



**Report ID:** GEM/GARPTS/20092021/P319JC95KX5B

**Report Name:** Oil India Limited

**Generated By:** Kaushik Das , OIL INDIA Limited , Ministry of Petroleum and Natural Gas

**Generated On:** 20/09/2021

**Valid till:** 20/10/2021

### **GeM Availability Report and Past Transaction Summary**

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

*Order Count and Order Value displayed is on a cumulative basis since GeM inception.*

#### **1. Search String: Integrated Drilling Environment Management in Drilling Well Site**

Search type: Service

Search Result: Category not available on GeM for the text string searched by the buyer.

This is a one-time requirement hence new category creation is not proposed / or requirement is recurring but request for new category creation will be submitted separately post generation of GeMARPTS.



**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**

### **FORWARDING LETTER**

**Sub: IFB No. CDO8300P22 – Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site.**

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/iri/portal>” for **Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site**. 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>CDO8300P22</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 GM-Contracts (HoD) Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(viii)	Bid Validity	:	Minimum <b>120 (One Hundred Twenty)</b> days

			from Bid Opening 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. A Bidder granting the request will neither be required nor permitted to modify their bid.
(ix)	Mobilization Period	:	150 (One hundred Fifty) days from the date of issue of LOA
(x)	Bid Security/EMD Amount	:	Not applicable
(xi)	Bid Security/EMD Validity	:	Not applicable
(xii)	GeM Availability Report and Past Transaction Summary	:	Obtained vide Report ID GEM/GARPTS/20092021/P319JC95KX5B
(xiii)	Original Bid Security to be submitted	:	Office of GM-CONTRACTS (HoD), CONTRACTS DEPARTMENT, OIL INDIA LIMITED, DULIAJAN, ASSAM-786602, INDIA
(xiv)	Amount of Performance Security	:	3% of Annualized Contract value.  <b>Refer Clause No. 24.0</b> of Instruction to Bidder (ITB)
(xv)	Validity of Performance Security	:	90 (Ninety) days beyond the contract period.
(xvi)	Location of job		Drilling well site in Assam & Arunachal Pradesh
(xvii)	Duration of the Contract	:	02 (Two) years with a provision of extension by another 06 (Six) months
(xviii)	Quantum of Liquidated Damage for Default in Timely Mobilization/ Completion	:	<b>Refer Clause No. 30.0</b> of General Conditions of Contract (GCC)
(xix)	Bids to be addressed to	:	GM-Contracts (HoD), Contracts Department, Oil India Limited, Duliajan-786602, Assam, India.
(xx)	Pre-Bid conference	:	Not Applicable
(xxi)	Last Date of receipt of Queries	:	Not Applicable

**3.0 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.

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** 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 GM-Contracts (HoD) 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 debarment 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.

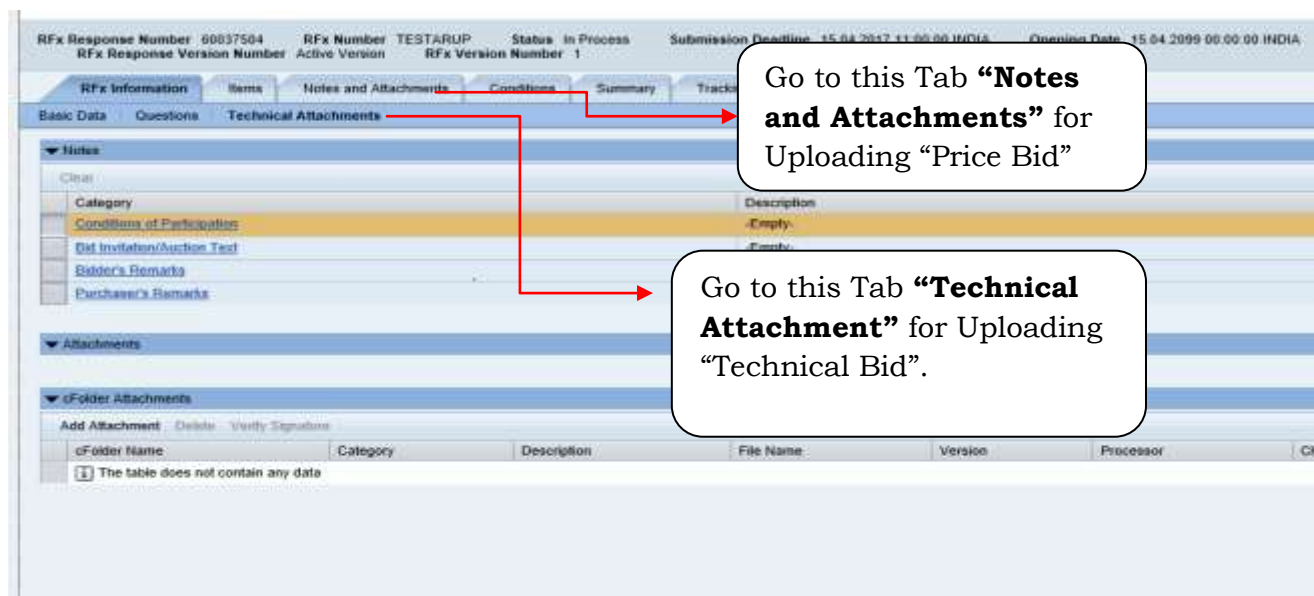
**8.4** In case of Co-Operative Societies, Copies of Telephone/Electricity/Mobile Bill, PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from 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



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' interface. At the top, there are tabs: Submit, Read Only, Print Preview, Check, Technical RFx Response, and Close. Below these, the RFx Response Number is 60038748 and the RFx Number is blank. The RFx Owner is BHARALI and the Total Value is 0.00 INR. The main section is divided into tabs: RFx Information, Items, and Notes and Attachments. Under RFx Information, there are sub-tabs: Basic Data, Questions, and Technical Attachments. The 'Event Parameters' section contains three main fields: 'Currency' (set to Indian Rupee), 'Detailed Price Information' (set to No Price), and 'Terms of Payment' (with a checkbox). Below these is a 'Total Bid Value' field, which is highlighted with a red box. Three callouts provide additional information: 1. 'Bidder to select the currency of the Response' points to the Currency dropdown. 2. '"Total Bid Value" is mandatory in "No Price" RFx only' points to the Detailed Price Information dropdown. 3. '"Total Bid Value" considering all the taxes & duties.' points to the Total Bid Value input 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 bidder shall be suspended for the period of two years. This suspension of two years shall be automatic without conducting any enquiry.

**14.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** The information and documents furnished 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**

(KAUSHIK DAS)  
**MANAGER CONTRACTS (OPERATIONS)**

For **GM (CONTRACTS) (HoD)**

For **RESIDENT CHIEF EXECUTIVE**

**Date: 20.09.2021**



**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) Authorisation for Attending Bid Opening : Proforma-III
- m) Proforma of Letter of Authority : Proforma-IV
- n) Bid Securing Declaration : 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 towards 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 authorized 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 No. 8.0.
- c) Bid Securing Declaration as per Proforma-V
- 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) Integrity Pact digitally signed by OIL's competent personnel as Part-VI.
- h) Proforma-IV attached with the bid document to be signed by the bidders Authorized representative.
- i) 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 Priced 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:** The Bid Security is required to protect the Company against the risk of Bidder's conduct. In this regard, the bidders shall submit along with their bid a signed "Bid Securing Declaration" (Proforma-V). Any bid not secured in accordance with Proforma-V above shall be rejected by the Company as non-responsive.

**10.0 PERIOD OF VALIDITY OF BIDS:**

- 10.1 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 Bid Opening Date.
- 10.2 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. A Bidder may refuse the request. A Bidder granting the request will neither be required nor permitted to modify their Bid.

**11.0 SIGNING & SUBMISSION OF BIDS:****11.1 Signing of bids:**

- 11.1.1 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.

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.

- 11.1.2 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.
- 11.1.3 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.
- 11.1.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process shall be rejected.

**11.2 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 GM-Contracts (HoD), Oil India Ltd., Duliajan-786602 (Assam) on or before 12.45 Hrs (IST) on the bid closing date indicated in the IFB:

- a) Printed catalogue and literature if called for in the bid document.
- b) 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.

- 11.2.1 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.
- 11.2.2 Timely delivery of the documents in physical form as stated in Para 11.2 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.
- 11.2.3 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.

**12.0 DEADLINE FOR SUBMISSION OF BIDS:**

- 12.1 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.
- 12.2 No bid can be submitted after the submission deadline is reached. The system time displayed on the e-procurement web page shall decide the submission deadline.

- 12.3 The documents in physical form as stated in Para 11.2 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.
- 13.0 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.
- 14.0 MODIFICATION AND WITHDRAWAL OF BIDS:**
- 14.1 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.
- 14.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 14.3 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 debarment from participation in future tenders of OIL.
- 15.0 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.
- 16.0 BID OPENING AND EVALUATION:**
- 16.1 Company will open the Bids, including submission made pursuant to clause 11.2, 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.
- 16.2 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.
- 16.3 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.
- 16.4 Bids which have been withdrawn pursuant to clause 14.0 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.

- 16.5 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Securing Declaration and such other details as the Company may consider appropriate.
- 16.6 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.
- 16.7 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.
- 16.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 16.9 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

**17.0 OPENING OF PRICED BIDS:**

- 17.1 In case of composite bid system, Price bids will be opened on the scheduled bid closing date itself.
- 17.2 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.
- 17.3 In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.



- 17.4 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.

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

- 18.1 Discounts/Rebates:

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

- 18.1.2 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.

- 19.0 CONTACTING THE COMPANY:**

- 19.1 Except as otherwise provided in Clause 16.0 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 16.6.

- 19.2 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.

- 20.0 AWARD OF CONTRACT:**

- 20.1 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.

- 21.0 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.

- 22.0 NOTIFICATION OF AWARD:**

- 22.1 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.

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

**23.0 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).

23.1 a. The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per Proforma-VII) 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, the 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 (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.

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

23.3 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

23.4 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.

23.5 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.

**24.0 SIGNING OF CONTRACT:**

- 24.1 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.
- 24.2 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.
- 24.3 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 Performance Security if submitted by the successful Bidder. The bidder will be suspended for the period of two years. This suspension of two years shall be automatic without conducting any enquiry.

- 25.0 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.

**26.0 MOBILISATION AND ADVANCE PAYMENT:**

- 26.1 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.
- 26.2 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.
- 26.3 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.

**27.0 INTEGRITY PACT:**

- 27.1 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.

- 27.2 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact;
- 27.3 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of Independent External Monitors (IEMs) in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms and conditions of the contract. The fees/expenses on dispute resolution shall be equally shared by both the parties.
- 27.4 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)

## **28.0 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.

**29.0 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.

**30.0 GOODS AND SERVICES TAX:**

30.1 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.

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

**30.3 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.

**30.4 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.

30.5 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.

30.6 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.

- 30.7 GST liability, if any, on account of supply of free samples against any tender shall be to bidder's account.
- 30.8 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.
- 30.9 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.
- 30.10 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.
- 30.11 The Supplier of Goods / Services may note the Anti-profiteering Clause (Clause No. 12.5) of Part-I GCC and quote their prices accordingly.
- 30.12 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.
- 31.0** In all National Competitive tenders, only Class-I local suppliers and Class-II local suppliers shall be eligible to bid. Purchase preference will be given as per PP-LC policy to Class-I local suppliers only.

[Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined in PP-LC policy; Class-II local supplier': means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under PP-LC policy]



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

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids shall 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.

**1.0 ELIGIBILITY CRITERIA:**

**The bidder must be incorporated in India and must maintain more than 20% local content (LC) for the offered services to be eligible to bid against this tender.**

Regarding calculation of local content and submission of documents during bidding & execution of contracts, provision of Purchase preference policy linked with Local Content (PP-LC) notified vide **Letter No. FP-20013/2/2017-FP-PNG dated 17.11.2020** by-MoPNG (including subsequent amendments thereof, if any) shall be applicable.

If such local content is not maintained during execution of contract, OIL reserves the right to invoke the Performance Securities submitted by the bidding and supporting companies, in addition to resorting to other options as may be deemed appropriate.

Whether **or not** the bidders want to avail PP-LC benefit against this tender, it is mandatory for them to meet the following at the bidding stage:

- (a) The bidder must provide the **percentage (%) of local content** in their bid, without which the bid shall be summarily rejected being non-compliant.
- (b) The Bidder shall submit an undertaking from the authorised signatory of bidder having the Power of Attorney along with the bid specifying the LC Percentage and such undertaking shall become a part of the contract, if awarded [Format enclosed as Proforma-XIV].
- (c) Bidder to submit a copy of their Certificate of Incorporation/registration in India.

**2.0 TECHNICAL EVALUATION CRITERIA:**

**2.1 Experience:** The bidder shall have experience in successfully executing/completing at least one 'SIMILAR' nature of job(s) of minimum under during the last 07 (seven) years reckoned from the original bid closing date in Central Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&P Company (E&P means any company engaged in exploration and production of crude oil & natural gas).

**Notes to BEC Clause 2.1 above:**

a. "SIMILAR WORK" mentioned in Clause No. 2.1 means the experience of executing the following:

(A) Vertical Cuttings Dryer package

(B) Recycle Service package

**Note:**

I. In case the bidder does not have the experience of the executing both the above-mentioned work under a single contract then experience of executing the individual services under 02 (Two) different contracts shall also be considered

II. For Vertical Cuttings Dryer package: Vertical Cuttings Dryer package must include Vertical Cutting Dryer (VCD) designed & manufactured to dry drill cuttings as per OEM.

In case bidder does not have experience of application of VCD for drying of drilling cuttings, they can bid on the strength of a **Technical Collaborator**, which must have completed at least one project using Vertical Cutting Dryer.

In case of **Technical Collaboration**, the bidder must submit the following:

(i) The bidder must provide relevant documentary evidence as per 'Note-b/e' below in support of experience of their technical collaborator for application of VCD in drying of drill cuttings.

(ii) The bidder should also submit original memorandum of understanding (MOU) with the technical collaborator in notarized stamp paper legally enforceable with their technical collaborator clearly indicating their roles under the scope of work along with the technical bid as below but not limited to:

(a) Technical Support during entire contract period

(b) Technical Support during execution to achieve the service requirement and deliverables

(c) Technical training as and when required

(d) Technical Interaction (Physical/Virtual) as and when required

(iii) MOU/Agreement concluded by the bidder with technical collaboration partner(s), should be addressed to the Company, clearly stating that the MOU/ Agreement is applicable to this Tender and shall be binding on them for the entire contract period, including extension, if any. The MOU must unconditionally and unequivocally declare that the MOU shall remain valid during the validity of the Contract. The MOU/Agreement should be submitted along with the Technical bid.

III. Recycle Service package: Recycling Package must include Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Dewatering Unit for providing technical water for mud preparation & other uses from Recycling.

**b.** For proof of requisite Experience (refer Clause No. 2.0), the following documents/ photocopy (self-attested/attested) must be submitted along with the bid:

A. Contract document showing details of work,

AND

B. Job Completion Certificate showing:

(i) Nature of job done and Work order no./Contract no.

(ii) 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) Period of Service

(iii) Nature of Service

**c.** Only Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s) are not acceptable as evidence.

**d.** Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated respectively under Clause Nos. 2.0 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:

Bidder must submit the breakup of similar work and its 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 quantity/period c) prescribed period of 07 years, to be submitted as below:

- A. Breakup of similar work
- B. Contract document showing details of work.
- C. LOA/LOI/Work order showing:
  - (i) Nature of job awarded
  - (ii) Contract no./Work order no.
  - (iii) 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) Period of Work Done
  - (iii) Nature of Service

**f.** Similar Work executed through 'sub-contracting' shall not be considered for evaluation.

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

**h.** Bidders submitting their bid based on the experience of their Joint Venture/Parent/Subsidiary/Co subsidiary/Sister Subsidiary and also from 'Consortium of Companies' shall not be considered.

**i.** 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 2.1.

**2.2** Any party who is extending support by way of entering into Joint Venture agreement or MOU with another party shall not be allowed to submit an independent bid against this tender. Under such situation both the bids shall be rejected.

**2.3** The bidder shall submit a MoU as per **(Annexure: A)** with OEM of VCD for supplying the VCD for this tender with defined role of OEM for support during the job execution shall be submitted along with the bid.

The MoU with OEM should be valid for the period of contract duration.

The Bidder shall also submit proof of successful supply of VCD by OEM for using water-based mud along with MoU in last 07 years.

The bidder shall submit OEM confirmation that the VCD is manufactured for using Water Based Mud.

**2.4** The bidder shall submit LTI for the contract period shown under experience criteria as per (Annexure: IV) certified by a practising Chartered/Cost Accountant Firm

(with Membership Number & Firm Registration Number. Bids with LTI more than 0.5 shall be rejected.

### **3.0 FINANCIAL REJECTION CRITERIA:**

3.1 Annual Financial Turnover of the bidder during any of preceding 03 (Three) financial/accounting years from the original bid closing date should be at least **Rs. 2,27,02,000.00 (Rupees Two Crore Twenty Seven Lakh Two Thousand Only).**

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

Note: The Net worth to be considered against Clause 3.2 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 3.0 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 3.1 & 3.2.

#### **4.0 COMMERCIAL EVALUATION CRITERIA:**

**4.1** 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.

**4.2** 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.

**4.3** 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.

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

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

**4.6** 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.

**4.7** 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.

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

**4.9** 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.

**4.10** 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

**4.11** 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.

**4.12** Bid received with validity of offer less than 120 (one hundred twenty) days from Bid Opening Date will be rejected.

**4.13** 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.

## **5.0 PRICE EVALUATION CRITERIA:**

**5.1** 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.

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

**5.3** 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.

**5.4** 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.

**5.5** 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.



**5.6** 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.

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

**5.8** 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).

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

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

**5.10** 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.

**5.11** 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.

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

## **6.0 GENERAL:**

**6.1** 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.

**6.2** 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 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.

**6.3** 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.

**6.4** 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.

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

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

**7.0 PURCHASE PREFERENCE CLAUSE:**

**7.1 PURCHASE PREFERENCE TO MSE BIDDERS:** Purchase Preference to Micro and Small Enterprises is applicable for this tender.

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

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

7.1.3 **Documentation required to be submitted by MSEs:** Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 DATED 16<sup>th</sup> June 2021 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. The existing enterprises registered under EM- Part-II or UAM till 30<sup>th</sup> June'2020 shall continue to be valid only up to the 31<sup>st</sup> December, 2021.

Bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following documents along with the technical bid for availing the benefits applicable to MSEs.

- i. Udyam Registration Number with Udyam Registration Certificate  
or
- ii. Proof of registration 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 Udyog Aadhaar registration or registration with any other body specified by Ministry of MSME.

Note: 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.

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

Purchase preference policy-linked with Local Content (PP-LC) notified vide letter no. **FP-20013/2/2017-FP-PNG dated 17th November, 2020 of MoPNG** shall be applicable in this tender. Bidders to check the provisions of the Notification for their eligibility to bid and seek benefits for Purchase preference, accordingly. Purchase preference will be applicable as per the Notification(s) and any amendment thereof.

Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions of the notification no. FP-20013/2/2017-FP-PNG dated 17th November, 2020 or subsequent amendments, if any.

**8.0 AWARD OF CONTRACT:** The contract for hiring of the tendered services shall be awarded as below:

Note: In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs - Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. Bidder to categorically confirm under which policy i.e. PP-LC or MSE, they want to avail the benefit and to submit requisite document/certificate in support to avail this benefit. The bids shall be evaluated based on their declaration. No benefit shall be given if the bid is submitted without any above declaration along with supporting document as per the respective policies.

**A. L-1 bidder is a MSE bidder:** In case if the L1 bidder is a MSE bidder, the contract shall be awarded to the L1 MSE bidder.

**B. L-1 Bidder is other than MSE and non Class I PPLC:** In case if the L1 bidder is non MSE and is not a Class I PPLC bidder, then preference shall be given to the lowest eligible MSE bidder falling within the price band of L1+15%. If such MSE bidder agrees to match the price of L1 bidder, then the contract shall be awarded to them, else offer shall be given to the next higher MSE bidder within price band of L1+15% and so on.

If none of the MSE bidders within price band of L1+15% accept the L1 price, then preference shall be given to the lowest eligible Class I PPLC bidder falling within the price band of L1+20%. If such Class I PPLC bidder agrees to match the price of L1 bidder, then the contract shall be awarded to them, else offer shall be given to the next higher Class I PPLC bidder within price band of L1+20% and so on. In case none of the Class I PPLC bidder within price band of L1+20% accept the L1 price, then the contract shall be awarded to L1 bidder.

**C. L-1 Bidder is other than MSE but is a Class I PPLC:** In case if the L1 bidder is a Class I PPLC, then preference shall be given to the lowest eligible MSE bidder falling within the price band of L1+15%. If such MSE bidder agrees to match the price of L1 bidder, then the contract for hiring of the services of Remote Online Condition based Maintenance system for Gas Engine driven Reciprocating Gas Compressors shall be awarded, else offer shall be given to the next higher MSE bidder within price band of L1+15% and so on. If none of the MSE bidders within price band of L1+15% accept the L1 price, then contract shall be awarded to L1 bidder [Class I PPLC].

**9.0 THIRD PARTY INSPECTION:**

**9.1** Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies to verify and certify various documents required against BEC/BRC of the tender:

<b>Sl. No.</b>	<b>Name of Independent Inspection Agency</b>	<b>Contact E-mail ID</b>
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@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>

**9.2** The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by any one of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate as per **Proforma XIII** by the Inspection Agencies along with the Technical Bid of the Tender. 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.

**9.3** As mentioned above, Bidder(s) have to submit the verified documents along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid along with all relevant supporting documents as per 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 07 (Seven) days of 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 07 (Seven) days of bid opening at its own risk and responsibility.

**9.4** 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 Evaluation Criteria/Bid Rejection Criteria (BEC/BRC) mentioned in the tender in particular. The Bidder must produce all the appropriate documents before any of the OIL's empaneled 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 empaneled 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 empaneled third party agency shall not automatically make the bidder eligible for award of contract.

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

- **General Requirement:**
  - Check Bidder's PAN Card
  - Check Bidder's GST Certificate
  - Check ITR of company

- Check Bidder's Certificate of Incorporation – Domestic Bidder.
- **Additional Documents : (If applicable against the tender)**
  - Joint Ventures Agreements – To cross-check with JV Partners
  - Consortium Agreements – To cross-check with Consortium Partners
  - Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern
- **Technical Criteria**
  - To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.
- **Financial Criteria**
  - Check and verify Audited Balance Sheet/CA certificate
  - To check the Line of Credit, if incorporated in the tender.

**Note: If any documents LOI/LOA/Contracts etc. are submitted towards BEC/BRC experience criteria issued by Oil India Limited, such documents need not be verified by TPI agency.**

**10.0 COMPLIANCE OF THE COMPETITION ACT, 2002:** The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation the provisions of the Act shall attract penal action under the Act.

**GENERAL CONDITIONS OF CONTRACT (GCC)****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 requirement 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, 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. 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 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  
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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 be 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 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 (i.e. termination under Article No. 44.4 to 44.9 above), 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:** In such an event (i.e. termination under Article No. 44.4 to 44.9 above), the COMPANY may 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: (SOQ)**

**DESCRIPTION OF WORK/SERVICE:** Hiring of Services for operation and maintenance of 03 (Three) No. Workover Rigs of OIL for a period of 4 (Four) years.

<b>Item No.</b>	<b>Description of Services</b>	<b>UOM</b>	<b>Estimated Quantity</b>
<b>Mobilization charges for Equipment including Personnel (Details as below)</b>			
10	<b>Mobilization charge for VCD Package</b> Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	NO (Number)	1
20	<b>Mobilization charge for Recycle Service Package</b> Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling	NO (Number)	1
30	<b>Mobilisation charge for Oil Skimmer</b> Oil Skimmer to clean waste pits of floating oil (Call out basis)	NO (Number)	1
<b>De-mobilization charges for Equipment including Personnel (Details as below)</b>			
40	<b>Demobilization of VCD Package</b> Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	NO (Number)	1
50	<b>Demobilization of Recycle Service Package</b> Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling	NO (Number)	1
60	<b>Demobilization of Oil Skimmer</b> Oil Skimmer to clean waste pits of floating oil (Call out basis)	NO (Number)	1

<b>Interim De-mobilization charges for Equipment including Personnel</b>			
70	<b>Interim Demobilisation of VCD Package</b> Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	NO (Number)	4
80	<b>Interim Demobilisation of Recycle Service Package</b> Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling	NO (Number)	4
<b>Interim Re-mobilization charges for Equipment including Personnel</b>			
90	<b>Interim Re-mobilisation of VCD Package</b> Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	NO (Number)	4
100	<b>Interim Re-mobilisation of Recycle Package</b> Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling	NO (Number)	4
<b>Inter Location Movement Charges for Equipment including Personnel</b>			
110	<b>Inter location movement charges (for movement within a distance of 30 KMS)</b>	NO (Number)	5
120	<b>Inter location movement charges on kilometerage basis (for movement in excess of 30 KMS)</b>	KM (Kilometer)	300
<b>Operating Charges for Equipment including Personnel</b>			
130	<b>Operating Day Rate Charge for Vertical Cutting Dryer Package</b>	DAY	300
140	<b>Operating Day Rate Charge for Recycle Service Package</b>	DAY	420

150	<b>Operating Day Rate Charge for Oil Skimming Package</b>	LSM (Lumpsum)	6
<b>Standby Charges for Equipment including Personnel</b>			
160	<b>Standby Day Rate Charge for Vertical Cutting Dryer Package</b>	DAY	340
170	<b>Standby Day Rate Charge for Recycle Service Package</b>	DAY	220
<b>Additional Services for Drilling Location</b>			
180	<b>Onsite Waste disposal charges per month</b>	NO (Number)	24
190	<b>Dry cuttings disposal to designated site</b> Dry Cuttings transportation /disposal to designated site within 50 km from well-site (approx. 600 m3 of drill cuttings )per well	NO (Number)	6
200	<b>ODR of Centrifuge during standby of VCD</b> ODR of Centrifuge for use in Active Mud System during standby period of VCD Package (not to exceed 50% of SDR of VCD Package 7.1)	DAY	120
1. Mobilization Period: 150 (One Hundred Fifty) days from the date of issue of LOA			
2. Duration of Contract: 02 (Two) years with a provision of extension by another 06 (Six) months			

**Note:**

**1.0** The bidders must quote the rates in their price bid as per the attached Price-Bid Format. The rates quoted by the Contractor will be applicable for payment as per the Schedule of rates. The payment shall be made for the actual work done. All Day Rate Charges shall be pro-rated to nearest hour, if any.

**2.0 PAYMENT CONDITIONS:** The service “Integrated Drilling Environment Management Services” shall be called “Bhuban Mitra” henceforth.

**2.1 MOBILISATION CHARGES**

- (i) Mobilisation charges of Bhuban Mitra shall be a onetime lump sum charges.
- (ii) Mobilisation charges of Bhuban Mitra shall be payable upon completion of Mobilisation as defined in the GCC. Mobilization charges shall be as per finalized contract rate for each unit separately.



- (iii) Mobilisation charges shall include all cost related to mobilization of equipment and man power.
- (iv) Mobilisation charges should cover local and foreign costs to be incurred by the Contractors to mobilize to the first location.
- (v) During initial mobilisation, in case the Bhuban Mitra cannot be put into operation after completion of Mobilisation due to reasons attributable to OIL, the Contractor will be paid standby charges as per his quote until start of operations. However, if the Bhuban Mitra fails to start operations when it is required after completion of initial mobilisation, no stand by charges will be payable for the above period.
- (vi) If the unit needs to be transferred outside of Assam and Arunachal Pradesh, the mobilisation charge for that shall be fixed at mutually agreed rate. All other rates shall remain unchanged.

## **2.2 DEMOBILISATION CHARGES:**

- i) Demobilisation charges of Bhuban Mitra shall be a onetime lump sum charge.
- ii) The Contractor shall arrange for and execute demobilisation of the Bhuban Mitra upon receipt of notice from the Company. For demobilisation, Contractor shall bear all such costs/charges, if any towards the same from drilling location to Contractor's base and the same will be guided by as per GCC.
- iii) All rates on Bhuban Mitra shall cease to exist with effect from the day the Contractor is issued de-mobilisation notice by Company. No charges whatsoever will be payable with effect from the date of notice to demobilization.
- iv) Company shall give notice to Contractor to commence demobilization. This shall be applicable with immediate effect. No other charges shall be payable after issuance of demobilization letter. However, after final demobilization the contractor will ensure that demobilization is completed and Company's work-site is cleared-off Contractor's property within 03(three) weeks of notice from the Company, failing which, de-mobilization charge may be held up.
- v) Upon completion of duration of the contract, the contractor shall submit their last invoice for payment along with any document(s) as required by the Indian laws and asked for by the Company to enable release of payment.
- vi) No other Charges on any account will be payable from the time the De-Mobilization notice is issued till Re-Mobilization is completed under Company's advice.
- vii) If the unit needs to be demobilized while deployed outside of Assam and Arunachal Pradesh, the demobilisation charge for that shall be fixed at mutually agreed rate. All other rates shall remain unchanged.

## **2.3 INTERIM DEMOBILISATION AND MOBILISATION CHARGES**

- i) In case of need for long lean period/temporary suspension of Company's activity due to operational reasons or any other reasons, the Company retains the right to Interim Demobilize Contractor's Equipment & Tools (any set) and Re-Mobilize the consignment

when well operations recommence. 15(Fifteen) Days period for Re-Mobilization shall be provided from date of Interim Re-Mobilization Notice for each (set).

ii) Demobilisation charge shall include temporary dismantle & removal of one or both package (VCD service & Recycle Service) as per company's requirement.

iii) Payment for Interim mobilisation shall be made when the company official certified its operational ability is completed as per SoW.

#### **2.4 OPERATING DAY RATE (ODR):**

(i) Operating Day rates shall be payable per 24 hours of the day during the period of operation of the unit only. Contractor shall have to operate the Bhuvan Mitra unit as instructed by Company after completion of mobilisation, in case of first well and after completion of ILM of the unit in case of subsequent well operation. Operating day rate should include charges for consumables. Charges for less than a day shall be payable on prorata basis.

(ii) The daily operation report shall have to be counter signed by Shift-in-charge of the Rig where the Bhuvan Mitra is deployed in case of operation run by OIL's own crew and officials. For Rig operation run by Contractor's personnel (MMC), the report shall have to be counter signed by Rig Superintendent or Tool Pusher of the Rig or as advised by OIL.

(iii) Operating Day Rate for different packages are (01) Vertical Cuttings Dryer Package, (02) Recycle Service Package and (03) will have separate rates governed as per Price Bid Format.

(iv) Oil Skimming Package (call out basis) will have separate rates governed as per Price Bid Format.

#### **2.5 STANDBY RATE (SDR):**

(i) Standby charges for the Bhuvan Mitra package including manpower will be applicable for non-operating period of the Bhuvan Mitra per 24 hours day.

(ii) Once the operating day rate is applicable no Stand by charges will be payable for the Bhuvan Mitra and manpower.

(iii) During Stand by period, the equipment has to be in fully operating condition. For any repair and preventive maintenance prior permission of OIL has to be obtained. Stand by charges shall not be payable once the de- mobilization notice or LM is issued by OIL for the Bhuvan Mitra.

(iv) Stand by charges includes supply of spares & consumables, replacement/maintenance cost and any other operational requirement if any during the contractual period. The Contractor must maintain minimum stock of any such regularly required items at the drilling site under their possession to ensure uninterrupted service.

(v) All other necessary equipment, tools and accessories etc. will be provided by the Contractor for due performance of the intended services without any additional charges to Company.

- (vi) Stand by charges will be payable for full day or part thereof on pro-rata basis up to the nearest hour.
- (vii) Stand by rate shall be payable from the day of completion of mobilization. However, during shut down period of the Bhuban Mitra unit beyond the 48 Hours repair period, no other rate is payable.

**2.6 REPAIR DAY RATE (RDR):**

- i) The Repair Day rate shall be payable per 24 hours when operations are suspended due to break-down or repair of contractor's equipment.
- ii) The Contractor shall be paid repair day rate to a maximum of 48 cumulative hours per calendar month. This repairing hours cannot be carried over to the next month. Beyond the aforesaid 48 hours, no other rate will be payable until operations are resumed, at which time the applicable rate shall again come into force.
- iii) Payment towards repair day rate shall be 50% of the operating day rate.
- iv) Repair rate is applicable for individual package wise. However, beyond 96 hour (of shutdown of any unit) zero rate will be applicable to both the unit.

**2.7 INTER LOCATION MOVEMENT(ILM) CHARGE**

Inter-location movement will start from the moment the Company releases the Bhuban Mitra unit at previous location. The complete Unit of Bhuban Mitra & all materials including the additional and optional items, if any, are to be transferred after release from the present location and re- installation at the next assigned location ready for operation. Before start of the Bhuban Mitra operation at the new site, the Contractor shall complete all jobs, including, but not limited to, installation of Vertical Cuttings Dryer and Recycle Service Package, compliance/ rectification to meet safety norms and any other job normally done prior to operation. The inter-location movement of Bhuban Mitra package should be completed within the period as specified as noted below with due certification from the installation manager of OIL/ Rig Manager (MMC).

- (i) ILM of the Bhuban Mitra package from one location to forward location for a distance of 30(thirty) KMs or less shall have to be completed within 15 (fifteen) days from the date of issuance of ILM notice. For more than 30 kilometers, the time allowed shall be in proportions of 1(one) day for each 30 KM or part thereof.
- (ii) If the completion of ILM gets delayed beyond the time as stipulated above, "zero rate" shall be payable for the delayed period. However, if the delay is not attributable to the Contractor but only attributable to OIL, as certified by Company, the contractor shall be paid Stand by Rate for the delayed period only.
- (iii) The time for inter-location movement suspended by force majeure, shall be extended by the period for which the Force majeure conditions last. No Stand by Rate will be payable for extended period due to force majeure conditions. However, documentary evidence shall be submitted within 72 hours of occurrence of the force majeure conditions
- (iv) Depending on the distance between the locations, separate rates will be applicable as mentioned below:

- a) No Charge for ILM Cluster location (Movement of mast and substructure etc. only on the same plinth). The spacing between wells at surface in cluster well plinth is around 15 m. However, in case OIL decides to keep the Bhuban Mitra Package in operation during the ILM of the Rig in cluster location, normal operating rate or Stand by rate will be payable as applicable.
- b) Fixed Charge (Lump-sum) per ILM move of the “Bhuban Mitra” Unit up to 30 Km of ILM.
- c) Kilometerage charges for ILM of the “Bhuban Mitra” Unit in excess of 30 Km will be in addition to lump sum rate for ILM upto 30 Km as mentioned in above.

**2.8 FORCE MAJEURE DAY RATE (FMDR):**

- (i) Force Majeure Day Rate (Per 24 Hrs. day) shall be payable during the first 15(fifteen) days period of force majeure as certified by Company. “Zero Rate” shall be applicable beyond 15(fifteen) days period unless mutually agreed upon. Contractor shall have to submit documentary evidences, as applicable, to substantiate the Force majeure condition.
- (ii) Payment towards force majeure day rate, shall be 50% of operating day rate.

**2.9 ZERO RATE:** Zero Rates shall be applicable during the following situation:

- (i) If the Contractor withdraws the whole or part of the equipment or any manpower resulting in breakdown of operation, zero Rate will be paid.
- (ii) Beyond the 48 hours of maintenance/repair per month, zero rate will be payable until operations are resumed, at which time the applicable rate shall again come into force. Zero rate is applicable for individual package wise, however, beyond 96 hour zero rate will be applicable to both the unit
- (iii) If the completion of ILM gets delayed beyond the time as stipulated above, “zero rate” shall be payable for the delayed period.
- (iv) If the Bhuban Mitra unit remains non-functional during its required operational period on account of inadequate supply of contractor's items.
- (v) If Company decides not to run the Bhuban Mitra unit due to non-availability of competent official and personnel.
- (vi) If Company decides not to run the Bhuban Mitra unit due to non-functional of any of the component of the Bhuban Mitra unit.
- (vii) If the output from the Bhuban Mitra unit does not conform to the recent CPCB (Central Pollution Control Board) and SPCB (State Pollution Control Board) norms and follow MoEF (Ministry of Environment & Forest) guidelines published time to time.
- (viii) Period beyond 15 (fifteen) days of Force majeure situation.
- (ix) Period beyond the stipulated 15(fifteen) days of ILM activities, for reasons attributable to contractor.
- (x) In case the Bhuban Mitra unit is not operational from the spud-in date of the

well at new location for reasons attributable to the Contractor.

(xi) In the event of non-compliance of statutory provisions and safety appliances, the company will have the right to ask the contractor to suspend the service immediately and no payment (zero rate) shall be made by the Company till such time the contractor comply with the same

### **3.0 OTHER CONDITIONS:**

**3.1** Since the prices of certain service(s) are on Lump sum basis, as such, the payment will be made after completion and acceptance of such Service(s).

**3.2** The Lump sum fee mentioned is inclusive of all costs including travel costs, risks, expenses and shall include the cost of all Personnel engaged by the Bidder for the performance of the services including all work performed either at Bidders office and/or all work performed during the days when the consultant(s) will be at Duliajan as per the scope of work.

**3.3** The above lumpsum prices must include all liabilities and taxes including statutory liabilities but excluding Goods & Service Tax (GST), which will be borne by Company (OIL).

**3.4** Payment will be made within 30 days from the date of receipt of the invoice.

**3.5** TDS as applicable shall be deducted and certificate as required under the Income-tax Act 1961 shall be issued.

**3.6** The Fee is fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this agreement

**3.7** Company shall compensate Contractor for providing the Personnel in accordance with the scope of work at the unit rate as per the quote.

**4.0** Deployment shall mean the date and time on which Personnel report at Company's base / as specified by Company in the Deployment notice.

**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**Section-I: 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.**

Mobilization	<p>i) <u>MOBILISATION TIME</u>: Contractor shall have to mobilize their personnel and equipment to designated Drilling Rig site within 150 (One Hundred Fifty) days from the date of issue of LOA. The mobilization of personnel will be allowed only after approval of manpower by Company.</p> <p>ii) <u>EFFECTIVE DATE</u>: The contract shall become effective as of the date Company notifies Contractor in writing (through Letter of Award) that it has been awarded the contract.</p> <p>iii) <u>COMMENCEMENT DATE OF THE CONTRACT</u>: The date on which the Contractor completes mobilisation of his crew and equipment along with consumables in all respects shall be treated as date of Commencement of Contract.</p>
Duration of contract	Duration of the contract is for a period of Two years or completion of six wells for with a provision for extending another six months. The contract will come to an end only on completion of 6 <sup>th</sup> no of drilling well. The terms and conditions shall continue until the completion of the Contract.
Inspection	Inspection will be carried out jointly by OIL team and the contractor after completion of the initial mobilization and OIL will certify the completion.
Performance Security	3% of Annualized Contract value
Terms of Payment	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.
Submission of Invoice	Monthly
Agent Commission	N/A

De-Mobilization	Contractor shall have to demobilise his personnel and other belongings from the date of completion of contract.
Association of company's Personnel	<p>Installation Manager of the rig/ Company Representative/Shift In charge from Drilling Services, where the Bhuban Mitra Unit is deployed. The OIL Representative(s) shall liaise with the Contractor; monitor the progress so as to ensure the timely completion of work. Company's (OIL) representative shall ensure that the works are carried out in accordance with the specifications, scope and other terms and conditions of contract. The Company's representative shall have the right to inspect the works at all reasonable intervals and instruct necessary tests to be carried out. The Company's representative will have the right to scrutiny of the records of the works. In general, the Company's representative will have authority to oversee the execution of the work by the Contractor and to ensure compliance of provisions of the contract by the Contractor.</p>
Liquidated Damage	<p><b>LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION/COMPLETION OF WORKS AND SERVICES:</b></p> <p>In the event of the Contractor's default in timely mobilization/completion within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of contract value, per week or part thereof of delay subject to maximum ceiling of 7.5% of contract value.</p> <p>i) Time is the essence of this Contract. In the event of the Contractor's default in timely mobilization for commencement of operations within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of contract value, per week or part thereof of delay subject to maximum of 7.5%. Liquidated Damages will be reckoned from the date after expiry of the scheduled mobilisation period till the date of commencement of Contract.</p> <p>ii) If the Contractor fails to mobilise within 15 weeks after the stipulated date, then the Company reserves the right to cancel the Contract without any compensation whatsoever.</p> <p>iii) 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/breach on the part of the Contractor and the said amount will be payable without proof of actual loss or damage caused by such delay/breach and without any demur and shall not be open for any dispute whatsoever.</p>

Provision of Personnel facilities	<p>1.0 <u>ACCOMMODATIONS:</u></p> <p>1.1 Contractor may or may not be allowed to arrange accommodation at their own cost at well site for their personnel. If contractor is permitted to arrange accommodation for their personnel at any well site, selection of site shall be done with the agreement of Company representative.</p> <p>1.2 The base camp for contractor personnel in Assam &amp; NE States shall be entirely Contractor's responsibility. Safety and security of the contractor's personnel at any camp(s) including compliance of fire hazard &amp; regulation will be contractor's sole responsibility.</p>
Warranty and remedy of defects	<p>Contractor has to perform all its services under this Agreement with all reasonable skill, diligence and care in accordance with sound industry practice to the satisfaction of Company and accepts full responsibility for the satisfactory delivery of quality of such services performed by it. Any defect/deficiencies noticed, Contractor within 15 (fifteen) days upon the receipt of written notice from the Company(OIL), shall improve their performance/ correct such deficiencies failing which the Company (OIL) will have right to terminate the Contract by giving the Contractor written notice with immediate effect.</p>
Miscellaneous Provisions:	<p><b>1.0 DEFINITIONS:</b> In this contract, the following terms shall be interpreted as indicated:</p> <p>a) The "<b>Contract</b>" means agreement entered into between company and contractor, as recorded in the contract document signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>b) The "<b>Contract Price</b>" means the price payable to contractor under the contract for the full and proper performances of its contractual obligations.</p> <p>c) "<b>The work</b>" means each and every activity required for the successful performance of the services described in Scope of work of the tender document as set out hereof.</p> <p>d) "<b>Company</b>" means Oil India Limited (OIL) and its executors, successors, administrators and assignees.</p> <p>e) "<b>Contractor</b>" means the individual or firm or body incorporated performing the work under the contract.</p> <p>f) "<b>Site</b>" means the location (s) where the services are to be carried out, duly approved by the company for the purpose of the contract together with any other places</p>



	designated in the contract as forming part of the site.
g)	<b>"Client"</b> means to whom the service is rendered against a written agreement like Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s).
h)	<b>"Contractor's Representative"</b> means such person or persons duly appointed by the Contractor thereof at site to act on contractor's behalf and notified in writing to the company.
i)	<b>"Petty Services"</b> are the contracts/services allowed under the main contract for sub-contracting/outsourcing, like inter-location movement, hiring of vehicles as a part of the contract, TSDF site, on call oil skimming, fooding & lodging for contractor's own personnel etc.
j)	<b>"Day"</b> means a calendar day of twenty-four consecutive hours beginning at 06.00 hrs and ending at 06.00 hrs on the next day.
k)	<b>"Approval"</b> means no objection against the deployment under the contract.
l)	<b>"Facility"</b> means and includes all property of company owned or hired, to be made available for services under this contract which is or will be a part of the company.
m)	<b>"Company's Base"</b> means Duliajan/or subsequently changed place from where the operation will be controlled.
n)	<b>"Certificate of completion"</b> means certificate issued by the company to the contractor stating that he has successfully completed the works/jobs assigned to him and submitted all necessary reports as required by company.
o)	<b>"Mobilization"</b> means the deployment of specified equipment & personnel as per Company's requirement under this contract for Drilling operation.
p)	<b>"Base camp"</b> means the camp / hired accommodation where the Contractor's personnel shall reside for carrying out the operations. OIL shall not assume any responsibility towards selection of land, operation, maintenance etc. of camp/Accommodation.
q)	"OMR" is Oil Mines Regulations
r)	"MVT" is Mines Vocational Training
s)	"NABL" is National Accreditation Board for Testing and

	<p>Calibration Laboratories</p> <p>t) "ILM" is Inter-Location Movement</p> <p>u) "TSDF" means Treatment, Storage &amp; Disposal Facility</p> <p>v) "VCD" Vertical Cutting Dryer</p> <p>w) "WBM" Water based Mud</p> <p>x) "SOBM" Synthetic Oil based Mud</p> <p>y) "OEM" Original Equipment Manufacturer</p> <p>z) "OIL" Oil India Limited</p> <p>aa) "LTI" Loss Time Injury</p> <p><b>2.0 GENERAL OBLIGATIONS OF CONTRACTOR:</b></p> <p>2.1 The Contractor shall have to bear the responsibility for continuous service availability of VCD package, Recycle package, Personnel and other issues pertaining to the Contractor's service with Oil India Limited (OIL).</p> <p>2.2 The contractor shall have his own PF Code No. as required under Employees' Provident Funds and Miscellaneous Provisions Act, 1952.</p> <p>2.3 The contractor shall periodically submit the monthly challans/ receipts/ proof of provident fund deposited amount along with a list of his employees to Company's representative. The contractor shall be required to deposit contribution towards Provident fund or any other statutory payments to be made in respect of his employees well in time and submit a copy of challan to Company's representative in monthly basis failing which OIL will deduct from his bills the amount equivalent to such deductions with penalty as per the provisions of applicable act.</p> <p>2.4 The contractor shall pay the salary to the employees engaged under the Contract latest by 10th of each month on regular basis complying to the rates as per the Minimum wages Act and as notified by the Regional Labour Commissioner (Central), Guwahati from time to time.</p> <p>2.5 Contractor shall comply statutory minimum labour wages, P.F. and bonus to his employees at the prevailing rates as fixed by statutory bodies.</p> <p>2.6 The contractor shall issue wages slip every month to each worker as per the Government guidelines and pay the monthly wages to the workers through bank transfer to each individual workers bank account. Contractor must submit the monthly wages Bank statement / wages register statement to the</p>
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	<p>Company along with their invoices.</p> <p>2.7 The contractor must pay wages to his workers at the rate as quoted by him against the tender (Minimum) in the price break-up format. The payment should be made through on-line bank transfer to the worker. Bank details of the worker along with authorisation of the worker to deposit the wages in his account shall have to be submitted to Company at the time of mobilisation.</p> <p><b>3.0 GENERAL OBLIGATIONS OF COMPANY:</b> Company shall, in accordance with and subject to the terms and conditions of this contract:</p> <p>3.1 Pay Contractor in accordance with terms and conditions of the contract.</p> <p>3.2 Allow Contractor and his personnel access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.</p> <p>3.3 Perform all other obligations required of Company by the terms of the contract.</p> <p>3.4 Security arrangement at well site shall be Company's responsibility.</p> <p><b>3.5 COMPLETION CERTIFICATE</b></p> <p>i) A successful completion certificate will be issued by OIL on completion of contract by contract department. The certificate will carry the following information:</p> <p>a) Gross value of job done</p> <p>b) Nature of job done and Work Order No./Contract No.</p> <p>c) Contract period and date of completion</p> <p>d) Name of services under the contract with brief description indicating the services rendered.</p> <p>e) Number of wells/depth/profile, where contractor provides service.</p> <p>ii) User department will provide the information on point no (d) and (e). However in any cases the, the certificate shall not be more than one page.</p> <p><b>4.0 WORK CULTURE:</b></p> <p>Contractor personnel shall carry out operations hereunder with due diligence and in safe and workman like manner according to good international oilfield practice. They shall maintain strict discipline and good conduct among themselves at work place.</p>
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	<p><b>5.0 APPROVAL OF MANPOWER:</b> Contractor shall have to obtain prior approval from the Company before deployment of personnel in the rig. Applications seeking approval shall have to be submitted by the contractor at least one month ahead of proposed date of deployment. All applications shall be submitted to CGM-Drilling Services and shall be forwarded to concerned section/department for scrutiny. Contractor shall not deploy man power in the mine without formal approval/No Objection Comment from OIL.</p> <p>5.1 The following documents shall have to be submitted along with the letter seeking approval.</p> <p>(i) Bio-data of the candidate with photograph.</p> <p>(ii) Photo copy of relevant pass certificates and other proficiency certificate as required under Scope of work (original to be produced on demand).</p> <p>(iii) Copy of experience certificates (original to be produced on demand).</p> <p>(iv) Undertaking from Contractor's personnel for not claiming employment or any service benefit available to Company's employee as per format given.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Once the manpower for the Service is approved/NOC by OIL, the Contractor has to issue appointment letters to all the personnel as per the Contract labour act.</li> <li>Company reserves the right to instruct for removal of any Contractor's personnel who in the opinion of Company is technically not competent or not rendering the services faithfully, or due to other reasons. The replacement of such personnel will also be fully at cost of the Contractor and the Contractor shall have to replace this/these personnel within Ten (10) days of such instruction. The replacement personnel must have the requisite qualification and experience as indicated in the contract and their credentials along with recent photographs must be submitted to Company for approval prior to their engagement.</li> <li>During the currency of the contract, if any of the key personnel is to be replaced; the incumbent must be approved ones under the same contract or must get approved fulfilling all the criteria of contract agreement. As soon as the term or period of the contract expires, accordingly the approval of personnel will also get expired or terminated.</li> </ul> <p>5.2 The Contractor shall be responsible for arranging relief of</p>
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	<p>personnel during vacations, statutory off days, sickness etc. entirely at their cost. The relief personnel also must have the similar experience and the Contractor will have to obtain prior approval from the Company for the relief personnel of the Contractor.</p> <p>5.3 The Contractor will have to ensure that the statutory off days are given to Contractor's personnel and that the personnel are not engaged continuously for a prolonged period which amounts to violation Mines Act.</p> <p>5.4 Company shall assist contractor in obtaining all security/entry passes into the Company's Industrial and operational Area, whenever required by the Contractor's personnel in connection with the contract. However Contractor shall fulfil all necessary formalities including liaising with Company/CISF in this regard as per norms of the Company/CISF.</p> <p>5.5 It will be the responsibility of the Contractor to obtain restricted area permit/Assam entry permit/Inner line permit for Contractor's personnel (the Company will assist to the extent possible) for entering into NE states of India.</p> <p>5.6 Contractor shall give or provide all necessary supervision during the performance of the services and as long thereafter as Company may consider necessary for the proper fulfilling of Contractor's obligations under the contract.</p> <p>5.7 All personnel and other manpower engaged by the Contractor shall have to be Indian Nationals and Contractor shall deploy local people, wherever possible, for un-skilled personnel under the contract.</p> <p>5.8 Company reserves the right to instruct Contractor for removal of any Contractor's personnel for:</p> <ul style="list-style-type: none"><li>a) Misbehaviour, indiscipline and for misdemeanour And/Or,</li><li>b) For technical incompetence and for not rendering the services faithfully And/Or,</li><li>c) For indulging in canvassing against Company in press/other media And/Or,</li><li>d) For leaking information about Company operations to outside parties.</li></ul> <p>5.9 The Contractor shall replace undisciplined personnel of 10 Days. However, 3 days' notice shall be served by Company to replace undisciplined personnel.</p> <p>5.10 Further, the replacement for these personnel shall be completed as per specified time period as mentioned in above para from the date of receipt of instruction from the Company</p>
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	<p>and at the cost of the Contractor. However, the Deficiency Clause of the Agreement shall be applicable.</p> <p>5.11 The Contractor will be responsible for all transportation of his personnel from their place of origin to their base at Duliajan and back. However, the Contractor will also be responsible for all transportation facilities of his personnel including movement to work site from wherever they stay. The Company shall not render any type of transportation to Contractor's personnel at any time except any emergency.</p> <p>5.12 Contractor shall provide own identity cards for their personnel engaged under the contract and also shall possess identity card/pass of the Company. Person(s) not having identity cards shall be treated as unauthorized person(s) and shall not be allowed to perform duty.</p> <p>5.13 In the event of the rig or its components, ancillaries, equipment etc. supplied / owned by the Company to are damaged/ lost due to the carelessness/ negligent handling by the Contractor's personnel, the Contractor will be liable for such damages on the basis of the Company's estimated cost of replacement as reduced by any insurance claim which may occur to the Company plus 7% towards handling charges on the cost of such replacement.</p> <p>5.14 If the Contractor fails to provide manpower as per the 'Scope of Work' of the contract, the Company reserves the right not to pay for the affected day(s). Moreover, the Contractor shall be liable to pay penalty for the same number of non-working hours/days) as per deficiency clause &amp; sub clauses.</p>
Subcontracting:  Allowed/Not Allowed	Not Allowed
If allowed, define Petty Services	N/A
Address details for submission of invoice	<p>All Invoices are to be sent to the following address:</p> <p>CGM (Drilling Services) Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam</p>
Force Majeure Rate	Applicable. Payment towards force majeure day rate shall be 50% of operating day rate for all services

**Section-II: 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.

**Section-III: Additional Terms and Conditions**

Details of the Service	Hiring of Integrated Drilling Environment Management Services for OIL's Drilling Operation								
Area Of Operation	Drilling Rigs at Wellsite of Assam & Arunachal Pradesh								
<b>HSE Policy</b>	Refer to 'Part-V: Safety Measures'								
Interim de-Mobilization and Re-mobilization	<p>i) <b>INTERIM DE-MOBILISATION</b></p> <table border="1"> <tr> <td>a.</td><td>Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery &amp; Recirculation of mud from Drill Cuttings</td></tr> <tr> <td>b.</td><td>Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit &amp; Filter Press Unit for providing technical water for mud preparation &amp; other uses from Recycling</td></tr> </table> <p>ii) <b>INTERIM RE-MOBILISATION</b></p> <table border="1"> <tr> <td>a.</td><td>Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery &amp; Recirculation of mud from Drill Cuttings</td></tr> <tr> <td>b.</td><td>Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit &amp; Filter Press Unit for providing technical water for mud preparation &amp; other uses from Recycling</td></tr> </table>	a.	Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	b.	Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling	a.	Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings	b.	Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling
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b.	Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit for providing technical water for mud preparation & other uses from Recycling								

	<p><b>Note:</b> Interim De-Mobilization and Re-Mobilization is subject to long lead period when there is no location for ILM.</p>
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>GM (Contracts-HoD) 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>CGM (Drilling Services) Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam. Phone No. 91-374- 2806440 Email: <a href="mailto:sanjayverma@oilindia.inc">sanjayverma@oilindia.inc</a></p> <p><b><u>Contractor</u></b></p> <p>A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
<b>RECORDS, REPORTS INSPECTION</b>	<p><b>AND</b></p> <p>The contractor shall, permit the company and its authorised employees and representatives to inspect all work performed and to witness and check all measurements and tests made in connection with the said work during the entire period of the contract. The contractor shall be responsible to keep an authentic, accurate history and logs including Maintenance Records (as per OIL's advice), Safety Records, Applicable Statutory Records of each well including major items consumed and received on rig, which shall be open at all reasonable times for inspection by the company and its authorised employees and representatives. The contractor shall be responsible to provide the company designated representatives with a daily written report, on form prescribed by the company showing details of operations during the preceding 24 (twenty-four) hours and any other information related to the said well 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 well or given out to any third person</p>

	information in connection therewith																								
<b>PENALTY</b>	<div><b>1.0 SCHEDULE OF PENALTY</b></div> <div><b>1.1.1. COMPETENT OFFICIAL AND PERSONNEL:</b> Provision of adequate manpower of required skill for carrying out all services in accordance with accepted terms and conditions is the essence to the contract. In case of Contractor's failure to continue services, particularly in respect of the personnel as per the standard deployment pattern as set out in scope of work, penalty shall be levied to contractor at the following rates:</div> <table><tr><th>Sl. No.</th><th>Deficiency of Personnel</th><th>Penalty</th></tr><tr><td>1</td><td>Project Coordinator</td><td>10 percent of average day rate of VCD package &amp; Recycle Service package shall be deducted for the period of non-availability.</td></tr><tr><td>2</td><td>Plant Manager</td><td>7.5 percent of average day rate of VCD package &amp; Recycle Service package shall be deducted for the period of non-availability.</td></tr><tr><td>3</td><td>Recycle Package Operator</td><td>5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.</td></tr><tr><td>4</td><td>VCD Package Operator</td><td>5 percent of day rate of VCD package shall be deducted for the period of non-availability.</td></tr><tr><td>5</td><td>Laboratory Technician</td><td>5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.</td></tr><tr><td>6</td><td>Electrical Supervisor</td><td>7.5 percent of average day rate of VCD package &amp; Recycle Service package shall be deducted for the period of non-availability.</td></tr><tr><td>7</td><td>Shift Electrician</td><td>5 percent of average day rate of VCD package &amp; Recycle Service package shall be deducted for the period of non-availability.</td></tr></table> <div><b>1.1.2. Services:</b> In case of Contractor's failure to continue following services as set out in scope of work, penalty shall be levied to contractor at the following rates:</div>	Sl. No.	Deficiency of Personnel	Penalty	1	Project Coordinator	10 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.	2	Plant Manager	7.5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.	3	Recycle Package Operator	5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.	4	VCD Package Operator	5 percent of day rate of VCD package shall be deducted for the period of non-availability.	5	Laboratory Technician	5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.	6	Electrical Supervisor	7.5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.	7	Shift Electrician	5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.
Sl. No.	Deficiency of Personnel	Penalty																							
1	Project Coordinator	10 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.																							
2	Plant Manager	7.5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.																							
3	Recycle Package Operator	5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.																							
4	VCD Package Operator	5 percent of day rate of VCD package shall be deducted for the period of non-availability.																							
5	Laboratory Technician	5 percent of day rate of Recycle Service package shall be deducted for the period of non-availability.																							
6	Electrical Supervisor	7.5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.																							
7	Shift Electrician	5 percent of average day rate of VCD package & Recycle Service package shall be deducted for the period of non-availability.																							

Sl. No.	Deficiency of Key Services	Penalty
1	Oil Skimming	20 percent of the quoted unit rate
2	Disposal services	20 percent of the quoted unit rate

(i) A notice will be issued prior to levy of the penalty for the reason(s) like deviation from the contract or sow / performance not satisfactory to OIL's expectations/ contravention statutory requirement.

**1.1.3. PPE:** In the event of non-compliance of statutory provisions and safety appliances, the company will have the right to ask the contractor to suspend the service immediately and no payment shall be made by the Company till such time the contractor comply with the same.

Sl. No.	Deficiency of PPE	Penalty
1	Safety Helmet	<ul style="list-style-type: none"> <li>The PPE items shall conform to relevant IS/BIS as per statute.</li> <li>In the event of the contractor failure to adhere in providing the minimum PPE requirements of the personnel as set out in Clause 1.1.3, penalty on the Contractor shall be levied at the rate equivalent to the latest purchase rate of OIL.</li> </ul>
2	Rain Coat	
3	Windcheater	
4	Industrial Safety Boot	
5	Overall	
6	Rubber insulated gloves of appropriate voltage grade) for electrical purpose.	

(i) However when a PPE is damaged during its legitimate use, it shall be immediately replaced free of cost by the contractor.

(ii) The above is the minimum requirement, however depending upon the risk, suitable protective equipment including respiratory protective equipment, eye protectors, ear protection gloves and aprons.

(iii) Contractor shall at all times maintain a sufficient stock of PPE in order to ensure immediate supply as and when need for the same arises.

**1.1.4. Non-availability of Electrical Equipment as per “ELECTRICAL TOOLS AND TACKLES”**

Sl. No.	Deficiency in Electrical Equipment	Penalty
1	FLP torch	<ul style="list-style-type: none"> <li>The items shall conform to relevant IS/BIS as per statute.</li> <li>In the event of the contractor failure to adhere in providing the items as set out in Clause 1.1.4, penalty on the Contractor shall be levied at the rate equivalent to the latest purchase rate of OIL.</li> </ul>
2	Intrinsically safe Insulation Tester	
3	Multimeter	
4	Clamp meter	
5	Earth Tester	
6	Discharge sticks & lamp tester	
7	Electrician's Tool Kit	

(i) “Non availability” means if found not available at time of inspection till the day it made available.

**1.1.5. ILM :** Timely completion of Interlocation Movement (ILM) of unit is important. ILM from present location to forward location of Drilling Rig shall have to be completed by Contractor within 15 (Fifteen) days from the declaration of Rig Down in present location.

Sl. No.	Deficiency in ILM	Penalty
1	Delay in ILM	5% of quoted unit rate shall be deducted for per day of delay in ILM
2	Non submission of End of Well Report as per SoW	10 % of quoted unit rate of ILM will kept withheld till the submission of the report.

**HIRING OF ADDITIONAL SETS OF EQUIPMENT & SERVICES**

Performance of the unit shall be evaluated after completions of the well and if found satisfactory atleast in 1<sup>st</sup>two wells, OIL may decide to hire additional equipment&services as per requirement under the same terms and conditions stipulated in this tender/ contract with mutually agreed rates, terms and condition, but with a rate not higher than the originally quoted rate during the currency of the contract. For mobilization of additional set will be as per "Special Conditions of the Contract" in Section-II, Clause No. 1.0 against “Mobilisation”.

**SECTION-IV: SCOPE OF WORK / TERMS OF REFERENCE**

**1.0 INTRODUCTION:** 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 Field Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport at Dibrugarh, about 45 km away.

**1.1. NAME OF THE SERVICE:** Hiring of 01 (one) Set of Integrated Drilling Environment Management Services which includes Equipment and Personnel for Drilling Location on regular basis for a period of 02 (two) years extendable by six (6) months in the state of Assam & Arunachal Pradesh under the project name “Bhuban Mitra” and the hired set/unit against the “Integrated Drilling Environment Management Service” contract shall be called “Bhuban Mitra Unit” henceforth.

**1.2. SCOPE OF SECTION:** This section establishes the scope and schedule of the work to be performed by the Contractor and describes the specifications, instructions, standards and other documents including the specifications for any materials, tools or equipment, which the Contractor shall satisfy or adhere to in the performance of the work.

**2.0 DEFINITION OF WORK:** Oil India Limited (OIL) intends to hire “Integrated Drilling Environment Management Services” for its Drilling Rigs which includes the following:

**2.1** Vertical Cuttings Dryer (VCD) package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings in Water Based Mud (WBM) environment.

**2.2** Recycle Service package with Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit (Dewatering Unit) for providing technical water for mud preparation & other uses from Recycling.

**2.3** Oil Skimmer to clean waste pits of floating oil (Call out basis).

**2.4** Dry Cuttings / Waste transportation /disposal to designated place.

**3.0 KEY DELEVERABLES OF INTEGRATED DRILLING ENVIRONMENT MANAGEMENT SERVICE PROVIDER:**

**3.1 VERTICAL CUTTINGS DRYER PACKAGE:** It consists of Vertical Cuttings Dryer with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings. The VCD package will deliver drill cuttings of all stages to dry solids. The dry cuttings will be packaged and disposed into designated area. The associated mud with cuttings will be processed via centrifuge and catch tank. The output mud of centrifuge will be taken back into drilling mud system.

**3.2 RECYCLE SERVICE PACKAGE:** It will treat effluent and deliver liquid as useful technical water. It consists of Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press Unit (Dewatering Unit) for providing technical water for mud preparation & other uses from Recycling.

**3.3** Oil Skimmer to clean waste pits of floating oil (Call out basis). The collected oil to be stored in oil collection drums.



**3.4** Dry Cuttings / Waste transportation /disposal to designated place.

**4.0 BRIEF ABOUT ENVIRONMENT MANAGEMENT OF DRILLING SERVICES:**

Environment Management System (EMS) of Drilling Services basically based on the 8th addition of QHSSE benchmarking designed to manage QHSSE in Drilling Installation. The system includes Leadership, Planning & Administration, Risk Evaluation, Human Resources, Compliance Assurance, Project Management, Training & Competence, Communication & Promotions, Risk Control, Asset Management, Contractor Management & Purchasing and Emergency Preparedness, Learning from Events, Risk Monitoring and Results & Review.

To strengthen the Environment Management System (EMS) Drilling Services Department of OIL, it is intended to deploy Integrated Drilling Environment Management Services. The EMS service will include 04 (Four) discrete service under one umbrella.

**5.0 BRIEF DISCRIPTION OF PLACE OF ENGAGEMENT:**

**5.1 AREA OF OPERATION**

**5.1.1** The area of operation as planned for this contract shall be in Assam and Arunachal Pradesh of India. However, the Bhuban Mitra unit may be required to be transferred to any operational area of OIL.

**5.1.2** The following information is for general guidelines to the bidders. Company is not responsible for any deviation of figures being spelt out or met with for reason beyond their control.

- i) Maximum width of the well site approach road = 3.66 m
- ii) Turning Radius = 15m (Generally), 12 m (exceptionally)
- iii) Maximum allowable unit load inclusive of fare weight for class AA loading = 50 tons
- iv) Maximum overhead clearance = 4.25 m
- v) Highest recorded wind velocity in Assam = 80 km/hour
- vi) Max. recorded ambient temp = 45 deg. Celsius
- vii) Min. recorded ambient temp.= 5 deg. Celsius
- viii) Weather Pattern : Frequent rains from May/June to September/ October and Occasional during the remaining period
- ix) Nature of top soil : Usually clay/Alluvium/ Unconsolidated
- x) Source of water - Through shallow bore wells. Usually available at well Site. Otherwise from bore well situated at convenient Locations. Depth of bore well 15/50m.
- xi) Average annual rainfall : 250 / 300 cm
- xii) Humidity - max. 98%
- xiii) Allowable axle load rating of weakest section of road # 12 Tons
- xiv) The approximate well plinth area is 8000 - 9000 sq. m.
- xv) The content of solid effluent may be sand, shale, clay, coal, silt, mudstone, sandstone and other minerals/
- xvi) The approximate volume of solid effluent may be up to 80 cubic mtr during drilling of upper section of the hole.

**5.2 DRILLING OPERATIONS:** Drilling Department is fully committed to achieve the organizational goals and the whole work force engaged as a team with dedication in carrying out the following operations/ tasks to fulfil the targeted objectives.

- (i) Drilling and completion of Exploratory & Development wells.
- (ii) Drilling of Water Disposal wells.

The challenges range from drilling shallow wells to deep Eocene wells, sub normal to abnormally (high) pressure & temperature wells, development of ranked wildcat wells, wells having straight, directional & horizontal trajectories are drilled having high displacement profile.

### 5.3 CURRENT STATUS IN-HOUSE DRILLING RIG OF DRILLING SERVICES:

Drilling Services of OIL has owned 11 nos. drilling rigs are in operation where 08 Nos of Drilling Rigs are running with In-house crew and 04 nos. of MMC Rigs in operation.

**Table (1): General information of Drilling Rigs**

Sl No	Make	Model	Capacity( HP)	No of Rigs
1	VFD	E2000	2000	02
2	BHEL (AC-SCR)	E3000	3000	01
3	BHEL (AC-SCR)	E2000	2000	01
4	BHEL (AC-SCR)	E1400	1400	06
5	DRILLMEC, ITALY	MR 6000	550	01

### 5.4 DESCRIPTION OF DRILLING WELL

Integrated Drilling Environment Management Services will be deployed in drilling well having depth of around 3000-6000 meter with 26" top hole section and 8½" reservoir section. Drilling location may be one with one well or cluster of wells. Profiles of wells are vertical or directional with “J”, “S”, and “Horizontal” profile. Multilateral drilling with several lateral drain holes from one mother well also in planning stage. Standard/tentative sectional target for a well with depth of 4500 meter is as follows:

Sl No	Hole Size (inches)	Sectional Target
1	26	250
2	17½	1800-2300
3	12¼	3500-3800
4	8½	4500-4800

**5.5 PRESENCE OF CO<sub>2</sub> & H<sub>2</sub>S:** Presence of CO<sub>2</sub> is expected in the wells. The wells are expected to be H<sub>2</sub>S free. Accordingly, the equipment/tools etc. to be offered by the Contractor shall be for generally H<sub>2</sub>S free environment.

**5.6 MOBILISATION AND KICK OFF MEETING**

- (i) Mobilization of equipment and manpower as per above requirement to a place as advised by OIL, Assam.
- (ii) The Service provider should be available for Kick off meeting at Duliajan, Assam within 28 days from the date of issue of Letter of Award (LOA).
- (iii) The kick-off meeting may be conducted as physical or virtual depending upon the health situation in the region and as per Govt directives.

**5.7 EXPECTED PHYSIO-CHEMICAL CHARACTERISTICS OF DRILLING EFFLUENT FOR TREATMENT:** Different types of water based mud are being used by OIL. The cutting is separated by solid control system comprising of shale shaker or vibrating screen, desilter, desander and centrifuge (currently with VFD rigs only). However, OIL has a plan to introduce LTSOBM shortly. Cuttings are solid or semisolid having sticky characteristics during drilling of clay section. A representative cutting type tabulation is given below. This is only a representative data which is not exhaustive to Drilling Operation of OIL in Assam & Arunachal Pradesh. The depth, drill cuttings & chemicals used will vary depending upon area and type of operation.

**Table (2): Cuttings and Mud details**

Drilling Stage	Depth range	Depth (m)	Cutting Volume			General Chemical Used	Cutting Type
			bbls	cft	M <sup>3</sup>		
<b>Conductor</b>	0-250	250	471	3024	86	Baryte, Bentonite, Caustic Soda, CMC(HVG)	Sand
<b>1<sup>st</sup> Isolation</b>	250-1800	1550	1400	8991	254	Baryte, Bentonite, CMC(HVG), CMC(LVG), Caustic Soda, Drilling Detergent, Linseed Oil, PGS etc.	Sand+ Clay
<b>2<sup>nd</sup> Isolation</b>	1800-3600	1800	848	5446	154	Baryte, CMC(LVG), Caustic Soda, Drilling Detergent, Linseed Oil, PAC (R), PAC(SL), PHPA, XC Polymer, Polyol	Sand+ Clay + Coal+ Clay stone+ Sand stone +Shale

<b>Oil String</b>	3600-4500	900	251	1612	46	Baryte, MCC, Caustic Soda, PAC (R), PAC(SL), PHPA, XC polymer, EP Lube, HyPR graph, Resinex, Polyol, KCL, K2SO4, Sodium Formate	Coal+ Shale + Clay-stone+ Sand-stone + Silt-stone + Pyrites + Mud stone
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**Note:** Average cutting volume is calculated considering hole over gauge in 1<sup>st</sup> Isolation, 2<sup>nd</sup> Isolation & Oil String.

### 5.7.1 DRILLING MUD:

**Table (2.1): Physio-Chemical Characteristic of drilling mud (Waste Water)**

Sl. No.	Parameters	Units	Result
1.	Appearance	-	Greyish pourable mud
2.	Total suspended solids	mg/L	12990
3.	Total Solids	mg/L	14490
4.	Total Dissolved Solids	mg/L	1500
5.	M. Value as CaCO <sub>3</sub>	mg/L	600
6.	Chloride as Cl	mg/L	210
7.	Sulphate as SO <sub>4</sub>	mg/L	25
8.	Total Iron as Fe	mg/L	-
9.	Total Chromium as Cr	mg/L	< 0.02
10.	Hexavalent chromium as Cr	mg/L	< 0.02
11.	Vanadium as V	mg/L	< 0.1
12.	Total Heavy Metals as Pb	mg/L	< 0.2
13.	Specific Gravity of Mud		1.0074
14.	Total Oil	% (m/v)	1.0
15.	Free Oil	% (m/v)	0.8
16.	Emulsified Oil	% (m/v)	0.2
17.	BOD at 27°C for 3 days	mg/l	137

18.	COD	mg/l	825
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**5.7.2 VIBRATING SCREEN:****Table (2.2): Physio-Chemical Characteristic of effluent generated from vibrating screen**

Sl. No.	Parameters	Units	Result
1.	Appearance	-	(i) Hard Cake having solid consistency 36%. (ii) Lower layer is Black while upper layer is Gray on dissolution with water in ratio 1.1
2.	Soil to Emulsified mud ratio	-	82:12
3.	Nature of Settling	-	Black mud separates out from emulsified mud in 2 to 4 Hrs.
4.	pH of the upper unsettleable layer	-	7.3
5.	M. Value as CaCO <sub>3</sub>	mg/L	148
6.	Chloride as Cl	mg/L	95
7.	Sulphate as SO <sub>4</sub>	mg/L	1650
8.	Iron as Fe	mg/l	68
9.	Total Chromium as Cr	mg/l	6.0
10.	Hexavalent Chromium as Cr	mg/l	< 0.2
11.	Vanadium as V	mg/l	< 1.0
12.	Other Heavy Metals as Ph	mg/l	< 1.0

**5.7.3 EFFLUENTS FROM HYDROCYCLONES****Table (2.3): Physio-Chemical Characteristic of effluent generated from Hydrocyclones**

Sl. No.	Parameters	Units	Result
1.	Appearance	-	Greyish pourable mud

2.	Total suspended solid	Mg/L	65300
3.	Total Solid	Mg/L	66800
4.	Total Dissolved Solid	Mg/L	1500
5.	M. Value as CaCO <sub>3</sub>	Mg/L	120
6.	Chloride as Cl	Mg/L	85
7.	Sulphate as SO <sub>4</sub>	Mg/L	1400
8.	Total Iron as Fe	Mg/L	60
9.	Total Chromium as Cr	Mg/L	5.6
10.	Hexavalent chromium as Cr	Mg/L	< 0.1
11.	Vanadium as V	Mg/L	< 0.2
12.	Total Heavy Metals as Pb	Mg/L	< 0.2
13.	Specific Gravity of Mud		1.03

**5.7.4 SPECIMEN PIT WATER SAMPLE CONSIDERING POSSIBLE CASE SCENARIO****Table (2.4): Physio-Chemical Characteristic of Pit Water Sample (approximate)**

Sl. No.	Characteristics	Units	Tolerance Limit as per State Pollution Control Board of Assam	Indicative Test Results (Considering possible case scenario)	Test Method/ Instrument used
1.	pH	-	5.5-9.0	12	Metrohm pH meter
2.	Chloride as Cl	mg/l	600(max)	15000	Titration with silver nitrate
3.	Phenolic compounds as C <sub>6</sub> H <sub>5</sub> OH	mg/l	1.2(max)	5	Spectrophotometer
4	Sulphate(as SO <sub>4</sub> <sup>2-</sup> )	mg/l	1000(max)	1500	Spectrophotometer
5	Chromium(as Cr <sup>+6</sup> )	mg/l	0.1(max)	0.5	Spectrophotometer
6	Total Dissolved Solid	mg/l	2100(max)	25000	HACH water checker

7	Suspended Solids	mg/l	100(max)	50000	Gravimetric method
8	Oil & Grease	mg/l	10(max)	20	Horiba oil content analyser

**6.0 SCOPE OF WORK:****6.1 VERTICAL CUTTINGS DRYER PACKAGE**

To provide Vertical Cuttings Dryer package along with dedicated decanter centrifuge for handling Drill Cuttings with Recovery & Recirculation of mud from Drill Cuttings.

**6.1.1 SERVICE REQUIREMENT OF VERTICAL CUTTINGS DRYER PACKAGE:**

- (i) Capable of providing service for round clock and throughout the year.
- (ii) To treat Water Based Mud cutting separated by Solid Control System of Drilling Rigs, i.e., primary shale shaker, desilter and desander.
- (iii) To supply machinery / equipment to collect the cuttings from shale shaker, desilter and desander including cutting retainer tank /corral of size (approx. L 20ft x H 5ft x W 10ft) to collect the cuttings from shale shaker, desilter and desander. The size of the cutting retainer corral shall be capable of handling cuttings generated from desander, desilter and vibrating screen during drilling operation.
- (iv) To arrange effective and efficient feeding arrangement for cutting collections into VCD.
- (v) To collect cuttings in disposable bags or as suggested by OIL.
- (vi) To recycle the drilling fluid recovered from VCD back into the drilling process or reserve mud tank system through a centrifuge and catch tank.
- (vii) The solid generated in the centrifuge to be treated in recycle unit.
- (viii) The dry cuttings are to be collected and disposed as described in SoW.

**6.1.2 DELIVERABLE OF VERTICAL CUTTINGS DRYER PACKAGE****6.1.2.1 FEEDING AND DISCHARGE ARRANGEMENT [AS PER ANNEXURE: VII]**

- i) Effective feeding arrangement via screw conveyor or progressive cavity cuttings transfer pump or manually by Back Hoe Loader to feed drill cuttings into VCD hopper. In case of manual handling cutting retainer tank of half-moon shaped to be used for collecting the cuttings. The size of the half-moon shaped tank shall be capable of handling cuttings generated from desander, desilter and vibrating screen during drilling operation.
- ii) Solids separation system in VCD must have effective and automated discharge arrangement with adjustable length (extendable or retractable) and height. Dry cuttings should be stock-piled, away from the VCD system, directly into waste containment bin / jumbo bags.
- iii) The automated discharge arrangement or fully-enclosed Belt Conveyor with telescoping base stand must be fully covered to protect the dry cuttings from ingress of rain water. The shed over the unit will be provided by OIL as per scope of civil work.
- iv) Effective arrangement to transfer the solid generated in the centrifuge to be treated in recycle unit and subsequently, the filter pressed output to be disposed as per CPCB guidelines.

**6.1.2.2 VERTICAL CUTTINGS DRYER EQUIPMENT [AS PER ANNEXURE: VIII]**

- i) Vertical Cutting Dryer (VCD) supplied under the contract shall be brand new.
- ii) Vertical Cutting Dryer must be designed for handling & drying water based mud cuttings. OEM certification shall be required for confirmation in this regard.
- iii) Capable of handling semi liquid cuttings of desilter and desander.
- iv) Feed capacity 40 - 80 Tonne per Hour (10 – 20 kg/s)
- v) Independent VFD Variable Control of Flites and Screen RPM.
- vi) Conical Centrate Collection Launder Section to aid in Centrate Discharge from VCD.
- vii) Flights of VCD should be Tungsten Carbide or Ceramic lined.
- viii) Screen should be Chrome-Hardened Profile Wire.
- ix) Coating should be Zinc-Rich Powdered Industrial Coat.
- x) Direct Drive Motor Configuration without the use of Belts.
- xi) NEMA 7 Class 1 – Division 1 or IS/IEC/EN: 60079-1 standard Air-Cooled VFD Control System with PLC-Driven Load Compensation for Drive Motors.
- xii) Capable of protecting from water ingress and maintenance window to be provided.
- xiii) Interior should have wear resistant materials to increase life cycle.
- xiv) Rotor should be made of wear resistant materials like tungsten etc.
- xv) Maintenance-Free Oil-Sealed Gearbox that Requires No Active Lubrication Pump, Oil Filter, or External Oil Reservoir.
- xvi) Design should comply the National Fire Protection Association (“NFPA”) Publication 70 for Class I – Division I / 60079 series of standards for Class I – Division I, where it deemed to fit.
- xvii) VCD Package should be compact and integrated, mounted on a skid or on trailerized platform. Both configurations include a maintenance and service deck to support the VCD, feed hopper and liquid collecting tank.
- xviii) A safe staircase is to be provided, along with a secondary emergency ladder with proper railing.
- xix) Emergency safety interlock/emergency shutdown system should be available.
- xx) System should be so designed that unit can be restarted only by manual when it trips.
- xxi) Catch/Containment tank must be available for collecting the fluid output from the VCD for feeding the same to a Decanter Centrifuge.

**6.1.2.3 CENTRIFUGE [AS PER ANNEXURE: IX]:**

- i) The centrifuge preferable either of Brant (NOV), Derrick or Swaco or similar type.
- ii) The Centrifuge should have the capacity for LGS (low gravity solid) separation.
- iii) The Centrifuge should have proper safety sensor/indicator/ gauge to monitor vibration, speed, temperature, pressure, and torque.
- iv) The Centrifuge must have proper control device and emergency shut system.
- v) All the rotating part must be covered.
- vi) It should carry certification like ATEX or equivalent for using in hazardous area.
- vii) System should be so designed that unit can be restarted only by manual when it trips.
- viii) The Centrifuge preferably should have the following basic parameters:
  - a) Operating speed: 3000 RPM (Minimum)
  - b) G-Force: 3000 G (Minimum)
  - c) Hydraulic flow rate: 8 Cubic metre/day (Minimum)
  - d) Minimum 14" Bowl



**6.1.2.4 PACKAGING OF DRY CUTTINGS**

- i) Dry cutting are to be put into jumbo bags (approximately 01Ton) and stoke piled in a designated area provided by OIL at site temporarily.
- ii) Dry cuttings are to be taken by the contractor to designated site provided by OIL and dump in the pits. This site will be away from present drilling site where drill cuttings are generated.
- iii) Alternatively, dry cuttings are to be packed in jumbo bags for transportation to TSDF if to be disposed in other than OIL provided facility.

**6.2 RECYCLE SERVICE PACKAGE:** Recycle Service package will cover a mobile Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit & Filter Press (for dewatering) unit for providing technical water for mud preparation & other uses from Recycling.

**6.2.1 SERVICE REQUIREMENT OF RECYCLE SERVICE PACKAGE:****6.2.1.1 GENERAL REQUIREMENT**

- i) Capable of providing service for round clock and throughout the year. The effluent treatment unit shall have capacity to handle minimum 150 cubic meter of liquid effluent.
- ii) To collect and treat the liquid effluent generated from the various rig utility | activity.
- iii) To store the effluent and treated water in reserve tanks (to be provided by OIL) if pit is not available.
- iv) Treatment of the liquid effluent so as the output of ETP (final output) shall conform to the standard of CPCB (Central Pollution Control Board) and SPCB (State Pollution Control Board) norms and follow MoEF (Ministry of Environment & Forest) guidelines published time to time and limit set by OIL as per Table (3).
- v) To make the treated liquid output of unit ready for Re-circulation as technical water for mud preparation, industrial use and rig utility. The technical water should be suitable to be reused in PHPA or NDDF or any salt solution and must conform to the chemical requirement as per Table 3.
- vi) Carrying out daily testing of treated water at well site/ drilling location. Offsite testing of water as per the terms and conditions laid as (6.20 under **“INSPECTION & TESTING”**)
- vii) Collection of oil separated from effluent in the Company supplied empty barrels. However, OIL shall take responsibility to dispose the collected oil in the barrels.
- viii) Provisions for pumps and pipe lines for recirculation of treated water to storage tank of OIL is the responsibility of the Contractor.
- ix) Provision for rain water treatment for industrial use including mud preparation.
- i) The Recycle service should offer proper layout with maximum capacity for separation of liquid & solid effluent.
- ii) The unit shall be in full operating condition from the spud in date till the date of ILM of the unit.

**Table (3): Permissible Limit set by SPCB**

<b>Sl. No</b>	<b>Parameters</b>	<b>Permissible Limit SPCB (Not to exceed)</b>
1	pH	5.5 -9.0
2	Temperature	40° C
3	Suspended Solids	100 mg/L
4	Oil & Grease	10 mg/L
5	Phenolics	1.2 mg/L
6	Cyanides	0.2 mg/L
7	Fluorides	1.5 mg/L
8	Sulphides	2.0 mg/L
9	Chromium (Hexa)	0.1 mg/L
10	Chromium (Total)	1.0 mg/L
11	Copper	0.2 mg/L
12	Lead	0.1 mg/L
13	Mercury	0.01 mg/L
14	Nickel	3.0 mg/L
15	Zinc	2.0 mg/L
16	BOD at 27° C for 3 days	30 mg/L
17	COD	100 mg/L
18	Chlorides	600 mg/L
19	Sulphates	1000 mg/L
20	Total Dissolved Solids	2100 mg/L
21	Percent Sodium	60 mg/L

**6.2.1.2 TECHNICAL REQUIREMENT**

- i) The liquid treatment process should of chemical and of mechanical separation using suitable technology.
- ii) The mobile effluent treatment unit offered shall be brand new or of a vintage of 3 years (maximum).

**6.2.1.3 CHEMICAL REQUIREMENT**

- i) No Chemical which is identified banned by GOI or WHO must not be used and OIL reserves right to ask the certification from recognised lab to certify the same.
- ii) Liquid output after treatment should meet all the criteria and acceptable limit of output of recycle package as per TABLE (3) and TABLE (5), so that it can be reused in the mud system.

**6.2.2 DELIVERABLE OF RECYCLE PACKAGE:** The recycle package is consists of following deliverables.

**6.2.3 DELIVERABLE OF RECYCLE SERVICE PACKAGE****6.2.3.1 CHEMICAL SEPARATION UNIT | FLOCCULATION UNIT [AS PER ANNEXURE: XI]**

This unit should be capable of performing the neutralization of effluent and chemical treatment (Coagulation and Flocculation of Effluent). The treated liquid effluent / output must conform to SPCB/CPCB norms, and eligible to be re-used as technical water and for rig utility.

- i) Provision should be available for chambered Chemical treatment for Coagulation and Flocculation of Effluent with Agitator for chemical mixing at desired rate required for various Effluent types. It should consist of Flash Mixer & Flocculator with agitator, corrugated plate interceptor for aiding separation of oil & grease and suspended solid particles from the effluent.
- ii) Tube Clarifier chamber, with hopper bottom sludge collection system, for final sedimentation of suspended solid particles, Pressure Sand Filter and Dual Media Filter for filtering the clarified Effluent after the Coagulation-Flocculation, and Clarification stages, Activated Carbon Filter for reduction of Odour, volatile organic compounds, Chlorine, etc. shall be available.
- iii) Provision should be available for the chemical dosing as per requirement and capable of monitoring of such dosing conveniently.
- iv) Provision should be available for removal of Oil & Grease and smaller solid particles from the separated Effluent after Coagulation and Flocculation.
- v) Unit should have hopper bottom sludge collection system, for periodic removal of the solid particles.
- vi) Unit should be capable of removing the turbidity and suspended particles present in the feed water.

**6.2.3.2 DEWATERING UNIT [AS PER ANNEXURE: XII]**

- i) A mechanical device (Filter Press) is to be provided for dewatering of sludge produced in chemical separation | flocculation unit.
- ii) The Solid cakes generated from the dewatering unit to be disposed as described in 6.4 under “Waste Transportation, Store and Disposal”.

iii) Minimum daily processing of sludge is 30 m<sup>3</sup> day. However, the capacity of the filter press shall match with the sludge output produced in the VCD and recycle unit, so that the operation of both the units remains unaffected.

#### **6.2.3.3 RO UNIT [AS PER ANNEXURE: XII]**

i) Sedimentation, Clarification and Filtration of separated Effluent in a Skid-mounted RO Unit (Reverse Osmosis Unit), with Reverse Osmosis method for desalination of dissolved solids such as Chlorides, Sulphates, etc., which constitute the like sediment, volatile organic compounds (VOCs), taste and odour from the filtered Effluent.

ii) RO unit should consist of pre-treatment set-up of Activated Carbon Filter and Micron Cartridge Filter for removal of impurities not suitable for RO Membranes, SS Feed Pump, Anticipant Dosing system, Membrane cleaning setup, High Pressure Pump, Multiple arrangement of 8 inch dia Sea-water type/other suitable type Membranes for reducing the values of TDS (such as Chlorides, etc.), Hardness, Alkalinity to be within CPCB/SPCB norms for on-shore discharge, and for providing technical water for mud preparation.

iii) The treated output through RO Membranes (Permeate) will be within the SPCB norms, and the trapped dissolved solids/salts/minerals will come out as Rejects, which will be discharged to a separate Pit for natural drying/evaporation. The same may be reinjected by OIL in injection wells at OIL's scope.

iv) Minimum processing capacity of RO should be 150 M<sup>3</sup>/ day, however capacity of the RO unit shall match with the output produced in the filter press and recycle unit, so that the operation of both the units remains unaffected.

#### **6.2.3.4 TECHNICAL WATER**

i) To provide recycled Technical water to be used in mud preparation

ii) Necessary arrangement to be provided to supply the Technical water to the point of use.

**6.2.3.5 RIG UTILITY AND INDUSTRIAL WATER:** To provide recycled rig utility water to be used in cleaning of rig equipment, derrick floor cleaning etc. and also preferably in cooling purpose.

**6.2.3.6 HOUSEHOLD WATER:** To provide recycled utility water in camp for domestic use other than drinking.

**6.2.3.7 RAINWATER HARVESTING:** Rainwater harvesting is the collection and storage and treatment of rain water for reuse on-site, rather than allowing it to run off.

i) Recycle package should be equipped for retaining the purity of the Rain Water collected on-site.

ii) The surface runoff water is collected in a fresh water pit which is to be treated by their recycle unit to reuse as technical water for mud preparations, Industrial water for cooling etc. and domestic use other than drinking.

#### **6.3 OIL SKIMMER TO CLEAN WASTE PITS OF FLOATING OIL (CALL OUT BASIS)**

An oil skimmer is a device that is designed to remove oil floating on a liquid surface. Floating Oil Skimmers, float on the water surface and consists of adjustable floating surface collector and pneumatic pump with accessories. The capacity shall be approximately 2-2.5 Ton/Hr.

**6.3.1 SERVICES REQUIREMENT**

- i) To remove / collect oil floating on a liquid surface.
- ii) To store the collected oil in drums designed for storing the oil.
- iii) To facilitate the oil filled cask/ drum to dispose nearest OIL's designated place.

**6.3.2 DELIVERABLE OF OIL SKIMMER TO CLEAN WASTE PITS OF FLOATING OIL (CALL OUT BASIS)****6.3.2.1 SUPPLY OF SKIMMER:**

- i) The contractor shall supply suitable floatable skimmer of reputed make on as and when required basis by OIL to facilitate skimming/collection of spilled crude oil layers from surfaces of water bodies like pits, drains etc. All necessary arrangement for deployment, installation and operation of skimmer shall be done by contractor with no extra cost to OIL.
- ii) Contractor has to submit detailed Technical Specifications of Skimmer(s).
- iii) Preferably floating funnel type oil skimmer or belt type oil skimmer but not limited, to collect floating oils may be used.

**6.3.2.2 SUCTION HOSE:** Sufficient nos. of non-collapsible, flexible suction hoses of standard diameter and length for collecting oil from skimmer into the drum/cask.

**6.3.2.3 CONTAINER:** OIL to supply drums/cask designed for storing the oil.

**6.3.2.4 LABELLING ON CONTAINER:** The following information should be written on the cask/drum body in bold letters by the contractor.

- i) On Oil India Duty
- ii) Location Name, Emergency Telephone Number
- iii) No Naked Light

**6.3.2.5 TRANSPORTATION:** To keep the oil filled cask/ drum at OIL's designated place onsite or offsite.

**6.3.2.6 EQUIPMENT AND MANPOWER**

- i) All additional equipment, manpower and PPE to execute the skimming, storing and transport shall be arranged by contractor with no extra cost to OIL.
- ii) Biodata to be submitted as per annexure:01
- iii) Deployment of competent officials and personnel is the responsibility of the contractor. The details of manpower to be approved with 'no objection' from OIL.

**6.4 WASTE TRANSPORTATION, STORE AND DISPOSAL****6.4.1 SERVICES REQUIREMENT****6.4.1.1 GENERAL**

- i) The contractor shall provide waste disposal services with equipment/tools and man power to treat, segregate, recycle and dispose waste from wellsite.
- ii) The Contractor shall submit the consent to operate from statutory bodies (CPCB / SPCB) for treating and disposing both solid and liquid wastes in the bid.
- iii) Contractor shall confirm to follow all the norms of waste disposal as prescribed by PCBA or EPA, 1986 and the Rules, Regulations and Statutory Order & Circulars thereunder.
- iv) Waste transport will be subject to the issuance of notice/advice from OIL.
- v) Evacuation arrangements like JCB, Carriers or any others equipment required for such evacuations will be arranged by the contractor.
- vi) The Contractor has to arrange the test certificate for treated drill cutting for its toxicity & hazardous constituted before disposing it into disposal pit in line with OIL's toxicity test of drill cuttings.
- vii) The permission for TSDF should be obtained for the disposal of drill cuttings and hazardous waste from SPCB.
- viii) The hazardous and non-hazardous solid waste that will be produced in drilling location should meet OIL expectations as follows:
  - a) The waste is to be sorted at site itself.
  - b) Storage containers to be specific to each category of domestic and industrial waste other than drilling waste to be present at the various points of their production as below:
    - Plastics/glasses,
    - Metal residues (e.g. preserves, metal parts, etc.)
    - Electrical Waste
    - Biodegradable waste;
    - Oily rags
  - c) Drums /Containers manufactured to be used for storing waste (drums or bucket with proper cover) will be in good condition, clearly labelled and properly closed when not in use;
  - d) Biodegradable household waste will be treated directly on the site;
  - e) Drums/containers carrying chemicals shall not be used for aforesaid purpose.
- ix) The Contractor shall be equipped with General waste skips, waste drums etc.
- x) The approximate estimated domestics and industrial waste disposal volume other than drilling waste during normal operation period for the entire operation time is given below:
  - (a) General waste :Food Waste, Non-recycle waste --- 10drums /week
  - (b) Recycle waste :Paper, wood, Plastics, Metals----- 10 drums/week
  - (c) Hazardous waste :Oily rags, chemicals, used PPE-----10drums/week

Drum: 200 litre bin

**6.4.1.2 POLLUTION AND CONTAMINATION:** Notwithstanding anything to the contrary contained herein, it is understood and agreed by and between the Contractor and Operator that the responsibility for neither pollution nor contamination shall be as follows:

The Contractor shall assume all responsibility and liability for cleaning up and removal of pollution or contamination which originates above the surface from spills of fuels,

lubricants, motor oils, pipe dope, paints, solvents and garbage wholly in contractor's possession and control and/ or directly associated with Contractor's equipment and facilities, caused, and that originating from normal water based drilling fluid and drill cuttings.

## **6.5 HR DEPLOYMENT**

### **6.5.1 PERSONNEL**

The Integrated Drilling Environment Management Service provider shall be responsible for to providing the services mentioned here under through deployment of a team of qualified/certified personnel. The educational qualification & experience criteria of deployed personnel are mentioned in Table-4 below:

TABLE (4): HR DEPLOYMENT

<b>Sl. No.</b>	<b>Name of position</b>	<b>Educational Qualification</b>	<b>Experience &amp; Certification</b>	<b>Stationed</b>	<b>Working Hours</b>	<b>OFF as per Note</b>	<b>Total on pay roll per rig</b>
1	Project Coordinator	Graduate Engineer /Diploma Engineer/ Science or commerce graduate from Govt. recognized University	i) Should have an overall experience of at least 05 years for Graduate Engineer /07 years for Diploma Engineer/10 years for Science or commerce graduate in managing Drilling Operations/Drilling Waste management/ Environment management in Drilling locations. ii) Should be conversant with Mines Act, 1952 & EPA, 1986 and all rules, regulations, technical circulars under these acts.	At base office of	(24 hrs x7 days on call basis)	Off as per Note	01
2	Plant Manager	Graduate Engineer in Chemical/ Mechanical/Diploma in Chemical/ Mechanical Engineering from AICT recognised institute / Science	i) Should be of sound health and have work experience in any similar plant of minimum 03 years for diploma in chemical/mechanical engineering and 02 years for Bachelor of Science with chemistry and 01 years for Graduate Engineer in Chemical/ Mechanical Engineering.	At respective well site	(Day Shift and on call basis)	one	02

		Graduate with Chemistry as a subject from Govt. recognized University				
3	Recycle Package Operator	Graduate Engineer or Diploma in Engineering in Chemical Engineering from AICT recognised institute / Science Graduate with Chemistry as a subject from Govt. recognized University	i) Should be of sound health and have work experience in any similar plant of minimum 03 years for diploma in Chemical Engineering and 02 years for Bachelor of Science and 01 years for B. Tech or BE in Chemical Engineering.			
4	Laboratory Technician	Diploma in Engineering in Chemical Engineering from AICT recognised institute / Science Graduate with Chemistry as a subject from Govt. recognized University	i) Should be of sound health and have work experience in any similar plant of minimum 03 years for Diploma in Chemical Engineering and 02 years for Bachelor of Science.	At respective well site	(24 hrs x 7 days on call basis)	2 04
5	Electrical Supervisor	Graduate /Diploma in Electrical Engineering from a recognized institute or university.	i) Shall have minimum 2 yrs. (for Degree) or 3 years (for Diploma) of experienced in the operation and maintenance of electrical equipment (Alternator, Motor, Panel, and Starter) in oil & gas fields. He should be confident in independently carrying out the fault finding analysis, rectification of fault, operation and maintenance of all the electrical items of plant. ii) Must possess valid	At respective well site	Day Shift and on call basis	one 02



			Electrical Supervisor's Certificate of Competency (with authorization for Parts - 1, 2, 3, 4 & 8) issued by State Licensing Board. [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2010; regulation no.3, 6, 29 & 115 and Oil Mines Regulations, 2017; regulation no.114].				
6	Shift Electrician	Diploma in Electrical Engineering from a recognized institute or university, OR shall possess a certificate in Electrical Trade, preferably with 2 yrs. course from an Industrial Training Institute recognized by the Central Govt. or State Govt.	<p>i) Shall have minimum 2 years. (For Diploma) or 3 years (for ITI) of experienced in the operation and maintenance of electrical equipment (Alternator, Motor, Panel, Starter) in oil &amp; gas fields. He should be able to read circuits, communicate, detect and rectify faults.</p> <p>ii) Shall possess valid Electrical Workman Permit (with authorization for Parts - I &amp; II) issued by State Licensing Board. [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2010; regulation no.3, 6, 29 &amp; 115 and Oil Mines Regulations, 2017; regulation no.114].</p>	At respective well site	12 Hrs	2	04
7	VCD Package Operator	ITI passed with ICE/Electrical/ Mech Fitter from Govt recognised institutes/HS passed from state/central board or council	<p>i) Should be of sound health and have work experience in any similar plant of minimum 01 years</p> <p>ii) OEM trained and certified</p>	12		2	04

8	VCD and Recycle package Helper (when required)	Class 8 <sup>th</sup> standard passed	Unskilled and Should be of sound health		12	4	08
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**6.5.1.1 Note:** “OFF & ON” pattern of personnel deployed at well site shall be guided as per DGMS Circular SO1658 (E) date 30<sup>th</sup> June, 2014 with fulfilling all its conditions.

**6.5.1.2 COMPETENT OFFICIALS AND COMPETENT PERSON:** All the officials and employees) deployed as per “TABLE (4): HR DEPLOYMENT” shall be treated as competent officials and persons as per Regulations (21) Appointment of officials and competent persons and shall perform duty as Regulation (26) Duty of persons employed in mine and Regulation (33) Duty of competent person of OMR, 2017 in addition to other assigned jobs as per the contract.

## **6.5.2 JOB SPECIFICATION AND JOB RESPONSIBILITY**

### **6.5.2.1 PROJECT COORDINATOR**

i) **CATEGORY:** Competent official as described in regulation (21), i.e. Appointment of officials and competent persons.

#### **ii) JOB SPECIFICATION**

The Project Coordinator shall be responsible for deliver the commitment as per the contract and implement of Integrated Drilling Environment Management System of OIL.

#### **iii) JOB RESPONSIBILITY**

- a) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- b) He is the overall administrative and statutory in charge of the Bhuban Mitra unit as well as TSD facility under the contract.
- c) To report every working day along with the progress report and get it signed by OIL.
- d) Monitor plans, programs and work progress of the service as per the contract.
- e) Ensure equipment and materials meet the contractual requirement.
- f) Ensure an adequate inventory of equipment and materials is maintained in the Bhuban Mitra Unit at site to carry out the work uninterruptly.
- g) He shall be responsible for replacement of Contractor's personnel due to leave/sickness and shall arrange suitable replacement as per SCC.
- h) He shall ensure the observance of the provisions of the Act (Mines Act, 1952 and EPA, 1986) and rules, regulations, directives, recommendations and orders made thereunder or any amendments of aforesaid acts.
- i) He shall be responsible for submitting the legal compliance in the format subscribed by OIL.
- j) He shall be responsible for issuance of PPE to contractor personnel and not allow any body at well site to work without proper PPE.

- k) He shall collect, compile and analyse information in respect of accidents and dangerous occurrences with a view to promote safe practices and improvement of working environment related to his unit.
- l) He shall organise regular safety education programmes and safety campaigns to promote safety awareness amongst persons employed time to time and will ensure adequate safety training, instructions and guidance are received by all newly deployed personnel.
- m) He shall maintain a detailed record of work performed by him every day.
- n) He shall see the compliance of Occupational Health measures as per the statutes.
- o) He shall ensure the compliance of observance/audit points/recommendations made by external agency time to time.

#### **6.5.2.2 PLANT MANAGER**

i) **CATEGORY:** Competent official as described in regulation (21), i.e. Appointment of officials and competent persons.

ii) **JOB SPECIFICATION:** The Plant Manager is the location supervisor of the Bhuban Mitra unit for the contractor or service provider and responsible for the supervision and implementation of the services committed under the contract and to ensure that all operations are conducted in a safe and efficient manner, within the requirements of Company policy and statute of India. His job is largely technical, including ensuring that the plant has sufficient materials, spare parts and skilled personnel to continue efficient operations.

#### **iii) JOB RESPONSIBILITY**

- a) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- b) He is responsible to ensure that all service requirements and deliverables are as per the contract.
- c) Ensure an adequate inventory of equipment and materials is maintained on the drilling unit to carry out the work
- d) He is responsible to maintain all documents and records and liaison in charge during any visits/inspection by OIL or any external personnel.

#### **6.5.2.3 RECYCLE PACKAGE**

i) **CATEGORY:** Competent official as described in regulation (21), i.e. Appointment of officials and competent persons.

ii) **JOB SPECIFICATION:** His job is to operate the Recycle Package including all equipment and to ensure all deliverables under Recycle Package meets the contractual requirement.

#### **iii) JOB RESPONSIBILITY**

- a) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- b) Ensure an adequate inventory of equipment and materials is maintained on the drilling unit to carry out the work
- c) He is responsible to maintain all documents related recycle package including

operating and maintenance records.

- d) To record the intake and treated solid and liquid output.
- e) To operate the Recycle Package with all equipment & process.
- f) To ensure all type of maintenance and cleaning of equipment as per OEM.

#### **6.5.2.4 LABORATORY TECHNICIAN**

i) **CATEGORY:** Competent official as described in regulation (21), i.e. Appointment of officials and competent persons.

ii) **JOB SPECIFICATION:** Laboratory Technician is responsible for collecting data, testing the sample in the laboratory, giving advice to operator for necessary action and maintaining the equipment that does the work.

iii) **JOB RESPONSIBILITY**

- a) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- b) To collect water samples and cutting samples from various water and waste water source/pit/tank.
- c) To test in the laboratory as per contract under “Inspection and Testing”.
- d) To maintain, adjust, and clean laboratory equipment.
- e) Analyse sample testing data and submit findings in the prescribed format.
- f) He will perform additional test on the samples as per OIL’s requirement, if warrant due to regulatory requirement or from the R&D prospective.
- g) He is responsible to maintain all documents related laboratory including operating & maintenance records, chemical inventory & consumption record.
- h) To ensure fortnightly test in the external laboratory as per contract under “Inspection and Testing”.
- i) He will assist in recycle package operation/oil skimming/waste disposal activity as and when required.

#### **6.5.2.5 VCD PACKAGE OPERATOR**

i) **CATEGORY:** Competent official as described in regulation (21), i.e. Appointment of officials and competent persons.

ii) **JOB SPECIFICATION:** His job is to operate the VCD package including all equipment and to ensure all deliverables under VCD package meets the contractual requirement.

iii) **JOB RESPONSIBILITY**

- a) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- b) To operate the VCD package including all equipment.
- c) To ensure all type of maintenance and cleaning of equipment as per OEM.
- d) To ensure dry cutting are stoked piled in a designated area provided by OIL at site.
- e) To coordinate packing of dry cuttings with bags transportation of dry cuttings to TSDF.
- f) To coordinate packing of dry cuttings with bags for transportation, if to be disposed other than TSDF.

- g) To record operating and maintenance records including running hours of all key equipment/as advised by OIL
- h) To record the intake and treated solid and liquid output

**6.5.2.6 ELECTRICAL SUPERVISOR**

i) **CATEGORY:** Competent person as described in regulation (21), i.e. Appointment of officials and competent persons of OMR, 2017.

ii) **JOB SPECIFICATION:** Electrical Supervisor is responsible for operation, maintenance and repair of electrical equipment of the “Bhuban Mitra Unit”

iii) **JOB RESPONSIBILITY**

- a) He shall perform duty as Regulation (26) Duty of persons employed in mine and Regulation (33) Duty of competent person of OMR, 2017
- b) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- c) He shall be responsible for maintenance and repair of all electrical equipment.
- d) He shall be responsible for accurately maintain logbooks, planned maintenance system and spare part control.
- e) He shall be responsible to provide for preventive, routine and non-routine maintenance and for the repair of the electrical equipment.
- f) He shall be responsible to supervise the disassembly, loading, unloading and assembly of the Gen-set and electrical devices and equipment;
- g) He shall be responsible to ensure that before any maintenance activity is started, a proper investigation is carried out, precautions have been taken the equipment have been properly isolated from the main switchboard, the circuit breakers are locked, warning signs are posted and the “work permit” has been signed;
- h) He shall be responsible to instruct all personnel assigned to him of their duties and responsibilities and of any special safety precautions to be taken prior to start-up of any work;

**6.5.2.7 SHIFT ELECTRICIAN:**

i) **CATEGORY:** Competent person as described in regulation (21), i.e. Appointment of officials and competent persons of OMR, 2017.

ii) **JOB SPECIFICATION:** He shall be responsible for maintenance and troubleshooting of electrical system at well site.

iii) **JOB RESPONSIBILITY**

- a) He shall perform duty as Regulation (26) Duty of persons employed in mine and Regulation (33) Duty of competent person of OMR, 2017
- b) He shall be answerable to Mines Manager or Installation Manager/Deputy Mines Manager as directed by Mines Manager to represent on his behalf.
- c) Electricians shall have to carry out shift duty (in 12 hrs shift) and shall have to attend and rectify electrical faults.
- d) He is responsible for proper housekeeping of all electrical equipment.

**6.6 ELECTRICAL REQUIREMENT****6.6.1 POWER FOR THE UNIT:****OIL's Responsibility:**

i) The maximum electrical power (415V AC, 3-Phase, 3-Wire with No neutral) shall be supplied from OIL's available MCCB feeder to the Bhuvan Mitra Unit and shall be 60 KW only. In case, main rig power pack is not running, power to the unit where OIL's power has fed shall be arranged by contractor if require.

ii) OIL shall supply electrical power from a single available feeder in the drilling site (details regarding configuration to be given in the tender). All arrangements, including cables, suitable plug & sockets etc. to receive the power from OIL's supply point are the responsibility of Contractor. Contractor shall match this power receiving equipment to OIL's existing equipment.

**Contractor's Responsibility:**

i) Required electrical power, beyond 60 KW for Bhuvan Mitra Unit shall be provided from the contractor's dedicated power source (gen-set). Required materials likes cables, panel, DB, etc. should be provided by the contractor along with the contractor's gen-set for power supply arrangement to Bhuvan Mitra Unit.

ii) Commissioning, testing and de-commissioning of electrical system for Bhuvan Mitra Unit at site are in the scope of contractor.

iii) The voltage for light fittings inside the mine shall not exceed 250V (between phases) if neutral is connected to earth. Suitable capacity of lighting transformer shall be incorporated in the system. [Ref: CEA (Measures relating to safety and electric supply) Regulation 2010, regulationno.102 (ii)(b)].

iv) Appropriate sizing of the required Gen-Set may be worked out by the contractor as per load requirement of the VCD package (including area lighting). Make of Gen-Set shall be of any reputed brand that should be performing continuously without any failure during operation of the of pitless drilling system.

v) Contractor shall submit Single Line Diagram (SLD) showing major electrical equipment along with the bid. The same shall be displayed at site.

vi) Area Lighting along with materials for Bhuvan Mitra Unit other than OIL's normal area lighting shall be provided and commissioned by contractor and the power for the same shall be fed from Contractor's gen-set.

vii) Technical catalogue of the Alternator (Generator) and other electrical equipment (motor, NGR, panel, light fitting, etc.) should be submitted to OIL along with the offer for scrutiny. Test report of the Alternator should also be submitted before commissioning the unit at site.

viii) The entire electrical installation job should be carried out as specified in the latest version of CEA (Measures relating to safety and electric supply) Regulations, 2010 and

other relevant standards and precaution should be adopted in the Oil field as specified in the CEA (Measures relating to safety and electric supply) Regulations, 2010.

### **6.6.2 OTHER ELECTRICAL REQUIREMENT**

- i)* All electrical equipment to be used in classified hazardous area as per schedule of OMR, 2017 (Regulations 106, Classification of hazardous area) shall be suitable for use in oilfield hazardous area, Zone-I or Zone-II and Gas group II-A & II-B (equivalent to NEC Class I, Group C & D) of oil mines and shall conform to IS/IEC/EN: 60079 standards. Details of certification / test reports confirming to the above relevant standard from an Indian government laboratory or NABL accredited laboratory or IECEX accredited laboratory or ATEX notified body shall be submitted. [Ref: Oil Mines Regulation, 2017, Regulation no.96 and CEA (Measures relating to safety and electric supply) Regulation 2010, regulation no.110].
- ii)* Motor, Terminal Box, Push Button switch and Double Compression Cable Gland shall be of flameproof construction (Type Ex-d), suitable for use in oilfield hazardous area, Zone-I and Gas group IIA & II B (equivalent to NEC Class I, Group C & D) and conform to IS/IEC 60079-1.
- iii)* If, during inspections by Statutory agencies / Government authorities or safety committees, any improvement, shortfall or defect in the BHUBAN MITRA UNIT or its operation is identified, it shall be incumbent upon the contractor to implement the suggested measures immediately.
- iv)* Contractor shall maintain sufficient electrical spares on hand, to cover routine, normal maintenance requirement.
- v)* All body earthing connection must be with of GI strip. Single core copper cable should be used for neutral earthing of Alternator (in accordance with CEA Regulation, 2010)
- vi)* All power supply to Hazardous area lighting at the Bhuban Mitra Unit shall be from 230VAC phase to phase power supply, with the neutral /mid-point earthed, in accordance with CEA Regulation # 102 (ii) (b).
- vii)* Operation and Maintenance of Gen-set including other electrical equipment at site should be maintained on regular basis by person having valid supervisor competency certificate or workmen's permit.
- viii)* The neutral system should be such that, the earth faults current shall not be more than 750 mA in installations of voltage exceeding 250V and up to 1100V system for oil fields. The magnitude of the earth fault current shall be limited to the above value by employing suitable designed restricted neutral system (NGR) of power supply as per CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no. 100(1).
- ix)* All electrical equipment placed within 30 meter from the wellhead shall be FLP type. [Ref.: CEA (Measures relating to safety & electrical supply), regulation 2010, regulation no. 110 and Oil Mines Regulation, 2017, Regulation no.96].

*x)* All Electrical Cables used should be multi core flexible copper cables (armored or screened) of 1000 volts grade, EPR insulated, CSP/NBR sheathed. All electrical cables shall conform to the provisions stipulated in line with IS-9968-1 read. If the standard of a particular type of cable is not available in India, the cables must comply relevant International standards (IEC 502) with latest amendments. Ref. to DGMS Tech. Circular (Electrical), (Approval) No. 17 dated 25/05/2015.

*xi)* Wherever cable laying is required, shall be laid in proper cable trays. Earthing of cable trays shall be done adequately.

*xii)* All the outgoing feeder in the Main Distribution Board as well as Generator panel shall be provided with earth leakage protective device (ELCB/RCBO) so as to disconnect the supply instantly at the occurrence of earth fault or leakage of current. The maximum earth leakage threshold for tripping shall not exceed 100mA under any circumstances as per CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no. 42.

*xiii)* All the electrical equipment should be double earthed. The body and neutral earthing shall be separated and the neutral earthing shall be covered always. All metallic body having electrical equipment shall be earthed properly by two separate and distinct connections with suitable earthing strips. The earthing system shall be in accordance with CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no. 41 & 101.

*xiv)* Insulation mats shall be available in panel [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no.19 (5)].

*xv)* All electrical equipment (motors, alternators, starters, PBS, distribution boards, switch boards, socket boards, gland etc.) shall be affixed permanently with Danger notices/ caution boards of appropriate voltage. [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no.18 and OISD 216(Annexure-4)].

*xvi)* Lockout and Tag out system shall be provided for electrical panel.

*xvii)* Tri-language Shock treatment chart should be displayed in the Gen-house or panel [Ref: CEA (Measures relating to safety and electric supply) Regulations, 2010, regulation no.28 (1) and OISD 216 (Annexure-2&4)].

**6.6.3 ELECTRICAL TOOLS AND TACKLES:** The following tools and tackles shall be maintained at site for electrical jobs:

<b>S1 No</b>	<b>Name of Equipment</b>	<b>Minimum No/Set</b>
01	FLP torch	01
02	Intrinsically safe Insulation Tester	01
03	Multimeter	01
04	Clamp Meter	01
05	Earth Tester	01



06	Discharge sticks & lamp tester	01
07	Electrician's Tool Kit	01
08	Ladder	01
09	Appropriate rated Insulated rubber hand gloves	01
10	Gas mask	01

**6.6.4 REGISTERS/DOCUMENTS**

The following registers/documentation files (minimum) shall be maintained at site:

- a) One commissioning record register should be maintained to record the
- b) List of equipment used in the Bhuban Mitra Unit, with all details as per CEA Regulation 95 (1); in Schedule XI of CEA Regulations, and as per Form II of Schedule IV of CEA Regulations. This shall be provided once at the beginning of each drilling site.
- c) Insulation resistance of all motors, generators, cables, distribution board, etc. (in location).
- d) Register for recording earth resistance of all electrodes. (in each rig up and yearly).
- e) Register for Test record of ELRs (once every three months).
- f) Schedule-XIII [of CEA (Measures relating to safety and electric supply) Regulations, 2010]
- g) Electrical isolation/ energization permit.
- h) File containing detail of engaged Supervisors licence and Electrical workmen's permit.
- i) Daily log, to note details of operation of the Bhuban Mitra Unit
- j) Single Line Diagram (SLD) showing all electrical equipment shall be displayed at site.

**6.7 CIVIL ENGINEERING REQUIREMENT:** All Civil Engineering jobs includes Construction of approach road and foundation for both VCD Package and Recycle package of Bhuban Mitra unit of Approx. 20 m x 20 m area, Construction of Effluent handling pit with brick wall and cement concrete floor as per Company approved layout and diagram, Construction of adequate size solid waste dumping pit or retainer pit etc., if required as decided by Company shall be the responsibility of Company. However, the bidder (Contractor) should submit the following along with their bid in order to assess the quantum of civil engineering works required:

- i) Layout drawing for both VCD Package and Recycle package clearly indicating road/ hard standing areas, separation / collection chambers, drains and pits.
- ii) Detailed design and foundation drawing of both the packages with dimensions and any other equipment requiring RCC foundation.
- iii) The following information is for general guidelines for the bidders:
  - a) Total Approximate plinth areas of a well site: 8000-9000 M<sup>2</sup>.
  - b) Effluent pit volume: 8, 00,000 gallons for development well & 10, 00,000 gallons for Exploratory well. However, philosophy of bringing such is to drilling with pitless environment.
  - c) Retainer Pit/solid waste pit: Depending on depth and nature of well, OIL shall construct the pit as per existing practice with cement concrete floor.

- d) Boundary fencing of entire plinth area shall be constructed / erected and maintained by the Company.
- iv) Preparation of OIL's old pits for disposal of dried cuttings shall be done by Company. However, contractor shall have their own TSD facility for Transport/store/disposal, if OIL asks for the same.
- v) Shed over VCD unit to prevent ingress of rain water to dried drill cuttings shall be provided by Company.

**6.8 LABORATORY EQUIPMENT:** The laboratory facility provided by contractor for Bhuban Mitra Unit should have the following instrument for daily test as and when required. The testing procedure should follow ASTM/BIS standard.

<b>Sl No</b>	<b>Name of Instrument</b>	<b>Purpose</b>	<b>Quantity</b>
1	Multi-parameter meter		1
2	Nephelometer or Turbid meter	<b>Turbidity</b>	1
3	Digital Balance	Weight	1
4	pH Meter	pH	1
5	Hot Plate		1
6	Oven		1
7	Thermometer		1
8	Glassware like conical flask, burette, pipette, test tube		as per requirement
9	Reagents as per requirement		as per requirement

- i) Contractor may use other equipment to test the parameter as per BIS/ASTM standard. However, bidder to submit detail of testing procedure and relevant BIS/ASTM standard.
- ii) Calibration certificate of the equipment should be available with at site and submitted to OIL
- iii) List of instrument should be displayed with make, instrument numbers, purpose/function, date of last calibration and calibration certificate numbers and due date as per OEM or statutory requirement which is the earlier.
- iv) Requirement of multiple equipment can be replaced by a Multi-functional meter capable of performing of same test/function at per.
- v) Contractor may test sample in TPI having approval of PCB/CPCB/NABL

**6.9 R&D REQUIREMENT:** The Integrated Drilling Environment Management is being execution under the name of “Bhuban Mitra” as pilot project. The basic objective of the service is to develop a synergy between environment and development. Hence the project has a great R&D interest in transforming “waste” into “worth”. In this context the data and information of the project and their subsequent interpretations will have

paramount importance. OIL's expectations in this regards is a collaborative approach from the contractor. Following are few requirements from R&D prospective with no additional cost to OIL;

- i) Additional data as per OIL's requirement.
- ii) Samples for R&D.
- iii) Attaching additional equipment of OIL for the purpose of R&D.

#### **6.10 TRANSPORTATION**

**6.11 OIL'S RESPONSIBILITY:** Requirements of crane(s), during installation/ dismantling & inter-location movements shall be provided by the Company. Any additional requirement of crane(s) arising out of operational requirement under the contract, as decided by Company, shall also be provided by the Company.

#### **6.12 CONTRACTORS RESPONSIBILITY**

Transportation of contractor's personnel & their material including consumables and spares from camp site/ base to drill site and between drilling sites shall be the responsibility of the contractor. Transportation of Bhuvan Mitra Unit to the forward location during Inter Location Movement (ILM) shall be the responsibility of Contractor. Company shall provide only the crane services for loading and un-loading of the Bhuvan Mitra Unit during ILM at respective well sites.

#### **6.13 PRESSURE RELIEF SYSTEM | VALVE | DEVICE | METER AND CALIBRATIONS**

- i) All vessels using pressurised fluid above atmospheric pressure must have automatic device to release the pressure in case of emergency or beyond operating pressure.
- ii) The pressure relieving safety device shall be tested and calibrated at least once in a year and record of such test shall be maintained at the mine as per regulation 111(8).
- iii) All measuring gadgets, meters and relief valves shall be calibrated at intervals specified by the manufacturers as per regulation 109(6).

#### **6.14 PRESSURE GAUGES, SCALES AND FLOW METERS**

- i) Flow meters are to be fitted on all treated water and raw effluent suction line for monitoring quantities.
- ii) All the pressure gauges and flow meter must be of standard type having IS certification.
- iii) OIL has right to inspect the gauges and for the purpose the gauges may be tested for proper calibration in OIL's own workshop.
- iv) Minimum one number of spare flow meter, pressure gauge and other gadgets for each such equipment fitted in the unit should be kept readily available with the plant to replace in case of malfunction or calibration.

#### **6.15 DESIGN & ACTIVITIES:**

- i) The contractor shall forward the necessary details indicating the activities of the each component of the offered VCD unit/Recycle Unit / Skimming unit for company's approval.
- ii) The Contractor shall submit the plant layout along with operating manual of the offered VCD unit/Recycle Unit / Skimming unit for Company's approval.

- iii) The Contractor shall forward the list of consumables required along with MSDS (Material Safety Data Sheet).
- iv) The Contractor shall indicate the best time schedule for on-site erection and commissioning of the unit.

**6.16 ERECTION & COMMISSIONING:**

- i) The VCD unit/Recycle Unit / Skimming unit with laboratory shall be erected and ready for operation before spud-in of the well.
- ii) The execution, erection, pre-commissioning, commissioning shall be finalized as per time schedule.
- iii) OIL shall provide fresh water supply requirement of Recycle Unit initially for commissioning with 2 nos. of source water tube wells having depth of approx. 60 ft. (Head - 30 m) & discharge @ 10-15 m<sup>3</sup>/hr max. Later on, water requirement for the Unit shall be recycled by the Contractor.

**6.17 OPERATION & MAINTENANCE:**

- i) The operation and maintenance of the VCD unit/Recycle Unit / Skimming unit and accessories shall be Contractor's responsibility.
- ii) Sufficient nos of spares shall be kept available by the Contractor for un-hindered operation of the unit.
- iii) Record of maintenance of each critical component of the VCD unit/Recycle Unit / Skimming unit shall have to be maintained by the Contractor.

**6.18 PAINTING AND LABEL**

**6.18.1** The entire unit shall be painted superior quality anti-corrosive good quality paint at the time of mobilisation. The painting preferable should follow the IS- for colour code.

**6.18.2** All the equipment, piping, tanks and bunk houses are to be labelled legible indicating item name, manufacturer name, technical specification etc. for easy identification

**6.19 INSPECTION & TESTING**

**6.19.1** The party should have the testing facility of all the parameters as per TABLE (5): "Acceptable Limit of Output" after treatment in Recycle Unit. However, if the party doesn't possess the required testing facilities of their own for fortnightly test, they have to perform the same in a NABL accredited laboratory/Govt laboratory.

**6.19.2** OIL reserves right to cross-check the laboratory results of the party at any time in OIL's laboratories. In case of discrepancy, party has to retreat the output liquid to achieve the desired parameters.

Test Parameters and tentative Frequency of various tests are given in Table (5):

**Table (5):** Test Parameters and tentative Frequency

<b>Sl. No</b>	<b>Parameter s</b>	<b>Permissible Limit SPCB (Not to exceed)</b>	<b>Daily Testing at Site</b>	<b>Fortnightly Testing offsite by the Contractor</b>
1	pH	5.5 -9.0	Yes	Yes
2	Temperatu re	40° C	Yes	Yes
3	Suspended Solids	100 mg/L	Yes	Yes
4	Oil & Grease	10 mg/L	Yes	Yes
5	Phenolics	1.2 mg/L		Yes
6	Cyanides	0.2 mg/L		Yes
7	Fluorides	1.5 mg/L		Yes
8	Sulphides	2.0 mg/L		Yes
9	Chromium (Hexa)	0.1 mg/L		Yes
10	Chromium (Total)	1.0 mg/L		Yes
11	Copper	0.2 mg/L		Yes
12	Lead	0.1 mg/L		Yes
13	Mercury	0.01 mg/L		Yes
14	Nickel	3.0 mg/L		Yes
15	Zinc	2.0 mg/L		Yes
16	BOD at 27° C for 3 days	30 mg/L		Yes
17	COD	100 mg/L		
18	Chlorides	600 mg/L	Yes	
19	Sulphates	1000 mg/L	Yes	
20	Total Dissolved Solids	2100 mg/L	Yes	

21	Percent Sodium	60 mg/L		Yes
22	Turbidity (RO)	10 NTU	Yes	

**6.20 SUBMISSION OF DOCUMENTS**

Following documents related to Technical Specifications of unit deployed at site shall be submitted by the contractor during mobilization of contract:

- i) Flow diagram showing all piping system, pump, valves etc& P&IDs.
- ii) Engineering drawing showing positioning of installed various equipment.
- iii) Technical specification with OEM catalogue of all the items which will be installed, if available.
- iv) Fabrication drawings & data of Tank.
- v) Civil layout diagram for foundations and ancillary construction.
- vi) PCBA permission / Consent to operate for Recycle facility
- vii) Single line power flow diagram showing major equipment viz. Generators, NGR, Feeders, Motors, Starters etc.
- viii) Earthing layout/ scheme showing double and distinct earth connections for each equipment along with numbering of earth electrodes.

**6.21 COMMUNICATION PLAN:**

- i) All the competent personnel including officials are answerable to Manager of Mines Manager as per Regulations 21 of OMR, 2017.
- ii) Reporting in case of rigs operated by OIL's manpower is to shift in-charge or Installation Manager as advised by OIL or both.
- iii) Reporting in case of rigs operated by Man Management Crew is to Tool pusher or Installation Manager as advised by OIL or both.
- iv) For emergency situation/incident reporting OIL's Emergency Response Plan (ERP) and Incident reporting guideline to be followed.
- v) Plant Manager/Plant Operator in day shift/holidays/night shift shall be in constant touch with SIC / Tool pusher /NTP for proper communication and information flow.

**6.21.1 PROGRESS REPORTS**

- i) All reports must be of triplicate until specially ask for any deviation, original copy to be sent to IMs office, second copy at Rig office of MMC/IMs site office and third copy with the site office of contractor. In addition to above, a soft copy in excel format shall reach HSE Section of Drilling Services Department and IM of Drilling Location.
- ii) Format for the reports to be prepared by contractor and approved by OIL or as per sample of OIL. Any suggestion on such record from OIL shall be incorporated.
- iii) Shift wise daily Report which shall cover
  - a) Summary of operation "Bhuban Mitra Unit" with time break-up
  - b) Attendance of Manpower
  - c) Electrical Report
  - d) Chemical Report

- e)* Laboratory Report
- iv)* Daily Waste Disposal Report
- v)* OIL skimming Report
- vi)* Weekly disposal report for information

**6.21.2 TESTING REPORT**

- i)* Cutting analysis Report
- ii)* Fortnightly Report by third party laboratory accredited by NABL

**6.21.3 END OF WELL REPORT:** After completion of each well an end of well report to be submitted in three copies and one soft copy. Sample of the format shall be provided by OIL.

**To,  
GM-CONTRACT(HoD)  
OIL INDIA LIMITED  
DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of service: Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site.**

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.
2. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
3. The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the mining operation/operations to be done by the contractor and how it is to be managed.
4. The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.
5. Keep an up to date SOP and provide a copy of changes to a person designated by the Mine Owner/Agent/Manager.
6. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice inline.
7. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.
8. The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.
9. 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.

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

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

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

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

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

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

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

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

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

(Seal)

Yours Faithfully

Date \_\_\_\_\_

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

FOR & ON BEHALF OF CONTRACTOR

**INTEGRITY PACT**

Between

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

And

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

**Preamble:**

The Principal intends to award, under laid down organizational procedures, contract/s for **Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site**. 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.

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

- (i) 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.
- (ii) 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.
- (iii) 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 substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers 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.

- (i) 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.

- (ii) 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.
  - (iii) The Bidder (s) / Contractor (s) will not commit any offence under the relevant Anticorruption Laws of India, further, the Bidder (s) / Contractor (s) 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.
  - (iv) 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.
  - (v) Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.
  - (vi) The Bidder (s)/ Contractor (s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder (s)/ Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/ representative have to be in India Rupees only.
  - (vii) Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- (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. Any issue relating to execution of contract, if specifically raised before the IEMs shall be looked into by IEMs.

#### **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. However, the documents/records/information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed.

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.

9. In case of any complaints referred under IP Program, the role of IEMs is advisory and would not be legally binding and it is restricted to resolving the issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidder.

**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. 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 / Bidder is a Joint Venture or a partnership concern or a consortium, this agreement must be signed by all partners or consortium members. In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor and all sub-contractors shall also sign the IP.

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.

5. Issues like warranty / guarantee, etc. shall be outside the purview of IEMs.

.....

**For the Principal**

.....

**For the Bidder/Contractor**

Witness 1: .....

Witness 2: .....

Place.

Date .|

**CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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

**TO WHOM IT MAY CONCERN**

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

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

Place:

Date:

Seal:

Membership Number:

Signature

Registration No.:

UDIN:



**MEMORANDUM OF UNDERSTANDING**

BETWEEN

**1<sup>ST</sup> PARTY NAME**

(SERVICE PROVIDER/BIDDER)

**AND**

**2<sup>ND</sup> PARTY NAME**

(ORIGINAL EQUIPMENT MANUFACTURER)

**THIS AGREEMENT** for Operational Services for .....Equipment is entered into .....(Date)

**BETWEEN**

**M/s.....**having its office at .....(address) and represented by ....., hereinafter referred to as the **1<sup>st</sup> Party**,

**AND**

**M/s .....** (**Original Equipment Manufacturer**) having its office at .....(address), and branch office (if applicable) at ..... and represented by ....., hereinafter referred to as the **2<sup>nd</sup> Party**.

**WHEREAS**, the sole purpose of this Memorandum of Understanding is to encourage cooperation between the 1<sup>st</sup> Party and the 2<sup>nd</sup> Party regarding Drilling Waste Management Services to be provided to the various Oil and Gas Companies operating in the state of Assam and other states of India during the period of .....to .....

The terms and conditions of this Memorandum of Understanding are as follows:

**THAT**, the 1<sup>st</sup> Party will purchase Drilling Waste Management Equipment, including a certain ..... (OEM NAME) product, Vertical Cuttings Dryer (VCD) model no....., from the 2<sup>nd</sup> Party, and the 2<sup>nd</sup> Party will sell the equipment to the 1<sup>st</sup> Party.

**THAT**, the 1<sup>st</sup> Party after purchase of the Drilling Waste Management Equipment, .....(OEM NAME) product Vertical Cuttings Dryer (VCD) model no ....., will provide operational services to various Oil and Gas companies operating in the state of Assam and other states of India during the period of ..... to .....

**THAT**, during the aforesaid period of .....to ....., the 2<sup>nd</sup> Party, on reasonable payment by the 1<sup>st</sup> party, will provide all support such as supply of spares, and competent service for maintenance of equipment, for keeping the equipment in operation-worthy condition at all times.

**THAT**, during the aforesaid period of .....to ....., the 2<sup>nd</sup> Party will provide complete technical support, and provide training to the operators/ manpower of the 1<sup>st</sup> Party.

**THAT**, during the aforesaid period of .....to ....., the 2<sup>nd</sup> Party shall consider the 1<sup>st</sup> Party as a Preferred Purchaser/Buyer for .....(OEM) product, Vertical Cuttings Dryer (VCD) model no....., and that .....(OEM) shall provide the highest level of support and training for the installation and operation of the said Vertical Cuttings Dryer in India.

**THAT**, during the period of ..... to ....., the 1<sup>st</sup> Party shall participate in Commercial Tendering Process on the 2<sup>nd</sup> Party's strength of service experience/success of the ..... product, Vertical Cuttings Dryer (VCD) model no. .... in Water Based Mud Operation.

**THEREFORE**, the 1<sup>st</sup> Party and the 2<sup>nd</sup> Party agree it is in the best interest of all concerned to enter into this Memorandum of Understanding.

In witness whereof the parties have executed this MOU on the date mentioned above.

For and behalf of  
(.....)

For and behalf of  
(.....)

Signed:  
Name:  
Position:  
Date:

Signed:  
Name:  
Position:  
Date:

**PROFORMA FOR CURRICULUM VITAE OF KEY PERSONNEL**

1. NAME :
2. PRESENT ADDRESS :
3. PERMANENT ADDRESS :
4. FATHER'S NAME :
5. NATIONALITY :
6. PASSPORT NO. AND VALIDITY :  
(IN CASE OF NRI/FOREIGNER) :
7. DATE OF BIRTH :
8. DESIGNATED POST :
9. EDUCATIONAL QUALIFICATION :

Affix a  
Passport Size  
Photograph

Sl. No.	Exam Passed	Institute	Board   University   Council   Others	Grade   %

10. HSE TRAININGS (If any) :
11. SEPCIFIC EXPERIENCE (If any):
12. EXPERIENCE IN REVERSE ORDER :

Sl. No.	Name of the Company (Employer)	Name of Client   Company	Name Project and Service Provided	Job Description	Key Job Responsibility	Period of Service	Well Depth

**N.B:**

1. To add row if necessary
2. To be submitted in "A-4" or Executive Bond Paper, duly typed and signed
3. All supporting documents to be enclosed
4. Annexure shall be attached where necessary
5. In case of replacement of the key personnel, the replacement personnel must have the requisite qualification and experience as per clause 5.12 of SoW and shall submit their credentials along with their recent photographs to Company for approval of Company.
6. If Oil desires, original certificate to be furnished at the time of 1<sup>st</sup> deployment
7. Attach copies of following documents:
  - Identity Proof
  - Date of Birth Proof
  - Proof of educational qualification
  - Proof of Experience
  - IWCF certificate (Level III)
  - Medical Fitness Certificate in Form 'O' (as per the Mines Act 1952).
8. In case of replacement of the personnel, the replacement personnel must have the requisite qualification and experience as per Scope of Work/Terms of Reference(Section-II) and shall submit their credentials along with their recent photographs & documents to Company for approval of Company.

Documentary Evidence for HSE Criteria

1. LTIF for last 03(Three years)

Sl. No.	Contract No	Name & Contact details of client	Place of Operation	Contract Period		LTIF		
				Commencement	Completion	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1								
2								
3								
4								

2. Details of HSE Policy :

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

[N.B: Please add rows as required]

Signature of Authorized Signatory Name:

Designation :

PhoneNo :

Place :

Date :

*(Affix Seal of the Organization here, if applicable)*

**Note:**

1. A lost time injury (LTI) will occur when a person is injured in the execution of his/her duties and as a result of this injury is unable to perform his/her regular duties for one full shift or more on the day following day which the injury was incurred. Note: Regular duties are those duties associated with the job description of the injured.

Lost time injury frequency rate shall be calculated as illustrated below:

Required Data:

- (i) No of accident for the year of calculation
- (ii) No of injury for the above accidents
- (iii) Total Mandays loss due to accident= X
- (iv) Total Sick leave/unproductive Mandays= Y

$$\begin{aligned} A &= \text{Million Man-hrs worked} \\ &= \text{No of employees} * \text{No of days} * \text{duty hour per day} * 10^{-6} \end{aligned}$$

$$B = \text{Million Man-hrs loss due to sick leave and accident (non-productive hrs)}$$

$$= (\text{total sick leave} + \text{total Mandays loss due to accident}) * \text{duty hour per day} * 10^{-6}$$

$$= (X + Y) * \text{duty hour per day} * 10^{-6}$$

**Actual man-hour worked (C)**

$$C = [\text{Total Million Man-hrs worked}] - [\text{Million Man-hrs Loss due to sick leave and accident (non-productive hrs)}]$$

$$= A - B$$

$$\text{LTIF Rate} = \frac{\text{No of Injury}}{\text{Actual MMH worked}}$$

**ANNEXURE-VI****RESPONSIBILITY MATRIX:**

The table below details the personnel, equipment, tools, materials supplies, instruments, services and labour, including but not limited to those listed at the following terms shall be provided either by Company or Contractor at work site. Cost of items denoted as being “Supplied by Contractor” and “At the Expense of Contractor” shall be fully included in the rates specified in Schedule of Rates/Proforma-B as designated here under by ‘Y’ mark in the appropriate column.

Item	Description	SUPPLIED BY		AT EXPENSE OF	
		Company (OIL)	Contractor	Company (OIL)	Contractor
1	Personnel as per SOW   Technical Specifications		Y		Y
2	Personnel not included in SOW Clause but necessary for Company’s normal operations		Y		Y
3	Personnel Protective Equipment (PPE) of Contractor's Personnel		Y		Y
4	Travelling & all en-route of Contractor’s personnel from their point of origin to their respective place of reporting.		Y		Y
5	Boarding & Lodging for field personnel at wellsite camp.		Y		Y
6	Conveyance for field personnel at well site.		Y		Y
7	Boarding & Lodging of Contractor’s personnel at their Base Office in Duliajan   Others.		Y		Y
8	Conveyance for Contractor’s personnel other than well site.		Y		Y
9	Internet facility at well site.		Y		Y
11	Office stationeries for both at well site & Contractor’s Base Office – Laptop  desktop computer, printer, papers etc.		Y		Y

Item	Description	SUPPLIED BY		AT EXPENSE OF	
		Company (OIL)	Contractor	Company (OIL)	Contractor
12	Office space for Contractor's personnel at Base Office in Duliajan   Others		Y		Y
13	Well site First Aid and General Medical facility.	Y		Y	

**SPECIFICATION OF FEEDING AND DISCHARGE ARRANGEMENT****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	Effective feeding arrangement via screw conveyor or progressive cavity cuttings transfer pump or manually by Back Hoe Loader to feed drill cuttings into VCD hopper.		
2	In case of manual handling cutting retainer tank of half-moon shaped to be used for collecting the cuttings.		
3	The size of the half-moon shaped tank shall be capable of handling cuttings generated from desander, desilter and vibrating screen during drilling operation.		
4	Solids separation system in VCD must have effective and automated discharge arrangement with adjustable length (extendable or retractable) and height. Dry cuttings should be stock-piled, away from the VCD system, directly into waste containment bin / jumbo bags.		
5	Solids separation system in VCD must have effective and automated discharge arrangement with adjustable length (extendable or retractable) and height.		

**Note:**

- Effective arrangement to transfer the solid generated in the centrifuge to be treated in recycle unit and subsequently, the filter pressed output to be disposed as per CPCB guidelines



**SPECIFICATION OF VERTICAL CUTTINGS DRYER EQUIPMENT****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	Vertical Cutting Dryer (VCD) supplied under the contract shall be brand new.		
2	Vertical Cutting Dryer must be designed for handling & drying water based mud cuttings. OEM certification shall be required for confirmation in this regard.		
3	Capable of handling semi liquid cuttings of desilter and desander.		
4	Feed capacity 40 - 80 Tone per Hour (10 – 20 kg/s)		
5	Independent VFD Variable Control of Flites and Screen RPM.		
6	Conical Centrate Collection Launder Section to aid in Centrate Discharge from VCD.		
7	Flights of VCD should be Tungsten Carbide or Ceramic lined.		
8	Screen should be Chrome-Hardened Profile Wire.		
9	Coating should be Zinc-Rich Powdered Industrial Coat		
10	Direct Drive Motor Configuration without the use of Belts.		
11	NEMA 7 Class 1 – Division 1or IS/IEC/EN: 60079-1 standard Air-Cooled VFD Control System with PLC-Driven Load Compensation for Drive Motors		
12	Capable of protecting from water ingress and maintenance window to be provided.		
13	Interior should have wear resistant materials to increase life cycle.		

14	Rotor should be made of wear resistant materials like tungsten etc.		
15	Maintenance-Free Oil-Sealed Gearbox that Requires No Active Lubrication Pump,Oil Filter, or External Oil Reservoir.		
16	Design should comply the National Fire Protection Association (“NFPA”) Publication 70 for Class I – Division I / 60079 series of standards for Class I – Division I, where it deemed to fit		
17	VCD Package should be compact and integrated, mounted on a skid or on trailerized platform. Both configurations include a maintenance and service deck to support the VCD, feed hopper and liquid collecting tank.		
18	A safe staircase is to be provided, along with a secondary emergency ladder with proper railing		
19	Emergency safety interlock/emergency shutdown system should be available.		
20	System should be so designed that unit can be restarted only by manual when it trips.		
21	Catch/Containment tank must be available for collecting the fluid output from the VCD for feeding the same to a Decanter Centrifuge.		

**SPECIFICATION OF CENTRIFUGE****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	The centrifuge preferable either of Brant (NOV), Derrick or Swaco or similar type.		
2	The Centrifuge should have the capacity for LGS (low gravity solid) separation.		
3	The Centrifuge should have proper safety sensor/indicator/ gauge to monitor vibration, speed, temperature, pressure and torque.		
4	The Centrifuge must have proper control device and emergency shut system.		
5	All the rotating part must be covered.		
6	It should carry certification like ATEX or equivalent for using in hazardous area.		
7	System should be so designed that unit can be restarted only by manual when it trips.		
8	The Centrifuge preferably should have the following basic parameters <i>a)</i> Operating speed : 3000 RPM( Minimum) <i>b)</i> G-Force: 1500-3000 G (Minimum) <i>c)</i> Hydraulic flow rate : 8 Cubic metre/day (Minimum) <i>d)</i> Minimum 14" Bowl		

**SPECIFICATION OF CHEMICAL SEPARATION UNIT | FLOCCULATION UNIT****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	Provision should be available for chambered Chemical treatment for Coagulation and Flocculation of Effluent with Agitator for chemical mixing at desired rate required for various Effluent types. It should consist of Flash Mixer & Flocculator with agitator, corrugated plate interceptor for aiding separation of oil & grease and suspended solid particles from the effluent.		
2	Tube Clarifier chamber, with hopper bottom sludge collection system, for final sedimentation of suspended solid particles, Pressure Sand Filter and Dual Media Filter for filtering the clarified Effluent after the Coagulation-Flocculation, and Clarification stages, Activated Carbon Filter for reduction of Odour, volatile organic compounds, Chlorine, etc. shall be available.		
3	Provision should be available for the chemical dosing as per requirement and capable of monitoring of such dosing conveniently.		
4	Provision should be available for removal of Oil & Grease and smaller solid particles from the separated Effluent after Coagulation and Flocculation.		
5	Unit should have hopper bottom sludge collection system, for periodic removal of the solid particles.		
6	Unit should be capable of removing the turbidity and suspended particles present in the feed water.		

Note:

This unit should be capable of performing the neutralization of effluent and chemical treatment (Coagulation and Flocculation of Effluent). The treated liquid effluent / output must conform to SPCB/CPCB norms, and eligible to be re-used as technical water and for rig utility

**SPECIFICATION OF DEWATERING UNIT****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	A mechanical device (Filter Press) is to be provided for dewatering of sludge produced in chemical separation   flocculation unit.		
2	Minimum daily processing of sludge is 30 m <sup>3</sup> day. However, the capacity of the filter press shall match with the sludge output produced in the VCD and recycle unit, so that the operation of both the units remains unaffected		

Note:

The Solid cakes generated from the dewatering unit to be disposed as described in 6.4 under "Waste Transportation, Store and Disposal".

**SPECIFICATION OF RO UNIT****(VERTICAL CUTTINGS DRYER PACKAGE)**

<b>Sl No</b>	<b>OIL'S REQUIREMENT</b>	<b>BIDDER'S OFFER</b>	<b>REF: FILE &amp; PAGE NO. BY BIDDER</b>
1	Sedimentation, Clarification and Filtration of separated Effluent in a Skid-mounted RO Unit (Reverse Osmosis Unit), with Reverse Osmosis method for desalination of dissolved solids such as Chlorides, Sulphates, etc., which constitute the like sediment, volatile organic compounds (VOCs), taste and odour from the filtered Effluent.		
2	RO unit should consist of pre-treatment set-up of Activated Carbon Filter and Micron Cartridge Filter for removal of impurities not suitable for RO Membranes, SS Feed Pump, Anticipant Dosing system, Membrane cleaning setup, High Pressure Pump, Multiple arrangement of 8 inch dia Sea-water type/other suitable type Membranes for reducing the values of TDS (such as Chlorides, etc.), Hardness, Alkalinity to be within CPCB/SPCB norms for on-shore discharge, and for providing technical water for mud preparation.		
3	The treated output through RO Membranes (Permeate) will be within the SPCB norms, and the trapped dissolved solids/salts/minerals will come out as Rejects, which will be discharged to a separate Pit for natural drying/evaporation. The same may be reinjected by OIL in injection wells at OIL's scope.		
4	Minimum processing capacity of RO should be 150 M <sup>3</sup> / day, however capacity of the RO unit shall match with the output produced in the filter press and recycle unit, so that the operation of both the units remains unaffected.		

OIL INDIA LIMITED (A Government of India Enterprise) Duliajan, Assam								
DESCRIPTION OF WORK/SERVICE: Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site								
PRICE BID FORMAT: E-TENDER No. CDO8300P22								
NAME OF BIDDER								
Bidder's GST No.								
SAC/HSN Code								
Select the benefit sought under the Policy								
Item No.	Description of Services (For detailed description of Services Refer SOQ)	UOM	Estimated Quantity	Rate (Rs.) to be quoted Excluding GST	Applicable GST Rate in %	Applicable GST (Select from Drop down List)	Total Amount (Rs.) Excluding GST	Total Amount (Rs.) Including GST
			A	B	C		D = A * B	E = D+(D * C)
<b>Mobilization charges for Equipment including Personnel</b>								
10	Mobilization charge for VCD Package	NO	1				0.00	0.00
20	Mobilization charge for Recycle Service Package	NO	1				0.00	0.00
30	Mobilisation Oil Skimmer	NO	1				0.00	0.00
<b>De-mobilization charges for Equipment including Personnel</b>								
40	Demobilization of VCD Package	NO	1				0.00	0.00
50	Demobilization of Recycle Service Package	NO	1				0.00	0.00
60	Demobilization of Oil Skimmer	NO	1				0.00	0.00
<b>Interim De-mobilization charges for Equipment including Personnel</b>								

70	Interim Demobilisation of VCD Package	NO	4				0.00	0.00
80	Interim Demobilisation of Recycle Service Package	NO	4				0.00	0.00
<b>Interim Re-mobilization charges for Equipment including Personnel</b>								
90	Interim Re-mobilisation of VCD Package	NO	4				0.00	0.00
100	Interim Re-mobilisation of Recycle Package	NO	4				0.00	0.00
<b>Inter Location Movement Charges for Equipment including Personnel</b>								
110	Inter location movement charges (for movement within a distance of 30 KMS)	NO	5				0.00	0.00
120	Inter location movement charges on kilometerage basis (or movement in excess of 30 KMS)	KM	300				0.00	0.00
<b>Operating Charges for Equipment including Personnel</b>								
130	Operating Day Rate Charge for Vertical Cutting Dryer Package	DAY	300				0.00	0.00
140	Operating Day Rate Charge for Recycle Service Package	DAY	420				0.00	0.00
150	Operating Day Rate Charge for Oil Skimming Package	LSM	6				0.00	0.00
<b>Standby Charges for Equipment including Personnel</b>								
160	Standby Day Rate Charge for Vertical Cutting Dryer Package	DAY	340				0.00	0.00
170	Standby Day Rate Charge for Recycle Service Package	DAY	220				0.00	0.00



Additional Services for Drilling Location								
180	Onsite Waste disposal charges per month	NO	24				0.00	0.00
190	Dry cuttings disposal to designated site	NO	6				0.00	0.00
200	ODR of Centrifuge during standby of VCD	DAY	120				0.00	0.00
Total Cost (Rs)							0.00	0.00
								<b>The above cost should be maintained under "Total Bid Value" in the E-Tender Portal</b>
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. Bidder may seek benefits under Public Procurement Policy for MSEs – Order 2012 or PP: LC.								
7. Refer to GCC for detail of GST								
8. Refer to SOQ & SCC for Item detail Description								
9. Mobilisation Period: 150 (One Hundred Fifty) days from the date of issue of LOA								

**BID FORM**

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

**Sub: IFB No. CDO8300P22**

*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 date of Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

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

Sir,

**SUB: OIL's IFB No. CDO8300P22**

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB No. **CDO8300P22** for **Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site.**

Yours Faithfully,

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

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

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

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

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

**PROFORMA LETTER OF AUTHORITY**

**TO**  
**GM-CONTRACTS(HoD)**  
**Contracts Department**  
**P.O. DULIAJAN PIN-786602**  
**Dist. Dibrugarh, Assam**  
**India**

Dear Sir,

**SUB: OIL's IFB No. CDO8300P22**

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.  
**CDO8300P22** for **Hiring of Services for Integrated Drilling Environment**  
**Management in Drilling Well Site** for any commercial/ Legal purpose etc.

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

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

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

Yours faithfully,

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

Name & Designation \_\_\_\_\_

For & on behalf of \_\_\_\_\_

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

**BID SECURING DECLARATION**  
(to be submitted on Bidders's letter head)

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

**TENDER NO. CDO8300P22**

I/We, the undersigned, declare that:

- 1.0 I/We understand that, according to your Tender conditions, bids must be supported by a 'Bid Security' in the form of a 'Bid-Securing Declaration'.
- 2.0 I/We the undersigned hereby declare that if we withdraw or modify our Bids during the period of its validity, or if we are awarded the contract and fail to sign the contract, or we fail to submit performance security before the deadline defined in the Tender document; we will be suspended for the period of two years. This suspension of two years shall be automatic without conducting any enquiry.

**Name and Signature of**  
**Authorized Signatory and Company Seal**

**[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:

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Signature of Bidder with Official Seal

**FORM OF PERFORMANCE BANK GUARANTEE**

To:

M/s. Oil India Limited  
Contracts Department  
Duliajan, Assam - 786602

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

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

AND WHEREAS we ( May incorporate the Bank Name) 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 arguments, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

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

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

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

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

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

Notwithstanding anything contained herein:

a) Our liability under this Bank Guarantee shall is restricted up to Rs. \_\_\_\_\_



**E-TENDER NO. CDO8300P22**

- b) This guarantee shall be valid till .....
- c) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before .....(Date of Expiry of BG PLUS one year claim period).
- d) At the end of the claim period that is on or after ..... (Date of expiry of the Bank Guarantee Plus Minimum of 1 year claim period shall be stipulated) all your rights under this Guarantee shall stand extinguished and we shall be discharged from all our liabilities under this Guarantee irrespective of receipt of original Bank Guarantee duly discharged, by 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 the Bank \_\_\_\_\_  
Address \_\_\_\_\_

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

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

The above message / intimation shall be sent through SFMS (indicating the Contract No.) 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 3% of Annualized Contract value) with validity of 90 (Ninety) days 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. CDO8300P22**

- (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. CDO8300P22**

**To,  
The GM-Contracts(HoD)  
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 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. CDO8300P22**

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. CDO8300P22**

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: Whether Bid Securing Declaration submitted	
7.	Confirm to Submit PBG as per Tender requirement	
8.	Confirm that the offer shall remain valid for acceptance up to 120 (One Hundred Twenty) days from 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.	

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12.	Confirm that percentage of Local Content along with Certification of Incorporation and other relevant documents required under BEC Clause No. 1.0 has been submitted.	
13.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures	
14.	Confirm acceptance to all terms & conditions of the Tender.	
15.	Confirm that all correspondence must be in English Language only.	
16.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
17.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	
18	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 TOWARDS SUBMISSION OF BANK GUARANTEE**

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

We, M/s..... are submitting the Performance Security 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



**PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY**  
**(to be submitted on official letter head)**

**TO**  
**M/s OIL INDIA LIMITED**  
**P.O. DULIAJAN-786602**  
**Assam, India**

Sir,

**SUB: OIL's IFB No. CDO8300P22**

M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ intend to participate in the above referred tender of OIL INDIA LIMITED.

The tender conditions stipulates that the bidder shall submit documents pertaining to Bid Evaluation Criteria (BEC), duly verified and certified by designated independent Third Party Inspection Agency.

In this regard this is to certify that copies of documents pertaining to Bid Evaluation Criteria (BEC) submitted to us by the bidder have been verified and certified by us with originals and found to be genuine and authentic. We have signed and stamped on the copies of all the verified and certified documents having \_\_\_\_ nos. pages.

Note: In the event of any requirement, OIL reserves the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL.

Thanking you,

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

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

**UNDERTAKING FOR LOCAL CONTENT**  
**(To be submitted in the letter head of the bidder)**

We, \_\_\_\_\_ (Name of the bidder) have submitted Bid No. \_\_\_\_\_ against Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for Hiring of Services for Integrated Drilling Environment Management in Drilling Well Site.

We hereby undertake that we meet the mandatory minimum local content requirement as mandated by Ministry of Petroleum and Natural Gas, Government of India vide Notification No. FP-20013/2/2017-FP-PNG dated 17.11.2020 (or as amended from time to time). The percentage of Local Content is \_\_\_\_\_ % .

For and on behalf of \_\_\_\_\_

Authorized signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Contact No. \_\_\_\_\_

**TECHNICAL EVALUATION SHEET FOR BEC**  
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**Bidder's Name:** \_\_\_\_\_

Sl. No.	Clause No. of BEC/BRC	Description	Compliance		Bidder to indicate Relevant Page No. of their Bid to support the remarks/ compliance
			Yes	No	
1		<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>			
2	1.0	<p><b>The bidder must be incorporated in India and must maintain more than 20% local content (LC) for the offered services to be eligible to bid against this tender.</b></p> <p>Regarding calculation of local content and submission of documents during bidding &amp; execution of contracts, provision of Purchase preference policy linked with Local Content (PP-LC) notified vide <b>Letter No. FP-20013/2/2017-FP-PNG dated 17.11.2020</b> by-MoPNG (including subsequent amendments thereof, if any) shall be applicable.</p> <p>If such local content is not maintained during execution of contract, OIL reserves the right to invoke the Performance</p>			

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		<p>Securities submitted by the bidding and supporting companies, in addition to resorting to other options as may be deemed appropriate.</p> <p>Whether <b>or not</b> the bidders want to avail PP-LC benefit against this tender, it is mandatory for them to meet the following at the bidding stage:</p> <p>(a) The bidder must provide the <b>percentage (%) of local content</b> in their bid, without which the bid shall be summarily rejected being non-compliant.</p> <p>(b) The Bidder shall submit an undertaking from the authorised signatory of bidder having the Power of Attorney along with the bid specifying the LC Percentage and such undertaking shall become a part of the contract, if awarded [Format enclosed as Proforma-XIV].</p> <p>(c) Bidder to submit a copy of their Certificate of Incorporation/registration in India.</p>			
<b>2.0 TECHNICAL EVALUATION CRITERIA:</b>					
3	<b>2.1</b>	<p><b>Experience:</b> The bidder shall have experience in successfully executing/completing at least one 'SIMILAR' nature of job(s) of minimum under during the last 07 (seven) years reckoned from the original bid closing date in Central Govt./State Govt./Public Sector Undertaking/State Govt. Enterprise/any E&amp;P Company (E&amp;P means any company engaged in exploration and production of crude oil &amp; natural gas).</p>			
4	<b>Note to BEC Clause 2.1 above</b>	<p><b>a.</b> "SIMILAR WORK" mentioned in Clause No. 2.1 means the experience of executing the following:</p> <p>(A) Vertical Cuttings Dryer package</p> <p>(B) Recycle Service package</p>			

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		<p><b><u>Note:</u></b></p> <p><b>I.</b> In case the bidder does not have the experience of the executing both the above-mentioned work under a single contract then experience of executing the individual services under 02 (Two) different contracts shall also be considered</p> <p><b>II.</b> <u>For Vertical Cuttings Dryer package:</u> Vertical Cuttings Dryer package must include Vertical Cutting Dryer (VCD) designed &amp; manufactured to dry drill cuttings as per OEM.</p> <p>In case bidder does not have experience of application of VCD for drying of drilling cuttings, they can bid on the strength of a <b>Technical Collaborator</b>, which must have completed at least one project using Vertical Cutting Dryer.</p> <p>In case of <b>Technical Collaboration</b>, the bidder must submit the following:</p> <p><b>(i)</b> The bidder must provide relevant documentary evidence as per 'Note-b/e' below in support of experience of their technical collaborator for application of VCD in drying of drill cuttings.</p> <p><b>(ii)</b> The bidder should also submit original memorandum of understanding (MOU) with the technical collaborator in notarized stamp paper legally enforceable with their technical collaborator clearly indicating their roles under the scope of work along with the technical bid as below but not limited to:</p> <p><b>(a)</b> Technical Support during entire contract period</p> <p><b>(b)</b> Technical Support during execution to achieve the service requirement and deliverables</p>			
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		<p><b>(c)</b> Technical training as and when required</p> <p><b>(d)</b> Technical Interaction (Physical/Virtual) as and when required</p> <p><b>(iii)</b> MOU/Agreement concluded by the bidder with technical collaboration partner(s), should be addressed to the Company, clearly stating that the MOU/ Agreement is applicable to this Tender and shall be binding on them for the entire contract period, including extension, if any. The MOU must unconditionally and unequivocally declare that the MOU shall remain valid during the validity of the Contract. The MOU/Agreement should be submitted along with the Technical bid.</p> <p>III. <u>Recycle Service package:</u> Recycling Package must include Effluent Treatment Unit, onsite Laboratory, Reverse Osmosis (RO) Unit &amp; Dewatering Unit for providing technical water for mud preparation &amp; other uses from Recycling.</p> <p><b>b.</b> For proof of requisite Experience (refer Clause No. 2.0), the following documents/ photocopy (self-attested/attested) must be submitted along with the bid:</p> <p style="padding-left: 40px;">A. Contract document showing details of work, AND B. Job Completion Certificate showing:</p> <p style="padding-left: 80px;">(i) Nature of job done and Work order no./Contract no. (ii) Contract period and date of completion OR</p> <p style="padding-left: 40px;">C. SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:</p> <p style="padding-left: 80px;">(i) Work order no./Contract no. (ii) Period of Service (iii) Nature of Service</p>			
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		<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. 2.0 will only be treated as acceptable experience.</p> <p><b>e.</b> Following work experience will also be taken into consideration:</p> <p>(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 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/quantity/period c) prescribed period of 07 years, to be submitted as below:</p> <p>Bidder must submit the breakup of similar work and its 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 &amp; Firm Registration Number).</p>			
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		<p>Proof of work experience against Para <b>e. (iii)</b> above, to satisfy a) similar work b) minimum prescribed quantity/period c) prescribed period of 07 years, to be submitted as below:</p> <p>A. Breakup of similar work  B. Contract document showing details of work.  C. LOA/LOI/Work order showing:</p> <p style="padding-left: 40px;">(i) Nature of job awarded  (ii) Contract no./Work order no.  (iii) 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 style="padding-left: 40px;">(i) Work order no./Contract no.  (ii) Period of Work Done  (iii) Nature of Service</p> <p><b>f.</b> Similar Work executed through 'sub-contracting' shall not be considered for evaluation.</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> Bidders submitting their bid based on the experience of their Joint Venture/Parent/Subsidiary/Co subsidiary/Sister Subsidiary and also from 'Consortium of Companies' shall not be considered.</p> <p><b>i.</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 2.1.</p>			
6	<b>2.2</b>	Any party who is extending support by way of entering into Joint Venture agreement or MOU with another party shall not be allowed to			



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		submit an independent bid against this tender. Under such situation both the bids shall be rejected.			
7	<b>2.3</b>	<p>The bidder shall submit a MoU as per <b>(Annexure: A)</b> with OEM of VCD for supplying the VCD for this tender with defined role of OEM for support during the job execution shall be submitted along with the bid.</p> <p>The MoU with OEM should be valid for the period of contract duration.</p> <p>The Bidder shall also submit proof of successful supply of VCD by OEM for using water-based mud along with MoU in last 07 years.</p> <p>The bidder shall submit OEM confirmation that the VCD is manufactured for using Water Based Mud.</p>			
8	<b>2.4</b>	The bidder shall submit LTI for the contract period shown under experience criteria as per (Annexure: IV) certified by a practising Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number. Bids with LTI more than 0.5 shall be rejected.			
<b>3.0 <u>FINANCIAL EVALUATION CRITERIA:</u></b>					
9	<b>3.1</b>	Annual Financial Turnover of the bidder during any of preceding 03 (Three) financial/accounting years from the original bid closing date should be at least Rs. 2,27,02,000.00 (Rupees Two Crore Twenty Seven Lakh Two Thousand Only).			
10	<b>3.2</b>	<p>Net worth of the bidder must be Positive for the preceding financial/accounting year.</p> <p><u>Note:</u> The Net worth to be considered against Clause 2.2 above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of the Companies Act, 2013.</p>			
11	<b>Note to BEC</b>	<b>a.</b> For proof of Annual Turnover & Net worth, any one of the following documents/photocopies must be submitted along with the bid:			

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	<p><b>clause 3.0 above</b></p>	<p>(i) Audited Balance Sheet along with Profit &amp; 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 <b>Annexure-X</b>.</p> <p><u>Note</u> : Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 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 documentary evidence for the same.</p> <p><b>d.</b> In case the bidder is a Government Department, they are exempted from submission of document mentioned under para <b>a.</b> and <b>b.</b></p>			
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		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 3.1 & 3.2.			
<b>4.0 COMMERCIAL EVALUATION CRITERIA:</b>					
11	<b>4.1</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.			
12	<b>4.2</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.			
13	<b>4.3</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 forwarding letter. Any bid not accompanied by a proper bid security will be rejected.			
14	<b>4.4</b>	Bid Documents/User Id & Password for OIL's E-Tender portal are not transferable.			
15	<b>4.5</b>	Any bid received in the form of Physical document/ Telex/Cable/Fax/E-mail will not be accepted.			
16	<b>4.6</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.			
17	<b>4.7</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.			

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		However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.			
18	<b>4.8</b>	Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.			
19	<b>4.9</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 Unpriced Techno-Commercial Bid as per tender requirement under "Technical Attachment" Tab Page only.			
20	<b>4.10</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>(i) Firm price</li> <li>(ii) EMD/Bid Bond</li> <li>(iii) Period of validity of Bid</li> <li>(iv) Price Schedule</li> <li>(v) Performance Bank Guarantee/Security deposit</li> <li>(vi) Delivery/Completion Schedule</li> <li>(vii) Scope of work</li> <li>(viii) Guarantee of material/work</li> <li>(ix) Liquidated Damages clause</li> <li>(x) Tax liabilities</li> <li>(xi) Arbitration/Resolution of Dispute Clause</li> <li>(xii) Force Majeure</li> <li>(xiii) Applicable Laws</li> <li>(xiv) Specifications</li> </ul>			

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		(xv) Integrity Pact			
21	<b>4.11</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.			
22	<b>4.12</b>	Bid received with validity of offer less than 120 (one hundred twenty) days from Bid Opening Date will be rejected.			
23	<b>4.13</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.			
<b>4.0 PRICE EVALUATION CRITERIA:</b>					
24	<b>5.1</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.			
25	<b>5.2</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.			
26	<b>5.3</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.			

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27	<b>5.5</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 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 Contractor will be paid on the basis of the actual number of days/parameter, as the case may be.			
28	<b>5.5</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.			
29	<b>5.6</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.			
30	<b>5.7</b>	In case of identical overall lowest offered rate by more than 1(one) bidder, the selection will be made by draw of lot between the parties offering the same overall lowest price.			
31	<b>5.8</b>	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).			
32	<b>5.9</b>	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.			
33	<b>5.10</b>	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.			

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		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.			
34	<b>5.11</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.			
35	<b>5.12</b>	Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to L-1 bidder.			
37	<b>6.0</b>	<p><b><u>GENERAL:</u></b></p> <p><b>6.1</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>6.2</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>6.3</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>6.4</b> Bidder(s) must note that requisite information(s)/financial values</p>			

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		<p>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>6.5</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>6.6</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>			
<b>7.0 <u>PURCHASE PREFERENCE CLAUSE:</u></b>					
37	<b>7.0</b>	<p><b>7.1 <u>PURCHASE PREFERENCE TO MSE BIDDERS:</u></b> Purchase Preference to Micro and Small Enterprises is applicable for this tender.</p> <p>7.1.1 In case participating MSEs Quote price within price band of L1+15%, such MSE shall be considered for award of contract by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE.</p> <p>7.1.2 In case of more than one such MSE qualifying for 15% purchase preference, the contract shall be awarded to lowest eligible MSE amongst the MSEs qualifying for 15% purchase preference.</p> <p>7.1.3 <b><u>Documentation required to be submitted by MSEs:</u></b> Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 and Amendment vide Gazette Notification no. CG-DL-E-16062021-227649 DATED 16<sup>th</sup> June 2021 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. The existing enterprises registered under EM- Part-II or UAM till 30<sup>th</sup> June'2020 shall continue to be valid only up to the 31<sup>st</sup> December, 2021.</p> <p>Bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following documents</p>			



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		<p>along with the technical bid for availing the benefits applicable to MSEs.</p> <p>i. Udyam Registration Number with Udyam Registration Certificate or</p> <p>ii. Proof of registration 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 Udyog Aadhaar registration or registration with any other body specified by Ministry of MSME.</p> <p>Note: 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.</p> <p><b><u>7.2 PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) (PP-LC):</u></b> Purchase preference policy-linked with Local Content (PP-LC) notified vide letter no. <b>FP-20013/2/2017-FP-PNG dated 17th November, 2020 of MoPNG</b> shall be applicable in this tender. Bidders to check the provisions of the Notification for their eligibility to bid and seek benefits for Purchase preference, accordingly. Purchase preference will be applicable as per the Notification(s) and any amendment thereof.</p> <p>Bidders seeking benefits, under Purchase Preference Policy (linked with Local Content) (PP-LC) shall have to comply with all the provisions of the notification no. FP-20013/2/2017-FP-PNG dated 17th November, 2020 or subsequent amendments, if any.</p>			
	<b>8.0</b>	<p>AWARD OF CONTRACT: The contract for hiring of the tendered services shall be awarded as below:</p> <p>Note: In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs - Order 2012, then the</p>			

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		<p>bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. Bidder to categorically confirm under which policy i.e. PP-LC or MSE, they want to avail the benefit and to submit requisite document/certificate in support to avail this benefit. The bids shall be evaluated based on their declaration. No benefit shall be given if the bid is submitted without any above declaration along with supporting document as per the respective policies.</p> <p>A. L-1 bidder is a MSE bidder: In case if the L1 bidder is a MSE bidder, the contract shall be awarded to the L1 MSE bidder.</p> <p>B. L-1 Bidder is other than MSE and non Class I PPLC: In case if the L1 bidder is non MSE and is not a Class I PPLC bidder, then preference shall be given to the lowest eligible MSE bidder falling within the price band of L1+15%. If such MSE bidder agrees to match the price of L1 bidder, then the contract shall be awarded to them, else offer shall be given to the next higher MSE bidder within price band of L1+15% and so on.</p> <p>If none of the MSE bidders within price band of L1+15% accept the L1 price, then preference shall be given to the lowest eligible Class I PPLC bidder falling within the price band of L1+20%. If such Class I PPLC bidder agrees to match the price of L1 bidder, then the contract shall be awarded to them, else offer shall be given to the next higher Class I PPLC bidder within price band of L1+20% and so on. In case none of the Class I PPLC bidder within price band of L1+20% accept the L1 price, then the contract shall be awarded to L1 bidder.</p> <p>C. L-1 Bidder is other than MSE but is a Class I PPLC: In case if the L1 bidder is a Class I PPLC, then preference shall be given to the lowest eligible MSE bidder falling within the price band of L1+15%. If such MSE bidder agrees to match the price of L1 bidder, then the contract for hiring of the services of Remote Online Condition based Maintenance system for Gas Engine driven Reciprocating Gas Compressors shall be</p>			
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		awarded, else offer shall be given to the next higher MSE bidder within price band of L1+15% and so on. If none of the MSE bidders within price band of L1+15% accept the L1 price, then contract shall be awarded to L1 bidder [Class I PPLC].																					
38	THIRD PARTY INSPECTION	<p><b>9.1</b> Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies to verify and certify various documents required against BEC/BRC of the tender:</p> <table><tr><th>Sl. No.</th><th>Name of Independent Inspection Agency</th><th>Contact E-mail ID</th></tr><tr><td>i.</td><td>M/s. RINA India Pvt. Ltd.</td><td>a. <a href="mailto:ssd@rina.org">ssd@rina.org</a> b. <a href="mailto:Andrea.Vattuone@rina.org">Andrea.Vattuone@rina.org</a></td></tr><tr><td>ii.</td><td>M/s. Dr. Amin Controllers Pvt. Ltd.</td><td>a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a></td></tr><tr><td>iii.</td><td>M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil &amp; Gas)</td><td>a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a></td></tr><tr><td>iv.</td><td>M/s. TÜV SÜD South Asia Pvt. Ltd.</td><td>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></td></tr><tr><td>v.</td><td>M/s. IRCLASS Systems and Solutions Private Limited</td><td>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></td></tr></table>	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>			
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>																					

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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>
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>

**9.2** The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by any one of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate by the Inspection Agencies as per **Proforma-XIII**

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		<p>along with the Technical Bid of the Tender. 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.</p> <p><b>9.3</b> As mentioned above, Bidder(s) have to submit the verified documents along with the Technical Bids. Bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid alongwith all relevant supporting documents as per 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 07 (Seven) days of 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 07 (Seven) days of bid opening at its own risk and responsibility.</p> <p><b>9.4</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 Evaluation Criteria/Bid Rejection 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</p>			
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		<p>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 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.</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</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 cross-check with JV Partners</li> <li>• Consortium Agreements – To cross-check with Consortium Partners</li> <li>• Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company – To check the Share Holding pattern</li> </ul> <p>➤ <b>Technical Criteria</b></p> <ul style="list-style-type: none"> <li>• To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC/BRC of the Tender.</li> </ul>			
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		<p>➤ <b>Financial Criteria</b></p> <ul style="list-style-type: none"> <li>• Check and verify Audited Balance Sheet/CA certificate</li> <li>• To check the Line of Credit, if incorporated in the tender.</li> </ul> <p><b>Note: If any documents LOI/LOA/Contracts etc. are submitted towards BEC/BRC experience criteria issued by Oil India Limited, such documents need not be verified by TPI agency.</b></p>			
39	10.0	<p><b><u>COMPLIANCE OF THE COMPETITION ACT, 2002:</u></b> The bidder shall strictly comply with the provisions of the Competition Act, 2002, more particularly, Section-3 of the Act. Any violation the provisions of the Act shall attract penal action under the Act.</p>			