liability, as provided for under the Contract, whichever is later.

**44.0 TERMINATION:**

**44.1 Termination on expiry of the contract:** This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

**44.2 Termination of contract for death:** If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.

**44.3 Termination on account of Force Majeure:** Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-31.0 [above](#).

**44.4 Termination on account of insolvency:** In the event that the CONTRACTOR or its collaborator or its guarantor 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 or under the process of insolvency or liquidation, 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.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or

Insolvency Professional Manager, as appointed by the Competent Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

- 44.5 Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of 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. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].
- 44.6 Termination due to change of ownership and 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 written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.
- 44.7** 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 or partially to the extent non-performance, 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.
- 44.8 Termination for delay in mobilization:** CONTRACTOR is required to mobilize complete equipment alongwith crew for commencement of services at the specified site within the maximum allowed number of days from the date of LOA/Notice for Mobilization as specified in the special conditions of contract. If the CONTRACTOR (successful bidder) fails to complete the mobilization as above, OIL shall have, without prejudice to any other clause of the CONTRACT, the right to terminate the contract.
- 44.9** 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 Article from **44.1 to 44.8** 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 of services as per the Contract upto the date of termination.
- 44.10 Consequence 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.

Upon termination of this Contract, CONTRACTOR shall return to COMPANY all of COMPANY's properties, which are at the time in CONTRACTOR's possession.

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.

Demobilization charges shall not be payable by COMPANY in case of Article from **44.4 to 44.7.**

- 45.0 TO DETERMINE THE CONTRACT:** In such an event the contract shall stand terminated and shall cease to be in force from the date of such notification by the COMPANY. Thereafter the CONTRACTOR shall stop forthwith any of the work then in progress, except those work which the COMPANY may, in writing, require to be done to safeguard any property or work, or installations from damages, and the COMPANY may take over the remaining unfinished work of the CONTRACTOR and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR, and any of its sureties if any, shall be liable to the COMPANY for any excess cost occasioned by such work having to be so taken over and completed by the COMPANY over and above the cost at the rate/cost specified in the schedule of quantities and rates/prices.
- 46.0 WITHOUT DETERMINING THE CONTRACT:** To take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of its sureties are liable to the COMPANY for any excess cost over and above the cost at the rates specified in the schedule of quantities and rates/prices, occasioned by such work having been taken over and completed by the COMPANY.
- 47.0 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](http://www.oil-india.com). Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.
- 48.0 MISCELLANEOUS PROVISIONS:** CONTRACTOR shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.

CONTRACTOR shall conform in all respects with the provisions of any Statute, Ordinance of Law as aforesaid 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 COMPANY indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or bye-law.

During the tenure of the Contract, CONTRACTOR shall keep the site where the services are being performed reasonably free from all unnecessary obstruction and shall store or dispose of any equipment and surplus materials and clear away and remove from the site any wreckage, rubbish or temporary works no longer required. On the completion of the services, CONTRACTOR shall clear away and remove from the site any surplus materials; rubbish or temporary works of every kind and leave the whole of the site clean and in workmanlike condition to the satisfaction of the COMPANY.

Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel or any other justified situation in which case the replaced person should have equal experience and qualification, which will be again subject to prior approval, by the COMPANY.

**Schedule of Work, Unit and Quantity**

**DESCRIPTION OF WORK/SERVICE:** Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.

Item No.	Description of Services	UOM	Estimated Quantity
10	<b>Overall Implementation of Solution</b>	AU (Activity Unit)	1
20	<b>BI Tool software license for first year</b>	NO (Number)	500
30	<b>Cloud Infrastructure (DW) for first year</b>	QTR (Quarter)	4
40	<b>BI Tool software license for 2nd year</b>	NO (Number)	500
50	<b>Cloud Infrastructure (DW) for 2nd year</b>	QTR (Quarter)	4
60	<b>BI Tool software license for 3rd year</b>	NO (Number)	500
70	<b>Cloud Infrastructure (DW) for 3rd year</b>	QTR (Quarter)	4
80	<b>BI Tool software license for 4th year</b>	NO (Number)	500
90	<b>Cloud Infrastructure (DW) for 4th year</b>	QTR (Quarter)	3
100	<b>Service Support (125 hours per qtr)</b>	QTR (Quarter)	15
110	<b>Hourly Rate over and above the hours</b>	HR (Hours)	2000

**1.** Tenure of Agreement: 04 (Four) Years and 05 (Five) months with a provision for extension by 01 (one) year

**2.** Mobilisation Period:

For implementation of CxO Dashboard: 30 (thirty) days from the date of issue of LOA.

For Service Support of CxO Dashboard: 03 (three) months after Go Live

## **SPECIAL CONDITIONS OF CONTRACT (SCC)**

**The following Clauses of SCC shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.**

<b>Definition</b>	<b><i>[Additional definition not covered in the GCC]</i></b>
Mobilization	30 Days from the date of issue of LOA
Duration of contract	4 Years and 5 months extendable by 1 year
Inspection	N/A
Performance Security	10% of annualized contract value
Terms of Payment	<p>On account payment may be made, not often than monthly, up to the amount of <b>100%</b> 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.</p> <p>As per payment milestone mentioned in Scope of Work</p>
Submission of Invoice	As per payment milestone mentioned SoW for implementation and quarterly during support period
Agent Commission	N/A
Liquidated Damage	<p><b><u>LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION/COMPLETION OF WORKS AND SERVICES:</u></b> 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 of the services cost as mentioned in commercial proposal for first 8 weeks and 1% per week for every subsequent week.</p> <p>If the liquidated damage reaches 10% of the total contract value, OIL may invoke termination clause.</p> <p>Post implementation phase SLAs will be evaluated as mentioned in Scope of Work Document</p>



Provision of Personnel facilities	N/A
Warranty and remedy of defects	3 months warranty post go -Live.
Subcontracting: Allowed/Not Allowed	Not Allowed
If allowed, define Petty Services	Not applicable
Address details for submission of invoice	All Invoices are to be sent to the following address:  GM (IT) Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam

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

1. 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.

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

2. “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.

3. 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.

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

5. Where the OIL is entitled to avail the input tax credit of GST: OIL will reimburse the GST to the Supplier of Goods / Services (Service Provider) at actual 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.

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

6. Where the OIL is not entitled to avail/take the full input tax credit of GST: OIL will reimburse GST to the Supplier of Goods / Services (Service Provider) at actual 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.

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

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.

8. Contractor/Contractor 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 / Contractor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OIL shall not be liable to make any payment on account of GST against such invoice.

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/Contractor, OIL shall withhold the payment of GST.

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/Contractor but will be directly deposited to the government by OIL.

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.

12. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Contractor is denied by the tax authorities to OIL for reasons attributable to Contractor / Contractor, OIL shall be entitled to recover such amount from the Contractor /

Contractor 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.

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

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.

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.

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.

17. Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of Taxes & Duties 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 taxes & duties.

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.

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

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 evidence the rate as applicable on the Bid due date and on the date of revision.

21. 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.

22. 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.

23. 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.

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

25. 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.

26. 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.

27. 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.

28. 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 leviable 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.

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

Any invoice issued shall contain the following particulars:

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

Note: OIL GSTIN numbers are as follows:

Assam :18AAACO2352C1ZW

Arunachal Pradesh :12AAACO2352C1Z8

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

- i) The original copy being marked as ORIGINAL FOR RECIPIENT;
- ii) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
- iii) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

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

### 30. 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.

31. In case the GST rating of Contractor 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 Contractor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by OIL.

Details of the Service	Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.
<b>HSE Policy</b>	As per attached document of General Health and Safety

Interim de-Mobilization and Re-mobilization	N/A
Notice	<p>Any notice given by one party to other, pursuant to this Contract shall be sent in writing or by e-mail to the applicable address specified below:</p> <p><b><u>Company</u></b></p> <p>a) <b><u>For contractual matters</u></b></p> <p>CGM (Contracts) OIL INDIA LIMITED PO DULIAJAN - 786602 ASSAM, INDIA Phone No. 91-374-2808650 Email: <a href="mailto:contracts@oilindia.in">contracts@oilindia.in</a></p> <p>b) <b><u>For technical matters</u></b></p> <p>GM (IT) Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam. Phone No. 91-374-2804913 Email: <a href="mailto:mousumi@oilindia.in">mousumi@oilindia.in</a></p> <p>c) <b><u>Contractor</u></b></p> <p>_____</p> <p>A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>

## **SCOPE OF WORK AND SPECIAL TERMS & CONDITIONS**

**1.0 INTRODUCTION:** Oil India Limited (OIL) is a premier Indian National Oil Company engaged in the business of exploration, production and transportation of crude oil and natural gas, and production of LPG. The company's history spans the discovery of crude oil in the far east of India at Digboi, Assam in 1889 to its present status as a fully integrated upstream petroleum company.

OIL has a long history of exploration and production of hydrocarbons in the fold- belts of Upper Assam and Arunachal Pradesh. Now its exploration efforts are not limited to India but have crossed its borders to have global footprint as well. At present OIL has in- country Field Head-Quarter at Duliajan Assam, Pipeline Head Quarter at Guwahati, Assam, Project offices at Jodhpur (Rajasthan) and Kakinada (Andhra Pradesh), Shipping office at Kolkata (West Bengal), E&D Directorate, Delhi and Corporate office at Noida.

OIL has embarked on Project DRIVE (Digital Readiness for Innovation and Value in E&P) to leverage the recent advances in digital technologies and advanced analytics to improve efficiency, increase safety, reduce wastages, increase customer

value, achieve effective decision making and to address the challenges posed by ever changing business requirements.

OIL seeks to set up a **Business Intelligence (BI) Tool** comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.

Key objectives of the solution are as follows (but not limited to):

- 1) End to end integrated view of functional key metrics.
- 2) Correlation of right metrics and data sources to present “Single version of truth” across levels.
- 3) Real time update, alerts and notifications.
- 4) Impactful visualization to generate strategic insights for the business leadership.
- 5) Automation of standard reports being currently generated by functions.
- 6) Generation of ad-hoc reports by users as per requirement

## **2.0 SOLUTION SPECIFICATIONS:**

### **2.1 FUNCTIONAL REQUIREMENT:**

<b>Sl.No</b>	<b>Requirements</b>
1.	Data ingestion from various sources systems across organization like SAP, Oracle databases, SQL, MS Access, MS Excel, Historian and website information for functions mentioned in <b>Appendix A</b> .
2.	Compatibility with different data storages like flat file storage, relational databases and big data storages, etc.
3.	Perform automated extraction, transformation and loading of updated data on a pre-defined frequency from multiple sources into data warehouse.
4.	Processing data at middle layer, perform ETL to analyse defined functional metrics. Provide continued support for ETL at middle layer to ensure smooth integration.
5.	The system should be able to allow users and admin to define alerts and business insights at individual, BU or project level. Alerts will be posted via notifications in the App, notifications on Web, Email.
6.	Provide a layer of data governance for flat file extraction (from multiple data sources) and loading into data warehouse to ensure data is accurate and complete.
7.	Leverage relevant data in source systems to calculate functional metrics defined in <b>Appendix A</b> (non-exhaustive) based on business logics to generate insights for review and monitoring by functional leads.
8.	Ensure seamless integration with all data sources, data warehouse and the BI tool so that integration is smooth for dashboard viewing and thus enable and smoothen user decision making process.
9.	Visualization techniques and framework to empower users/ decision makers to appreciate the reports quickly and take educated decisions including (but not limited to) histograms, bar charts, geographical mapping, donut charts, trend lines, spark lines, heat maps, spider charts etc.

Sl.No	Requirements
	BI tool should allow the users to create new dimensions, derived metrics etc. preferably with auto charting and dashboard facilities through the keywords.
10.	BI tool should ensure functionality of drill down and filtering of available reports/dashboards using standard visualization tools. BI tool should support slicing and dicing features with robust visualizations such as such as graphs, charts, and histograms.
11.	Ensure functionality for power users to create new dimensions, derived metrics, custom reports etc. BI tool should enable user to make ad-hoc queries through GUI based design (drag and drop) along with rich analytical functions. Additionally, the tool may also support textual search functionality for the end user to enable users search table data, dashboards, views, reports etc. using search keywords. The BI tool needs to have the BI capabilities like Drill down, Slice and Dice, Multi-Dimensional Analysis, Ad-Hoc analysis, user interactive reports.
12.	Ensure functionality of providing a GIS / map-based view to compare between assets for various field level indicators.
13.	Interchangeability of charts and graphs from one form to another based on business requirement.
14.	Provision of selecting a single graph on dashboard screen and extraction of data in graphical format/excel format by the user in .jpg/.pdf/.xls format as applicable.
15.	The reporting layer should also enable generation of MIS Reports in each of the functions under scope at pre-defined frequency. Reports which have user defined format need to be created and e-mailed to the relevant stakeholders at agreed frequency. Indicative number of defined reports in each function is mentioned in <b>Appendix B</b> .
16.	Customization of reports should also be available as a functionality of the BI tool which will let the user design his/her own report from the data available in the intermediate system.
17.	Host generated reports with standard nomenclature and segregation in a portal accessible to important stakeholders for ready circulation and reference.
18.	The visualization tool should offer complete access of functionalities on web-portal and handheld device in seamless fashion. Screen layouts should be configured to adapt to Desktop, Laptop, Tablet and Mobile phones etc.
19.	BI Tool licenses will be procured by OIL in staggered manner, as and when required, during the support phase ( Post Go Live). Bidder to ensure that all the licenses procured adhere to co-term annual renewal cycle.
20.	Bidder must ensure that end date of all the services (cloud deployment, BI tool, AMC) subscribed by OIL should be same. Even though the procurement of these services may happen in a staggered (phased) manner.
21.	Bidder should supply all necessary ETL Tools, connectors, reporting tool required for seamless integration between source systems, middle layers and visualization layer as part of proposed BI solution
22.	Bidder should provide support during data extraction in flat files, excel uploads from all data sources required to cover the scope
23.	The solution implementation will include developing dashboards by bidder for multiple levels and user groups across functions listed in <b>Appendix A</b>



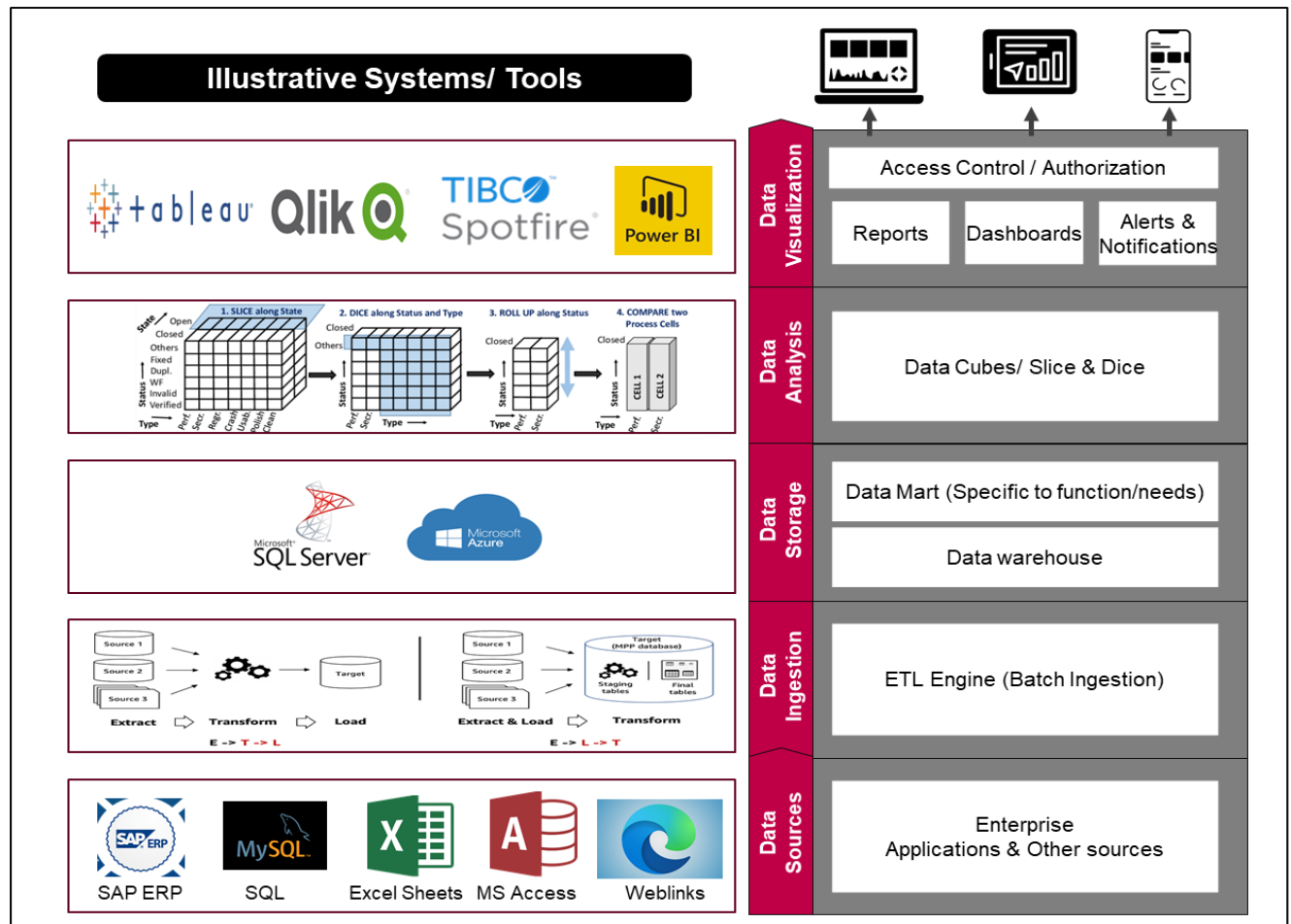
<b>Sl.No</b>	<b>Requirements</b>
24.	The solution must include Post Go-Live service support as part of implementation services for a period of 03 months calculated from the Go-Live date of the dashboards. Bidder must also subsequently provide annual maintenance and service support for 15 quarters as part of the Maintenance support and services
25.	BI Tool licenses and Cloud Infrastructure cost (Including GST) during development and testing phase(Before Go Live) and Cloud Infrastructure cost (Including GST) during Warranty should be included in Implementation cost.

## **2.2 TECHNICAL REQUIREMENT:**

<b>S.No</b>	<b>Requirement</b>
1.	BI solution should enable connection to multiple existing data sources such as SAP, SQL, MYSQL, Any Web Services, Web Links, MS Access, Oracle, Excel spreadsheets and other Oil and Gas industry standard databases.
2.	Enable automation of data upload from source system and reduce dependency on manual intervention. The values on dashboard should get updated on pre-defined frequency automatically by sourcing required data from various sources.
3.	Access Management: User authorization should be enabled in order to control access to BI tool depending on parameters such as user location, user department, role level and designation etc. Once user is authenticated, only approved set of metrics should be accessible as per the defined role etc. The principle of least privilege access should be used when access rights are given to a requester.
4.	The intermediate layer of data warehouse and the application layer should be built on cloud and be accessed through secure data channels.
5.	Cloud system should be updated regularly with all patches and upgrades. Also, details on how these patches and upgrades will be made available and plan of installation of such patches and upgrades will be provided by the bidder.
6.	Solution shall have capabilities to record session logs, access logs, process logs & design platform logs of all user and system activities. System shall be able to report any faults if found in these logs.
7.	The data should be collected at the lowest level and from the same source and in industry standard formats. Data connections/integrations should not be done with existing reports and database views. Any view required for new requirement should be created additionally.
8.	Design specifications of complete BI solution should ensure minimum latency in the update of data/ refresh of dashboards. The dashboard should not take more than 10 seconds to load on a single user screen.
9.	BI tool should have a GUI based system where all business users are able to view/save/download/schedule various enterprise metrics/dashboards and their summary without any programming efforts.
10.	BI tool should allow the power users to produce dashboards with minimum effort/ low-code methodology using little help from IT team. It should be a self-service BI tool, for system integration and publish/share it for the consumption of department/functional users.
11.	Solution should have the capability for SSO and/or AD/LDAP

S.No	Requirement
	authentication, OAuth so that integration with existing windows active directory is smooth
12.	Dashboards created should have user access hierarchy viz. View, Design, Modify, Admin access to all user roles defined by OIL. Row level data access to be defined for various roles within each department so that role specific data is visible to them
13.	The system should allow cross-platform and cross-device access including mobile integration/support for iOS, Android & Windows operating systems.
14.	Solution should be scalable to a greater number of dashboards in same function or more functional dashboards in the existing technology platform.
15.	Solution architecture should allow integration of data sources in future which might come up as part of digital strategy of OIL.
16.	Bidder will be responsible to setup, configure, data integration, regular performance checks and maintenance of cloud service provider (CSP) server hardware, software and services. The bidder should provide regular CSP services consumption billing details along with invoices raised as part of maintenance contract
17.	Cloud solution provider should have the capability to increase/decrease compute, storage etc. capacities on demand from the portal with an <b>uptime guarantee of 99.9%</b>
18.	Vendor to also ensure cloud cost optimization as per the usage of the servers by OIL. When the servers are not required (dev/test etc.) bidder should ensure that cloud servers are shut down and that OIL is not charged for idle usage.
19.	Solution architecture should ensure only necessary reportable data should be loaded to cloud servers through ETL tool and further used for reporting needs. This is aligned with the bidder's requirement to ensure cost optimization while servicing data on cloud.
20.	Solution design should be modular in nature and should allow change of software/hardware in parts without impacting the entire solution.
21.	Solution architecture for cloud-based implementation should ensure data residency in India in compliance with GoI regulations.
22.	Proposed CSP (Cloud Service Provider) should be from the selected empaneled major cloud service providers by MEITY (Ministry of Electronics and Information Technology)
23.	Bidder to adhere to the guidelines detailed by Government of India (available at <a href="https://meity.gov.in/content/gi-cloud-meghraj">https://meity.gov.in/content/gi-cloud-meghraj</a> ) for selecting a cloud service provider and SI partner for Government Departments like OIL India
24.	Bidder to facilitate the data security certificates required from the CSP as per Government of India, MEITY (Ministry of Electronics and Information Technology) guidelines.
25.	Bidder will provide and maintain the cloud services in partnership with cloud service provider
26.	Bidder should provide cost (including GST) of cloud infrastructure and related services based on the system requirements and assumptions mentioned in the technical specifications as part of commercial bid for evaluation purpose. However, payments related to cloud services will be based on minimum of actual consumption or value quoted in commercial bid on timelines mentioned in payment milestones.

## 2.3 SOLUTION ARCHITECTURE (INDICATIVE):



## 2.4 SYSTEM REQUIREMENTS (INDICATIVE):

### a. Cloud Infrastructure Requirements:

Type	Criteria	Units
<b>Production Server for hosting the visualization tool (on cloud):</b>	<ul style="list-style-type: none"> <li>32 cores, 2.0 GHz or higher processor</li> <li>64-bit processor</li> <li>256 GB memory RAM (based on BI tool selection)</li> <li>1 TB disk space available</li> </ul>	1
<b>Development/Test Server for hosting the visualization tool (on cloud):</b>	<ul style="list-style-type: none"> <li>8 cores, 2.0 GHz or higher processor</li> <li>64-bit processor</li> <li>64 GB memory RAM (based on BI tool selection)</li> <li>500 GB disk space available</li> </ul>	1
<b>Data Warehouse - Production Server (on cloud):</b>	<ul style="list-style-type: none"> <li>Intel Core i7 CPU: 16 vCPU, Frequency: 2.2GHz (equivalent or higher)</li> <li>Windows 2008 R2 64-bit (equivalent or higher)</li> <li>128 GB memory RAM (expandable up to 512)</li> <li>4 TB disk space available (1 Part), 256 GB for TempDB (2 Part), 256 GB for Logs (3 Part) – <b>Total 5 TB SAN storage</b></li> <li>15000 RPM drive or a tier 1 SAN storage (4-8 GBps SAN dedicated channel)</li> </ul>	1

<b>Data Warehouse - Development/Test Server (on cloud):</b>	<ul style="list-style-type: none"> <li>Intel Core i7 CPU: 4 vCPU, Frequency: 2.2GHz (<i>equivalent or higher</i>)</li> <li>Windows 2008 R2 (64-bit) (<i>equivalent or higher</i>)</li> <li>16 GB memory RAM (expandable upto 512)</li> <li>1 TB disk space available (1 Part), 100 GB for TempDB (2 Part), 100 GB for Logs (3 Part) – <b>Total 1.2 TB SAN storage</b></li> <li>15000 RPM drive or a tier 1 SAN storage (4-8 GBps SAN dedicated channel)</li> </ul>	1
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**Assumptions:**

1. Data transfer out over internet charges from-to cloud to be included in the cloud infrastructure charges. Assume data transfer to be 1TB per year.
2. Cloud based services subscription cost to be included in the proposed cloud infrastructure. Bidder would however provide split for cost components
3. Any other miscellaneous cloud costs like IP addresses per instance, data write operations on cloud etc. to be explicitly stated in the SOR (Schedule of Rates)
4. Assume data lake storage of up to 5 TB of structured and unstructured data for the duration of this contract
5. Any connectors (SAP and other databases) if built in the cloud services, include the cost in the cloud infrastructure and it should be explicitly stated in details of the SOR (Schedule of Rates)

**b. Software Requirement:**

S.No	Criteria	Units
1.	Database server license for Data Warehouse Bidder needs to provide data warehouse software license from industry leading solution providers only ex: Microsoft, Oracle, Amazon etc. and should be recognized as part of Leaders segment by either Gartner or Forrester in their latest operational database management reports. ( <i>Please refer <b>Gartner Magic Quadrant for Operational Database Management Systems</b> or <b>Forrester Wave report for Database-as-a-Service</b></i> )	1
2.	BI Tool software licenses for visualization tool (as detailed below)	<b>500 licenses</b> *
	a) <b>Developer License</b> ( <i>user will create much of the content, data visualizations and data sources which other can leverage using the BI platform</i> )	<b>10 licenses</b> *
	b) <b>Explorer License</b> ( <i>user can leverage existing published data and combine with different data points depending on their requirements</i> )	<b>20 licenses</b> *
	c) <b>User/ Viewer License</b> ( <i>user can interact with the dashboards and data visualizations to make data-driven decisions</i> )	<b>470 licenses</b> *

**\*Note:** Bidder to provide commercial bid based on mentioned split of BI Tool licenses for the commercial evaluation purpose. However, the actual split of BI licenses will be finalized during the business requirement gathering/ solution designing stage. Bidder needs to ensure co-term of all licenses to have easy renewals using same renewal date.

**c. Other Service Level Details:**

Sr. No.	Specifications	Requirement
1	Bandwidth	Medium-High
2	Security	Access Mgmt.   Data Security   App Security
3	Scalability	High
4	Data Volume	Medium - High
5	Data Velocity	Medium
6	Response time	< 10 seconds
7	System Uptime	>98%

**3.0 KEY STEPS OF DESIGN AND IMPLEMENTATION PHASE:**

Following are the key deliverables for the successful bidder:

S.No	Key Steps
1.	<p>Complete BI Tool Set-up &amp; Implementation and Project Management</p> <ul style="list-style-type: none"> <li>• Procurement and commissioning of cloud-based servers (dev, test and production servers) as detailed in section 2.</li> <li>• Procurement and commissioning of software and cloud data services.</li> <li>• Establish live data connectivity between on-premise data sources of OIL and ETL, cloud services.</li> </ul>
2.	<p>Provide Services in commissioning the BI Solution as per the user requirement. Key steps are as mentioned below:</p> <ul style="list-style-type: none"> <li>• Finalize the requirement of business insights/descriptive analytics use cases (including metrics, dimensions and detailing) to be generated through management dashboards in relation to the provided list in Appendix A.</li> <li>• Identification of source systems and data tables for proposed metrics in discussion with OIL SPOC.</li> <li>• Design wireframes of dashboards before implementation on BI tool to cover strategic metrics, functional metrics and detailed metrics to the granularity and level agreed with the user group.</li> <li>• Seek approval of the user functions (SPOC) on the wireframes before development.</li> <li>• Develop dashboards as per the agreed wireframes.</li> </ul>

S.No	Key Steps
	<ul style="list-style-type: none"> <li>• Conduct User Acceptance Testing, Validation and arrange approvals of results generated by dashboards from relevant stakeholders. (UAT formats to be provided by once OIL)</li> <li>• Build reporting architecture to automate pre-defined report formats for each function.</li> <li>• Build Alert and Notification functionality.</li> <li>• Formalize go-live of each functional dashboard after UAT and mandatory approval of the functional leads.</li> </ul>
3.	<p><b>Knowledge Transfer &amp; Training</b></p> <p>To enable smooth transition of the descriptive dashboards from Vendor to OIL, following key activities are expected to be performed during implementation –</p> <ul style="list-style-type: none"> <li>• Handholding during implementation – Vendor to work closely with OIL stakeholders while developing the descriptive dashboards and hold trainings for users to enable usage of available features and functionalities of descriptive dashboards.</li> <li>• User Manuals, Documentation and Training Material – To be developed and provided by the vendor at the completion of implementation covering the elements of logic used, processes followed, architecture implemented etc.</li> </ul> <p>Trainings will need to be held for users at corporate office, field headquarters (Duliajan, Assam), other relevant user locations and for power users separately. Such sessions should be held for as per requirement of OIL.</p>
4.	<p><b>Post Go-Live Warranty Support</b></p> <p>The selected vendor will need to carry out BI tool maintenance and service support beyond the development and go-live for a period of 03 months.</p> <p>Key activities under warranty and support services are as follows but not limited to:</p> <ul style="list-style-type: none"> <li>• Modify the BI application / reports as per the day to day needs of the user in defined service period.</li> <li>• Troubleshooting and resolution of issues reported by the user of the dashboard.</li> <li>• Carrying out logical changes and developments in the existing dashboard elements as and when required.</li> <li>• Carrying out additions, modifications &amp; enhancements in the existing dashboards to improve utility and relevance to the functional users.</li> <li>• Maintenance of cloud infrastructure including performance management and optimization, patch upgrades, etc.</li> <li>• Carry out cloud service optimization based on the usage of the cloud servers.</li> </ul>

Functional coverage under scope of BI Tool & Dashboard development will be as follows (indicative):

S.No	Directorate	Sub-Functions
1	Exploration & Drilling	G&R, Seismic, Drilling
2	Operations	Upstream Production, Pipeline and Commercial & Procurement
3	Finance	Corporate Planning and Finance
4	HR & BD	Human Resources, Corporate Communications, CSR and Business Development

*Table 1 Departments & Functional Coverage*

**4.0 PROJECT TIMELINES:** Below are the timelines to be followed by the successful bidder for completion of the project:

Phase	Activities	Completion Timelines
<b>Kick off Presentation</b>	Not later than 1 week from official start date of project. *	Submission of Kick off Presentation document (T0)
<b>Design Finalization</b>	Completion of source system identification. Detailed Design document Sign off (include software, hardware, etc.)	1 <sup>st</sup> Month
<b>Cloud Services Commissioning</b>	Commissioning of software and cloud services	1 <sup>st</sup> Month
<b>Build</b>	Dashboard wireframe design and approval.	2 <sup>nd</sup> Month
	ETL, development of data models and development of all functional/user dashboards and reports.	4 <sup>th</sup> Month
<b>Test</b>	Validation and UAT	5 <sup>th</sup> Month
<b>Go-Live</b>	Go-Live of all BI dashboards, Reporting module.	5 <sup>th</sup> Month
<b>Training &amp; Handover</b>	Knowledge transfer and Handover	6 <sup>th</sup> Month
<b>Post Go-Live Support</b>	Provide support to users and OIL team on BI Solution post Go-Live.	3 months post Go-Live date
<b>Maintenance &amp; Support</b>	BI Solution maintenance & support services	Ongoing for 15 quarters extendable by 1 years <sup>#</sup>

*\*Start of project will be counted from 30 days of LOA*

*# Maintenance and Support will start post Go-Live support period of 3 months.*

## **5.0 MANPOWER REQUIREMENT:**

To substantiate the experience asked for, the bidder must submit the relevant CV of the persons who will be associated with OIL for the duration of this entire project. OIL would do due diligence and approve the placement of the person.

The Team proposed to be deployed shall remain unchanged during the contract period unless under unavoidable circumstances. In such a situation, the change will only be permitted with prior written consent of OIL. The new member(s) proposed to be deployed shall also meet the minimum experience as defined in the tender.

If the Contractor is unable to provide the personnel initially identified in their offer and seek for deployment of alternate personnel having requisite qualification and experience set forth in the Contract, the Contractor will only be permitted by taking prior written consent from OIL. The new member(s) proposed to be deployed shall also meet the minimum experience as defined in the tender.

In case of replacement of the key personnel, the replacement personnel must have the requisite qualification and experience as per Contract and shall submit their credentials along with their recent photographs to OIL for approval of OIL.

The development team of the bidder must be stationed at FHQ, Duliajan, throughout the development period up till end of go-live support.

<b>S.N</b>	<b>Role</b>	<b>Requirement</b>	<b>Required Qualification</b>
1.	Project Leader	1	<ol style="list-style-type: none"><li>1. Should have Full time MBA/MCA/ M.Tech / M.Statistics from a reputed institute.</li><li>2. Should have minimum of 20+ years in BI / analytics.</li><li>3. Should have led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the last 7 years</li></ol>
2	Project Manager	1	<ol style="list-style-type: none"><li>1. Should have minimum of 13+ years in BI / analytics.</li><li>2. Should have led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the last 7 years</li><li>3. Should have led at least two (2) BI tool deployments over cloud with Indian clients in the last 7 years.</li><li>4. Should have led at least one BI tool deployment in Oil &amp; Gas/Manufacturing/Power &amp; Utilities sector.</li></ol>
3.	Functional Expert	1	<ol style="list-style-type: none"><li>1. Should have bachelor's degree in Business, Business Intelligence or related field required (Master's Degree in Business Administration preferred)</li></ol>



			<ul style="list-style-type: none"> <li>2. Should have overall experience of 7+ years.</li> <li>3. Should have 3+ years of experience in <b>upstream oil and gas industry</b> with clear ability to understand the functional metrics of upstream oil industry.</li> </ul>
3	Technology Architect	1	<ul style="list-style-type: none"> <li>1. Should have experience of sourcing data from multiple and complex datasets and ability to link data between tables, to create efficient SQL queries and design scalable data models</li> <li>2. 10+ years' experience in a competitive business intelligence environment.</li> <li>3. Should have strong ability to understand the requirements and develop visualization reports using BI tool that are simple, consumable and actionable</li> <li>4. Advanced knowledge in data warehouse dimensional modelling. Hands on knowledge with at least one Key ETL Market tool.</li> <li>5. Should have experience in designing and developing BW data models &amp; data flow objects in SAP ECC 6.0 on Oracle database.</li> <li>6. Build InfoCubes, ODS/DSO, Multi-providers, data sources, required routines</li> <li>7. Design and develop complex BEx queries to meet reporting requirements</li> <li>8. Hands-on knowledge of enterprise repository tool, data modelling tools, data mapping tools, and data profiling tools. (SAS, R etc.)</li> </ul>
5	Developers	Bidder to propose	<ul style="list-style-type: none"> <li>1. BSc/BTech/BE in Computer Science, Engineering or other relevant degree.</li> <li>2. Proven experience as a BI Developer or Data Scientist with experience on development on proposed BI tool.</li> <li>3. Background in data warehouse design (e.g. dimensional modeling) and data mining.</li> <li>4. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework.</li> <li>5. Knowledge of Database query, Database Server Reporting and Integration Services</li> <li>6. Proven abilities to take initiative and be innovative. Analytical mind with a problem-solving aptitude</li> </ul>
6	Data visualization Engineer	1	<ul style="list-style-type: none"> <li>1. BE/B. Tech/MCA with at least 5 years of work experience in field of data visualization.</li> </ul>

			2. 3+ years of hands-on experience in building data models/dashboards/reports for senior level user groups. 3. Knowledge of functionalities and features of the proposed BI tool. 4. Strong written and verbal communication skills (questioning, listening, writing)
7	Testing Engineers	Bidder to propose	1. Data warehouse & BI QA professional with the experience in design Test scripts, and Test cases and starts working on developing the SQL Code for test execution 2. Should have strong end to end experience in DW and BI projects 3. Should have experience over Testing, Test Planning, Defining Matrices, presenting Status and other Leadership activities. 4. Develop and execute detailed Data warehouse related functional, integration and regression test cases.

## 6.0 PAYMENT MILESTONES:

S.No.	Milestones	Payment Schedule (% of quoted price)
1	On completion of functional and technical requirement assessment	20% of implementation charges mentioned in commercial proposal
2	Completion of dashboard development for all functions	25% of implementation charges mentioned in the commercial proposal
3	Completion of UAT and Go-Live	30% of implementation charges mentioned in commercial proposal at Go-Live 10% after 3 months of post Go-Live Support
4	On implementation of cloud services and infrastructure	Cloud services cost on quarterly basis (against actuals on production of CSP bill)
5	On provisioning of BI tool user licenses	100% for the actual number of licenses provisioned at rate mentioned in the commercial proposal
6	Knowledge Transfer and Trainings	15% of implementation charges mentioned in commercial proposal
7	Maintenance Fees	Quarterly payout based on rate quoted in commercial proposal.

## 7.0 SPECIAL CONDITIONS OF CONTRACT:

### **7.1 SITE VISIT**

- Bidder is advised to visit and examine the site of works and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- Bidder or their authorized representative may visit the site shortly after the award of contract for finalization of implementation related documentation for OIL's approval.

### **7.2 DOCUMENTATION**

- Vendor must provide necessary documentation (Software Requirement Specs Document, Functional Document and Technical Document) of the project.
- The entire solution developed should be the property of OIL and property rights need to reside with OIL.
- As and when required by OIL, proper handover of the application (in operational state) should be given to OIL.
- The Project Leader and Manager deployed on the OIL Project by the vendor must be designated to liaise with OIL for regular interactions, progress review and issue resolution.
- After completion of contract period or changeover of vendor, the bidder must provide all documentations for smooth transition of solution to next vendor.

### **7.3 DEFINITIONS**

- "Hardware" refers to all hardware including server, storage facilities, handheld devices, back-up solutions, back-up server, networking, UPS etc. as well as any other peripherals as mentioned under section terms of reference and technical specification.
- "Software" refers to all necessary software required for the BI tool implementation a to run in a secured manner. Software includes all operating software as well as application software as mentioned under section terms of reference and technical specification.
- "Certificate of Completion" means certificate issued by the Company to the bidder stating that the firm has successfully completed the jobs/works assigned to him and submitted all necessary reports as required by the Company.
- "Warranty Period" refers to a period not less than three (3) months after successful installation and commissioning. Warranty period will commence only after Go-Live of the BI tool and dashboards as defined in the scope of work.
- Duration of experience for evaluation of bidder/ manpower required in this contract, will be considered till original bid closing date, unless stated otherwise.

### **7.4 PERSONNEL TO BE DEPLOYED BY SUCCESSFUL BIDDER:**

- Bidder warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.
- The Bidder should ensure that their personnel observe applicable company and statutory safety requirement. Upon OIL's written request, bidder, entirely at its own expense, shall remove immediately any personnel of the bidder determined by OIL to be unsuitable and shall promptly replace such personnel with personnel acceptable to the Company.
- The Bidder shall be solely responsible throughout the period of the contract

including the installation and commissioning phase for providing all requirements of their personnel including but not limited to, their transportation to & fro from Duliajan / field site, en-route / local boarding, lodging & medical attention etc. Company shall have no responsibility or liability in this regard. However, Company shall provide available medical assistance/facilities to bidder's personnel in case of emergency at its own establishment on chargeable basis.

- Bidder's key personnel shall be fluent in English language (both writing and speaking).
- Bidder to ensure that the proposed CVs for the project are on bidder's payroll for the last one year at least from the original bid closing date.
- Bidder to ensure that profiles submitted along with bid should be deployed for complete project delivery. In case of any deviation from this mandatory requirement it must be approved by OIL.
- Bidder will also provide 2 additional CVs during bid submission for each of the roles of Project Manager, Technology Architect and Functional Architect, which will act as back up for the primary key personnel approved for this project. These additional CVs should meet the manpower requirements as listed in **Section 5** to execute the project successfully.
- Bidder must not change the key personnel deployed during delivery and development of the BI Tool. Key personnel cannot be changed during the tenure of the Contract, especially during design, development and testing phase except due to sickness/death/resignation of the personnel in which case the replaced person should have equal experience and qualification, which will be again subject to approval by OIL.

#### **7.5 OBLIGATIONS OF BIDDER:**

- The bidder must supply software licenses, hardware, design, develop and commission the solution as per the scope of work. All services rendered as defined under the scope shall be done at FHQ, Duliajan, Assam.
- 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 the work.
- On OIL's request, bidder shall remove and replace at their expenses, any of their personnel whose presence is considered reasonably undesirable or performance is found to be poor in the opinion of Company. The Bidder shall provide the supporting staff and labor at their own expenses.
- Bidder shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.
- Bidder shall give or provide all necessary supervision for performance of the services during and after design, development and thereafter within the warranty period as OIL may consider necessary for the proper fulfilling of bidder's obligations under the contract.
- The bidder will be fully responsible for any unauthorized imports or wrong declaration of goods and will have to pay the penalty and other consequences as levied by the port/customs authorities for such unauthorized imports.

- The bidder shall bear all expenses on account of repair/replacement of all their materials, equipment etc. consequent upon any damage/loss/non-performance during services implementation.
- The bidder shall follow its own safety rules, in addition to rules prescribed under Indian Laws in this respect. Bidder must take complete responsibility of all safety aspects during the entire execution of the project.

## **7.6 CONFIDENTIALITY**

- Bidder agrees to be bound by professional secrecy and undertake to keep confidential any information obtained during the execution of the project and to take all reasonable steps to ensure the bidder's personnel likewise keep such information confidential.
- This obligation shall keep in force even after the expiry of the contract period and until such information will be disclosed by OIL.
- The bidder must submit filled in sealed and signed NDA.

## **7.7 OTHER CONDITIONS**

- OIL reserves the right of procuring additional licenses/ upgraded version of the software offered along with the BI Tool Implementation at mutually agreed rates within five (5) years from date of Go-Live of the solution. The newly procured licenses of the software will be covered under AMC in same terms and conditions as stated in the contract.
- OIL reserves the right of procuring any of the hardware/service at mutually agreed rates not more than the quoted rates of the Bidders' offer within one (1) year from date of Go-Live of the solution and governed by the same terms and conditions as stated in the contract.
- The Contract price shall remain firm and fixed during the execution of the Contract and not subject to variation on any account.
- All payments will be made directly to the successful bidder against invoices raised by the bidder along with supporting documents and at timelines prescribed under section of payment milestones.
- Bidder is responsible to manage and settle the operating expenses and other related expenses as mentioned in the SOR on behalf of OIL in the duration of the contract.
- The Bidder will assign a Project Manager with single point responsibility for the entire project cycle. Any issue regarding the project design or implementation related issues shall be addressed by this Project Manager.
- Project Manager to adopt recognized project management methodology to oversee and manage the complete delivery and coordinate all sub-elements of the project and manage overall project GANTT chart, RACI chart, Communication plan, Risk plan and HSE plan.
- Project Manager with his team will manage the solution implementation and delivery including
  - Install, test, integrate and document the technology used in the project.
  - Provide walk-thru, acceptance and sign-off on technology.
- The Project Manager will also arrange for the fortnightly meeting with OIL representatives at Duliajan for the project execution status and future plan. The minutes of the meeting duly signed by the Bidder and OIL representatives need to be documented properly.

## 8.0 **KEY COMPONENTS OF BID SUBMISSION:**

S. No	Section Heading	Details
1.	Pre-Qualification Supporting Documents	As detailed in section “Bidder Eligibility & Evaluation Criteria
2.	No Deviation Certificate	As per the format
3.	Bidder’s experience and credentials	As detailed in section “Bidder Eligibility & Evaluation Criteria”
4.	Technical Bid Presentation comprising of: a. Overall solution implementation plan. b. Overall solution architecture and data flow diagram c. Technical specifications of the hardware and software requirements d. Cloud Services optimization strategy. e. Resource deployment plan and qualification details. f. General assumptions, etc.	
5.	Demonstration of dashboard developed over sample process data provided as part of RFP.	Readable file of proposed BI tool.
6.	CV of key personnel proposed for delivery of project and deployment plan	As per the format attached
7.	Commercial Bid	As per the format

## 9.0 **SERVICE LEVEL AGREEMENTS:**

The purpose of this Service Level Agreement (hereinafter referred to as SLA) is to clearly define the levels of service which shall be provided by the System Integrator to OIL India Limited for the duration of this Agreement. Service Level Agreement (SLA) shall become the part of Agreement between OIL India and the Successful Bidder. SLA defines the terms of the Successful Bidder’s responsibility in ensuring the timely delivery of the deliverables and the correctness of the same based on the agreed Performance Indicators as detailed in this section. The Successful Bidder to comply with Service Levels requirements to ensure adherence to project timelines, quality and availability of services.

Penalties shall not be levied in the following cases:

- There is a **Force Majeure** event effecting the SLA which is beyond the control of the Successful Bidder.
- The non-compliance to the SLA is due to **reasons beyond the control of the Bidder.**

**Note:** Bidder is also required to note that in case of SLAs not being made applicable

for cases considered as “beyond the control of bidders”, the bidder would still need to replace the component (if it is not functional as per SLA) within the SLA defined for resolution of Critical Level/ High Level/ Medium Level/ Low Level issues. In case the bidder doesn’t adhere to the Issue Resolution SLA timelines, the original SLA shall be made applicable

### 9.1 DEFINITIONS:

For the purposes of this service level agreement, the definitions and terms specified in the contract along with the following terms shall have the meanings set forth below:

S.No	Term	Definition
1	Uptime	Shall mean the time period for the specified services / components with the specified technical service standards are available to the user department. Uptime, in percentage, of any component (Non-IT and IT) can be calculated as:  $\text{Uptime} = \{1 - [(\text{Downtime}) / (\text{Total Time} - \text{Scheduled Maintenance Time})]\} * 100$
2	Downtime	Shall mean the time period for which the specified services/ components with specified technical and service standards are not available to the user department and excludes downtime owing to Force Majeure & Reasons beyond control of SI.
3	Latency	Refers to the average time required for round-trip packet transfers between selected junctions/locations on the selected portions of the network backbone during a calendar month.
4	Packet Loss	Refers to the average percentage of IP packets transmitted between selected junctions/locations during a calendar month that are not successfully delivered
5	Incident	Refers to any event/abnormalities in the functioning of the Services specified as part of the Scope of Work of the System Integrator that may lead to disruption in normal operations of the surveillance system and other field equipment.
6	Response Time	Shall mean the time elapsed from the moment an incident is reported in the Helpdesk, over phone or by any applicable mode of communication, to the time when a resource is assigned for the resolution of the same
7	Resolution Time	Shall mean the time taken (after the incident has been reported at the helpdesk), in resolving (diagnosing, troubleshooting and fixing) or escalating (to the second level or to respective vendors, getting the confirmatory details about the same from the vendor and conveying the same to the end user), the services related troubles during the first level escalation.
8	Incidence Resolution	Resolution of incidence as per below priority levels:

		<ul style="list-style-type: none"> <li>• <b>P1 (Critical):</b> Impacting Data Centre, Command and Control Centre, an error renders dashboards/BI solution completely unusable or nearly unusable or introduces high degree of operational risk. No workaround is available. A large number of users and/or core functionality is severely impacted.</li> <li>• <b>P2 (High):</b> Error renders essential functionality of the application to be consistently unavailable or obstructed and causes a moderate level of hindrance or risk. Workarounds may be available, but the use of application is acutely degraded and cause continuing operational risk. A moderate number of users are significantly impacted, but overall the application continues to function</li> <li>• <b>P3 (Medium):</b> Error is an inconvenience or causes inconsistent behavior, which does not impede the normal functioning of the application. It could be an error that occurs inconsistently and affects non-essential functions, or it is an inconvenience that impacts a small number of users</li> <li>• <b>P4 (Low):</b> Error has a small degree of significance or is a minor cosmetic issue or is a “one off” case. A “one off” case occurs when the error occurs infrequently and cannot be reproduced easily. These are errors that do not impact the daily use of the program. A Low error is something that does not affect normal use, can be accepted for a period of time, but the user would eventually want changed</li> </ul> <table border="1"> <thead> <tr> <th>Severity</th><th>Response Time</th><th>Target Resolution</th></tr> </thead> <tbody> <tr> <td>Critical (P1)</td><td>1 hour</td><td>4 Business Hours</td></tr> <tr> <td>High (P2)</td><td>4 hours</td><td>24 Hours</td></tr> <tr> <td>Medium (P3)</td><td>8 hours</td><td>2 Business day</td></tr> <tr> <td>Low (P4)</td><td>24 hours</td><td>3 Business days</td></tr> </tbody> </table>	Severity	Response Time	Target Resolution	Critical (P1)	1 hour	4 Business Hours	High (P2)	4 hours	24 Hours	Medium (P3)	8 hours	2 Business day	Low (P4)	24 hours	3 Business days
Severity	Response Time	Target Resolution															
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Low (P4)	24 hours	3 Business days															

**9.2 MEASUREMENT OF SLA:** The SLA metrics provided specifies performance parameters as baseline performance, lower performance and breach. All SLA calculations will be done on quarterly basis. The SLA also specifies the liquidated damages for breach conditions. The SI will get 100% of the Contracted value if there are no breaches reported for any of the SLA's. The penalty would be compounded every quarter. The quarterly payment shall be made after deducting the liquidated damages as mentioned above.

SLA monitoring would be responsibility of the SI. The SI must provide monthly reports of all the SLAs and any ad-hoc report as may be required by OIL. OIL shall also have the right to conduct, either itself or through any other agency as it may



deem fit, an audit/revision of the SLA parameters. The SLAs defined, shall be reviewed by OIL on quarterly basis after consulting the SI, Project Management Consultants and other experts. All the changes would be made by OIL after consultation with the SI and might include some corrections to reduce undue relaxation in Service levels or some corrections to avoid unrealistic imposition of liquidated damages, which are noticed after project has gone live.

**9.3 DURING IMPLEMENTATION SLA:** These SLAs shall be used to evaluate the timelines for completion of deliverables till Go-Live.

S.No	Definition	Timely delivery of deliverables would comprise entire bill of material and the application systems, and as per successful UAT of the same
1	<b>Service Level Requirement</b>	All the deliverables defined in the contract must be submitted on-time on the date as mentioned in the contract with no delay
2	<b>Measurement of Service Level Parameter</b>	To be measured in number of weeks of delay from the timelines mentioned in the section “Project Timelines” and “Payment Milestones”
3	<b>Penalty for Nonachievement of SLA Requirement</b>	Any delay in the delivery of the project deliverables (solely attributable to vendor) would attract a liquidated damage per week of 0.5% of the value per week of the services cost as mentioned in commercial proposal for first 8 weeks and 1% per week for every subsequent week.  If the liquidated damage reaches 10% of the total contract value, OIL may invoke termination clause.

#### **9.4 POST-IMPLEMENTATION PHASE:**

1. These SLAs shall be used to evaluate the performance of the services on monthly basis but penalties would be levied for cumulative performance for the quarterly basis.
2. Penalty levied for non-performance as per SLA requirements shall be deducted through subsequent payments due from OIL or through the Performance Bank Guarantee.
3. The upper limit of penalty would be capped at 10% of the OPEX value for each quarter. In case the calculated penalty crosses 10% penalty of the OPEX value in 2 subsequent quarters, the penalty cap for the third quarter onwards, for each quarter will increase by 5% over the penalty cap for the preceding quarter till it reaches 20% of the OPEX value
4. Where SLA measurement is done on a monthly basis, sum of Liquidated Damages associated with each month shall apply for the quarter.
5. Performance Liquidated Damages shall be levied for not meeting each SLA.
6. Breach of SLAs target shall result in various severity level based on the business impact the component causes to services.

7. The severity levels of SLAs and the associated financial Liquidated Damages are defined as per the following table:

<b>Severity</b>	<b>Response Time</b>	<b>Target Resolution</b>	<b>Liquidated Damages as a % of quarterly payment applicable</b>
Critical (P1)	1 hour	4 Business Hours	No Penalty (95-100%) 2% (<95%)
High (P2)	4 hours	24 Hours	No Penalty (90-100%) 1% (<90%)
Medium (P3)	8 hours	2 Business day	No Penalty (90-100%) 0.5% (<90%)
Low (P4)	24 hours	3 Business days	No Penalty (90-100%) 0.1% (<90%)

#### **10.0 SCHEDULE OF RATES:**

<b>Item No.</b>	<b>Description of Services</b>	<b>UOM</b>	<b>Estimated Quantity</b>
10	<b>Overall Implementation of Solution</b>	AU (Activity Unit)	1
20	<b>BI Tool software license for first year</b>	NO (Number)	500
30	<b>Cloud Infrastructure (DW) for first year</b>	QTR (Quarter)	4
40	<b>BI Tool software license for 2nd year</b>	NO (Number)	500
50	<b>Cloud Infrastructure (DW) for 2nd year</b>	QTR (Quarter)	4
60	<b>BI Tool software license for 3rd year</b>	NO (Number)	500
70	<b>Cloud Infrastructure (DW) for 3rd year</b>	QTR (Quarter)	4
80	<b>BI Tool software license for 4th year</b>	NO (Number)	500
90	<b>Cloud Infrastructure (DW) for 4th year</b>	QTR (Quarter)	3
100	<b>Service Support (125 hours per qtr)</b>	QTR (Quarter)	15

110	<b>Hourly Rate over and above the hours</b>	HR (Hours)	2000
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**11.0 SUBCONTRACTING/ASSIGNMENT:** CONTRACTOR shall not subcontract, transfer or assign the contract, or any part under this contract, to any third party(ies). Subcontracting of Petty Support Services against this contract is not applicable.

**12.0 GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) GUIDELINES:**

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

2. 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.

3. 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.

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

5. 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 shall have the right to direct the contractor to cease work until the noncompliance is corrected.

6. 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.

**13.0 ANNUAL MAINTENANCE & SUPPORT – TERMS & CONDITIONS:**

The selected bidder shall deploy resources for operations and maintenance to carry out regular ongoing work related to bug fixing, enhancements and cloud infrastructure maintenance etc. The AMC shall be carried out by the selected bidder after completion of 03 months of support post Go-Live.

<b>MAINTAINABILITY REQUIREMENTS</b>	
1.	Bidder to provide warranty for a period of 03 months post go-live support after successful installation and commissioning. This will be considered as part of the overall software license and implementation cost. Bidder must provide complete maintenance and support of BI solution from the date of

	Go-Live with on-site deployment of support resources during that period.
2.	The annual maintenance support services will be of 15 qtrs extendable by 1 year, structured in support packages of pre-defined hours every quarter and will begin after 03 months of post Go-Live support.
3.	Bidder to ensure that total AMC charges for the complete contract time period (i.e. 15 qtrs extendable by 1 year) are not less than 7% of the overall solution implementation charges
4.	Bidder will be responsible to remove system bugs that are already identified/ will be identified during the contract period. Tickets raised against these bugs must be resolved by the bidder in a timely manner as per defined SLAs
5.	Bidder to support in ticket resolution and technical assistance/discussion wherever required for issues reported by end users/departments for end issues in dashboard viewing/publishing/accessing.
6.	Bidder will ensure as and when required bidder would perform data validation/ correction to enable easy and convenient user experience on BI mobile app. The selected bidder will be responsible for data integrity, will also identify the type & nature of data error and reports will be handed over to concerned OIL team or any other nominated agency from OIL for correction and resubmission.
7.	Bidder to share by preparing and submitting relevant mobile app metrics with OIL such as Installs, Uninstalls, Active Users, Crashes etc. on a regular basis, Bidder will promptly diagnose and fix the issues reported on priority.
8.	Bidder to ensure adherence to SLA through regular scheduled maintenance activities to prevent any downtime, provide SLA monitoring tool and a dashboard to OIL for evaluation of different service level parameters
9.	Bidder will update training, user manuals etc. on a regular basis and provide training to designated members of OIL IT team and respective department teams.
10.	Bidder must provide and install software upgrades, updates, software enhancements during this period at no extra cost to OIL within two (2) weeks from the date of release.
11.	The bidder should maintain contact with OIL's personnel for any assistance/guidance on technical issues pertaining to the solution, through telephone, e-mail, letter and fax.
12.	In case of any issue which cannot be sorted out through correspondence, OIL may ask for on- site support of the expert at no extra cost to OIL. The bidder shall depute such expert and the dates and duration of his/her visit may be decided mutually.
13.	Bidder also needs to provide the hourly support rate in Schedule of Rates (SOR format mentioned in the RFP document). This would be applied if the number of hours required for support and maintenance activities exceeds the minimum quarterly support hours.
14.	Bidder shall conduct standard maintenance activities like service packs, updates and upgrades without impact on business. Any update requiring system downtime, bidder will share the downtime window with OIL for approval. Once approved the downtime to be carried out in that time frame. In case of failure the system is to revert to the same state without any defects.
15.	<p>Bidder shall configure &amp; customize the following as per OIL requirement during the AMC period.</p> <p><b>Support -</b></p> <ul style="list-style-type: none"> <li>▪ Maintenance like schedule change, monitoring re-load, user maintenance, cloud configuration (increase or decrease of resources)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Bug Identification</li> <li>▪ Root Cause Analysis</li> <li>▪ Bug Fixing</li> <li>▪ Bug Testing</li> <li>▪ Deployment</li> <li>▪ Etc.</li> </ul>
16.	<p>Bidder shall configure &amp; customize the following as per OIL requirement during the AMC period.</p> <p><b>Enhancement -</b></p> <ul style="list-style-type: none"> <li>▪ UI modifications as per business requirement</li> <li>▪ Additional reports/analysis implementations</li> <li>▪ Additional Module implementation</li> <li>▪ Integrating applications with other systems</li> <li>▪ Adding more data sources into the existing applications</li> <li>▪ Aligning existing applications with the new released features in new version of BI software</li> <li>▪ Upgradation or Migration services</li> </ul>
17.	<p><b>Cloud Infrastructure Maintenance-</b></p> <ul style="list-style-type: none"> <li>• Bidder to ensure any hardware (cloud) and software issue, failure, breakdown, upgrade, replacement or in any way the hardware/software is not in working condition needs to be resolved by the bidder. The OIL team will log a ticket into the portal provided by the bidder and the same shall be tracked as per the SLA section.</li> <li>• In case of issues with the existing CSP it will be the responsibility of the vendor to migrate the solution to another equivalent CSP provider. The vendor needs to ensure the solution is restored back to As-Is state as it was with the previous CSP provider. The selection of the CSP provider will be within same conditions as for the previous CSP.</li> <li>• Billing for cloud infrastructure need to be managed by the vendor on behalf of OIL</li> <li>• Cloud Infrastructure Optimization, interfacing with CSP to resolve any issues or raise concerns, if any, must be managed by the vendor.</li> </ul>
18.	<p>Necessary VAPT to be conducted at regular intervals (12 months) mandatorily and whenever specially requested by OIL through CERT-In empanelled auditors. The observations must be noted, vulnerabilities mitigated within reasonable time as decided in consultation with the OIL IT team.</p>
19.	<p>A security audit may be conducted by OIL every 6 months and vendor would need to submit a security audit report which shall include the app/web application level vulnerabilities and provide recommendations for remediations of identified vulnerabilities. Bidder shall be responsible for fixing issues raised by third party security Auditor nominated by OIL so that security audit clearance certificate can be issued as per CERT-In Requirements</p>
20.	<p>Bidder is responsible for both planned and unplanned shutdowns. In case of a planned shutdown, bidder needs to get approval from OIL team and convey well in advance of the system downtime. The downtime window will be conveyed by bidder and scheduled maintenance will be carried out during that time period only. Bidder will up the system with business as usual conditions within the downtime window.</p>
21.	<p>Bidder to ensure regular backup of application and database servers as per OIL needs through software tools like IBM EMC Networker etc. The frequency of backup will be decided as per discussions with the OIL IT team.</p> <p>Backup report should be submitted every month to OIL. Restore should be tested at a regular interval and reported to OIL.</p>

## **APPENDIX A**

### **Functional Coverage of CXO Dashboards**

<b>S.No</b>	<b>Directorate</b>	<b>Sub-Functions</b>
<b>1</b>	Exploration & Drilling	G&R, Seismic, Drilling
<b>2</b>	Operations	Upstream Production, Pipeline, Projects and Contracts & Procurement
<b>3</b>	Finance	Corporate Planning and Finance
<b>4</b>	HR & BD	Human Resources, Corporate Communications, CSR and Business Development

#### **Function: Seismic**

<b>S.No</b>	<b>Metric</b>	<b>Details/ Requirement</b>
1	Block Target versus Actual	Drill down by crew
2	Block Annual Target vs Actual	Drill down by crew
3	Daily/Weekly/Monthly Target and Achievement	Drill down by crew
4	No of shots	Drill down by crew
5	No of Shooting/Recording/Coverage	Drill down by crew
6	2D Seismic Coverage	Drill down by block and cumulative achievement
7	3D Seismic Coverage	Drill down by block and cumulative achievement
8	2D Seismic Coverage (PML wise) on Monthly basis	Drill down by crew
9	3D Seismic Coverage (PML wise) on Monthly basis	Drill down by crew
10	Progress of Processing Projects	Drill down by Processing Team
11	Progress of Reservoir Geophysics Projects	Drill down by Reservoir Geophysics Team

#### **Function: Geology & Reservoir**

<b>S.No</b>	<b>Metric</b>	<b>Details/ Requirement</b>
1	Exploratory Drilling location Availability	Lease wise (PML/PEL) exploratory location availability with status of civil preparedness, land availability, statutory clearances etc.
		EC block-wise Total wells, EC validity, EC Compliance, Nos wells having permissions, Nos of wells left to be drilled.(at reservoir and well level)
2	Development Drilling location Availability	Field-wise development location availability with status of civil preparedness, land

		availability, statutory clearances
		EC block-wise Total wells, EC validity, EC Compliance, Nos wells having permissions, Nos of wells left to be drilled.(at reservoir and well level)
3	Exploratory locations released in current year	Lease wise (PML/PEL) Exploratory locations released during financial year. EC block-wise count of locations having EC Clearance, EC Compliances
4	Development locations released in current year	Field-wise development locations released during financial year. EC block-wise count of locations having EC Clearance, EC Compliances
5	Oil production potential from Drilling activities	Trend of gain in oil production potential from drilling activities. (Drill down to reservoir & well level)
6	Gas production potential from Drilling activities	Trend of gain in gas production potential from drilling activities. (Drill down to reservoir & well level)
7	Monetization of discovery	Date: Discovery, Basin & Asset, Date of submission of Declaration, Date of approval of FR/FDP by OIL Board, Status of implementation of FDP, Status of monetization, Cost incurred for implementation, progress of infrastructure development. Date of monetization, EC / FC Clearance for Field development plan, EC Compliances.
8	Status of Well	<p>Month wise Requirement (on the last day of the month or first day of the succeeding month)</p> <ol style="list-style-type: none"> <li>No.&amp; type (oil/gas) of Producing Well, Temporary abandoned well, Permanently abandoned well, water injection well, etc... (Fieldwise with Well name &amp; Loc) –Ref. SW-1, SW-2</li> <li>District wise and State wise Information pertaining to Point 1.</li> </ol>

- EC (Environmental Clearance)
- FC (Forest Clearance)
- FDP (Field Development Plan)

#### **Function: Exploration & Drilling**

S.No	Metric	Details/ Requirement
1.	Progress in OALP Blocks	Block wise Progress of actual Seismic & drilling activities against committed Work program.
2.	Progress in DSF Blocks	Block wise Progress of actual Seismic & drilling activities against committed Work

		programme
3.	Drilling Performance	<p>Historical performance of each rig. (total depth, etc.)</p> <p>Present depth, Daily progress etc.</p> <p>Non-productive time break down and trend by reasons.</p> <p>Annual target versus actual of cumulative meterage.</p> <p>Cumulative meterage by exploration and development wells</p> <p>Wells completed breakup by exploratory and development wells till date.</p> <p>Drill down by type of rig (in-house, IHMMC and chartered).</p> <p>Drill down by well type (vertical, S/J trajectory and Horizontal).</p>
4.	Cycle Speed of Rig	Rig wise Trend of Cycle speed
5.	Commercial Speed of Rig	Rig wise Trend of Commercial speed

### **Function: Production & Pipeline**

S.No	Metric	Details/ Requirement
1.	Production Volumes & Trends (Oil, Natural Gas, LPG, Well head condensate and LPG Condensate)	<ul style="list-style-type: none"> <li>• Performance against production plan</li> <li>• Drill down at State, Reservoir, Field, Installation &amp; Well level</li> </ul>
2.	Enhanced Production Profile Achievement	<ul style="list-style-type: none"> <li>• EPP (Enhanced Production Profile) target vs achievement.</li> <li>• Drill down at Reservoir&amp; Well level</li> </ul>
3.	Water production trend	<ul style="list-style-type: none"> <li>• Field-wise trend of water production.</li> <li>• Drill down at reservoir and well levels.</li> </ul>
4.	Water Injection Volumes	Plan versus actual analysis
5.	Customer wise sales performance	<p>Breakdown of customer wise sales performance and deviations against the plan.</p> <p>Raising of Invoice Vs payment received towards Gas Sale</p> <p>Raising of Invoice Vs payment received towards MGQ</p>
6.	Well wise Water cut monitoring	Well wise analysis based on well head samples(sample results collected from Chemical Lab)
7.	Formation Water Production Volume	Field, Installation level details
8.	Well Performance (Flowing and non-flowing wells)	Breakup of flowing wells versus non flowing wells.
9.	Reconciliation of volume transferred from installations and volume collected at Tank Farms	Highlighting the deviations in volume of oil at both ends.
10.	Crude Transportation Volume	Installation level details of daily



		transportation volumes and highlighting cases of zero transportation from installations.
11.	Weekly BS&W of Crude Oil	BS&W value monitoring and trends. Highlight the deviation from agreed level of BS&W Weekly BS&W % at PS1/TPS/PS2/PS3 & Refinery End of crude oil
12.	Flare Volume monitoring	Trend and volume of flared volume of associated gas.
13.	Crude Oil Losses	Operational Losses, Environmental Losses, Well head Potential Losses-Asset wise
14.	Workover Plan Compliance	Number of workovers completed against planned. Number of successful workovers v/s unsuccessful workovers
15.	Decline Rate monitoring	Production decline rate actual versus predicted. Real time analysis at the level of each well.
16.	Potential to Production gap Assessment	Potential to production gap assessment and breakup of the reasons contributing to shortfall. Historical trends of the reasons to monitor significance of key contributors of the production shortfall.

**Function: Pipeline (Midstream)**

S.No	Metric	Details/ Requirement
1	Crude Oil Delivered	Total Crude Oil Delivered through Pipeline <ul style="list-style-type: none"> <li>- Domestic Crude (OIL, ONGC) &amp; Imported</li> <li>- Refinery wise (GR, BR, DR, NRL)</li> </ul> Date vide MOPNG & OCCM allocation vs. Achievement Yearly Data, trend wise
2	Product Transported	Total Petroleum Product transported through NSPL <ul style="list-style-type: none"> <li>- Dispatch vs. Delivered quantity in MT (Monthly &amp; Cumulative)</li> <li>- By Product, MS-SKO/PCK-HSD</li> </ul> Yearly Data, trend wise
3.	Price of Domestic Crude OIL	Price of Domestic Crude OIL OIL crude price to Digboi Refinery & Other Refineries Periodic Data, trend wise
4.	Pipeline Revenue	Revenue of Pipeline Department <ul style="list-style-type: none"> <li>- Transportation revenue form OIL crude</li> <li>- Transportation revenue from ONGC crude</li> </ul>

		<ul style="list-style-type: none"> <li>- Transportation revenue from Imported crude</li> <li>- Transportation revenue from NSPL Product</li> <li>- Revenue from OFC &amp; Bandwidth lease</li> <li>- Revenue from GSPL Maintenance</li> </ul> <p>Yearly Data, trend wise</p>
5	BS&W	Basic Sediments & Water at each location/Custody Transfer Point
6	Refinery Status	Status of Refineries under operation or Shutdown
7	Projects	Status of Projects, (Project Wise) <ul style="list-style-type: none"> <li>- Sch vs Actual</li> <li>- Commitment vs Expenses</li> </ul>
8.	Pipeline Shut down	No. of Pipeline Shutdowns <ul style="list-style-type: none"> <li>- Pilferage, Leak</li> <li>- Other Reasons</li> </ul>
9.	Learning & Development	Training of Executives & Workpersons
10.	Safety & Environment	<ul style="list-style-type: none"> <li>- Near Miss Incidents</li> <li>- Loss Time Injury Frequency rate</li> <li>- Accident Free days (Major/Minor/Fatal)</li> </ul>

### **Function: Projects**

S.No	Metric	Details/ Requirement
1	Schedule Performance: <ul style="list-style-type: none"> <li>• Govt./Board Sanction Date</li> <li>• Original Date of Completion</li> <li>• Latest Approved completion date</li> <li>• Actual/Anticipated Completion Date</li> <li>• Original Approved Completion Date</li> <li>• Latest Approved Completion Date</li> <li>• Physical progress %</li> <li>• Milestone Backlog</li> <li>• Status of balance intermediate milestone</li> <li>• Critical issues &amp; Mitigation plan</li> </ul>	Summary and detailed view of schedule performance of each project in progress. Delay/Ahead assessment based on the original approved completion date and latest approved completion date. Physical progress
2	Financial Performance: <ul style="list-style-type: none"> <li>• Original approved Cost (EPM+EPMC)</li> </ul>	Summary and detailed view of financial performance of each project in progress

	<ul style="list-style-type: none"> <li>• Latest Approved Cost</li> <li>• Anticipated Cost</li> <li>• Budget BE/RE (EPC)</li> <li>• Spent Value (EPC)</li> </ul>	
3	Cumulative cost vs Actual Analysis	Comparison of cumulative planned spent and actual spent on each project and aggregated over all projects.
4	Financial Progress %	Based on multiple parameters, calculation of financial progress of each project and cumulative financial progress.
5	Project Cost Overrun	Analysis based on original approved cost and latest approved cost.
6	Inventory Figure (INR Cr.)	Split by stock item and non-stock item Annual Trend of the inventory stock item. Split by spheres of C&P (Duliajan, RF, Corporate office, PHQ etc.)
7	Compliance of Statutory Obligation	Month wise Status of Statutory approval/Licenses (Like PESO, DGMS, SPCB, CPCB etc...)

### **Function: Contracts & Procurement**

S.No	Metric	Details/ Requirement
1	Value of supply of imported Order	Historical trend of year on year values
2	Value of supply of indigenous Order	Historical trend of year on year values
3	Value of EPC Contract	Historical trend of year on year values
4	Value of other Contract	Historical trend of year on year values
5	Procurement Lead time	Organization level lead time and split by type of procurement (Supply and Contracts). Split by stages ( PR to tender to Contract) Split by locations and regions (spheres) and annual trend.
6	Inventory Figure (INR Cr.)	Split by stock item and non-stock item Annual Trend of the inventory stock item. Split by spheres of C&P (Duliajan, RF, Corporate office, PHQ etc.)
7	GIT Value	Overall value and annual trend. Split by sphere of C&P ((Duliajan, RF, Corporate office, PHQ etc.)
8	Outstanding Payments (INR Cr)	Annual trend and overall value. Split by type of procurement (supply and contracts) Split by vendors (MSME, GeM, SC/ST, Only Woman vendors, all vendors , etc.) Split by sphere of C&P ((Duliajan, RF, Corporate office, PHQ, KG Basin etc.)
9	MSE Report (INR Cr.)	Annual trend of procurement made from type

		of vendors and as a percentage of total procurement made annually. Split by sphere of C&P ((Duliajan, RF, Corporate office, PHQ, KG Basin etc.)
10	LC Status	Number of Purchase orders where LC is approved and number of purchase orders where LC is obtained. Details of the PO under each category to be provided on click.
11	Discrepancy Report	Annual trend and overall report. Split by sphere of C&P ((Duliajan, RF, Corporate office, PHQ, KG Basin etc.)
12	Scrap generation and disposal	Total amount of scrap generation and annual trend. Split by sphere of C&P ((Duliajan, RF, Corporate office, PHQ, KG Basin etc.)

### **Function: Finance**

S.No	Metric	Details/ Requirement
1	Crude Price Monitoring	Trend of crude prices
2	Daily Share Price Monitoring	Trend of share prices and growth/degrowth over last period.
3	Sales performance	Breakdown by customer and historical trend.
4	Fund Availability	Cash availability and management
	Plan Outlay (Capex)	Total Plan Outlay (Capex) BE &RE versus actual Plan expenditure. Total capital expenditure planned versus actual expenditure(Month wise)
6	Key Financial parameters from P&L Statement	Turnover, Profit(PBT,PAT), EBITDA, EPS and Book Value
7	Key Financial parameters from Balance Sheet	Debt Position, Debt to Equity Ratio, Debtors Ageing etc.
8	Contribution to Exchequer	<p>Tax credit statement and monitoring of IGST, CGST etc. Following details are required:</p> <p>Report should contain the following information:-</p> <p>Category A: At Corporate Level:-</p> <ol style="list-style-type: none"> <li>1. Corporate Income Tax</li> <li>2. Dividend to Central Government</li> <li>3. Dividend Distribution Tax</li> </ol> <p>Category B:- Each GST registration-wise (presently 12 numbers):-</p> <p>Report on Contribution to Central Government Exchequer:-</p> <ol style="list-style-type: none"> <li>1. Customs Duty</li> </ol>

		<ol style="list-style-type: none"> <li>2. Cess –Crude Oil</li> <li>3. NCCD–Crude Oil</li> <li>4. Excise–Crude Oil</li> <li>5. Cess –Condensate</li> <li>6. NCCD– Condensate</li> <li>7. Excise– Condensate</li> <li>8. IGST Forward Charge- Cash</li> <li>9. CGST Forward Charge-Cash</li> <li>10. IGST Forward Charge- Credit</li> <li>11. CGST Forward Charge-Credit</li> <li>12. IGST Reverse Charge- Cash</li> <li>13. CGST Reverse Charge-Cash</li> <li>14. Others</li> </ol> <p>Report on Contribution to State Government Exchequer:-</p> <ol style="list-style-type: none"> <li>15. SGST Forward Charge-Cash</li> <li>16. SGST Forward Charge-Credit</li> <li>17. SGST Reverse Charge-Cash</li> <li>18. VAT</li> <li>19. Royalty</li> <li>20. Dead Rent</li> <li>21. Electricity Duty</li> <li>22. PEL/ ML Areas</li> <li>23. Others</li> </ol>
9	Cost Monitoring	<p>Cost breakup by functions, region and trend Quarterly / annual cost per unit parameters are:-</p> <ol style="list-style-type: none"> <li>1. Lifting cost and Cost of sales of Crude Oil per unit – A&amp;AP &amp; RF</li> <li>2. Lifting cost and Cost of sales of Natural Gas per unit – A&amp;AP &amp; RF</li> <li>3. Transportation cost and Cost of sales of Transportation per unit</li> <li>4. Production cost and Cost of sales of LPG per unit</li> <li>5. Average Drilling cost per meter – A&amp;AP &amp; RF</li> <li>6. Annual Finding Cost and Finding &amp; Development Cost per MTOE - for the whole Company</li> </ol>
10	Dividend payment and payout ratio	Dividend payout and ratio. Historical trend.
11	Share holding pattern	Detailed share holding pattern for the organization and change over years.
12	Debt Service to Coverage Ratio	Historical trend and key insights from the trend.
13	Receivable and payable to Customer	Month wise break up in relation to sale of Products ( CO, NG, LPG, condensate, scrap material...etc.

**Function: Production Planning & Engineering Services**

Sr. No.	Metrics	Details/ Requirement
2.	Block MWP/ Annual target Vs Achievement (PEL, NELP, OALP)	Block wise & class wise (2D, 3D, 2DC, 3DC, etc..)
5.	Loss of revenue due to <ul style="list-style-type: none"> <li>bandhs/strikes(Env. Related Loss)</li> <li>Operational related loss</li> <li>Wellhead Potential loss</li> </ul>	Item wise (Crude oil,NG, etc....)
6.	Loss of production volume due to bandhs/strikes	Item wise (Crude oil,NG, etc....)
7.	Average Crude oil price, royalty, cess...etc	Month wise
8.	Report/ statement generation in the smart form pertaining to MIS	Format shall be supplied by Planning Department
9.	<b>Online generation of Friday Field meeting power point</b>	Weekly (Planning department to share the meeting template during implementation)
10.	Action taken/ remedies for minimization of deviation: BS&W, Flare of NG,	Report (Planning department to share the report template during implementation)
11.	Location details	<ul style="list-style-type: none"> <li>Acquired land details</li> <li>Details of Hand over to civil department for plinth preparation</li> <li>Details of location released.</li> <li>Land acquired in PML areas <ul style="list-style-type: none"> <li>Government/ Non-Government</li> <li>Forest/ Non-Forest</li> <li>Surface rent to be paid in Lease wise</li> </ul> </li> <li>Land acquired in PEL &amp; other areas</li> <li></li> </ul>
12.	Execution of service contract after awarding LOA	Contract wise
13.	Status of GSPA, COSA, COTA	Month wise
14.	JV share of Production	Month wise
15.	Status of grant/ regrant of PML, PEL, NELP, OALP	As and when updated
16.	Quarterly Progress of Major Projects (Planned Completion, Actual Completion, Achievement, Reason for delay, Time overrun, cost overrun, Financial progress)	Month Wise, Budget Wise (Up to 10 Cr, 10-50 Cr, 50 Cr & above) progress
17.	Status of Explosives Licenses	Month wise./ Rule wise

**Function: Business Development**

S.No	Metric	Details/ Requirement
1	Oil + Condensate Production	Total production and historical trend. Target versus actual production. Drill down by geography and project
2	Gas Production	Total production and historical trend. Target versus actual production. Drill down by geography and project
3	Liquid Production	Total production and historical trend. Target versus actual production. Drill down by geography and project
4	Drilling Meterage	Cumulative and daily historical values. Target versus actual production. Drill down by geography and project
5	Water Cut %	Historical trend. Planned vs actual. Drill down by geography and project
6	Wells Drilled	Planned versus actual, Drill down to the level of geography and project.
7	Active Producer Well Stock	Planned versus actual, Drill down to the level of geography and project.
8	Active Injector Well Stock	Planned versus actual, Drill down to the level of geography and project.
9	Revenue from Sale of Liquids	Historical trend, planned versus actual performance, Drill down to the level of geography and project.
10	Revenue from Sale of Gas	Historical trend, planned versus actual performance, Drill down to the level of geography and project
11	Total Capex	Budgeted Capex and actual spend. Drill down to the level of geography and project
12	Profit	Historical trend and planned versus actual figure
13	OIL's Share Dividends received by holding	Summary of dividends received and drill down by country and project location.
14	Acquisition cost	Total acquisition cost and Drill down by country and project location
15	Approved Budget/ Commitment	Historical trends and insights from compliance
16	Cash Calls	Summary of cash calls made and split by country and project.
17	Annual Budgets	Summary of budget and compliance. Drill down by country and project location
18	IRR	Historical trends and insights. Drill down by country and project location.
19	NPV	Trend & Insights of project NPV over years. Drill down by country and project location.

**Function: Human Resource**

S.No	Metric	Details/ Requirement
1	Manpower Monitoring	Breakup of executives and workmen by grade

		tenure, category etc. Total positions versus occupied positions (drill down by grade, function, category etc.)
2	Promotion Movement Analysis	Promotions by tenure, days from due date. Drill down by function and region etc.
3	Sensitive positions monitoring and analysis	Check of tenure of existing resources at identified sensitive positions and movement tracking by alerts and notifications. Exceptions report.
4	Overtime Analysis	Overtime analysis with drill down into departments and regions.
5	Average age monitoring	Average age across functions, departments and grades. Shift in average age in these dimensions over years.
6	Training Cost Monitoring	Training cost breakup by functions.
7	Retirement indicator	Based on the age bracket retirement indicator in 1 – 2-year period. Drill down by function, region etc.
8	Transfers monitoring	Track of transfers (inter department and intra department). Highlight anomalies etc.
9	Medical Cost Monitoring	Drill down by department, field, hospital, type of employee and category of employee etc. Monitoring of the costs at OIL hospital in Duliajan
10	Grievance Management & Monitoring	Keeping track of grievances raised by department and source. Trend of grievances closure and real time analysis of open versus closed grievances.
11	Performance Monitoring	Insights from performance management system.
12	Non-Compliance Tracking	Summary of non-compliance reported by location, department etc. Penalties paid to government in case of non-compliance and trend.
13	RTI monitoring	RTIs received, replied in time, unanswered, escalated etc.
14	LTI monitoring	Total loss time to injuries. Drill down by field,
15	Parliament questions monitoring	Tracking status of parliamentary question by response,
16	Attrition monitoring	Trend of attrition at organization and drill down to level of department, region, etc.
17	Diversity rate monitoring	Trend of female to male employee ratio over years. Drill down to department, location, etc.
18	CSR Budget Compliance	Drill down of consumption of CSR budget with respect to initiatives under CSR.
19	Corporate Communications Budget Compliance	Tracking of consumption of corporate communication budget and identification of key vendors associated and their trend of performance.



**Function: Safety and Environment & Energy Conservation**

S. No:	Function	Details/ Requirements
1	Safety	<p>Day wise details of</p> <ul style="list-style-type: none"> <li>- Near Miss Incidents</li> <li>- Loss Time Injury Frequency rate</li> <li>- Accident Free days (Major/Minor/Fatal)</li> </ul> <p>Month wise status of: (Planned Vs Achievement)</p> <ul style="list-style-type: none"> <li>➤ Details of the safety leaflets issued for awareness amongst employees</li> <li>➤ Pending vs. Compliance of the external audits</li> </ul>
2	Energy Conservation	<ul style="list-style-type: none"> <li>• Details of energy conservation equipment purchased/ plan for purchase</li> <li>• Details of Energy generated (Renewable, Non-Renewable)</li> <li>• Energy consumption: Sphere wise/ Field wise</li> <li>•</li> </ul>
3	Cost Saving Measures	Planned Vs Achievement
4.	Renewable Purchase obligation (RPO)	<ul style="list-style-type: none"> <li>• Power Generation in <ul style="list-style-type: none"> <li>- Type wise ( Non-renewable/ Renewal)</li> <li>- Category of Renewal(Solar/Non-Solar)</li> <li>- Sphere-wise</li> <li>- Installation wise</li> <li>- Commissioned before 2015-16</li> <li>- Commissioned after 2015-16</li> </ul> </li> <li>• RPO obligation:</li> </ul>

**APPENDIX B**

Number of standard reports being generated in each function:

S. No:	Function	Number or explanation of reports
1	Production & Pipeline	<ul style="list-style-type: none"> <li>• Weekly and Cumulative project Progress: Breakup by activity under streams of project management and engineering, procurement, construction, commissioning and PGTR.</li> <li>• Break up of the project on approved cost wise (like above 1 crore, 10 crore, 100 crore, etc..)</li> </ul>
2	Exploration & Drilling	<ul style="list-style-type: none"> <li>• Daily Progress Report: Containing Daily acquisition progress</li> </ul>

		<ul style="list-style-type: none"> <li>• Monthly Progress Report: Containing Monthly acquisition progress</li> <li>• Quarterly Progress Report: Containing Quarterly acquisition progress</li> <li>• Annual Progress Report: Containing Yearly acquisition progress</li> <li>• PML wise Quarterly Report: Containing Quarterly PML wise acquisition progress.</li> <li>• PML wise Cumulative achievement between dates: Containing Quarterly PML wise acquisition progress.</li> <li>• Weekly/Monthly/Quarterly/Annual Progress Report for Processing Projects: Containing Progress of Processing Projects</li> <li>• Weekly/Monthly/Quarterly/Annual Progress Report for Reservoir Geophysics Projects: Containing Progress of Reservoir Geophysics Projects.</li> </ul>
3	Planning	<ol style="list-style-type: none"> <li>1. CAPEX utilization report-month wise, half yearly, annually during a Financial Year</li> <li>2. Transport Utilization Report for passenger vehicles-monthly, quarterly, half yearly, annually</li> <li>3. SR Budget utilization status</li> <li>4. Monthly/quarterly/half yearly/annual Status of procurement of High Value Goods and Services (INR 1 Crore &amp; above) dealt by different departments</li> <li>5. Monthly/quarterly/half yearly/annual Status of procurement of High Value Goods and Services (INR 5 Crore &amp; above) dealt by different departments</li> <li>6. Monthly/quarterly/half yearly/annual Status of procurement of High Value Goods and Services (INR 10 Crore &amp; above) dealt by different departments</li> <li>7. Report on completion of internal estimates</li> <li>8. Detailed report on PEL/MEL</li> <li>9. Detailed report on Explosive licenses</li> <li>10. Detailed report on Gas Sale and Purchase agreements</li> <li>11. Surface Rent input covered in Item no.11 in Production Planning Function</li> <li>12. Apropos Oilfield Statistics and Royalty Return Inputs have already mapped above (Business Development Function, Status of well)</li> </ol>
	Renewable Purchase	1) Solar Power generation.

	obligation	<p>2) Non-solar power generation.</p> <ul style="list-style-type: none"> <li>- In FHQ</li> <li>- Pipelines</li> <li>- RP</li> <li>- KGB</li> <li>- Future-1,2,3,4,5,6</li> </ul> <p>3) Power Generation from Power station through Conventional energy sources.</p> <ul style="list-style-type: none"> <li>- FHQ</li> <li>- Pipelines</li> <li>- RP</li> <li>- KGB</li> <li>- Future</li> <li>- Commissioned before 2015-16</li> <li>- Commissioned after 2015-16</li> </ul> <p>4) RPO obligation:</p> <ul style="list-style-type: none"> <li>- Solar</li> <li>- non-Solar</li> <li>- Commissioned before 2015-16</li> <li>- Commissioned after 2015-16</li> <li>- In Percentage</li> <li>- Number of RPO certificates</li> </ul>
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**To,  
CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of service: Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.**

Sir,

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

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

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

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

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

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

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

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

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

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

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

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

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

1. It will be solely the CONTRACTOR's responsibility to fulfil all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely; the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-CONTRACTORS hired by CONTRACTOR 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-contractor.
2. 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.
3. 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.
4. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the contractor.
5. 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 shall have the right to direct the contractor to cease work until the noncompliance is corrected.
6. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations pertaining to Health, Safety and Environment.

(Seal)

Yours Faithfully

Date\_\_\_\_\_

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

FOR & ON BEHALF OF CONTRACTOR

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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

**TO WHOM IT MAY CONCERN**

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

<b>YEAR</b>	<b>TURN OVER</b> In INR	<b>NET WORTH</b> In INR

Place:

Date:

Seal:

Membership Number:

Signature:

Registration No.:

UDIN:

**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 the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.** 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 risibility 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.

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

**DESCRIPTION OF WORK/SERVICE:** Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyze and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.

**PRICE BID FORMAT CDO5717P21**

<b><u>NAME OF BIDDER</u></b>								
<b><u>Bidder's GST No.</u></b>								
<b><u>SAC/HSN Code</u></b>								
<b><u>Select the benefit sought under the Policy</u></b> <b><u>( Use Drop Down List )</u></b>			<b>Not applicable.</b>					
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)	Amount (Rs.) Excluding GST	Amount (Rs.) Including GST
			<b>A</b>	<b>B</b>	<b>C</b>		<b>D = A * B</b>	<b>E = D+(D*C%)</b>
10	Overall Implementation of Solution	AU	1				0.00	0.00
20	BI Tool software license for first year	NO	500				0.00	0.00
30	Cloud Infrastructure (DW) for first year	QTR	4				0.00	0.00
40	BI Tool software license for 2nd year	NO	500				0.00	0.00
50	Cloud Infrastructure (DW) for 2nd year	QTR	4				0.00	0.00
60	BI Tool software license for 3rd year	NO	500				0.00	0.00
70	Cloud Infrastructure (DW) for 3rd year	QTR	4				0.00	0.00
80	BI Tool software license for 4th year	NO	500				0.00	0.00
90	Cloud Infrastructure (DW) for 4th year	QTR	3				0.00	0.00
100	Service Support (125 hours per qtr)	QTR	15				0.00	0.00
110	Hourly Rate over and above the hours	HR	2,000				0.00	0.00
<b>Total (Rs)</b>							0.00	0.00
								The above cost should be maintained under "Total Bid Value" in the E-Tender Portal

**NOTE:**

1. The price/rate(s) quoted by the Bidders will be inclusive of all taxes except GST (i.e. IGST or CGST and SGST/UTGST as applicable in case of interstate supply or intra state supply respectively and Cess on GST, if applicable) on the final services. However, GST rate (including cess) to be provided in the respective places in the Price Bid.

2. Price Bids shall be evaluated on overall lowest cost to OIL (L-1 offer) basis i.e. considering total quoted price for all services including applicable GST(CGST & SGST/UTGST or IGST)
3. OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.
4. Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST. When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.
5. Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & The bids will be evaluated based on total price including GST.
6. Refer to GCC for detail of GST.
7. Refer to SOQ & SCC for Item detail Description.
8. Mobilisation Period: For implementation of CxO Dashboard: 30 (thirty) days from the date of issue of LOA. For Service Support of CxO Dashboard: 03 (three) months after Go Live

**BID FORM**

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

**Sub: IFB No. CDO5717P21**

*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 \_\_\_\_\_ 2020.

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

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

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

**Seal of the Bidder:**

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

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

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

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

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

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

**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. CDO5717P21**

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB No. **CDO5717P21** for **Hiring the services for setting up a Business Intelligence (BI) Tool comprising a comprehensive web-based and mobile based dashboard that can analyse and provide insights from data which can help the senior officials and competent authority to make data-driven decisions and work more effectively and efficiently.**

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. CDO5717P21**

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.  
**CDO5717P21** for **Hiring the services for setting up a Business Intelligence (BI)**  
**Tool comprising a comprehensive web-based and mobile based dashboard that**  
**can analyse and provide insights from data which can help the senior officials**  
**and competent authority to make data-driven decisions and work more**  
**effectively and efficiently** 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 on the 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 \_\_\_\_\_

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:

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

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

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

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

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

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

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

The above message / intimation shall be sent through SFMS (indicating the 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.

**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.:

**E-TENDER NO. CDO5717P21**

- (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. CDO5717P21**

**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. CDO5717P21**

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: This certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the Original Bid Closing Date.

**COMMERCIAL CHECK LIST****Bidder's Name:** \_\_\_\_\_**TENDER NO. CDO5717P21**

This Questionnaire duly filled in should be returned along with each copy of Un-priced Bid. Clauses confirmed hereunder should not be repeated in the Bid.

<b>Sl. No.</b>	<b>Description</b>	<b>Bidder's Confirmation</b>
1.	Bidding structure	
2	Bidder's name and address:	
3.	It is noted that deviations to Terms & Conditions shall lead to rejection of offer, as specified in the Tender.	
4.	Ensure and confirm that prices quoted in 'Schedule of Rates', are for complete scope of work as defined in the tender	
5.	Indicate SAC Code Indicate rate of GST applicable.	SAC Code: GST .....%
6.	EMD Details: EMD No., Issuing bank, amount with currency and Validity	
7.	Confirm to Submit PBG as per Tender requirement	
8.	Confirm that the offer shall remain valid for acceptance up to ninety (90) days from final Bid Due Date/Date of opening of bids.	
9.	Whether Mobilization and Completion period of contract is complied?	
10.	Whether Integrity Pact Submitted (if applicable)?	
11.	Confirm that quoted prices shall remain firm and fixed until completion of the contract, except as otherwise mentioned in the bid document.	
12.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures	
13.	Confirm acceptance to all terms & conditions of the Tender.	

**E-TENDER NO. CDO5717P21**

14.	Confirm that all correspondence must be in English Language only.	
15.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
16.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
17.	Please indicate the following: (i) PAN No. (ii) GST Regn. No.	

Bidder confirms that in case of conflicting version of various terms & conditions at different places, the confirmation furnished as above shall be considered over-riding and final and any other deviation indicated elsewhere shall be treated as redundant.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

**UNDERTAKING BY VENDOR ON SUBMISSION OF BANK GUARANTEE**

To,  
Oil India Limited  
Contracts Department  
Duliajan, Assam - 786602

We M/s..... are submitting the Bid Security/ Performance Security (strike out whichever not applicable) in favour of Oil India Limited, Duliajan in the form of bank guarantee bearing Reference No. ....for an amount of INR..... valid up to ..... as per terms and conditions of Tender/Contract No. ....

**BG issuing bank details:-**

Bank Branch IFS Code	
<b>Contact Details</b> E-mail Addresses	Mobile Telephone Fax
<b>Correspondence Address</b> H No/Street/City	State Country Pin Code

**Declaration:**

We have arranged to send the confirmation of issuance of the bank guarantee via SFMS portal through our bank using the details mentioned in the tender and hereby confirming the correctness of the details mentioned.

Authorized Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Vendor Code: \_\_\_\_\_  
Email ID: \_\_\_\_\_  
Mobile No: \_\_\_\_\_

Encl: Original bank guarantee

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

**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	<p><b><u>BID EVALUATION CRITERIA (BEC)</u></b></p> <p>The bid shall conform generally to the specifications and terms and conditions given in the Tender Documents. Bids will be rejected in case 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 mandatory requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and rejected. All the documents related to BEC must be submitted along with the Technical Bid.</p>			
<b><u>1.1 FINANCIAL CRITERIA</u></b>					
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. 91,27,400.00 (Rupees Ninety One Lakh Twenty Seven Thousand and Four Hundred Only).			
3	1.1.2	<p>Net worth of the bidder must be Positive for the preceding financial/accounting year.</p> <p>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.</p>			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

4	<p style="text-align: center;"><b>Note to BEC Clause 1.1 above</b></p>	<p><b>a.</b> For proof of Annual Turnover &amp; Net worth (refer clauses 1.1.1 &amp; 1.1.2 above), any one of the following documents/photocopies must be submitted along with the bid:</p> <p style="padding-left: 40px;">(i) Audited Balance Sheet along with Profit &amp; Loss account.</p> <p style="text-align: center;">OR</p> <p style="padding-left: 40px;">(ii) A certificate issued by a practicing Chartered or Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover &amp; Net worth as per format prescribed in <b>Annexure-X</b>.</p> <p style="padding-left: 40px;">Note: Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates w.e.f. February 1, 2019, issued by Chartered Accountant in Practice.</p> <p><b>b.</b> Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an undertaking in support of the same along with their technical bid as per <b>Proforma-X</b>.</p> <p><b>c.</b> 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</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>documentary evidence for the same.</p> <p><b>d.</b> In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para <b>a.</b> and <b>b.</b> above.</p> <p><b>e.</b> Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover &amp; Net worth as mentioned in Para 1.1.1 &amp; 1.1.2.</p>			
<b>1.2 TECHNICAL CRITERIA</b>					
5	<b>1.2</b>	The bidder must have experience in successfully executing/completing at least 01 (One) 'SIMILAR work' of minimum value of Rs. 91,27,400.00 (Rupees Ninety One Lakh Twenty Seven Thousand and Four Hundred Only) in proposed BI Tool implementation (preferably including cloud based-technology infrastructure setup) in India, under single Contract in previous 07 (seven) years to be reckoned from the original bid closing date.			
6	<b>Note to BEC clause 1.2 above</b>	<p><b>a.</b> "SIMILAR" nature of work mentioned in Clause No. 1.2 means "End-to-end large-scale implementation of BI platform for dashboarding and analytics across multiple functions and user levels (may include provision of user licenses of BI tool) in the client organization including preparation of Business Requirement Document, design of BI tool covering user specific visualizations, design of technology architecture covering sourcing of data from multiple, disparate systems (including SAP ERP) &amp; Implementation &amp; roll-out."</p> <p><b>b.</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:</p> <p>I. <b><u>In case work experience is against OIL's Contract:</u></b> Bidder must submit Job Completion Certificate issued by the company indicating the following:</p>			



**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>A. Work order no./Contract no.  B. Gross value of job done  C. Period of Service  D. Nature of Service</p> <p><b>II. <u>In case work experience is not against OIL's Contract:</u></b>  Bidder must submit the following:</p> <p>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</p> <p><b>c.</b> Only Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s) are not acceptable as evidence.</p> <p><b>d.</b> Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume &amp; value, as stipulated respectively under Clause Nos. 1.2 will only be treated as acceptable experience.</p> <p><b>e.</b> 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.</p> <p>(ii) In case the start date of the requisite experience is beyond the</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>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.</p> <p>(iii) If the prospective bidder is executing similar work which is still 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.</p> <p>Proof of work experience against Para <b>e. (i) and (ii)</b> above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below:</p> <p>I. <b><u>In case requisite experience is against OIL's Contract:</u></b>  Bidder must submit the breakup of similar work and its value/quantity mentioning SES No. and copies of all relevant SES.</p> <p>II. <b><u>In case requisite experience is NOT against OIL's Contract:</u></b> 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 &amp; Firm Registration Number).</p> <p>Proof of work experience against Para <b>e. (iii)</b> above, to satisfy a) similar work b) minimum prescribed value/qty c) prescribed period of 07 years, to be submitted as below:</p> <p>I. <b><u>In case requisite experience is against OIL's Contract:</u></b>  Bidder must submit the following:</p> <p style="margin-left: 40px;">A. Breakup of similar work</p> <p style="margin-left: 40px;">B. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>(i) Work order no./Contract no.</p> <p>(ii) Gross value of job done</p> <p>(iii) Period of Service</p> <p>(iv) Nature of Service</p> <p><b>II. <u>In case requisite experience is not against OIL's Contract:</u></b></p> <p>Bidder must submit the following:</p> <p>A. Breakup of similar work</p> <p>B. Contract document showing details of work.</p> <p>C. LOA/LOI/Work order showing:</p> <p>(i) Gross value of job awarded</p> <p>(ii) Nature of job awarded</p> <p>(iii) Contract no./Work order no.</p> <p>(iv) Contract period and date of completion</p> <p>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:</p> <p>(i) Work order no./Contract no.</p> <p>(ii) Gross value of job done</p> <p>(iii) Period of Work Done</p> <p>(iv) Nature of Service</p> <p><b>f.</b> In case of similar work executed through 'sub-contracting', the bidder shall submit relevant documents as mentioned under para 'b' and/or 'e' above, issued directly by the client organization/end user, along with confirmation towards consent of the client organization/end user for allowing 'sub-contracting'.</p> <p><b>g.</b> SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.</p> <p><b>h.</b> 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 above.</p> <p><b>i.</b> In case the bidder cites the reasons of Non-Disclosure Agreement</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		(NDA) for its inability to submit necessary documents in support of meeting the experience criteria, a certificate, in original, certifying all the required information (WO/PO number, Executed Value, Brief scope of the project, Completion date, etc.), issued by CEO / CFO / Managing Director/Authorized Signatory of the company along with a declaration that the bidding company is not in a position to submit the required documents owing to the NDA. with an endorsement by Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the bidder(s) company/firm) may be submitted. Bidder will also need to provide client references for OIL to conduct reference call as desired.			
7	<b>1.3</b>	Bidder should have been into a premium/top rated partnership with OEMs for the last 2 years at least as on original bid closing date. In this regard bidder must submit Annual partnership certificate issued by OEM for FY 18-19 and FY 19-20 as per attached Annexure C4.			
8	<b>1.4</b>	Bidder should take responsibility of providing cloud infrastructure, services and software licenses etc. to implement the end-to-end solution. In this regard bidder must submit Certificate from CEO/MD of the organization as per attached Annexure C3.			
9	<b>1.5</b>	Bidder should submit a 'No Deviation Certificate' against the terms and conditions mentioned in the Tender. In this regard, bidder must submit Certificate from CEO/MD of the organization as per Proforma-II.			
10	<b>1.6</b>	Bidder should have CMMi level 3 or ISO 9001 certification. Copy of certificate should be provided and attested by the CEO/MD of the organization. Certificate should be valid as on date of bid closing date.			
11	<b>1.7</b>	Bidder should have successfully completed at least three (3) BI Platform implementations in India with a scale of 100+ user licenses of proposed BI Tool in each assignment over the last 7 years. In this regard bidder			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		must submit Self-Certificate from CEO/MD substantiating with documentary proof against the implementation of proposed tool as per requirement.			
12	<b>1.8</b>	<p>Project Leader (to be assigned on the OIL Project) should have:</p> <ol style="list-style-type: none"> <li>1. Minimum of 20+ years in BI / analytics.</li> <li>2. Led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the past 7 years.</li> </ol> <p style="text-align: center;">In this regard bidder must submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.</p>			
13	<b>1.9</b>	<p>Project Manager (to be assigned on the OIL Project) should have:</p> <ol style="list-style-type: none"> <li>1. Minimum of 13+ years in BI / analytics.</li> <li>2. Led at least three (3) large BI tool deployment covering 100+ user licenses with Indian clients in the last 7 years</li> <li>3. Led at least two (2) BI tool deployments over cloud with Indian clients in the last 7 years.</li> <li>4. Led at least one BI tool deployment in Oil &amp; Gas sector.</li> </ol> <p style="text-align: center;">In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.</p>			
14	<b>1.10</b>	<p>Functional expert (to be assigned on the OIL Project) should have bachelor's degree (minimum) including:</p> <ol style="list-style-type: none"> <li>1. Overall experience of 7+ years.</li> <li>2. 3+ years of experience in upstream oil and gas industry with clear ability to understand the functional metrics of upstream oil industry.</li> </ol> <p style="text-align: center;">In this regard bidder shall submit the CVs of all the Team Members</p>			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		proposed to be deployed for this project duly certified by CEO/Country Head/Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.			
15	<b>1.11</b>	Technology architect (to be assigned on the OIL Project) should have 10+ years' experience in hands-on technical solutioning that requires expertise in SAP ECC and ability to facilitate collaboration with other standard industry databases across end-to-end enterprise architecture for BI projects. In this regard Bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.			
16	<b>1.12</b>	Developers to be assigned on the OIL Project should have minimum development experience of 3 years on the proposed tool. In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.			
17	<b>1.13</b>	Data Visualization engineer (to be assigned on the OIL project) should have 5 years of experience and should have been assigned on at least one "SIMILAR Work." In this regard bidder shall submit the CVs of all the Team Members proposed to be deployed for this project duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid.			
18	<b>1.14</b>	Bidder should have successfully developed, implemented, supported and maintained at least two (2) cloud based BI solution deployments over the last 5 years. In this regard bidder must submit Certificate from CEO/MD of the organization as per attached Annexure C5. Bidder must also submit a copy of Purchase Order(s) and the Completion certificate(s) issued by the client.			
19	<b>1.15</b>	Bids from following types of bidder will not be accepted:			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<ul style="list-style-type: none"> <li>• Who are in the Holiday list of OIL or its Administrative Ministry, MoPNG.</li> <li>• Who are under liquidation, court receivership or similar proceedings</li> <li>• Consultant or their subsidiary Company or companies under the management of consultant for execution of the same project for which they are working as consultant.</li> <li>• Who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).</li> <li>• Whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the Code at any stage of evaluation of the bid.</li> </ul> <p style="text-align: center;">In this regard bidder must submit Self-Declaration in format duly certified by CEO/Country Head / Chief Operating Officer OR by any Partner holding the Power of Attorney along with the bid as per Annexure C1.</p>			
20	<b>1.16</b>	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.			
21	<b>1.17</b>	Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.			
22	<b>1.18</b>	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.			
23	<b>1.19</b>	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			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		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.																					
24	<b>1.20</b>	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.																					
25	<b>1.21</b>	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.																					
26	<b>1.22</b>	<b><u>PURCHASE PREFERENCE CLAUSE:</u></b> Purchase Preference to MSE's is NOT applicable against this Tender.																					
27	<b>1.23</b>	<p><b><u>EVALUATION METHODOLOGY:</u></b> The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as given below:</p> <p><b>a.</b> Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality &amp; Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is <b>70</b> and the weightage for the 'Quoted' price is <b>30</b>.</p> <p><b>b.</b> The marks allocated against various sub-sections under 'Quality' of Bid shall be as hereunder:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="6">COMPUTATIONAL TABLE - TECHNICAL SECTION</th></tr> <tr> <th>Sl. No.</th><th>Head</th><th>Criteria</th><th>Marking Scheme</th><th>Max Marks</th><th>Documentary Evidence</th></tr> </thead> <tbody> <tr> <td colspan="6"><b>PART A: ORGANIZATION EXPERIENCE EVALUATION</b></td></tr> </tbody> </table>	COMPUTATIONAL TABLE - TECHNICAL SECTION						Sl. No.	Head	Criteria	Marking Scheme	Max Marks	Documentary Evidence	<b>PART A: ORGANIZATION EXPERIENCE EVALUATION</b>								
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Sl. No.	Head	Criteria	Marking Scheme	Max Marks	Documentary Evidence																		
<b>PART A: ORGANIZATION EXPERIENCE EVALUATION</b>																							



**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

			1.	Experience of deployment & maintenance of analytics solution.	Number of assignments completed in BI Tool implementation with system integration (of project value > INR 70,00,000 (Rupees Seventy Lakhs) covering multiple functions and developing descriptive dashboards across organization levels in the last 7 years within India or abroad. References provided should exclude upstream Oil & Gas experiences.	For ≥ 3 and ≤ 5 Assignments: 5 Marks	15 Marks	As defined under Notes to BEC Clause 1.2 above.				
						For ≥ 6 and ≤ 8 Assignments: 10 Marks						
						For > 8 Assignments: 15 Marks						
				2.	Industry Experience	Number of assignments completed in BI Tool implementation with system integration (of project value > INR 50,00,000 (Fifty Lakhs) covering multiple functions and developing descriptive dashboards across organization levels for upstream Oil and Gas clients in the last 7 years within India or abroad.	For ≥ & ≤ 2 Assignments: 3 Marks	5 Marks				As defined under Notes to BEC Clause 1.2 above.
							For ≥ 3 Assignments: 5 Marks					
				3.	Business Intelligence tool – product quality	The enterprise BI tool as part of the proposed solution should be recognized as part of Leaders segment by either Gartner or Forrester in last 2 years at least from the bid closing date.		20 Marks				Self-Certification, certified by CEO or MD or CFO of the bidding company and the Gartner / Forrester reports.

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

			4.	Cloud based analytics solution deployment experience	Bidder should have the experience of successfully completing and maintaining projects in Analytics solution or BI tool dashboarding or enterprise wide business warehouse implementation on cloud in last 7 years in India.	For $\geq 2$ and $\leq 4$ Assignments: 3 Marks	5 Marks	Self-Certification, certified by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)			
						For $\geq 5$ Assignments: 5 Marks					
			5.	Project Manager Experience.	Experience of project manager in leading Analytics, BI dashboarding, Enterprise Business Warehouse assignments implemented across departments/ divisions of project value $\geq$ INR 50,00,000 (Fifty Lakhs Only) over last 7 years.	For $\geq 3$ & $\leq 5$ Assignments: 3 Marks	5 Marks	Self-Certification, certified by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)			
						For $\geq 6$ Assignments: 5 Marks					
			6.	Technology Architect Experience.	Experience of technology architect in leading Analytics, BI dashboarding,	For $\geq 3$ & $\leq 5$ Assignments: 3 Marks'	5 Marks	Self-Certification, certified			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

				Enterprise Business Warehouse assignments implemented across departments/ divisions of project value >=INR 50,00,000 (Fifty Lakhs Only) over last 7 years.	For ≥ 6 Assignments: 5 Marks		by CEO or MD or POA of the bidding company with clients' contact details (email/ phone)			
		7.	Organization Workforce	The bidder should have sufficient workforce on organization rolls comprising of Project Manager, Technology architects, Business Analysts, Developers, UI/UX experts and Functional expert for O&G domain for successful delivery of the project as on date of bid closing date.	For >50 & ≤100 Assignments: 3 Marks	5 Marks	Certificate from CEO/MD of the organization  Format Attached Annexure C2			
					For >100 Assignments: 5 Marks					
		Total			<b>60 Marks</b>					
		<b>PART B: PRESENTATION AND TOOL DEMONSTRATION</b>								
		8.	Understanding of Scope and preliminary assessment in Oil and Gas upstream business context.			5 Marks				
		9.	Understanding of current data sources and technology infrastructure requirements to address needs of OIL.			5 Marks				
		10.	Detailed approach, architecture of solution, implementation plan addressing OIL's requirements, approach followed for cost optimization of Cloud infrastructure, adherence to timelines for key deliverables. Approach on cost optimization using cloud infrastructure during and after implementation.			7 Marks				

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

11	Coverage of functionalities mentioned in scope through the proposed solution, visualization tool and demonstration. Other factors to be considered are ease of usage, regular updates and patch upgrades etc.		8 Marks	
12	Comprehensiveness of the dashboard developed on sample data		15 Marks	
Total		<b>40 Marks</b>		

**Note:**

I. It shall be the bidder's responsibility to ensure submission unambiguous/clear and sufficient documentary evidence in support of evaluation criteria.

II. OIL reserves the right to verify any or all data/document/information provided by the bidder. False statement by the bidder will make it liable for appropriate action.

**c.** A bid shall have to meet the Minimum Qualifying Marks of **60** marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.

**d.** 'Qualified Bids' (meeting the minimum Qualifying Marks of **60** marks in 'Quality' Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:

i. Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST/UTGST or IGST).

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

	<p>ii. Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format.</p> <p><b>e.</b> To ascertain the Inter-se-ranking of the bids, the Quality &amp; Cost Based Selection (QCBS) methodology as mentioned below shall be adopted</p> <p>i. An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of <b>60</b> in 'Quality' Evaluation Criteria using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:</p> $B = \frac{C_{low}}{C} \times 100 \times X + \frac{T}{T_{high}} \times 100 \times Y$ <p>where,</p> <p>C = Evaluated Bid Price of the bidder  C<sub>low</sub> = The lowest of the evaluated bid prices among the responsive bids  T = The total marks obtained by the bidder against 'Quality' criteria  T<sub>high</sub> = The total marks achieved by the best bid among all responsive bids against 'Quality' criteria  X = 0.3 (The weightage for 'Quoted price' is 30)  Y = 0.7 (The weightage for 'Quality' is 70)</p> <p>Note: The Evaluated Bid Score (B) shall be considered upto two decimal places.</p> <p>ii. Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).</p> <p>iii. In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria shall be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		iv. To ascertain the inter-se-ranking, the comparison of the response bids will be made subject to loading for any deviation.			
28	<b>1.24</b>	<p>OIL will prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.</p> <p>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.</p>			
29	<b>1.25</b>	<p>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.</p> <p>When a bidder mentions taxes as extra without specifying the rates &amp; 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.</p>			
30	<b>1.26</b>	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.			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

31

1.27

**THIRD PARTY INSPECTION:**

**1.27.1** Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify various documents required against BEC/BRC of the tender:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. RINA India Pvt. Ltd.	a. <a href="mailto:ssd@rina.org">ssd@rina.org</a> b. <a href="mailto:Andrea.Vattuone@rina.org">Andrea.Vattuone@rina.org</a>
ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a>
iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)	a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a>
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. <a href="mailto:Jaimin.Bhatt@tuv-sud.in">Jaimin.Bhatt@tuv-sud.in</a> b. <a href="mailto:sanjaykumar.singh@tuv-sud.in">sanjaykumar.singh@tuv-sud.in</a> c. <a href="mailto:Pankaj.Narkhede@tuv-sud.in">Pankaj.Narkhede@tuv-sud.in</a> d. <a href="mailto:Ajit.Yadav@tuv-sud.in">Ajit.Yadav@tuv-sud.in</a>
v.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:abhishek.singh@irclass.org">abhishek.singh@irclass.org</a> b. <a href="mailto:pradeep.bansal@irclass.org">pradeep.bansal@irclass.org</a> c. <a href="mailto:Asim.Hajwani@irclass.org">Asim.Hajwani@irclass.org</a> d. <a href="mailto:Amit.Ketkar@irclass.org">Amit.Ketkar@irclass.org</a> e. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a>
vi.	M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:bbhavsar@gulfllyods.com">bbhavsar@gulfllyods.com</a> c. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a> d. <a href="mailto:gulflloyds.india@gmail.com">gulflloyds.india@gmail.com</a>

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		vii.	M/s. TUV India Private Limited	a. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a> b. <a href="mailto:delhi@tuv_nord.com">delhi@tuv_nord.com</a>			
		viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.Deotale@ind.tuv.com">Shailesh.Deotale@ind.tuv.com</a> b. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a> c. <a href="mailto:rupeshkumar.singh@ind.tuv.com">rupeshkumar.singh@ind.tuv.com</a> d. <a href="mailto:Neeraj.Chaturvedi@ind.tuv.com">Neeraj.Chaturvedi@ind.tuv.com</a>			
		ix.	M/s. Bureau Veritas (India) Private Limited	a. <a href="mailto:udit.chopra@bureauveritas.com">udit.chopra@bureauveritas.com</a> b. <a href="mailto:vishal.sapale@bureauveritas.com">vishal.sapale@bureauveritas.com</a> c. <a href="mailto:dinesh.sukhramani@bureauveritas.com">dinesh.sukhramani@bureauveritas.com</a> d. <a href="mailto:p.sridhar@bureauveritas.com">p.sridhar@bureauveritas.com</a> e. <a href="mailto:hariprasad.jhawar@bureauveritas.com">hariprasad.jhawar@bureauveritas.com</a> f. <a href="mailto:amit.shaw@bureauveritas.com">amit.shaw@bureauveritas.com</a> g. <a href="mailto:business.support@bureauveritas.com">business.support@bureauveritas.com</a> h. <a href="mailto:labhanshu.sharma@bureauveritas.com">labhanshu.sharma@bureauveritas.com</a> i. <a href="mailto:pramodkumar.yadav@bureauveritas.com">pramodkumar.yadav@bureauveritas.com</a> j. <a href="mailto:sonal.lad@bureauveritas.com">sonal.lad@bureauveritas.com</a> k. <a href="mailto:bvindia.corporate@in.bureauveritas.com">bvindia.corporate@in.bureauveritas.com</a>			

**1.27.2** The Bidders have to get the various documents required against BEC/BRC of the tender verified and certified by anyone of the above Independent Inspection Agencies and submit the duly certified documents alongwith the Inspection Certificate issued by the Inspection Agencies as part of their Technical Bids. It may be noted that the scope of inspection is primarily to verify the authenticity of the documents being submitted as part of the bid. All Charges of the Third-party Independent Inspection Agencies towards verification of bidder's documents and certification thereof shall be borne by the respective bidders and Payments on account of above inspection,



**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>verification and certification shall be made directly by the Bidder to the Inspection Agency(s). OIL will not be responsible for any payment dispute between Bidders and Third Party Inspection Agencies.</p> <p><b>1.27.3</b> As mentioned above, Bidder(s) have to submit the verified documents and the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be normally considered. However, in case a bidder submits its bid alongwith all relevant supporting documents against BEC/BRC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered provided it is accompanied by an Undertaking by the Bidder on their official letterhead to submit the duly verified copies/verification certificate within seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.</p> <p><b>1.27.4</b> The methodology of inspection/ verification of documents is broadly as under but not limited to:</p> <p>(a) It is obligatory on the part of the interested Bidders, who choose to participate against the tender, to understand the tender requirements in entirety and the requisite documents sought for in support of the Bid Rejection &amp; Bid Evaluation Criteria (BEC/BRC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empanelled third party certifying agencies for</p>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>verification/certification. Neither OIL nor the third party certifying agency shall be held accountable in any manner regarding the choice of documents by the bidder for verification. Therefore, getting the appropriate documents inspected/ verified by the agency in support of BEC/BRC clauses is the sole responsibility of the Bidder.</p> <p>(b) The prospective bidder shall contact any of the empanelled inspection agencies. The agency shall go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. They shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required <b>at no extra cost to OIL. Verification of documents by OIL's empanelled third party agency shall not automatically make the bidder eligible for award of contract.</b></p> <p>(c) Verification of documents (but not limited to) are normally categorised as under:</p> <p>➤ <b>General Requirement:</b></p> <ul style="list-style-type: none"> <li>• Check Bidder's PAN Card</li> <li>• Check Bidder's GST Certificate</li> <li>• Check ITR of company – last three years (minimum)</li> <li>• Check Bidder's Certificate of Incorporation – Domestic Bidder.</li> </ul> <p>➤ <b>Additional Documents : ( If applicable against the tender)</b></p> <ul style="list-style-type: none"> <li>• Joint Ventures Agreements – To Double-check with JV Partners</li> </ul>			
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**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<ul style="list-style-type: none"> <li>• Consortium Agreements – To Double-check with Consortium Partners</li> <li>• Holding/ Parent/Subsidiary Company – To check the notarized Share Holding pattern</li> </ul> <p>➤ <b>Technical Criteria</b></p> <ul style="list-style-type: none"> <li>• To check Experience Proof</li> <li>• To Check the Completion Certificates – Letter of Appreciations of proper Execution</li> <li>• Reference contact verification and true copy verification</li> <li>• To check Original Work Order/Contract Copy</li> <li>• To check any other document(s), if called for vide BEC/BRC of the Tender.</li> </ul> <p>➤ <b>Financial Criteria</b></p> <ul style="list-style-type: none"> <li>• Check and verify Audited Balance Sheet/CA certificate – Turnover &amp; Net Worth.</li> <li>• Check Notarization validity, if any</li> <li>• To check the Line of Credit, if incorporated in the tender.</li> </ul>			
<b>2.0 <u>BID REJECTION CRITERIA (BRC):</u></b>					
32	<b>2.1</b>	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.			
33	<b>2.2</b>	The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as non-responsive and rejected.			
34	<b>2.3</b>	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			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		forwarding letter. Any bid not accompanied by a proper bid security will be rejected.			
35	<b>2.4</b>	Bid Documents/User Id & Password for OIL's E-Tender portal are not transferable.			
36	<b>2.5</b>	Any bid received in the form of Physical document/Telex/Cable/Fax/E-mail will not be accepted.			
37	<b>2.6</b>	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.			
38	<b>2.7</b>	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.			
39	<b>2.8</b>	Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.			
40	<b>2.9</b>	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.			
41	<b>2.10</b>	<p>Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:</p> <ul style="list-style-type: none"> <li><b>(i)</b> Firm price</li> <li><b>(ii)</b> EMD/Bid Bond</li> <li><b>(iii)</b> Period of validity of Bid</li> </ul>			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

		<p>(iv) Price Schedule</p> <p>(v) Performance Bank Guarantee/Security deposit</p> <p>(vi) Delivery/Completion Schedule</p> <p>(vii) Scope of work</p> <p>(viii) Guarantee of material/work</p> <p>(ix) Liquidated Damages clause</p> <p>(x) Tax liabilities</p> <p>(xi) Arbitration/Resolution of Dispute Clause</p> <p>(xii) Force Majeure</p> <p>(xiii) Applicable Laws</p> <p>(xiv) Specifications</p> <p>(xv) Integrity Pact</p>			
42	<b>2.11</b>	There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid.			
43	<b>2.12</b>	Bid received with validity of offer less than 120 (one hundred twenty) days from Original Bid Closing Date will be rejected.			
44	<b>2.13</b>	The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide “ <b>Part-VI/Integrity Pact</b> ” 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.			

**TECHNICAL EVALUATION SHEET FOR BEC**  
**E-TENDER NO. CDO5717P21**

45	<b>3.0</b>	<p><b><u>GENERAL:</u></b></p> <p><b>3.1</b> 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.</p> <p><b>3.2</b> 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.</p> <p><b>3.3</b> 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.</p> <p><b>3.4</b> Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC &amp; Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.</p> <p><b>3.5</b> 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.</p> <p><b>3.6</b> The originals of documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.</p>			
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Certificate of Compliance of meeting Bid Reject Criteria (Section 10)

(To be submitted by bidder on its letter head)

To,

GM(IT),  
FHQ,  
Oil India Limited,  
Duliajan,  
Assam - 786602

Dear Sir,

This is to notify you that our organization <Name> intends to submit a proposal in response to RFP for <Title of the RFP (with tender number)> for Oil India Limited. In accordance with the above we would like to declare that:

- We are not in the Holiday list of OIL or its Administrative Ministry, MoPNG.
- We are not black-listed by any Central / State Government / Public Sector Undertaking in India.
- We are not under liquidation, court receivership or similar proceedings.
- We are not undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016.
- We acknowledge that our bid will stand rejected if our insolvency resolution process or liquidation or bankruptcy proceedings is initiated during any stage of bid evaluation.

Sincerely,

Place:

Date:

Signature of Authorized Signatory

Name of Signatory:

Title of Authorized Signatory:

Company Seal:

Note: Bidder is required to submit Certificate of Compliance for meeting the commercial requirements as per BEC.

Note: Bidder is required to submit Certificate of Compliance for meeting the commercial requirements as per BEC.



Certificate of Compliance of meeting Bid Reject Criteria (Section 10)

**(To be submitted by bidder on its letter head)**

To,

GM (IT),  
FHQ  
Oil India Limited,  
Duliajan,  
Assam - 786602

Dear Sir,

This is to notify you that our organization **<Name>** intends to submit a proposal in response to RFP for **<Title of the RFP>** for Oil India Limited. In accordance with the above we would like to declare that we have a workforce of **<No. of Employees> (>100)** comprising of Project Manager, Technology architects, Business Analysts, Developers, UI/UX experts and functional expert for O&G domain **on our organization payrolls.**

Place:

Signature of Authorized Signatory

Date:

Name of Signatory:

Title of Authorized Signatory:

Company Seal:

Note: Bidder is required to submit Certificate of Compliance for meeting the eligibility requirements as per BEC.

Certificate of Compliance of meeting Bid Reject Criteria (Section 10)

(To be submitted by bidder on its letter head)

To,

GM (IT),  
FHQ  
Oil India Limited  
Duliajan,  
Assam - 786602

Dear Sir,

This is to notify you that our organization <Name> intends to submit a proposal in response to RFP for <Title of the RFP (Tender No.) > for Oil India Limited. In accordance with the above we would like to declare that we will take full responsibility of providing cloud infrastructure, software licenses, system integrations, implementation services and user trainings etc. for implementation of the end-to-end solution as defined in the scope of said tender.

Sincerely,

Place:

Date:

Signature of Authorized Signatory

Name of Signatory:

Title of Authorized Signatory:

Company Seal:

Note: Bidder is required to submit Certificate of Compliance for meeting the commercial requirements as per BEC.

Certificate of Assurance on Highest Tier of Partner Program

(To be submitted by OEM on its letter head)

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that organization <Name> is an authorized reseller of the <OEM Product Name> and <Bidder Organization Name> has been <Tier Name> partner over the last two financial years i.e. FY 18-19 and FY 19-20, which is the highest Tier for <OEM organization> partner program,

Place:

Date:

Signature of Authorized Signatory:

Name of Signatory:

Title of Authorized Signatory:

Company Seal:

Address:

Note: Bidder is required to submit Certificate of Assurance issued by OEM to meet the eligibility requirements as per BEC.

Certificate of Compliance of meeting Bid Reject Criteria (Section 10)

**(To be submitted by bidder on its letter head)**

To,

GM (IT),  
FHQ  
Oil India Limited,  
Duliajan,  
Assam - 786602

Dear Sir,

This is to notify you that our organization **<Name>** intends to submit a proposal in response to RFP for **<Title of the RFP>** for Oil India Limited. In accordance with the above we would like to declare that we have a have implemented, supported and maintained **<No. of solution> (>2)** cloud based BI solution deployments over the last 5 years.

Place:

Signature of Authorized Signatory

Date:

Name of Signatory:

Title of Authorized Signatory:

Company Seal:

Note: Bidder is required to submit Certificate of Compliance for meeting the eligibility requirements as per BEC.

## Curriculum Vitae of Proposed Team Members:

S.N	HEADS	PERSONNEL DETAILS			
1	Role in the Project		Photograph		
2	Name				
3	Name of the Organization				
4	Permanent Address				
5	Highest Educational Qualification				
6	Total Professional Experience (In Years)				
7	Domain Experience	Tenure (in Years)	Remarks (Tools / Modules etc.)		
7.1	BI/Analytics				
7.2	Project Management				
7.3	SAP ECC/BW/ABAP				
7.4	Development/Database				
7.5	Cloud Deployment				
7.6	Upstream O&G	<add more rows if required>			
8	Experience details in reverse order				
	Name of Organization / Client	Experience Details / Responsibilities	From (Year)	To (Year)	
8.1					
8.2					
8.3					
8.4		<add more rows if required>			
9	Educational Background, Training / Certification including institutions, % of marks, specialization areas etc.				
	Degree	University	Year of Award of Degree		
9.1					
9.2					
9.3		<add more rows if required>			

I (Employee Name) S/o (Father's Name) having permanent residence at (Present Address),  
am working with M/s (Organization Name) as their employee.

I hereby declare that I will not have any claim for employment or any service benefit from OIL by virtue of my deployment  
for carrying out contract job in OIL by M/s (Organization Name)

I am an employee of M/s (Organization Name) for all practical purposes and there is no privity of Contract between  
OIL and me.

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

Place:

Date:

Certified By:

Role in the Organization:

Signature \_\_\_\_\_

# **NON-DISCLOSURE AGREEMENT**

**BETWEEN**

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

**AND**

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

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

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

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

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

## **ARTICLE 1. DEFINITION**

For the purpose of this Agreement,

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

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

## **ARTICLE 2. CONFIDENTIALITY**

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

The Receiving Party agrees in particular:

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



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

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

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

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

### **ARTICLE 3. EXCEPTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**On behalf of OIL**

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

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

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

Name:

Name:

Designation:

Designation: