



## FORWARDING LETTER

### INVITATION TO e-BID UNDER SINGLE STAGE TWO BID SYSTEM

**Sub: IFB No CIC3604P24 FOR DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ,ASSAM**

Dear Sirs,

- 1.0 OIL INDIA LIMITED (OIL), a Govt. of India “NAVARATNA” category PSU under the Ministry of Petroleum and Natural Gas, is a premier up-stream E&P Company engaged in exploration, production, transportation of crude oil and natural gas and production of LPG. OIL also has presence in the downstream sector with majority equity stake in Numaligarh Refinery. OIL has its Registered Office and its Field Headquarters at Duliajan and its Pipeline Headquarters at Guwahati, Assam. OIL’s commitment to growth has enabled the company to spread its wings from the north-eastern part of India to establish pan India presence along with global footprints.
- 2.0 OIL invites Local Competitive Bids (LCB) from competent and experienced Contractors through OIL’s e-procurement site for **DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI, ASSAM** with the entire project expected to be completed within 15 months of award and engagement of Architect and PMC. 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:

<b>IFB No./ Tender No.</b>	<b>CIC3604P24</b>
Type of IFB.	Single Stage Two Bid System
Bid Closing Date & Time.	As mentioned in Online E-tender portal
Bid (Technical) Opening Date & Time	As mentioned in Online E-tender portal
Priced Bid Opening Date & Time.	Will be intimated to the eligible Bidders nearer the time
Bid Submission Mode.	Bid to be uploaded on-line on OIL’s E-Procurement portal
Bid Opening Place.	Office of The Deputy General Manager -

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	Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171
Bid Validity.	120 days from bid Closing date.
Bid Security /EMD Amount	INR <b>14,50,000.00</b>
Bid Security/EMD Validity	Upto 28.02.2024
Original Bid Security to be submitted	Office of Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171
Amount and Validity of Performance Security.	Performance security @10 % of total contract value is applicable against this contract. Validity: 3 (three) months beyond Contractual Defect Liability Period.
Duration of the Contract.	15 Months including Mobilization Period
Bids to be addressed to.	Office of The Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171
Integrity Pact	Must be digitally signed & uploaded along with the Technical Bid. ANNEXURE- XII to be submitted along with technical Bid under “Technical Attachment” Tab in the E-tender Portal
Mobilization Time	15 Days from LoA
Last date for receipt of pre-bid queries	24.06.2023
Pre-bid Conference date	27.06.2023 & 28.06.2023
Location of job	Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171

3.0 **Pre-Bid Conference:** applicable.

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

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

5.1 To participate in OIL’s E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** and **Encryption certificate** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). **Digital Signature Certificates having “Organization Name” field as “Personal” are not acceptable.**

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- 5.2 Bidders without having E-tender Login ID and Password should complete their online registration at least seven (7) days prior to the scheduled bid closing date and time of the tender. For online registration, Bidder may visit the OIL's E-tender site <https://etender.srm.oil-india.in/irj/portal>
- 5.3 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.
- 5.4 Bids without **Bid Security / EMD** shall be rejected straight way.
- 5.5 Parties shall be eligible for accessing the tender in E-portal after OIL enables them in the E-portal on receipt of request for the same.
- 5.6 Parties, who do not have a User ID, can click on **Guest login button** in the OIL's E-portal to view the available open tenders. The detailed guidelines are available in OIL's e-procurement site (Help Documentation). For any clarification in this regard, Bidders may contact ERP-MM at [erp\\_mm@oilindia.in](mailto:erp_mm@oilindia.in), Ph.: 03742804903/7192/7171/7178.
- 6.0 **QUERIES/CLARIFICATIONS ON THE TENDER / PRE-BID CONFERENCE:**
- 6.1 The prospective Bidders shall submit their queries/clarifications against the tender through E-mail addressed to Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171.
- 6.2 A pre-Bid conference is planned to be held during to explain the requirements of Company in details to the interested prospective Bidders and to understand bidders' perspective including exchange of views/clarifications, if any, on the Scope of Work, Bid Rejection/Bid Evaluation Criteria and other terms & conditions of the Tender.
- 6.3 At the most 2 (two) representatives from each prospective bidder shall be allowed to participate in the pre-bid conference. All costs for attending the pre-bid conference shall be to prospective bidders' account.
- 6.4 The prospective bidders shall submit their queries through E-mail / Fax / Courier addressed to Deputy General Manager - Materials (PL), Oil India Limited (Pipeline Headquarter), P.O. Udayan Vihar, Guwahati -781171 before **24.06.2023** Bidders may contact (email [Saugat\\_deka@oilindia.in](mailto:Saugat_deka@oilindia.in) / [balen\\_bharali@oilindia.in](mailto:balen_bharali@oilindia.in) / [nilamani@oilindia.in](mailto:nilamani@oilindia.in)). All the queries must reach on or before **24.06.2023** OIL will not entertain any queries which are not received within the above timeline.
- 6.5 Clarifications/exceptions/deviations, if required any, should be brought out by the bidder prior to the Pre-Bid Conference only. After processing these suggestions, as a sequel to the pre-bid conference, Company may communicate the changes in this regard, if agreed any, through an addendum to tender document to the prospective bidders who participated the Pre-Bid. Company will not accept any exception/deviation to tender conditions/specifications once the same

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are frozen after the pre-bid conference and the non-compliant bid (s) shall be rejected outright against this tender.

- 6.6 Tentative date of pre-bid conference is **27.06.2023 & 28.06.2023**. Venue will be OIL INDIA LTD, Sector 16A, Noida – 201301. **For any query bidder may contact Mr. Nilamony Deka, DGM(G), mobile: 9859305283**

7.0 **IMPORTANT NOTES:**

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

- i) The bid along with all supporting documents must be submitted through OIL's E-procurement site only except the following document's which shall be submitted manually by the Bidder in two copies in a sealed envelope super-scribed with OIL's IFB No., Bid Closing date and addressed to DGM (Materials), OIL INDIA LTD.
  - a) Printed catalogue and Literature, if called for in the tender.
  - b) Any other document required to be submitted in original as per tender requirement.
- ii) Bid should be submitted on-line in OIL's E-procurement site before 11.00 AM (IST) (Server Time) of the bid closing date as mentioned and will be opened on the same day at 4.00 PM (IST) at the office of the DGM (Materials) in presence of the authorized representatives of the Bidders.
- iii) If the digital signature used for signing is not of "Class -3" with **Organizations** name, the bid will be rejected.
- iv) The tender is invited under SINGLE STAGE-TWO BID SYSTEM. The Bidders shall submit both the "TECHNICAL" and "PRICED" bids through electronic form in the OIL's e-Procurement portal within the Bid Closing Date and Time stipulated in the e-Tender. The Technical Bid should be submitted as per Scope of Work & Technical Specifications along with all technical documents related to the tender and uploaded under "Technical Attachment" Tab only. Bidders to note that no price details should be uploaded in "Technical Attachment" Tab Page. Details of prices as per Price Bid format/Priced bid can be uploaded as Attachment just below the "Tendering Text" in the attachment option under "Notes & Attachments" tab. A screen shot in this regard is given in the "Instruction to Bidder for Submission" file for guidance. Offer not complying with above submission procedure will be rejected as per Bid Evaluation Criteria mentioned in Part-2, (III)-Commercial Criteria.

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Regarding new bid submission procedure (effective from 12.04.2017 onwards), please refer **new vendor manual** available in OIL's E-tender Site:



## Oil India Limited e-Procurement

User ID \*

Password \*

Logon Problems? [Get Support](#)

[Supplier Enlistment for E-Tender](#)

[Important Note for New Portal Users:](#)

[Click here to View Compatibility Settings](#)

[General Guidelines to bidders](#)

[Click for User Manuals](#)

Click here for  
the New  
Manual &  
Instruction

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

Thanking you,

Yours faithfully,  
**OIL INDIA LIMITED**

**(Balen Bharali)**  
**Chief Manager Materials-PL**  
**For GM (C&P) PL**  
**For Executive Director (PLS)**

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**PART - 1****INSTRUCTIONS TO BIDDERS**

- 1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.0 The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:
- (a) A Forwarding Letter highlighting the following points:
    - (i) Company's IFB No. & Type
    - (ii) Bid closing date and time
    - (iii) Bid opening date and time
    - (iv) Bid submission Mode
    - (v) Bid opening place
    - (vi) Bid validity, Mobilisation time & Duration of contract
    - (vii) Bid Security Declaration
    - (viii) The amount of Performance Guarantee with validity
    - (ix) Quantum of liquidated damages for default in timely completion of contract
  - (b) Instructions to Bidders, (Part-1)
  - (c) Bid Evaluation Criteria, (Part-2)
  - (d) General Conditions of Contract, (Part-3)
  - (e) Scope of Work (Part-4, Section - I)
  - (f) Payment Terms (Part-4, Section-II)
  - (g) Special Conditions of Contract (Part-5)
  - (h) Price Bid Format, (Proforma-B Annexure: DD)
  - (i) Bid Form, (Proforma-C)
  - (j) Statement of Compliance, (Proforma-D)
  - (k) Bid Security Bank Guarantee Form, (Proforma-E)
  - (l) Performance Security Form, (Proforma-F)
  - (m) Agreement Form, (Proforma-G)
  - (n) Proforma of Letter of Authority, (Proforma-H)
  - (o) Authorisation for Attending Bid Opening, (Proforma-I)
  - (p) Integrity Pact, (ANNEXURE- XII)
  - (q) Format for Certificate of Annual turnover & Net Worth (Annexure – VI)
  - (r) General HSE Points (Appendix-A)
  - (s) Declaration as per MII policy
  - (t) Certificate for Restriction of Procurement (Proforma-A)
  - (u) Commercial Check list (Annexure MM)
- 2.1 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.
- 2.2 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

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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.
- 4.2 The Addendum will be uploaded in OIL's E-Tender Portal in the "Technical RFx Response" under the tab "Amendments to Tender Documents". The Company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. **Bidders are to check from time to time the E-Tender portal ["Technical RFx Response" under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids. No separate intimation shall be sent to the Bidders.**

### 5.0 **PREPARATION OF BIDS**

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

### 5.2 **BIDDER'S/AGENT'S NAME & ADDRESS:**

Bidders should indicate in their bids their detailed postal address including the Fax/Telephone /Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorised Agents in India, if any.

### 5.3 **DOCUMENTS COMPRISING THE BID:**

Bids are invited under Single Stage Two Bid System. The bid to be uploaded by the Bidder in OIL's E-Tender portal shall comprise of the following components:

#### **(A) TECHNICAL BID**

- (i) Complete technical details of the services & equipment specifications with catalogue, etc.
- (ii) Documentary evidence established in accordance with Clause 10.0 hereunder.

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- (iii) Bid Security Declaration in accordance with Clause 11.0 hereunder.
- (iv) Copy of Bid-Form without indicating prices in Proforma-C
- (v) Statement of Compliance as per Proforma-D
- (vi) Copy of Priced Bid without indicating prices (Proforma-B)
- (vii) Integrity Pact digitally signed by OIL's competent personnel as Annexure-A1, attached with the bid document to be digitally signed by the Bidder.
- (viii) Undertaking towards submission of authentic information/documents as per Format vide Annexure-XI.

**(B) PRICE BID**

- (i) Bidder shall quote their prices in the following Proforma available in OIL's E-procurement portal in the **"Notes & Attachments" Tab**:
  - a) Price-Bid Format as per Proforma-B (Annexure: DD)
  - b) Bid Form as per Proforma-C
- (ii) The Price Bid shall contain the prices and any other commercial information pertaining to the service offered. Currency of quote shall be INR only.
- (iii) For convenience of the qualified Bidders and to improve transparency, the rates/costs quoted by bidders against OIL's e-tenders shall be available for online viewing by such Bidders whose price bids are opened by Company. A Bidder can view item-wise rates/costs of all other such peer bidders against the tender immediately after price bid opening, if the e-tender is floated by Company with PRICE CONDITION. In case the Price-Bid is invited by Company through attachment form under "Notes & Attachment" (i.e. NO PRICE Condition), Bidder must upload their detailed Price-Bid as per the prescribed format under "Notes & Attachment", in addition to filling up the "Total Bid Value" Tab taking into account the cost of all individual line items and other applicable charges like freight, tax, duties, levies etc. Under NO PRICE condition (i.e. Price Bid in attachment form), the "Total Bid Value" as calculated & quoted by the Bidders shall only be shared amongst the eligible bidders and Company will not assume any responsibility whatsoever towards calculation errors/omissions therein, if any. Notwithstanding to sharing the "Total Bid Value" or the same is whether filled up by the Bidder or not, Company will evaluate the cost details to ascertain the inter-se-ranking of bidders strictly as per the uploaded attachment and Bid Evaluation Criteria only. Online view of prices as above shall be available to the Bidders only up to seven (07) days from the date of Price-Bid opening of the e-tender.

6.0 **BID FORM:** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in their Bid.

7.0 **BID PRICE:**

Prices must be quoted by the Bidders online as per the price bid format available in OIL's E-Tender Portal in "Notes & Attachment" Tab. Unit prices must be quoted by the Bidders, both in words and in figures.

7.1 Prices quoted by the successful Bidder must remain firm during its performance of the Contract and is not subject to variation on any account.

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- 7.2 All duties and taxes including Corporate Income Tax, Personal Tax, Octroi/Entry Tax, other Cess/levies etc. except Goods and Service Tax (GST) 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 accordingly. 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 **CURRENCY OF BID AND PAYMENT:** A Bidder is expected to submit their bid in Indian Rupees. Currency once quoted will not be allowed to be changed.
- 9.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**  
These are listed in **BID EVALUATION CRITERIA (BEC), PART-2** of the Bid document.
- 10.0 **BID SECURITY/ EARNEST MONEY DEPOSIT (EMD):**  
**BID SECURITY/ EARNEST MONEY DEPOSIT (EMD):**
- 10.1 Bids must be accompanied with requisite Earnest Money Deposit / Bid Security as mentioned in the bidding document. Bids not accompanied with requisite Earnest Money deposit / Bid Security shall be considered as non-responsive and such Bids shall be summarily rejected.
- 10.2 ***EMD must be paid either through online mode (PAYMENT GATEWAY only\*) or submitted as Bank Guarantee/LC / Bank Draft/Bankers' cheque.***
- 10.3 EMD shall be in shall be in the OIL's prescribed format as Bank Guarantee (BG) enclosed as **APPENDIX-I to IFB/RFQ** or a Bank Draft/Bankers' cheque in favour of OIL or an irrevocable Letter of Credit (L/C) from any of the following Banks:
- 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 bidder, or
  - 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.
- 10.4 Bidder shall upload the scanned copy of EMD / BG/ Proof of Invoice Generation through Payment Gateway to OIL on e-Tendering Portal along with the unpriced bid.
- 10.5 **EMD BG should be valid for 90 days from Bid validity.**
- 10.6 **Original EMD (BG/ Bank Draft/Bankers' cheque) shall be submitted on or before final Bid due date and time at address mentioned in Bid Data Sheet (BDS)/RFQ/IFB otherwise offer shall be rejected and no further opportunity shall be given to bidder for submission of EMD.**
- 10.7 **SWIFT payment acknowledgement message/ Cheque/ Cash shall not be acceptable.**
- 10.8 **INVOKING/FORFEITURE OF BID SECURITY/EMD:**  
The bid security can be forfeited in the following condition:
- The bidder withdraws the bid within its original/extended validity.

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- ii) The bidder modifies/revise their bid sumoto.
- iii) Bidder does not accept the order/contract.
- iv) Bidder does not furnish Performance Security Deposit/(CPBG) within the stipulated time as per tender/order/contract.
- v) If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder as specified elsewhere in "Guidelines for Banning business Dealings".

10.9 OIL shall return EMD to unsuccessful Bidders if it is submitted in the form of BG. OIL shall return the EMD submitted in the form of DD directly to unsuccessful Bidders. In the case of successful Bidder, the EMD shall be returned to them after the order / contract is effective and Contract Performance Bank Guarantees submitted as per tender conditions. No interest shall be payable by OIL on the EMD at the time of returning the same.

**10.10 Exemption of EMD:**

- i. In case of Micro and Small Enterprise, only Udyam registration certificate shall be considered for availing the Benefit of EMD exemption. EMD exemption shall be given to all Manufacturers/Service Providers having Valid MSE registration irrespective of Primary Product/Service category including traders. However, MSE price preference shall not be given to a trader.  
The Udyam registration certificate shall be verified from Gol Udyam registration portal (present web address is <https://udyamregistration.gov.in>). The status of MSE Bidder as on the of Unpriced Bid Opening shall be considered for applying above benefits for entire evaluation. In case an MSE bidder has submitted Udyam Registration but authenticated scanned document is not uploaded along with Bid on Gem Portal, the same can be accepted provided a valid MSE Certification is available on Government Udyam Registration portal."
- ii. Central Govt. department and Public Sector Undertaking are exempted from submission of EMD.
- iii. Start-ups as recognized by Department of Industrial Policy and Promotion (DIPP) are exempted from submission of EMD.

**\*For payment Gateway please refer below note:**

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**Important Points for the Bidders for on-line Payment**

The payment Gateway Integration for receiving Tender Fee and Earnest Money has been implemented. As part of the Payment Gateway, bidders will be able to pay through Credit Card/ Debit Card as well as through Net banking. With this features Vendors having User Id/Password for e-tender portal can go to the respective tenders of their interest and can pay tender fee within the stipulated time and can participate against the tenders.

Although the online payment gateway is to be implemented, the current practice of receipt of tender fee through DD etc. continues as per the present practice.

A new vendor may obtain User ID and Password through online vendor registration system and can pay on-line subsequently using their User ID and Password. However, bidders who don't have User Id in oil's e-tender portal and wish to participate in any particular tender, they should complete all User Id registration formalities at least 10 days before Bid Closing Date.

In case of a failed transaction for tender fee payment [vendor failed to get the create response button, although payment deducted from the card/bank account], the vendor will have to initiate the payment process again. However, in case of multiple failed transactions the vendor should bring it to OIL's notice. The vendor will be required to quote the transaction id generated by the system [will also get that on the email from OIL] while informing about the failed transaction to OIL. Similarly, in case of online EMD payment also, failure of transaction should be brought to OIL's notice by the vendor along with the transaction id.

- ✓ If the tender fee amount debited is deducted from vendor's account and credited to OIL's account then the vendor will be allowed to participate manually and advise Finance to realize the amount.

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- ✓ In case the tender fee amount is not debited from the vendor's account and not credited to OIL's account then the vendor will be asked to pay tender fee again through any mode within Bid Closing Date.
- ✓ In case of EMD, on receipt of request, OIL admin (F&A) shall verify whether the claimed failure is true or not and also whether the EMD amount has been credited to OIL's account or not. In case the amount is credited but not updated in the system the same shall be updated manually in the portal and informed Finance to realize the amount. However, if the amount is not credited the same will be communicated to the vendor. If this happens after closing time date and time it will be treated that EMD not submitted on-line.

Commissioning Charges towards the on-line Payment applicable are as under:

- Net Banking Charges @ INR 8.00 per Transaction.
- Credit Card/ International Credit Card @ 0.9% of the volume of Transaction
- Debit Card @ 0.75 for amount Less than INR 2000.00 and @ 1% above INR 2000.00

Note: In case of any Refunded, Commissioning charges already deducted will not be refunded.

For the procedural part of Tender Fee and EMD Payment On-line, please refer to user Manual.

#### 11.0 PERIOD OF VALIDITY OF BIDS:

- 11.1 Bids shall remain **valid for 120** days 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 Closing Date.
- 11.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing through Fax or e-mail.

#### 12.0 SIGNING OF BID:

- 12.1 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 Organizations Name [e-commerce application (Certificate with

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personal verification and Organisation 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 “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. Bidder must also have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization].

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.

The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of “Class-3” with organization name, the bid will be rejected.

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

- 12.2 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 authorisation (as per **Proforma-H**) shall be indicated by written Power of Attorney accompanying the Bid.
- 12.3 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 initialled by the person or persons who has/have digitally signed the Bid.
- 12.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process will be rejected.

### 13.0 SUBMISSION OF BIDS

- 13.1 The tender is processed under Single Stage - Two Bid system. Bidder shall submit the technical bid and Price bid along with all the Annexure and Proforma (wherever applicable) and copies of documents in electronic form through OIL’s e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL’s E-Tender Portal, detailed instructions are available in “**HELP DOCUMENTATION**” 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 Price Bid as per the Price Schedule. The Technical Bid should be uploaded in the “Technical Attachment” under “Techno-Commercial Bid” Tab Page only. Prices to be quoted as per Proforma-B should be uploaded as Attachment just below the “Tendering Text” in the attachment link under “Techno-Commercial Bid” Tab under General Data in the e-portal. **No price should be given in the “Technical Attachment”, otherwise bid shall be rejected.** The price bid should not be submitted in physical form and which shall not

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be considered. For details please refer “INSTRUCTIONS” documents. Documents sent through E-mail/Fax/Telephonic method will not be considered.

- 13.2 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 compliance to each clause as per Proforma-D of the bid document and in case of non-compliance, if any, the same to be highlighted in the Proforma-D and the same should be uploaded along with the Technical Bid.
- 13.3 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.
- 14.0 **INDIAN AGENT/REPRESENTATIVE/RETAINER/ASSOCIATE:** Not Applicable.
- 15.0 **DEADLINE FOR SUBMISSION OF BIDS:**
- 15.1 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.
- 15.2 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.
- 16.0 **LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. The documents in physical form mainly the Original Bid Security 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.
- 17.0 **MODIFICATION AND WITHDRAWAL OF BIDS:**
- 17.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time.
- 17.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 17.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in the Bidder's forfeiture of its Bid Security and Bidder shall also be debarred from participation in future tenders of OIL and shall be put in the Holiday List for a period of six (06) months to two (02) years as the case may be as per Company's Banning Policy.
- 18.0 **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.
- 19.0 **BID OPENING AND EVALUATION:**
- 19.1 Company will open the Technical Bids, including submission made pursuant to clause 18.0, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorisation letter (as per **Proforma-I**) from

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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. 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.

- 19.2 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.
- 19.3 Bids which have been withdrawn pursuant to clause 18.0 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.
- 19.4 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Security, and such other details as the Company may consider appropriate.
- 19.5 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.
- 19.6 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 way 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.
- 19.7 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 19.8 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.
- 20.0 **OPENING OF PRICE BIDS:**
- 20.1 Company will open the Price Bids of the technically qualified Bidders on a specific date in presence of representatives of the qualified Bidders. The technically qualified Bidders will be

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intimated about the Price Bid Opening Date & Time in advance. In case of any unscheduled holiday or Bandh on the Price Bid Opening Date, the Bids will be opened on the next working day.

- 20.2 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.
- 20.3 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.
- 21.0 **CONVERSION TO SINGLE CURRENCY:** Not Applicable.
- 22.0 **EVALUATION AND COMPARISON OF BIDS:** The Company will evaluate and compare the bids as per **BID EVALUATION CRITERIA (BEC), PART-2** of the Bid Document.
- 22.1 **DISCOUNTS / REBATES:** Unconditional discounts/rebates, if any, given in the bid will be considered for evaluation.
- 22.2 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.
- 22.3 **LOADING OF FOREIGN EXCHANGE:** There would be no loading of foreign exchange for deciding the inter-se-ranking of domestic Bidders.
- 22.4 **EXCHANGE RATE RISK:** Since Indian Bidders are now permitted to quote in any currency and also receive payments in that currency, Company will not be compensating for any exchange rate fluctuations in respect of the services.
- 22.5 **REPATRIATION OF RUPEE COST:** Not Applicable.
- 23.0 **CONTACTING THE COMPANY:**
- 23.1 Except as otherwise provided in **Clause 19.0** 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 19.6**.
- 23.2 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.
- 24.0 **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.

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**25.0 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.

**26.0 NOTIFICATION OF AWARD:**

26.1 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.

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

27.0 **PERFORMANCE SECURITY:** Successful bidder has to submit Performance Security as mentioned in GCC clause no. 10.0.

27.1 **Successful bidder has to submit Performance Security @10% amount as mentioned in Forwarding Letter, within 02 Weeks from the date of issue of Letter of Award (LOA).**

27.2 The Performance Bank Guarantee specified above must be valid as mentioned in the LOA.

27.3 The Performance Bank Guarantee shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.

27.4 The Performance Security will not accrue any interest during its period of validity or extended validity.

27.5 Failure of the successful Bidder to comply with the requirements of **clause 27.0 and/or 28.0** and their sub-clauses shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security or Performance Security. In such an eventuality, the party shall be put in the Holiday List for a period from six (06) months to two (02) years as the case may be as per Company's Banning Policy.

27.6 Bidders are requested to advise the Bank Guarantee issuing bank to comply with the following and ensure to submit, the receipt of the copy of SFMS message as sent by the issuing bank branch, along with the original Bank Guarantee in OIL's office.

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

- (a) "MT 760 / MT 760 COV for issuance of bank guarantee
- (b) "MT 760 / MT 767 COV for amendment of bank guarantee

The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Guwahati Branch, IFS Code – UTIB0000140, Branch Address – Axis Bank Ltd., Guwahati Branch, Chibber House, G.S. Road, Dispur, Assam, Pin – 781005.

**28.0 SIGNING OF CONTRACT:**

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- 28.1 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.
- 28.2 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.
- 28.3 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 party shall also be put in the Holiday List for a period from six (06) months to two (02) years as the case may be as per Company's Banning Policy.
- 29.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**  
If it is found that a Bidder/contractor has furnished fraudulent information / documents, the Performance Security shall be forfeited and the party shall be banned for a period of 3 (three) years from the date of detection of such fraudulent act besides the legal action as per Company's Banning Policy.
- 30.0 **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.
- 31.0 **MOBILISATION ADVANCE PAYMENT:** Not Applicable.
- 32.0 **INTEGRITY PACT:**
- 32.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide ANNEXURE- XII 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 uploaded by the Bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact in the OIL's E-portal with digital signature will be construed that all pages of the Integrity Pact has been signed by the Bidder's authorized signatory who has signed the bid. **If any Bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.**
- 32.2 OIL has appointed the following persons as Independent External Monitors (IEM) for a period of 3 (three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitor for any matter relating to the IFB at the following addresses:

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- a. Shri Ram Phal Pawar, IPS (Retd.),  
Former Director, NCRB, MHA  
Mobile No.: 8017017878  
E-mail id : rpawar61@hotmail.com  
Ramphal.pawar@ips.gov.in
- b. Dr. Tejendra Mohan Bhasin,  
Former Vigilance Commissioner, CVC  
E-mail: tmbhasin@gmail.com
- c. Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh  
E-mail: Ops2020@rediffmail.com

### 33.0 **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.

- 34.0 **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.
- 35.0 **CUSTOMS DUTY:** Not Applicable.
- 36.0 **PURCHASE PREFERENCE:** Not Applicable.
- 37.0 **PURCHASE PREFERENCE ON LOCAL CONTENT(MII):** Not Applicable.
- 38.0 General Health, Safety and Environment (HSE) aspects shall be as per the terms set forth in Appendix-A of the tender document.
- 39.0 Procedure for obtaining Labour License under Contract Labour (R&A) Act, 1970 & Central Rules-1971 shall be as per terms set forth in Appendix-B of tender document.

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- 40.0 The User Manual provided on the e-portal on the procedure How to create Response for submitting offer may be referred for guidance.
- 41.0 Oil India Limited (OIL) has engaged the following 09 (Nine) Independent Inspection Agencies for a period of 04 (four) years with effect from 06.05.2020 to verify and certify of various documents required against BEC/BRC of the tender:
- i. M/s. RINA India Pvt. Ltd.
  - ii. M/s. Dr. Amin Controller Pvt. Ltd.
  - iii. M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)
  - iv. M/s. TÜV SÜD South Asia Pvt. Ltd.
  - v. M/s. IRCLASS Systems and Solutions Private Limited
  - vi. M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.
  - vii. M/s. TUV India Private Limited
  - viii. M/s. TÜV Rheinland (India) Pvt. Ltd.
  - ix. M/s. Bureau Veritas (India) Private Limited
- 41.1 The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by anyone of the above Independent Inspection Agencies and submit the duly certified Inspection Certificate 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.
- 41.2 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 normally 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 seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid will be rejected outright if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.
- 41.3 The methodology of inspection/ verification of documents followed by the agencies is broadly as under but not limited to:
- (a) The prospective bidder will contact any of the empanelled inspection agencies against such tender. When prospective bidders approach any of the OIL's empanelled Inspection Agency, the agency will ask for the tender document and should go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. The inspection Agency 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. A copy

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of the Inspection Certificate shall be directly sent to the Concerned Tendering officer of OIL INDIA LIMITED, mentioned in the respective tender.

(b) Verification of documents are normally categorised as under:

➤ General Requirement:

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

➤ Additional Documents: (If applicable against the tender)

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

➤ Technical Criteria

- Experience Proof –To check Original Work Order as per BEC /criteria
- To check Company Name
- To check Similar Work Definition against Work Order, Scope of work (JV or Consortium too)
- To check the Execution period
- To Check the Completion Certificates – Letter of Appreciations of proper Execution
- Reference contact verification and true copy verification
- Match Original Work Order/Contract Copy with Soft Copies or notarized scan copies

➤ Financial Criteria

- Check Audited Balance Sheet – Turnover as per BEC along with the bidder's compliance with respect to the following clause:

Considering the time required for preparation of Financial Statements, if the last date of the preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, then the financial turnover of the previous three financial/accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the financial year \_\_\_\_\_ (as the case may be) has actually not been audited as on the Original bid closing date as per format'.

- Check Net-Worth – as per BEC
- Check Notarization validity
- Check original audited Balance Sheet with scan copies. To check the Line of Credit, if incorporated in the tender.

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**END OF PART - 1**

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**PART-2**

**BID REJECTION CRITERIA & BID EVAL-  
UATION CRITERIA**

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**PART – 2****BID REJECTION CRITERIA & BID EVALUATION CRITERIA****BID EVALUATION CRITERIA (BEC):**

The bid shall conform generally to the specifications and terms and conditions given in this bid document. Bids shall be rejected in case the services offered do not conform to required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bids 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 rejected. Bidders are advised not to take any exception/deviations to the bid document.

**1.0 TECHNICAL REJECTION CRITERIA**

- 1.1 The Consultant should be a legal entity under The Indian Companies Act / Partnership / Proprietorship and no joint ventures are allowed.

Bidder must be incorporated in India and must maintain more than 20% local content for the offered services.

**1.2 Registration:**

One of the Partners/Director/Proprietor of the firm/company should have valid registration certificate with the Council of Architecture, India.

- 1.3 **Work Experience:**The Bidder should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with facilities of receiving, washing, drying , handling, labelling , packaging of core and drill cutting samples, core cutting, slabbing, trimming & sample preparation facilities, core viewing room, multi-bay racking system for core storage, conveyor belt facilities and laboratory for core analysis having minimum built-up area of 1750 Sq. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date.

- 1.4 **Work Experience :**The Bidder should have successfully completed Planning, Designing, Engineering and supervision for at least one Office Building / Institutional Project having minimum built-up area of 3750 Sq. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date, which should include Civil, Interior & MEP (Mechanical, Electrical and Plumbing) services and project management and construction supervision services complete in all respect.

**Note:**

In order to ascertain the same as mentioned above, the bidder shall have to submit necessary documentary evidence in the form of:

- (a) Copies of Work Order and/or Contract document containing detailed scope of work, period of contract, value of contract etc. in support of Work Experience.

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- (b) Completion certificate / substantially completed certificate issued by end user / Owner (or their consultant who has been duly authorized by owner to issue such certificate). The completion/execution certificates shall have details like work order no. / date, brief scope of work, **executed value of project/job/**Area in Sq.Meter and completion date etc.
- (c) Job executed by a bidder for its own organization / subsidiary shall not be considered as experience for the purpose of meeting BEC.

Important Point: In case, required details are not clearly mentioned in the above documents, bidder shall submit other relevant additional supporting documents as proof of scope of work, date of completion/ commissioning of work and total executed value against the work(s). **PROFORMA-BEC/A** to be filled up.

Following work experience will also be taken into consideration:

- (i) 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. However, only completed (100%) project/job/contract will be considered for evaluation.
- (ii) If the prospective bidder has executed contract in which similar work is also a component of the contract.

**Notes to BEC Clause 2.2.1 above:**

**(A) Evaluation for 'Start-Ups'**

Following evaluation methodology shall be adopted for the bidders who are recognised as 'Start-ups' by DPIIT (Department for Promotion of Industry and Internal Trade), Ministry of Commerce & Industry, Govt. of India.

- They are exempted from complying Annual Financial Turnover Criteria mentioned in Clause No. 1.0
- They must have relevant experience of as mentioned above in BEC Clause No. 1.1,1.2,1.3 & 1.4.
- Bidders claiming above exemptions as "Start-Ups" must substantiate same with a certificate issued by DPIIT which should be valid as on bid closing date.

**(B)** For proof of requisite Experience documents mentioned in Clause No. 1.1,1.2,1.3 & 1.4 above must be submitted along with the bid.

**1.5 Bid from Indian Company with Technical Collaboration:**

In case, the bidder who does not meet the experience criteria as per clause no. 1.3 may also bid on the strength of Technical Collaborator provided all the following criteria are compiled:

- i. The primary bidder shall have experience in as per clause no.1.1, 1.2 & 1.4 above.
- ii. The primary bidder shall meet the **Financial Criteria** under clause no. 2.0 below. In this regard the primary bidder must produce the documents as per Financial Criteria.

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- iii. The Technical Collaborator at its own shall meet the experience criteria as per clause no.1.3 above. The experience of the Technical Collaborator with other firm(s) will not be qualified. In this regard, the documents establishing experience of the Technical Collaborator shall be submitted along with technical bid.
- iv. Indian bidders quoting based on the strength of technical collaborator, shall submit a Memorandum of Understanding (MoU)/Agreement with their technical collaborator clearly indicating, in detail, their roles and responsibilities under the scope of work which shall be addressed to OIL and shall remain valid and binding for the contract period under this tender.

Notes: Any party who is extending support by way of entering into MoU with any other party shall not be allowed to submit an independent bid against this tender. Under such situation both the bids shall be rejected. Further, all bids from parties with technical collaboration support from the same principal against this tender shall be rejected.

**Note to Clause 1.5 above**

i) Bidders quoting on the technical strength as per clause nos. 1.5 should provide the respective services including key personnel from technical collaborator as per following during execution of the contract. In this regard, a declaration in the form of PROFORMA-XIX to be submitted as part of the technical bid.

The **key personnel** from technical collaborator shall advise and assist the Bidder for suitable preparation of detailed space requirements/area program and design brief according to client's requirements, Preparation of report on the finalised functions and the workflows including schematics, give inputs and analysis on concept drawings prepared to ensure functionality, provide inputs as required for equipment, specifications and MEP requirements sufficient to finalise space planning, provide preliminary costs for budgetary purpose of equipment, to give inputs and analysis on working drawings prepared to ensure correctness and functionality of the building, remain in advisory role to ensure correctness of planning of relevant components till commissioning .

Minimum number of site visit : **5 Nos.**

(2 nos. of site visits during preparation of EPC tender after award of work and 3 nos. of site visits during execution). Any additional visit on request of client/or during any emergency, OIL will reimburse the expense of Business Class return fare in air on actual basis. No other expanses will be entitled for reimbursement. However, boarding & lodging will be provided by OIL.

ii) In cases where technical collaborator do not have Permanent Establishment in India, the bidding company can furnish Performance Security **equivalent to 150% of the value of the Performance Security which is to be submitted by the bidding company.** In such case bidding company shall furnish an undertaking in their Company's letter head that their subsidiary/parent/ sister company is not having any Permanent Establishment in India in terms of Income Tax Act of India.

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- 1.6 SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.
- 1.7 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 clause 1.1 to 1.4.
- 1.8 Bids from following types of bidder will not be accepted:
- Who are in the Holiday list of OIL or its Administrative Ministry, MoPNG.
  - Who are under liquidation, court receivership or similar proceedings.
  - Who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).
  - Whose insolvency resolution process or liquidation or bankruptcy proceeding is initiated under the Code at any stage of evaluation of the bid.

In this regard bidder must submit Self-Declaration in format duly certified by CEO/Country Head / Chief Operating Officer/Authorized Signatory/Partner holding the Power of Attorney along with the bid .

- 1.9 Price bid shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive. A substantially responsive bid is one that meets the terms and conditions of the Tender and/or the acceptance of which bid will not result in indeterminate liability on OIL.
- 1.10 Bidders are required to quote for all the items as per Price Bid Format; otherwise the offer of the bidder will be straightway rejected.
- 1.11 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 considered for evaluation.
- 1.12 The quantities shown against each item in the “Price Bid Format” shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameter, as the case may be.
- 1.13 **PURCHASE PREFERENCE CLAUSE:** Purchase Preference to MSE's is not applicable against this Tender.

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**2.0 FINANCIAL REJECTION CRITERIA:**

**2.1** The bidder shall have an Annual financial turnover of minimum **INR 2.87 Crores** during any of the preceding 03 (Three) financial/accounting years reckoned from the original bid closing date.

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

Note: The Net worth to be considered against **Clause No. 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.

**Notes to BEC Clause 2.0 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-IV**.

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/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) 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-IX**.

**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 3.0.

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### 3.0 COMMERCIAL EVALUATION CRITERIA.

- 3.1 Bids are invited under **SINGLE STAGE TWO BID SYSTEM**. Bidders shall quote accordingly. **Please note that no price details should be furnished in the Technical (i.e. Unpriced) bid.** The “Unpriced Bid” shall contain all techno-commercial details except the prices, which shall be kept blank. The “Price Bid” must contain the price schedule and the bidder’s commercial terms and conditions. Bidder not complying with above submission procedure will be rejected. Bids shall be submitted under single stage Two Bid System i.e. Technical Bid and Priced Bid separately in the OIL’s e-Tender portal. The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in “Technical Attachments” Tab and Priced Bid uploaded in the “Notes & Attachments” Tab. **Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this two-bid system shall be rejected outright.**
- 3.2 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/Introduction/GeM bid document. **Any bid not accompanied by a proper bid security will be rejected.**
- 3.3 The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 3.4 **Validity of the bid shall be minimum 120 days from the final Bid Closing date. Bids with lesser validity will be rejected.**
- 3.5 All the Bids must be Digitally Signed using Class III digital certificate (e-commerce application) with ‘Certificate Type: **Organization Certificate**’ as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The bid signed using other than “Class 3” and “Organization” digital certificate, will be rejected.
- 3.6 Successful bidder will be required to furnish a **Performance Bank Guarantee @10%** of the order value.
- 3.7 The bid documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the User ID and Password have been issued & purchased the tender document online.
- 3.8 Bids containing incorrect statement will be rejected.
- 3.9 No offers should be sent by Telex, Cable, E-mail or Fax. Such offers will not be accepted.
- 3.10 The following points are deemed as “non-negotiable” and offer shall be rejected straightaway without seeking clarification:
- Validity of bid shorter than validity indicated in the tender.
  - Bid Security declaration not received as per format (As per Proforma E)
  - In case the party refuses to sign Integrity Pact.
- 3.11 Bidder must accept and comply with the following clauses as given in the Bid Document, failing which bid shall be liable for rejection:
- Firm price
  - EMD / Bid Security

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- c. Scope of work
- d. Specifications
- e. Price schedule
- f. Delivery / completion schedule
- g. Period of validity of bid
- h. Liquidated Damages
- i. Performance bank guarantee / Security deposit
- j. Guarantee of material / work
- k. Arbitration / Resolution of Dispute
- l. Force Majeure
- m. Applicable Laws
- n. Integrity Pact, if applicable

3.12 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made.

#### **4.0 Price Schedule:**

4.1 Bidder shall submit the Price Break up as per Proforma-B (Annexure DD). Bidders should fill up the annexure, sign and upload under “Notes & Attachments” > “Attachments” only. Evaluation of offers shall be done on as per price bid format.

**4.2 Comparison of offers shall be done on as per the Quality & Cost Based Selection (QCBS) methodology as mentioned in Evaluation methodology (section D below) and contract shall be awarded to the H1 bidder.**

4.3 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.

4.4 Price bids of only those bidders will be opened whose offers are found to be techno-commercially acceptable.

4.5 Purchase Preference (Linked with Local Content) (PP-LC) is not applicable against this tender.

4.6 The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide Annexure XII 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 technical 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. The name of the OIL’s Independent External Monitors at present are as under:

a. Shri Ram Phal Pawar, IPS (Retd.),  
Former Director, NCRB, MHA  
Mobile No.: 8017017878  
E-mail id : rpawar61@hotmail.com  
Ramphal.pawar@ips.gov.in

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b. Dr. Tejendra Mohan Bhasin,  
Former Vigilance Commissioner, CVC  
E-mail: tmbhasin@gmail.com

c. Shri Om Prakash Singh, IPS (Retd.), Former DGP, Uttar Pradesh  
E-mail: Ops2020@rediffmail.com

**4.7 No press advertisement will be published regarding amendment to Bidding Document or extension of Bid Closing Date. The same will be uploaded in OIL's website and informed to all prospective bidders who have received the bidding documents. Bidders to keep themselves updated.**

**4.8** Other terms and conditions of the enquiry shall be as per General Terms and Conditions for LCB Tender. However, if any of the Clauses of the Bid Rejection Criteria / Bid Evaluation Criteria (BEC/BRC) mentioned here contradict the Clauses in the General Terms & Conditions of LCB Tender of the tender and/or elsewhere, those mentioned in this BEC/BRC shall prevail.

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

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

**4.11** There should not be any indication of price in the Un-priced Techno-Commercial Bid. If there is any indication of price in the Un-priced Techno-Commercial Bid, Such Bid will be rejected straightway.

## **5.0 VERIFICATION BY INDEPENDENT INSPECTION AGENCIES:**

a) The Bidders have to get verified and certified the various documents required against BEC/BRC of the tender by anyone of the following Independent Inspection Agencies and submit the duly certified Inspection Certificate by the Inspection Agencies along with the Technical Bid of the Tender:

- i. M/s. RINA India Pvt. Ltd.
- ii. M/s. Dr. Amin Controller Pvt. Ltd.
- iii. M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL-Oil & Gas)
- iv. M/s. TÜV SÜD South Asia Pvt. Ltd.
- v. M/s. IRCLASS Systems and Solutions Private Limited
- vi. M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.
- vii. M/s. TUV India Private Limited
- viii. M/s. TÜV Rheinland (India) Pvt. Ltd.
- ix. M/s. Bureau Veritas (India) Private Limited.

b) E-mail ids of third party inspection agencies for document verification:

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>

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ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. <a href="mailto:rkjain@rcaindia.net">rkjain@rcaindia.net</a> b. <a href="mailto:info@rcaindia.net">info@rcaindia.net</a>
iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)	a. <a href="mailto:mangesh.gaonkar@dnvgl.com">mangesh.gaonkar@dnvgl.com</a>
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. <a href="mailto:Jaimin.Bhatt@tuv-sud.in">Jaimin.Bhatt@tuv-sud.in</a> b. <a href="mailto:sanjaykumar.singh@tuv-sud.in">sanjaykumar.singh@tuv-sud.in</a> c. <a href="mailto:Pankaj.Narkhede@tuv-sud.in">Pankaj.Narkhede@tuv-sud.in</a> d. <a href="mailto:Ajit.Yadav@tuv-sud.in">Ajit.Yadav@tuv-sud.in</a>
v.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:abhishek.singh@irclass.org">abhishek.singh@irclass.org</a> b. <a href="mailto:pradeep.bansal@irclass.org">pradeep.bansal@irclass.org</a> c. <a href="mailto:Asim.Hajwani@irclass.org">Asim.Hajwani@irclass.org</a> d. <a href="mailto:Amit.Ketkar@irclass.org">Amit.Ketkar@irclass.org</a> e. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a>
vi.	M/s. Gulf Llyods Industrial Services (India) Pvt. Ltd.	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:bbhavsar@gulfllyods.com">bbhavsar@gulfllyods.com</a> c. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a> d. <a href="mailto:gulflloyds.india@gmail.com">gulflloyds.india@gmail.com</a>
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>

- c) 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.
- d) 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 normally 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

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to submit the duly verified copies/verification certificate within seven (7) days of actual bid opening. Company will neither send any reminder nor seek any clarification in this regard from such bidders, and the bid **will be rejected outright** if the bidder fails to submit the verified copies/verification certificate within seven (7) days of actual bid opening at its own risk and responsibility. If a bidder does not submit the undertaking towards submission of third party certification within 7 days from date of Bid Closing date, but certified document reaches us within the cut-off date of above seven (7) days, then such bids shall be considered.

- e) The detailed methodology of inspection / verification of documents followed by the agencies are provided in Instruction To Bidder ( ITB) at appropriate Clause.

#### **D) EVALUATION OF BIDS**

- 6.0 Bids qualifying as per terms of Technical Criteria (Para 1.1 to 1.4 above), Financial Criteria (Para 2.0 above) and Commercial Criteria (Para 3.0 above) shall be eligible for this evaluation.

Bids shall be evaluated both in terms of **Quality** as well as **Quoted Price** i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for Quality is 60 and the weightage for the Quoted price is 40.

**(Quality: Quoted Price = 60:40).**

The marks allocated against various subsections under Quality of bid shall be as under-

#### **Quality and Cost based Selection (QCBS) Methodology: -**

The offers of bidders meeting the BEC (Technical & Financial) shall be evaluated as per the following technical evaluation criteria:

<b>Sl. No.</b>	<b>Evaluation Parameter</b>	<b>Maximum Score Assigned</b>
A.	Consultants' specific experience :	
i)	<u>Experience in terms of Designing Core Library</u> <b>The Bidder / Technical Collaborator</b> should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with facilities of receiving, washing, drying , handling, labelling , packaging of core and drill cutting samples, core cutting, slabbing, trimming & sample preparation facilities, core viewing room, multi-bay racking system for core storage, conveyor belt facilities and Laboratory for core analysis having minimum built-up area of 1750Sq. Meter in a single contract during the preceding 7 (seven) years reckoned from the original bid due date.  a) More than Two (2) projects : <b>20 marks</b> b) Two (2) projects : <b>15 marks</b> c) One (1) Project : <b>10 marks</b>	20

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ii)	<p><u>Experience in terms of Core Storage Area</u>  <b>The Bidder / Technical Collaborator</b> should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with core storage facility during the preceding 10 (ten) years reckoned from the original bid due date.</p> <p>a) Core Storage capacity of more than 5 Lakhs Meter with minimum height of storage rack 9.00 Meter : <b>10 marks.</b></p> <p>b) Core Storage capacity of less than 5 Lakhs Meter but more than 2 Lakhs Meter with minimum height of storage rack 9.00 Meter: <b>08 marks.</b></p> <p>c) Core Storage capacity of more less than 2 Lakhs Meter with minimum height of storage rack 9.00 Meter: <b>05 marks.</b></p>	10
iii)	<p><u>Experience in terms of Project Management Consultancy</u>  The Bidder should have successfully completed Planning, Designing, Engineering and supervision for at least one Office Building / Institutional Project having minimum built-up area of 3750 Sq. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date, which should include Civil, Interior &amp; MEP (Mechanical, Electrical and Plumbing) services and project management and construction supervision services complete in all respect.</p> <p>a) More than Two (2) projects: <b>10 marks</b></p> <p>b) Two (2) projects: <b>08 marks</b></p> <p>c) One (1) Project : <b>05 marks</b></p>	10
B.	<p><b>Infrastructure &amp; Key personnel</b>  (Personnel in Consultants own payroll shall have the more weightage than the personnel of their Associates.  Note: Bidder to submit proper employment documents for such employees.</p>	
i)	<p>Principal Architect having experience of</p> <p>a) 20 &lt; <b>Experience Years</b> : <b>10 marks</b></p> <p>b) 15 &lt; <b>Experience Years</b> &lt; 20 : <b>8 marks</b></p>	10
ii)	<p>Project Manager having experience of</p> <p>c) 20 &lt; <b>Experience Years</b> : <b>10 marks</b></p> <p>d) 15 &lt; <b>Experience Years</b> &lt; 20 : <b>8 marks</b></p>	10

iii)	Structural Engineer having experience of e) 15 < Experience Years : 5 marks f) 10 < Experience Years < 15 : 3 marks	5
iv)	Electrical Engineer having experience of g) 15 < Experience Years : 5 marks h) 10 < Experience Years < 15 : 3 marks	5
v)	Mechanical Engineer having experience of i) 15 < Experience Years : 5 marks j) 10 < Experience Years < 15 : 3 marks	5
vi)	Plumbing expert having experience of k) 15 < Experience Years : 5 marks l) 10 < Experience Years < 15 : 3 marks	5
C.	<b><u>Concept Plan &amp; Methodology</u></b> The concept plan/ approach methodology will be required as part of technical bid. However, bidder is required to present their Concept Plan & Methodology, overall plot layout, elevation, external façade etc. in line with the OIL's requirement as mentioned in the Scope of Work in the Tender Document and budgeted cost as mentioned in the tender document so as to have a comprehensive idea about the proposed Core Repository. The presentation by the bidder shall be assessed by the OIL Committee.	20
<b>Total</b>		<b>100</b>

Bids from all bidders shall be evaluated and points shall be allocated based on the documents submitted/presentation given by the bidders. Individual points given for each criteria shall be summed up for obtaining the total score/ mark of each bidder. OIL reserves the right to visit the office of the Consultant (s) for assessment of their claim.

The score/ marks obtained by the bidder will be their combined technical score (St).

**Bidder scoring less than 70 points out of total 100 points towards technical score shall not be considered for further evaluation even if it satisfies the technical bid criteria (BEC). Decision of the owner in this regard shall be final and binding.**

**DOCUMENT TO BE SUBMITTED BY BIDDER FOR ABOVE TECHNICAL EVALUATION:**

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**(i) For sl. no. A**

Bidder shall submit documentary evidence in the form of copy of work order and relevant completion certificate along with **executed value of project** issued by the client in support of above technical bid evaluation criteria duly certified/attested by Chartered engineer/Notary public. Copy of completion certificate is mandatory.

**(ii) For sl. no. B**

Bidders shall submit signed copy of CV of Key personnel counter signed by CEO. Further, bidder shall submit an undertaking from their Head of Department of HR department confirming that the above personnel/ employee are on company pay roll on bid due date. The undertaking should be certified by their Statutory Auditor/ Chartered Accountant (in case audit of account is not mandatory as per law).

**(iii) For sl. no. C**

Bidder is required submit detailed methodology for execution as per provisions of tender in their bid and shall give 3D presentation on Concept Plan & Methodology, Overall plot layout, elevation, Aesthetics & façade and Utilization of Space & provision for Future expansion etc. in line with the OIL requirement as mentioned in the Scope of Work in the Tender Document so as to have a comprehensive idea about the proposed Core Repository for assessment by the OIL Committee.

The presentation shall be given for the proposed Core Repository only.

- 6.1 Bids from all bidders shall be evaluated and scores shall be allocated based on the documents submitted by the bidders. Individual scores given for each criterion shall be summed up for obtaining the total score/ mark of each bidder. **The minimum qualifying mark for the bidders as per above evaluation methodology is 70.** Bids not meeting the minimum qualifying marks in Quality Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called "**Qualified Bids**" and shall be eligible Price Bid Opening for financial evaluation (Price Bid Evaluation) of the bid subject to complying other commercial criteria. The bidders are required to score minimum **70%** technical points (quality) to qualify for opening of financial proposal. Decision of the owner in this regard shall be final and binding on all.

**A) EVALUATED BID PRICE:**

- 7.0 Qualified Bids (meeting the minimum Qualifying Marks of 60 in Quality Criteria) and conforming to the terms & conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:
- a) Commercial Bids shall be evaluated taking into account the Price quoted against as per Proforma-B [Annexure: DD] excluding GST for total of item 10 & 20.
  - b) Contract will be awarded as per Price Bid Format considering total cost as per QCBS mythology (H1)

**B) INTER-SE-RANKING OF THE QUALIFIED BIDS:**

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

An Evaluated Bid Score (B) will be calculated for each bid using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

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

where,

C = Evaluated Bid Price of the bidder

C<sub>low</sub> = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against “Quality” criteria

T<sub>high</sub> = The highest mark scored against “Quality” criteria among all responsive bids

X = 0.4 (The weightage for “Quoted price” is 40 %)

Y = 0.6 (The weightage for “Quality” is 60 %)

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

## 5.0 AWARD OF CONTRACT:

- 5.1 Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).
- 5.2 In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against ‘Quality’ criteria will be recommended for award of contract. Even if there is a tie, ‘draw of lots’ will be resorted to arrive at the recommended bidder.
- 5.3 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.

### C) GENERAL:

- 1.0 In case bidder takes exception to any clause of bid document not covered under BEC, 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.
- 2.0 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 also and such clarifications fulfilling the BEC clauses in toto must be received on or before the deadline given by the Company, failing which the offer will be summarily rejected.

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3.0 If any of the clauses in the BEC contradict with other clauses of the Bid Document elsewhere, then the clauses in the BEC shall prevail.

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**END OF PART - 2**

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**PART-3****GENERAL CONDITIONS OF CONTRACT****1.0 APPLICABILITY, DEFINITION & INTERPRETATION****1.1 Applicability**

All clauses in the General Conditions of Contract [GCC] shall apply to all transactions except as otherwise stated in the Special Conditions of Contract [SCC] and/or BEC/BRC. Furthermore, in the event of 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 CONSULTANT:**

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 Consultant's legal representatives, his successors and permitted assigns.

**1.2.3 Contract:**

Shall mean a written agreement between the COMPANY and the CONSULTANT 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 CONSULTANT 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 CONSULTANT from any obligation, duty or responsibility under the CONTRACT.

**1.2.7 Sub-Contractor:**

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

**1.2.8 Consultant's Representative:**

Shall mean such person/or persons duly appointed representative at the site and base as the CONSULTANT may designate in writing to the COMPANY as having authority to act for the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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.

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**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 CONSULTANT 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

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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 CONSULTANT 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 CONSULTANT 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

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representative of each party thereto. OIL shall not be bound by any printed conditions, provisions in the CONSULTANT'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 CONSULTANT shall carry out work in accordance with the completion program 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT:**

CONSULTANT 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 CONSULTANT 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

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timely completion of the work.

- 6.4 Comply with all applicable statutory obligations specified in the contract.
- 6.5 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT'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 CONSULTANT in accordance with terms and conditions of the contract.
- 7.2 Allow CONSULTANT 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:
- (a) Overall supervision, co-ordination and Project Management at site.
  - (b) Proper and optimum utilization of equipment and services.
  - (c) Monitoring of performance and progress
  - (d) Commenting/countersigning on reports made by the CONSULTANT's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.
  - (e) 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 CONSULTANT.

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

## 8.2 CONSULTANT's representative:

- (a) The CONSULTANT's representative shall have all the powers requisite for the performance of the Service/Works, subject to holding due authorization from the CONSULTANT.
- (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 CONSULTANT'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 Consultant:

CONSULTANT warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.

- 9.1 The CONSULTANT should ensure that their personnel observe all statutory safety requirements including those prescribed by the COMPANY. Upon COMPANY's written request, CONSULTANT, entirely at its own expense, shall remove immediately any personnel of the CONSULTANT 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 CONSULTANT 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 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 CONSULTANT's Personnel in case of emergency at its own establishment on chargeable basis.
- 9.4 CONSULTANT'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 CONSULTANT 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-F 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<sup>#</sup> or Fixed Deposit

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Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee from 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 CONSULTANT/service provider.

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

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

In the event CONSULTANT 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 CONSULTANT 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.

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11.0 **SIGNING OF CONTRACT:**

The successful bidder is required to sign a formal detailed contract with OIL within a maximum period of 60 days of date of LOA. Until the contract is signed, the LOA as well as GCC & SCC as prescribed in the Tender, shall remain binding amongst the two parties. In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Bid Security or the Performance Security if submitted by the successful Bidder. Such CONSULTANT 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:**

CONSULTANT 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 CONSULTANT'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 CONSULTANT hereunder.

12.2 **Notice of claims:**

CONSULTANT 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 CONSULTANT, 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 CONSULTANT on account of payments received by it from the COMPANY for the work done under this CONTRACT. It shall be the responsibility of CONSULTANT 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 CONSULTANT 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 CONSULTANT's account.

12.3.3 CONSULTANT shall be responsible for payment of personal taxes, if any, for all the personnel deployed in India by CONSULTANT.

12.3.4 The CONSULTANT 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

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accordance with provisions under the law. CONSULTANT 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 CONSULTANT 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 CONSULTANT.
- 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 CONSULTANT as per the provisions of Income Tax Act.
- 12.3.7 Corporate and personnel taxes on CONSULTANT shall be the liability of the CONSULTANT 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 CONSULTANT shall be borne by the CONSULTANT.
- 12.3.9 CONSULTANT 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 CONSULTANT 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 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 (CONSULTANT).
  - (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, CONSULTANT/supplier is required to provide original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.
- 12.3.12 The CONSULTANT 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:** CONSULTANT 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.

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**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 CONSULTANT will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the CONSULTANT 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 CONSULTANT shall be to CONSULTANT’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.

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- 12.4.9 The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
- 12.4.10 The CONSULTANT 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 CONSULTANT 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 Consultant 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/Consultant 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: NOT APPLICABLE**
- 14.0 **INSURANCE:**
- 14.1 CONSULTANT shall at his own expense arrange secure and maintain insurance with reputed insurance companies to the satisfaction of the Company as follows:
- Consultant 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 Consultant alone. Consultant'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 Consultant'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 Consultant 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. Consultant shall cover insurance with Indian Insurance Companies.
- 14.2 Any deductible set forth in any of the above insurance shall be borne by Consultant.
- 14.3 CONSULTANT shall require all of his sub-Contractor to provide such of the foregoing insurance coverage as Consultant 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 Consultant or their sub-contractor shall be endorsed to provide

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that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Consultant under this Contract.

**14.5 Certificate of Insurance:**

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

- a) Kinds and amounts of insurance as required herein.
- b) Details of coverage
- c) Insurance corporations 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 Consultant 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 CONSULTANT 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 Consultant for any reason whatsoever, loss/damage claims resulting therefrom shall be to the sole account of Consultant.

14.8 Consultant 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.

CONSULTANT shall, at his own expense, arrange appropriate comprehensive insurance to cover all risks assumed by the CONSULTANT under this CONTRACT in respect of CONSULTANT's equipment, tools and any other belongings of the CONSULTANT 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 CONSULTANT 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 CONSULTANT's name (as appearing in the Contract /LOA)".

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14.10 **Waiver of subrogation:**

All insurance policies of the CONSULTANT 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 CONSULTANT 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 CONSULTANT.

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

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

“No person shall take out or renew any policy of insurance in respect of any property in India or any ship or other vessel or aircraft registered in India with an insurer whose principal place of business is outside India save with the prior permission of the Central Government”.

The above requirement of aforesaid Act needs to be complied with by the CONSULTANT 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 CONSULTANT prior to final settlement of the claim.

14.15 **CONSULTANT shall require all of its SUB-CONTRACTORS to provide such of the foregoing insurance cover as the CONSULTANT is obligated to provide under this CONTRACT.**14.16 **CONSULTANT 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.

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- 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 CONSULTANT 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 CONSULTANT's items to be transported by the CONSULTANT 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):** CONSULTANT 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) CONSULTANT's equipment used for execution of the work hereunder shall have 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, CONSULTANTs, or sub-CONSULTANTs 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 CONSULTANT and/or their CONSULTANTs or sub-CONSULTANTs, 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, CONSULTANTs and sub-CONSULTANTs.
- 15.2 The CONSULTANT 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

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COMPANY nor its servants, agents, nominees, assignees, CONSULTANTs, sub-CONSULTANTs shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the CONSULTANT and/or of its CONSULTANTs or sub-CONSULTANT 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, CONSULTANTs and sub-CONSULTANTs. CONSULTANT shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from it.

- 15.3 The CONSULTANT 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, CONSULTANTs and sub-CONSULTANTs for loss or damage to the equipment of the CONSULTANT 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 CONSULTANT's liabilities agreed to under this Contract.
- 15.4 The CONSULTANT 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, CONSULTANTs and sub-CONSULTANTs for injury to, illness or death of any employee of the CONSULTANT and of its CONSULTANTs, sub-CONSULTANTs 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 CONSULTANT's liabilities agreed to under this Contract.
- 15.5 Except as otherwise expressly provided herein, neither CONSULTANT nor its servants, agents, nominees, CONSULTANTs or sub-CONSULTANTs 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 CONSULTANTs or sub-CONSULTANTs, irrespective of how such loss or damage is caused and even if caused by the negligence of CONSULTANT and/or its servants, agents, nominees, assignees, CONSULTANTs and sub-CONSULTANTs. The COMPANY shall protect, defend, indemnify and hold harmless CONSULTANT 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 CONSULTANT nor its servants, agents, nominees, assignees, CONSULTANTs, sub-CONSULTANTs 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 CONSULTANTs or sub-CONSULTANTs irrespective of how such injury, illness or death is caused and even if caused by the negligence of CONSULTANT and/or its servants, agents, nominees, assignees, CONSULTANTs and sub-CONSULTANTs. COMPANY shall protect, defend indemnify and hold harmless CONSULTANT 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 CONSULTANT and/or its underwriters, servants, agents, nominees, assignees, CONSULTANTs and sub-CONSULTANTs for loss or damage to the equipment of COMPANY and/or its CONSULTANTs or sub-

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CONSULTANTs 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 CONSULTANT and/or its underwriters, servants, agents, nominees, assignees, CONSULTANTs and sub-CONSULTANTs for injury to, illness or death of any employee of the COMPANY and of its CONSULTANTs, sub-CONSULTANTs 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 willful misconduct and/or criminal acts and/or criminal negligence, neither the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT, or to any obligation of the CONSULTANT to indemnify the COMPANY with respect to Intellectual Property Rights.
- c) COMPANY shall indemnify and keep indemnified CONSULTANT 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 CONSULTANT 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/CONSULTANT 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/ CONSULTANT hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the

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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-CONSULTANTS.

**19.0 RISK PURCHASE:**

In the event, CONSULTANT'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 CONSULTANT's risk & cost and the difference in cost shall be borne by the CONSULTANT. 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 CONSULTANT.

**20.0 INDEMNITY AGREEMENT:**

20.1 Except as provided hereof CONSULTANT 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 CONSULTANT's employees, agents, CONSULTANTS and sub-CONSULTANTS 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 CONSULTANT 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, CONSULTANTS and sub-CONSULTANTS 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 CONSULTANT 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:**

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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 CONSULTANT 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 CONSULTANT.

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

#### 24.0 **SUBCONTRACTING/ASSIGNMENT:**

24.1 CONSULTANT 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, CONSULTANT may sub-contract the petty support services subject to COMPANY's prior written approval. However, CONSULTANT 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 CONSULTANT at the time of submission of invoice/bill.

#### 25.0 **RECORDS, REPORTS AND INSPECTION:**

The CONSULTANT 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

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and to witness and check all the measurements and tests made in connection with the said work. The CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT of the right to use or disclose any information which is:

- a) possessed by the CONSULTANT, as evidenced by the CONSULTANT's written records, before receipt thereof from the COMPANY which however the CONSULTANT shall immediately inform to COMPANY; or
- b) required to be disclosed by the CONSULTANT pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the CONSULTANT 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT's performance under the Contract if so required by COMPANY.

26.4 During the currency of the Contract, COMPANY and its employees, agents, other CONSULTANTS, sub-CONSULTANTS (of any tier) and their employees etc. may be exposed to certain confidential information and data of the CONSULTANT. Such information and data held by the COMPANY, its employees, agents, other CONSULTANTS, sub-CONSULTANTS (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:

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- i) is, at the time of disclosure, known to the public which CONSULTANT shall immediately inform COMPANY;
- ii) is lawfully becomes at a later date known to the public through no fault of CONSULTANT subject to CONSULTANT's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by CONSULTANT before receipt thereof from COMPANY which should be immediately informed to COMPANY;
- iv) is developed by CONSULTANT independently of the information disclosed by COMPANY which should be shared with the COMPANY;
- v) CONSULTANT 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 CONSULTANT 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 CONSULTANT hereunder shall be made at CONSULTANT's designated bank. Bank charges, if any will be on account of the CONSULTANT.
- 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONSULTANT.
- 27.7 CONSULTANT 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 CONSULTANT 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 CONSULTANT of

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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 CONSULTANT of part payment on any billing not paid on or before the due date shall not be deemed a waiver of CONSULTANT'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 CONSULTANT:
- Audited account up to completion of the Contract.
  - Tax audit report for the above period as required under the Indian Tax Laws.
  - Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONSULTANT or by its sub-CONSULTANT.
  - 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.
  - 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 CONSULTANT before release of the final payment by the COMPANY. A certificate from Chartered Accountant on (a), (b) & (c) above will suffice.
- 27.12 CONSULTANT shall maintain complete and correct records of all information on which CONSULTANT'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 CONSULTANT, 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 CONSULTANT and paid to the Indian agent/ consultant/ representative/retainer/associate.
- 29.0 **DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI ETC.**
- Wherever applicable, the CONSULTANT (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.

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The CONSULTANT 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>).
  - (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.
- (ii) As an Annexure to each EPF-ECR and ESI Challan(s), CONSULTANT 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, CONSULTANT 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, CONSULTANT 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 CONSULTANT's Bank Guarantee/Security Deposit may be withheld by OIL.

COMPANY may verify the deposit of statutory contribution made by the CONSULTANTs with the EPFO/ESI authorities, where deemed necessary. However, before making payment of the last bill/invoice of the CONSULTANT, the COMPANY may verify the details/status of the payment towards EPF/ESI made by the CONSULTANT 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 CONSULTANT is found to be incorrect the COMPANY shall take appropriate action against the CONSULTANT in accordance with law.

The CONSULTANT 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 MOBILISATION AND LIQUIDATED DAMAGES:**

- a) Time is the essence of this Contract. If the CONSULTANT 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.

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- b) If the Consultant 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 CONSULTANT, 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 CONSULTANT 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 CONSULTANT. Accordingly, the liquidated damages shall be recovered from the CONSULTANT 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 CONSULTANT's Personnel; fires, explosions, ionising radiation or contamination by radio-activity or noxious gas, if not caused by CONSULTANT's fault; declared epidemic or disaster; acts and regulations of respective Govt. of the two parties, namely the COMPANY and the CONSULTANT and civil commotions, lockout not attributable to the CONSULTANT.

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

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

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 CONSULTANT (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 CONSULTANT 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 CONSULTANT, after informing the CONSULTANT 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 CONSULTANT.

33.3 Claims by COMPANY's recognized sub-CONSULTANT of CONSULTANT or others filed or on the basis of reasonable evidence indicating probable filing of such claims against CONSULTANT.

33.4 Failure of CONSULTANT 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 CONSULTANT.

33.5 Failure of CONSULTANT to pay the cost of removal of unnecessary debris, materials, tools, or machinery.

33.6 Any failure by CONSULTANT to fully reimburse COMPANY under any of the indemnification provisions of this Contract. If, during the progress of the work CONSULTANT shall

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allow any indebtedness to accrue for which CONSULTANT, under any circumstances in the opinion of COMPANY, may be primarily or contingently liable or ultimately responsible and CONSULTANT 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 CONSULTANT, a sum equal to the amount of such unpaid indebtedness.

33.7 Withholding will also be affected 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 CONSULTANT which by any law prevalent from time to time to be discharged by COMPANY in the event of CONSULTANT's failure to adhere to such laws.
- iv) Any payment due from CONSULTANT in respect of unauthorized imports.

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

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 Guwahati and Principal Bench of Guwahati High Court.

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 CONSULTANT 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

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- 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) CONSULTANT 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) CONSULTANT shall not pay less than what is provided under law to labourers engaged by him on the work.
- iv) CONSULTANT shall at his expense comply with all labour laws and keep the COMPANY indemnified in respect thereof.
- v) CONSULTANT shall pay equal wages for men and women in accordance with applicable Labour laws.
- vi) If the CONSULTANT 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 CONSULTANT.
- vii) CONSULTANT must obtain the PF Code from the concerned PF Authority under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Similarly, CONSULTANT must obtain ESI Code under Employees State Insurance Act.

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- viii) CONSULTANT 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 CONSULTANT under the contract or any other contract(s).
  - ix) CONSULTANT shall furnish to Engineer in Charge the distribution return of the number & description, by trades of the work people employed on the works. CONSULTANT 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 CONSULTANT 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 CONSULTANT 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-CONSULTANT.
- 36.0 **STATUTORY REQUIREMENTS:** During the tenure of this CONTRACT nothing shall be done by the CONSULTANT 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 CONSULTANT'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-CONSULTANTS hired by CONSULTANT comply with the same requirement as the CONSULTANT himself and shall be liable for ensuring compliance all HSE laws.
- 37.2 It will be entirely the responsibility of the Consultant / 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.

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- 37.3 Any compensation arising out of the job carried out by the Consultant whether related to pollution, Safety or Health will be paid by the Consultant only.
- 37.4 Any compensation arising due to accident of the Consultant's personnel while carrying out the job, will be payable by the Consultant.
- 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 Consultant to cease work until the non-compliance is corrected.

**38.0 POLLUTION AND CONTAMINATION:**

The CONSULTANT shall be liable for all surface and sub-surface pollution to the extent caused by CONSULTANT and resulting from CONSULTANT's operation/service or spillage or dumping of solvents/additive substances or pollutants, which the CONSULTANT 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 CONSULTANT and its sub-CONSULTANTS 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 CONSULTANT'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 CONSULTANT, (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/CONSULTANT 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

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## COMPANY/CONSULTANT.

- 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 CONSULTANT's account, where delay in completion/mobilization period is attributable to the CONSULTANT. 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 CONSULTANT 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 CONSULTANT 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 CONSULTANT, his sub-CONSULTANT/sub-sub-CONSULTANTS and Agents etc.
  - ii. Corporate taxes and Fringe benefit tax in respect of CONSULTANT and all of their sub-CONSULTANTS, agents etc.
  - iii. Other taxes & duties including Customs Duty and GST in addition to new taxes etc. in respect of sub-CONSULTANTS, vendors, agents etc. of the CONSULTANT.
  - iv. Any liability on the CONSULTANT, which was accrued under the old law or contract, which the CONSULTANT 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 CONSULTANT 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:**

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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/Consultant and Banning thereof:**

The information and documents furnished by the bidder/CONSULTANT 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/CONSULTANT furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONSULTANT for debarment/banning of the bidder/CONSULTANT from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONSULTANT liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

**SETTLEMENT OF DISPUTES:**

**41.1 Arbitration (Applicable for Suppliers/CONSULTANTS 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 CONSULTANT, 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 INR 25.00 Lakh	Not applicable	Not applicable
Above INR 25.00 Lakh Upto INR 25 Crore	Sole Arbitrator	OIL
Above INR 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.
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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 pendent-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.

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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.

**41.2 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.

**41.3 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.

**41.4 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 CONSULTANT, 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

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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 CONSULTANT 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 Consultant. However, ex- employees of parties may represent

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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 Consultant or its representatives.

#### 41.5 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/CONSULTANT and/or with any other person involved or connected or dealing with bid/contract/bidder/CONSULTANT.
- 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/CONSULTANT.
- 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.

#### 42.0 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.

#### 43.0 TERMINATION:

- 43.1 **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.

- 43.2 **Termination of contract for death:** If the CONSULTANT is an individual or a proprietary concern and the individual or the proprietor dies or if the CONSULTANT 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 CONSULTANT and/or to the surviving partners of the CONSULTANT'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 CONSULTANT and/or the surviving partners of CONSULTANT's firm liable for any damages for non-completion of the Contract.

- 43.3 **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.

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- 43.4 **Termination on account of insolvency:** In the event that the CONSULTANT 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 CONSULTANT'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.

- 43.5 **Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONSULTANT is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONSULTANT 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 CONSULTANT, if CONSULTANT fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONSULTANT rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONSULTANT repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days' notice. Such CONSULTANT shall be put on holiday as per the Banning Policy of OIL [available at [www.oil-india.in](http://www.oil-india.in)].
- 43.6 **Termination due to change of ownership and Assignment:** In case the CONSULTANT's rights and/or obligations under this Contract and/or the CONSULTANT'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 CONSULTANT for change of ownership & assignment of the contract.
- 43.7 If at any time during the term of this Contract, breakdown of CONSULTANT's equipment results in CONSULTANTs 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.
- 43.8 **Termination for delay in mobilization:** CONSULTANT 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 CONSULTANT (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.
- 43.9 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 CONSULTANT 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

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the CONSULTANT except for payment of services as per the Contract upto the date of termination.

- 43.10 **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, CONSULTANT shall return to COMPANY all of COMPANY's properties, which are at the time in CONSULTANT'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 CONSULTANT shall demobilize their personnel & materials.

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

- 44.0 **TO DETERMINE THE CONTRACT:**

In such an event the contract shall stand terminated and shall cease to be in force from the date of such notification by the COMPANY. Thereafter the CONSULTANT 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 CONSULTANT and complete the same through a fresh CONSULTANT or by other means, at the risk and cost of the CONSULTANT, 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.

- 45.0 **WITHOUT DETERMINING THE CONTRACT:**

To take over the work of the CONSULTANT or any part thereof and complete the same through a fresh CONSULTANT or by other means, at the risk and cost of the CONSULTANT. The CONSULTANT 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.

- 46.0 **ERRING/DEFAULTING AGENCIES:**

Erring and defaulting agencies like bidder, CONSULTANT, 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.

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47.0 **MISCELLANEOUS PROVISIONS:**

- 47.1 CONSULTANT 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.
- 47.2 CONSULTANT 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.
- 47.3 During the tenure of the Contract, CONSULTANT 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, CONSULTANT 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.
- 47.4 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.

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**END OF SECTION – I**

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page 76 of 152
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**PART – 4**  
**SECTION - I**

**DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM**

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## **COMPREHENSIVE INTEGRATED CONSULTANCY**

### **1 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. Centre of Excellence for Energy Studies (CoEES) is a R&D centre of OIL located in Guwahati, Assam . The Centre has been recognized as a research centre by the Department of Scientific and Industrial Research (DSIR) under the Ministry of Science and Technology, Government of India. The Centre is focused on multidisciplinary studies in the field of Geological modelling, Reservoir Engineering, Enhanced Oil Recovery (EOR), Petroleum Systems Modelling, Geochemistry, Sedimentology and Unconventional Hydrocarbons. In connection with its operations, CoEES, OIL will construct a Centralized Core Repository to facilitate a state-of-the-art conventional core and drill cutting storage facility along with modern geological laboratory provision at Guwahati, Assam and invites for Design & Architectural Consultancy, Project Management and Construction Supervision Services for construction of Centralised Core Repository with Laboratories.

The Comprehensive Integrated Consultancy (CIC) will engage for co-ordinating different aspects of the project and continuous supervision and monitoring of the construction works to ensure timely completion of the Centralized Core Repository project. The Comprehensive Integrated Consultancy (CIC) will be the "Engineer-In charge" for the said Project. The Comprehensive Integrated Consultancy (CIC) at his own cost, responsibility and risk is encouraged to visit and examine the site of work and its surroundings, understand the logistics and obtain all information that may be necessary before submitting his bid.

### **2 PROJECT DETAILS FOR CONSTRUCTION:**

Constructing a conventional core repository and laboratory is of paramount importance in the hydrocarbon industry. India has a diverse geological landscape and significant hydrocarbon potential, making the core repository and laboratory crucial for the systematic study oil and gas exploration and production. The establishment of a centralized core repository and associated laboratories will provide a dedicated facility for the systematic collection, storage, preservation, analysis and digitization of core and drill cutting samples obtained from Oil and Gas fields. By assembling and organizing these invaluable geological specimens, the repository becomes a treasure trove of information, enabling comprehensive analysis and research on reservoir properties, fluid behaviour, and exploration techniques, ultimately contributing to the efficient and sustainable development of India's hydrocarbon resources. The repository will further facilitate the collaboration among industry experts, foster innovation, and serve as an essential resource for training future professionals. Moreover, it will ensure long-term accessibility to centralized digital data inventory, core samples, promoting regulatory compliance and supporting continuous advancements in the understanding and efficient utilization of hydrocarbon resources.

The proposed work includes construction of convectional core and drill cutting storage facilities along with G+2 storey building for laboratories and office uses, having built up area 11000 Sq. m. approximately having all modern building services and facilities for R&D activities like Geological laboratories, conventional core & drill cutting samples receiving, cleaning, viewing, storage areas, office rooms, office interior, furniture , lifts, stairs, ramps, Firefighting, fire alarm system, air conditioning of desired area , HVAC, Lab Furniture, Fume hood chamber, DG Set, landscaping, external development as per site requirement, R.C.C storm/ rain water peripheral drain , water tanks for Lab & Fire,

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Septic tanks, S.T.P and Lab E.T.P. etc. The area for Building has already been earmarked at PHQ, OIL, Narangi, Guwahati and can be seen any time before submitting the bids.

Details of requirement, site map, photos & videos are enclosed vide **Annexure-AAA, BBB & CCC**

### 3 Scope of work:

Space Planning and Comprehensive Architectural and Engineering consultancy for preparation of concept design and drawings, preliminary cost estimate, FEED document adequate to call for EPC Tender, provide assistance to EPC Contractor in obtaining the Pre and Post Construction permissions of local and statutory authorities wherever needed, review of working drawings prepared and submitted by EPC Contractor, periodical supervision during construction of the project. The proposed Core Repository building has to be designed as per minimum GRIHA 3star rating.

#### Note: 1

The topographical survey/contouring shall be carried out by PMC however payment towards the same shall be reimbursed by OIL India Ltd. as per actuals.

#### Note-2

The consultant shall carry out soil investigation of the site to establish the soil characteristics, sub-soil water levels and other parameters required for the foundation design and submit test report to OIL. The payment towards carrying out of soil investigation shall be reimbursed by OIL India Ltd. as per actuals.

#### 1. The scope of Architectural & Engineering Consultancy services envisaged for the project shall be as under:

- A. Scrutiny of the site plan and contour and other drawings and visit to the site with Principal Architect and taking note of client's requirement.
- B. Site evaluation, analysis and impact of existing and/or proposed development on its immediate environment.
- C. The detailed architectural service is an integral part of scope of the work of PMC. Space planning and Prepare conceptual designs with reference to OIL requirements and rough cost estimate on the plinth area basis as per of CPWD norms.
- D. Preparation of preliminary drawings as per the requirements and to the satisfaction of OIL.
- E. Assisting EPC Contractor in Obtaining all Pre and Post Construction necessary building approvals/ completion certificate etc. from local authorities and other statutory bodies as required. All the detailed drawing issued by EPC Contractor must be approved and issue GFC drawing within two weeks' time by PMC. Checking & Approving Detailed design/drawing as submitted by EPC Consultant for development of the project.
- F. Checking & Approving Design and drawings as submitted by EPC Contractor for:
  - a. Buildings including interior, conventional core and drill cutting samples storage and management facilities, laboratories, office accommodation space & facilities, core viewing rooms, Digital core viewing rooms wherever required.
  - b. Graphic Design and Signage, Landscaping
  - c. Structural Designs

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- d. Sanitary, Plumbing, Drainage, Water Supply, Sewage disposal , STP (Sewage Treatment plan), Lab E.T.P (Effluent Treatment Plant ), Fume hood chamber , Rainwater harvesting etc.
  - e. Electrical, Electronic, Communication Systems, power supply system etc.
  - f. Heating, Ventilation, Fume hood chamber and Air Conditioning design
  - g. Fire detection, Fire protection and Security Systems etc.
  - h. Lift, escalator, core & drill cutting storage systems and other mechanical requirements
  - i. Any other works related to the buildings as well as other services as required for safe occupation of the buildings and operation of the Core Repository
  - j. Checking & Approving of working drawings and details for proper execution of work during construction along with Principal Architect
  - k. Modify the designs incorporating changes as required during the course of execution.
  - l. Preparing as built drawings of the building and services after completion of work
- G. Periodic inspection and evaluation of Constructions works with reference to design and drawings.
- H. Visit the site of work at regular intervals and where necessary clarify, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance to design and render advice on actions, if required.
- I. Assist EPC Contractor to Prepare and submit completion reports and drawings for the project as required and obtain “NOC/Completion/Occupancy Certificate” from statutory authorities, wherever required.
- J. A 3 – dimensional Models of the Architectural plan in the scale of 1:200 with necessary glass cover and stand etc.
- K. Incorporating acoustics, 3 star green building concept, energy efficient building, communication design, intelligent building concept, rain water harvesting, solar power use etc. in the building design.
- L. Any other requirement for the building and area around but not particularly mentioned above.
- M. Design of utilization of solar energy to the extent possible.

#### N. Green Building Design

Assisting EPC Contractor to design and develop a Green Building Design as per GRIHA-3 the National Rating System, developed by TERI (The Energy and Resources Institute) and is endorsed by the MNRE (Ministry of New and Renewable Energy) and assist OIL/ Project team in applying for necessary registration and obtaining appropriate Green Building certification for the building including providing necessary drawings, calculations, Cut sheets, specification sheets, commercial brochures, bill of quantities, photographs, certificates and other required information, carrying out required data analysis etc. **Nothing extra shall be paid on this account to the consultant. However, the registration and other fee, cost of sample testing, cost of external auditors etc. payable in connection with obtaining the certification, shall be paid by OIL to the concerning organizations/ persons**

The above include.

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- a) Expression of Interest by registration of the Project through the GRIHA website and subsequently assisting the project team in applying for formal registration and filling up compliance documents. The consultant shall also provide the required document including additional document or changes after vetting by GRIHA experts in the entire process of obtaining required GRIHA rating.
- b) Adopting an integrated design approach for Planning and designing all building systems, site, and building envelop, integration of renewable energy source to generate energy on site, water and waste management, rain water harvesting, selection of material, indoor environment, any other technology etc. taking into account the provisions of the National Building Code 2016; the Energy Conservation Building Code 2007 announced by BEE (Bureau of Energy Efficiency) and other IS codes for fulfilment of compliance under respective GRIHA criteria.
- c) Providing all necessary drawings, test reports, certificates, photographs and other documents, data, Analysis report, sound audit report etc. as required by Association for Development and Research of Sustainable Habitats (ADaRSH)/ GRIHA secretariat for necessary registration and certification and also assisting the project team for sending expression of interest and applying for and obtaining GRIHA Pre- certification as well as appropriate GRIHA rating ( Minimum 3 star rating )
- d) Carry out Computer Based GRIHA Green Certification related Energy Analysis and documentation of the whole Building and its components for GRIHA Rating which shall also include Whole Building Analysis for Energy Performance, Climatic Comfort & ECBC compliance, Analysis for Day lighting and Artificial Lighting etc. The work shall also include Site Planning & Water Management, Working with project team to achieve minimum 3 star GRIHA rating, Measurement and Verification (through a BEE accredited auditor), Preparation of 3 D virtual model of the entire structure, Coordination among the architectural, services and structural design, mitigation of all discrepancies and all other factors to be considered while designing, coordinating and obtaining appropriate rating for proposed green building .
- e) Taking responsibility for fulfilment of all compliance under respective GRIHA criteria during all the stages of project execution and finally obtaining minimum 3 Star GRIHA rating.
- f) Ensure that the data provided during the registration phase corresponds with the actual audit on the energy, water and waste, noise etc. to be done by competent authorities within next 2 years after occupation.

**O. Assisting EPC Contractor in Intelligent building management system:**

For controlling various building management systems and services, considerably improving their functionality and overall performance and integrating them into an enhanced IT infrastructure which shall be easy and cost effective to operate and maintain. Use of the intelligent building management system should results in lowering the operational costs and increased energy savings through automated energy conservation features. This included Motion sensors which can register when an area is unoccupied and turn off the lights and lower the temperature; monitoring cleaning /security crews using passive RFID as they check in, and lights automatically turned on and off as they work through various areas of the building, allowing users to adjust the HVAC settings of the building over their Smartphone or tablet so the desired temperature is

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achieved by the time they arrive, monitoring performance and device failures in all systems, and provides malfunction alarms to building maintenance staff, access control etc.

- P. Assisting EPC Contractor in Designing other systems like Rain water harvesting, communication design, sanitation system, water management system, harnessing and utilizing solar energy etc. as per guidelines and regulations
- Q. Assisting EPC Contractor in Designing all facilities to ensure accessibility and usability of the building and its facilities by employees, visitors, and clients with disabilities as recommended in NBC.

#### 4 Schedule of Services.

##### I. Preliminary Stage

##### A. Preliminary Concept Report:

The Consultant shall:

- a) Furnish a site evaluation and analysis report with basic approach to Circulation, activity, distribution and interaction and external linkage.
- b) Provide Soil Investigation & sub-soil water levels Report to the OIL. The Consultant is also responsible for collection of any data/information which he may need for his design from any relevant source including (but not limited to) statutory bodies, Power Distribution companies etc.
- c) Report on identification of Ultimate disposal point, intermediate rain water harvesting system and Source/availability of electricity, water and other services.
- d) In case of project requirement or as per the requirement of MOEF/State Govt. authorities, the consultants shall Conduct Environmental Impact Assessment (EIA) & furnish preliminary report on environmental impact of the project and finalize it after discussion with the client clearly outlining the measures required for mitigating the adverse impact. Environment Clearances from MOEF/State Govt. Authorities, etc. shall be obtained by the Consultant.
- e) Prepare site plan (layout plan) showing contours, features and services and facilities available, general layout of buildings and services, preliminary sketch and design with drawing, giving details of useful areas, services areas, circulation area and total plinth area identifying soil condition, climatic condition and preliminary estimate to provide information in respect of magnitude of work and its component and service and cost of all such items involved. The Architect firm/Consultant should submit the preliminary design and design basis Report and modify it if considered necessary by OIL. Site inspections along with Principal Architect for finalization .
- f) Prepare plinth area rate estimate as per CPWD norms. The estimate shall also include the non-PAR items on prevailing market rate along with justification, specification.
- g) Obtain the approval of OIL /client and supply 6 copies of approved site plan (Layout Plan).
- h) Preparation & submission of models (in the desired scale) and perspective views of the complete scheme as per requirement of OIL.
- i) The consultant shall prepare and give presentations on the schemes as and when required by OIL and shall incorporate the changes desired by OIL without any extra cost

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**B. Preliminary Planning:**

- a) Prepare Master Plan of entire complex/site and its approval from all statutory authorities.
- b) The Consultant shall coordinate between various state agencies and other stakeholders in order to incorporate requirements and considerations. The Consultant shall coordinate preliminary design of all components of proposed structures with other agencies.
- c) Preliminary planning of all internal and external utility services like water supply, sewerage, storm water drainage, electrical, HVAC (Heating, Ventilation and Air-conditioning) Fire Alarm & Fire-fighting appliances acoustics, telephone conduit, street/compound lighting landscaping, Rain water harvesting, core washing & drying areas, development plans showing roads, paths, parks, paved areas, drains, culverts, compound walls, external lighting, Electrical sub-station, DG sets, Lifts, interior design and graphic signage, security system, telecommunication system etc. indicating scope, specifications and costs separately of such sub-head. The scope of work shall be as defined above, however, OIL reserves the right to exclude any of the above services from the scope of the Consultants' work.
- d) Collection of all data regarding existing services in the area like Sewer, Power, Water supply, Rail/ Roads.
- e) Integration of Site Services with existing services in the area like Sewer, Power, Water supply, Rail/ Roads. This requires liasoning with statutory authorities.
- f) Prepare the FEED covering the following:
  - i. Preliminary Architectural & flowchart drawings.
  - ii. The Consultant shall prepare a Design Basis Report for all components including services that are part of this agreement. The Consultant shall identify necessary existing conditions, soil condition, climatic condition and usage requirement in considerations while formulation the design basis report.
  - iii. The Consultant shall provide Detailed Technical Specification of each work as a part of the Preliminary Design Report which will act as a reference for the Contractor(s) to carry out detailed design activities.
  - iv. For Justification of tender, if required, Bills of quantities/Detailed Estimate based on preliminary design of various components duly priced along with take-off sheets. All estimates shall be prepared on the basis of Central/state schedule of rates, norms wherever applicable and on the basis of market rate analysis where Central/state schedule of rates etc. are not applicable. These estimates should be comprehensive and should include all items as per drawings and specifications. Detailed analysis for the item not included in state schedule of rates/DSR etc. shall have to be submitted.
  - v. The consultant shall supply six copies of the same with the preliminary drawings to OIL.
- g) Submit the proposal to local body complete as per requirement of local bodies including preparation of Model/Presentation of Model etc. if any.
- h) Obtain the approval of layout plan & drawing from the competent authority, statutory body, if necessary, according to the local Acts, laws, Regulations etc. and make any changes desired by such authorities. The approved/modified layout plan and drawings are to be submitted to OIL.

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- i) The consultant will incorporate eco-friendly building materials like fly ash bricks, low VOC paints energy efficient equipment & fixtures etc. as per prevailing government rules.
- j) To prepare & submit required set of Tender Documents to call tender on EPC/ Design & build basis for appointment of Contractor, Scope of work, Tender Drawings, BOQ, Estimates, Specifications, Design Basis Report, Stage Payment schedule, Schedule of Finishes, List of makes etc. The payment schedule shall include all the items of work which are required to be executed as per the scope of work of the project.
- k) Preliminary Electrical/Mechanical Drawings/ Design Calculations for all the components of the schemes including getting approvals from the concerned authorities.
- l) Detailed Technical specifications for all the non-scheduled items proposed in the schemes.
- m) Any other Preliminary drawings/information's/details required for completion and execution of work but not mentioned above.
- n) The consultant shall discuss all the points/shortcomings/new requirements, if any with the Local bodies/ Govt./ Authorities/ OIL / State/Central Govt. and shall take their concurrence on all the observations.
- o) If any new component is to be added to the scheme, the consultant shall collect all the data, shall get done all the surveys/investigations/tests required for the planning/designing of additional component and nothing extra shall be payable on this account.
- p) Undertake site visits or to attend meetings to collect details/data/information required for planning purposes, holding necessary discussions with OIL representatives/local bodies and obtaining requirements of the Project and attending meetings with officials of Local bodies/Govt. Authorities/State/ Client /Central Govt. or any other agency, as and when required.
- q) Preliminary Design Services are required for reviewing the alignment, locations, construction methodology, finalise packaging of civil work and other works, prequalification of contractor for civil works, preparation of tender documents for civil and other works including preliminary designs and bid process management.
- r) Interaction and Coordination with Client team on preliminary designs and tender documents etc.
- s) Preliminary designs for civil work must be consistent with system designs and be good for tender document. This will cover all scope as defined in tender documents including Estimation of cost of all packages/works.

**C. The preparation of Preliminary drawings incorporating services and schedule of quantities.**

This will include:

- a) Preparation of Design basis Report including preliminary working and preliminary architectural drawings and Preliminary Estimate as per the latest PAR/Delhi Schedule of Rates of CPWD(DSR) or any other Standard Schedule of Rates (SOR) for civil work, electrical works and CPWD specifications for civil works, General specifications for electrical works Part I (Internal), Part II (External), Part III (Lifts and escalators), Part IV (Substation), Part V (Wet riser and sprinklers system), Part VI (HVAC works), Part VII (DG sets) and other CPWD specifications for services like substation, Air conditioning etc. for all items of the above work, including internal and external utility services, supporting calculations and Preliminary structural design / for whole of the work or in part of to facilitate call of tender in stages by OIL. For items not covered by the schedule of rates the Architect/Consultant would provide details specifications, description of the item and market rates.

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- b) Assistance to EPC Contractor in obtaining Pre and Post Construction approval of local authorities.
- c) Preparation & submission of Detailed specifications & list of makes for all the equipment's to be installed at site.
- d) Structural designs of various components of buildings / structures provided by contractors shall be proof checked by the Engineering consultant on behalf of OIL. He shall also sign over the Good for construction structural/MEP/Services drawings.

## II. Construction Stage:

- a) The Consultant shall provide all technical assistance in providing any further clarifications, details, designs and drawings required by the contractor(s) during the Detailed Design Stage and address any queries raised by the contractor for all components & services/utilities. The Consultant shall act as an interface or coordination agency between Client and the contractor during the handholding period for the Detailed Design Stage.
- b) The Consultant shall review and approve Detailed Design and GFCs prepared by the contractor(s) and ensure that all the preliminary design aspects and parameter have been adhered to.
- c) Supply to OIL six copies of the detailed working architectural drawings free of charge for use during execution of work.
- d) Supply to OIL such further drawings, specifications or details which may be required for proper execution of work.
- e) Provide assistance to EPC Contractor in obtaining approval from any statutory body/local Govt. Body like Pollution Control Board, Environmental clearance etc. as applicable to this project for execution of work or for designs/drawings of the scheme.
- f) Obtain OIL's approval for any material deviation in design, cost, working drawings, schedule and specifications from the approved scheme.
- g) Carrying out all modifications /deletions /additions / alterations /in design/drawing/documents as required by Local Bodies Authorities /State / OIL /Central Govt. or any other authorities as applicable for proper execution of works at site till completion and handing over of the project to the client.
- h) Undertaking site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site shall have to be borne by the consultant and shall be covered within his quoted/negotiated fees and nothing extra shall be payable on this account. After each site visit the Architect should confirm that the work is being executed as per drawings & specifications and deviations if any shall be brought to the notice of OIL.
- i) **Site office and site supervision**

An office by the consultant shall have to be opened at site as per the requirement of supervision of the project site during execution. The office Space will be provided by the contractor at site along with 2 Nos Computer, Printer, Chairs, table and other necessary re-equipment's required for functioning of Office. Consultant along with the key professionals shall undertake such site visits and attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site shall have to be borne by the consultant and shall be covered within his quoted/ negotiated fees and nothing extra shall be payable on this account. If any

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discrepancy/ non-adherence to the required norms/prescribed drawings/specifications/ GFC/ quality (QA & QC) shall be brought immediately to the notice of OIL. If any short comings are found and not reported in writing, shall not be considered as already being made aware off.

### III. Completion Stage:

- a) Obtaining completion and occupation certificates are in the scope of EPC Contractor. Consultant will assist the EPC Contractor in obtaining the same, wherever necessary from the local bodies after completion of work and inspection by Municipal/Fire/Electrical Inspectors and supply the same to OIL. For this purpose, any assistance required from OIL will be extended to the consultant. Any statutory fee payable to local bodies for issue of completion certificate shall be borne by OIL.
- b) The Consultant shall review completion drawings as prepared by the contractor(s); including 1:100 scale plans elevations and cross sections etc. indicating the details of the building and all internal and external services as completed and supply 4 sets of completion drawings to OIL and also hand over the original of the completion drawings to OIL. The changes, if any during the execution of work will be intimated by OIL to the consultants for preparation of above drawings.
- c) The Consultant shall review documents as prepared by the contractor(s) such as Preparation & submission of completion reports, Operation & maintenance manual, completion of as built drawings and documents for the project as required and acceptable to OIL and Clients/local bodies/or any other authorities applicable including getting 'completion certificate' from concerned authorities, if required.
- d) Assist OIL in Arbitration/Litigation case(s) that may arise out of the contract entered into, in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as and when required. The consultants' role will be limited to these clarifications only and unless specifically required by Arbitrator/Court, he shall not be required to participate in actual Arbitration/Litigation proceedings.
- e) Consultancy for obtaining GRIHA / Green Building Certification, as mentioned in the TOR.

### IV. Defect Liability Stage:

The Defects Liability Period for this Project shall be **12 (twelve)** months and shall be reckoned from the date of issue of taking Over Certificate or completion certificate by the Statutory Bodies whichever is later. The consultant shall visit the site and provide all the drawings/details for rectification of defects, if any.

### 2. Additions, Alterations and Variation:

The OIL shall have the right to request in writing for additions alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the consultants shall comply with such requests without any extra cost.

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If the work in full or part is withdrawn for any reason, the same shall be withdrawn from the scope of consultant and proportionate consultancy fee shall be paid only up to the stage for which the consultancy work has been completed. Consultant shall have no further claim whatsoever on this account on OIL.

### 3. Taxes

- a) All taxes, income tax and any other livable tax (except Goods Service Tax) in connection with the execution of the contract levied by the statutory Authorities/State/Central Govt. of India/State Govt. or any local authorities on the consultant in accordance with the applicable law shall be borne by the consultant and are deemed to be included in their bid price. The tenderers shall note that the Tax Deduction at Source (TDS) as per applicable law shall be made from the payments due/made to the consultants and which shall not be reimbursed.
- b) The Goods Service tax as applicable shall be reimbursed by OIL on actual production of receipt of deposit. However, consultant has to mention Goods Service Tax Number in the invoice and amount of Goods Service Tax should be shown separately in the bill.
- c) Any enhancement of taxes/duties by the authorities/Government of India/State Government, during currency of this contract shall be borne by the Consultant only and which shall not be reimbursed by OIL.

### 4. Number of Drawing Sets etc. and Copyright:

The Consultant shall supply free of charge to the OIL, the adequate no. as specified elsewhere of following documents in soft as well as hard copy.

- i. Detail Project Reports with coloured drawings.
- ii. All the Drawings and estimates to be submitted to local authorities.
- iii. Complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications.
- iv. All working drawings for all the components (Good for Construction Drawings).
- v. Detailed estimates and rate analysis of all works.
- vi. Completion drawings and detailed documents.
- vii. Tender documents/tender drawings as per OIL requirements.
- viii. Fabrication Drawings of all equipment if any.
- ix. As built drawings after completion of project.

### Note:

1. The scrutiny of the drawing, and designs by the OIL own supervisory staff, if any, does not absolve the Architects of their responsibility under the agreement. The Architects shall remain solely responsible for structural soundness of the design and other services.
2. The Architect firms/Consultant shall supply to the OIL copies of all documents, instructions issued to Architect firms/Consultant, if any, relating to the work, drawings, specifications, bill of quantities and also other documents as may be required.
3. The Architects hereby agree that the fees to be paid as provided herein will be in full discharge of function to be performed by him and no claim whatsoever shall be against the OIL in respect of any proprietary rights or copy rights on the part of any party relating to the plans, models and drawings.

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page 87 of 152
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4. While providing consultancy services, the consultant shall ensure that there is no infringement of any patent or design rights and he shall be fully responsible for consequences/any actions due to any such infringement. Consultant shall keep OIL indemnified all the times and shall bear the losses suffered by OIL in this regard.
5. Consultant shall appoint and notify a team of two senior officials of his organization as nodal officers to represent the consultant in all the meetings/presentations with Local Municipal Corporation Authorities/State/Client / OIL /Central Govt. or any other agency.
6. All designs and drawings shall be the property of OIL. The name and logo of OIL shall be pre-dominantly displayed on all the drawings and documents. The consultant shall not put his name or firms name on any of the documents/drawings on the DPR. The name of consultant shall be written as Consultant on all drawings/documents only after DPR is approved from all the concerned authorities.
7. The originals of approved completion drawings shall be on good quality reproducible tracing paper and soft copy of all the drawings & design shall have to be given on external hard drive. The proprietary rights of all the design shall remain with OIL.

#### 5. Key Personnel:

The general composition of the Consultant should be as follows:

Sl. No.	Type of Personnel	Reqd. qualification and experience	Nos. of Personnel
1	Project Manager	M Arch/M tech. + 15 yrs experience OR B Arch/ B-Tech + 15 yrs experience	1
2	Principal Architect	M Arch/M tech. + 15 yrs experience along with working experience of architectural designing of Core Repository OR B Arch/ B-Tech + 15 yrs experience along with working experience of architectural designing of Core Repository	1
3	Structural Engineer	M-Tech (Structure) + 10 yrs experience	1
4	Quantity Surveyor	B-Tech (Civil) + 5 yrs experience	1
5	Electrical Engineer	B-Tech (Electrical) + 10 yrs experience	1
6	Mechanical Engineer	B-Tech (Mechanical) + 10 yrs experience	1
7	Public Health Engineer/ Civil engineer/Plumbing	B-Tech (Civil) + 10 yrs experience	1

#### Place of Deployment of Key Personnel:

**1. Project Manager:** To be deployed at Guwahati

**2. Principal Architect:** Minimum number of site visit : 5 Nos.

(2 nos. of site visits during preparation of EPC tender after award of work and 3 nos. of site visits during execution). Any additional visit on request of client/or during any emergency, OIL will reimburse the expense of Business Class return fare in air on actual basis. No other expanses will be entitled for reimbursement. However, boarding & lodging will be provided by OIL.

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**3. Structural Engineer, Quantity Surveyor, Electrical Engineer, Mechanical Engineer, Public Health Engineer/ Civil engineer/Plumbing:** To be stationed at Guwahati as and when required for execution of the project.

**Site Professionals:-**

1	Site Engineer	B-Tech (Civil) + 5 yrs experience	1
2	Site Supervisor	Diploma (Civil Engineer ) + 5 yrs experience	2

**The following activities shall attract penalties which shall be deducted from the running bill for consultancy services:**

Sl. No.	Activities	Penalty
1	Report Submission	If there is any delay in report submission, OIL may impose a penalty upto Rs. 5000/- (Rupees Five Thousand Only) from the running bill of Consultant.
2	Absent from Duties	For any reason whatsoever, if any team member remains absent from duty for a cumulative period of more than 15 working days in a year or more than 5 working days at one time, the consultant shall deploy personnel of equal or higher qualification and experience under the intimation to OIL. In the event of the failure of the consultant to do so, OIL may impose a penalty upto Rs.10,000/- (Rupees Ten Thousand Only) from the running bill of Consultant.
3	Change of Manpower	If, there is any change in manpower a) Project Manager b) Principal Architect Subject to approval of OIL
4	Performance of the team members	If, the service of a team member provided by the Consultant is not acceptable to the OIL, the Consultant shall replace the team member within 07 days of given such notice.

**Responsibilities:** The consultant will be responsible for any fault/any shortcomings found in structural design and safety. Similarly, consultant will also be responsible for any shortcomings in preparation of QA & QC modules.

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**6. TIME SCHEDULE AND MILESTONES****A. Time Schedule**

The timelines for the project are as follows:

Phase	Stage	Time from the date of Start of Work (months)
Phase 1	Stage 1 to 6:	3 (three) months
Phase 2	Stage 7 & 10:	12 months. Total duration of contract is 15 Months

**B. Milestones:** - The consultant shall deliver the following to the OIL:

Sl. No.	Deliverable	Time from the date of Start of Work
<b>Phase I – Preconstruction</b>		
1	Submission of Concept Drawings, 3D view, 3D Modeling ; walkthrough for the Proposed Buildings with elevations and sections and making presentations before the client department for obtaining comments/suggestion & developing final concept drawings for obtaining approval thereof and submission of DPR for approval of OIL.	4 weeks
2	Submission of Preliminary drawings / design necessary for obtaining Local bodies approval(s), and submission of drawings /details in proper formats to the concerned local bodies for obtaining NOC / sanctions / approval for construction.	After Completion of work at S.No.1 (2 weeks) = 6 Weeks
3.	Pursuing & Liaison with various authorities for obtaining approval of municipal drawing there from.	After Completion of work at S.No.6 =15 weeks
4.	Submission draft Preliminary cost estimates based on latest CPWD PAR, latest version as applicable on the date of submission, duly enhanced by approved Cost Index, and on market rates for Non- SOR/DSR items of the work along with market rate analysis and supporting market rate quotation(s);, technical specifications, Preliminary architectural services & sufficient structural drawings and obtaining the approval thereof, and submitting copies of the approved Preliminary estimates with all related documents.	After Completion of work at S.No.2 (2 weeks) = 8 Weeks
5.	Submission of Tender drawings and Bid document for inviting bids for construction on EPC mode and obtaining approval thereof from OIL, and submitting copies of the approved bid documents.	After Completion of work at S.No.4 (3 weeks) = 11 Weeks

6.	Submission of minimum six sets in hard copy (A-1 size) and soft copy in MS Word, MS Excel, Power point & AutoCAD format in Pen drive in two set of all Preliminary architectural, services, structural drawings (duly proof checked from agency nominated by OIL and vetting from IIT, NIT or Govt. Engineering College), after obtaining approval of OIL of the drawings. (Fees of proof checking by institution/agency shall be reimbursed on actual basis by OIL).	After Completion of work at S.No.5 (1 week) =12 Weeks
<b>Phase-2 -Construction and Post Construction</b>		
7.	Site supervision and site visits as per the requirement by OIL during progress of the work to ensure the sufficiency of drawings and details issued by consultant for the work and to issue revised/ modified/ additional drawings/ details, as and when required as per site conditions for smooth progress of the work.	During the entire construction period including extended period of construction, once a month and also required if any by OIL.
8.	Approval of shop drawings for proprietary/ specialized items of work as submitted by EPC Consultant, if any within one week from the date of submission by the construction agency/ firm.	During construction period
9.	Assistance to EPC Consultant in Completion of project, issue of Completion Certificate, submission of "As Built Drawings", finalization of Consultant's final bill & closing of contract	During construction period
10.	Assistance to EPC Consultant in obtaining completion certificate and occupation certificate from Local Authority.	Four weeks after completion of work
Drawings shall be prepared on CADD (latest version) and structural design on STAAD (latest version). All approvals shall be given by the OIL as per the schedule mentioned above along with soft copy(Dwg) of drawings & details in Data Card /Pen drive.		

### C. Payment Terms:

The fee includes planning, designing and supervision during construction of the project, travel expenses towards periodical and day today supervision, for attending meetings with OIL /Clients/ visits to local authorities, etc. by the Consultant and or by their technical persons. The fee should also include cost of providing Key Personnel, Site Professionals etc. for day to day liaisoning and all expenses shall be borne by the consultant.

All payments shall be made in Indian currency only.

(a) The Consultancy Fee:

The payment shall be continued to be paid as per TOR but the final payment shall be adjusted according to the above.

(b) The above fee is inclusive of fee payable by the consultant to any other consultant/ Associate(s)/ proof checking agencies and nothing extra shall be payable by OIL for this purpose.

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- (c) The Consultant shall submit all running bills and final bill to OIL of respective work. All the required documents e.g. Tax invoice etc. shall also be submitted.

**D. Mode of Payment:**

Stage	SI. No.	Milestone	% payment	Cumulative percentage payment
<b>Stage-1</b>		<b>Pre – construction stage</b>		
	I.	On Approval of concept plan, Master plan & Detailed architectural design	<b>10</b>	<b>10</b>
	II.	On Submission of Preliminary Estimate, FEED along with Tender document and Drawings. On Checking and approval of Detailed Estimate & FEED	<b>10</b>	<b>20</b>
	III.	On Submission of application for clearances and approvals from statutory bodies and submission of approved drawings, submission of structural drawings duly vetted from IIT/ NIT/ Govt Eng. College, Submission of tender documents of EPC contractor.	<b>05</b>	<b>25</b>
	IV.	On award of EPC Contractor and Preparation of QA and QC Modules	<b>05</b>	<b>30</b>
<b>Stage- 2</b>		<b>Construction stage (on pro-rata basis)</b>		
	I.	On Monthly Basis (As per timelines given for Construction work)	<b>60</b>	<b>90</b>
<b>Stage- 3</b>		<b>Post construction stage</b>		
	I.	On completion of post construction works. Submission of layout of services including electrical and mechanical also	<b>05</b>	<b>95</b>
	II.	After completion of defect liability period	<b>05</b>	<b>100</b>

**Note:-**

- No claim/ additional fees on account of any price variation/ Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for entire contract period as well as extended period for completion of the works for Stage-1 and Stage 3.
- Consultant shall submit his bill along with full description about service provided, separately for both of the works.
- Consultant shall not claim payment against pending services or incomplete stages of work
- All payments paid to Consultant are advance payments in the form of running account bills & it can be adjusted at any stage as well as during finalization of final bill.
- In case only a part of the project is continued beyond any stage, no further payment shall be made to the Consultant for the part not executed. Further payments shall be released proportionate to the part continued beyond the above stage.
- The cost of references to be made by the Consultant to his in house professional experts or outside professional experts are included in Consultant's fees and nothing extra will be paid

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by OIL on this account.

- g. Against each activity including sub activity, the consultant shall submit 6 (six) sets of drawing in the form of hard copy & one softcopy.
- h. No charges what so ever against stationary, conveyance, furniture etc shall be claimed by the Consultant. The prices quoted by the consultant under section-6 are inclusive of all such incidentals.
- i. All the payments due to the consultant shall be made online and no cheques/ draft shall be issued.
- j. The part payment against above stages on part completion of required scope of work under a particular stage can only be released in special cases as per decision of Engineer in- charge by mentioning the reasons for the same.

## **7.0 SITE VISIT**

7.1 The Bidder is advised to visit and examine the site of job and its surroundings, obtain all information that may be necessary for preparing the Bid and entering into a Contract, on its own costs.

7.2 The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.

7.3 The Bidder shall not be entitled to hold any claim against OIL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

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**Annexure AAA**

OIL India Limited intends to develop a state-of-the-art Centralized Core Repository with advanced laboratory facilities in Guwahati, Assam, India, the first of its kind in South-East Asia. It is projected that this will entail the preservation of conventional cores, drill cutting samples, laboratory analysis, digital imaging, core viewing, digital archival system, etc. Under this Centralized Core Repository, it is envisioned that all extracted conventional cores and cuttings from different spheres of OIL and other agencies operating in India will be preserved to ensure the efficacy of all geoscientific and engineering studies, which is essential for basin analysis and future prospect identification for hydrocarbon exploration.



**Site Area (ABCD) plotted at Google map**

**Basic Data of the Project:**

- Location: Guwahati, Assam, India (near Narangi, Pipeline Head Quarter, OIL)
- Total Land area: 16,000 m<sup>2</sup>
- Land type: Surrounded by low land area and connected with main road connected (Refer Google map, attached photos & videos)
- Capacity of core repository for conventional core storage >2,00,000 m
- Capacity of drill cuttings storage >5000 wells
- Provision to be kept for future expansion

**The proposed Core Repository building shall have three parts viz. A. Core Repository area, B. Laboratory part and C. Office cum study rooms**

**A1. Core Repository Area**

CENTRALIZED CORE REPOSITORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page 94 of 152
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1. Conventional Core and drill cutting samples receiving, washing, and drying site with conveyor belt facilities. As Assam is a region prone to rain and storms, a permanent roof covering is required. Before and after washing and drying, additional space is required to temporarily store core and drill cutting samples prior to store in Core Repository storage area.

*Facility: Conveyor belt, water for washing, storage rack etc.*

2. Core & drill cutting samples handling, labelling, data entry, packaging and temporarily storage room

*Facility: Conveyor belt, seating area for Geologist/technician with working tables to keep microscopes, data entry area, weight measuring area, packaging & wrapping area, and storage area etc.*

3. Two (2) nos. of Core display and viewing rooms

*Facility: Natural light, Conveyor belt, seating area for geologist/ technician with working tables to keep microscopes, computer etc.*

4. Core cutting, slabbing, trimming, and plugging rooms with racking facility

5. Sample preparation rooms

8. Digital data viewing area (computers, display system etc.)

9. Conventional Core Storage area with modern racking facility (multi-bay racking system)

10. Drill Cutting sample Storage Area with modern racking facility

11. Consumables Storage room with shelves racking system

12. Site for Disposed materials

13. Area for future development

## **A2. Core Analysis Area:**

1. Core and drill cutting samples imaging, logging & scanning rooms

*Facility: Conveyor belt, racking facility etc.*

2. Petrology and mineralogy laboratory for Core and drill cutting samples

3. Helium Porosimeter instrument room

4. Permeameter and porosimeter instrument room

6. Other facilities for core analysis

## **B1. Sedimentological Study Lab:**

1. Thin Section Preparation room

2. Advance Polarization Microscope Room

3. Organic petrography Sample Preparation Room

4. Organic Petrography Microscope Room

5. Scanning Electron Microscope Room

6. XRD Room

7. XRF Room

8. Grain size analysis Room

9. Heavy Mineral Analysis Room

10. Thin section library

11. Rock samples storage room

12. Lab consumable storage room

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13. Any future development rooms

### **B2. Palaeontological Study Lab:**

1. Acid Digestion/ Fume Hood Chambers
2. Sample processing Room
3. Slide Preparation Rooms
4. Microscope Rooms
5. Palaeontological study Room
6. Sample/thin slide storage room
7. Any future development rooms

### **B3. Unconventional energy study lab:**

1. Sample preparation/processing room.
2. Laboratory rooms for Desorption canister, Adsorption Isotherm analyser, Elemental Analyzer, etc.
3. Lab consumable storage room
4. Any future development rooms

### **C. Office Area**

1. Library cum reading room
2. Cafe/Pantry/canteen
3. Office Room Type 1 (office + Lobby+ Secretary room + Washroom)
4. Office Room Type 2 (office + Lobby + Secretary room +Washroom)
5. Office Room Type 3
6. Office Room Type 4
7. Working Space for Geologists/Technicians
8. Huddle Space (Plotter + Printer etc.)
9. Server Room+ HVAC
10. UPS Room
11. Electrical Room + Router + Network Switch
12. Meeting Room with VC setup
13. Conference Room with VC
14. Training Room
15. Support staff room
16. File Room
17. Lobby with Reception Area
18. Visitor Waiting Area
19. Consultant Room
20. Storage Room
21. Technical Support staff rooms
22. Geological samples display rooms
23. Washroom (Gents + Ladies + Handicapped)

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**The common requirements are:**

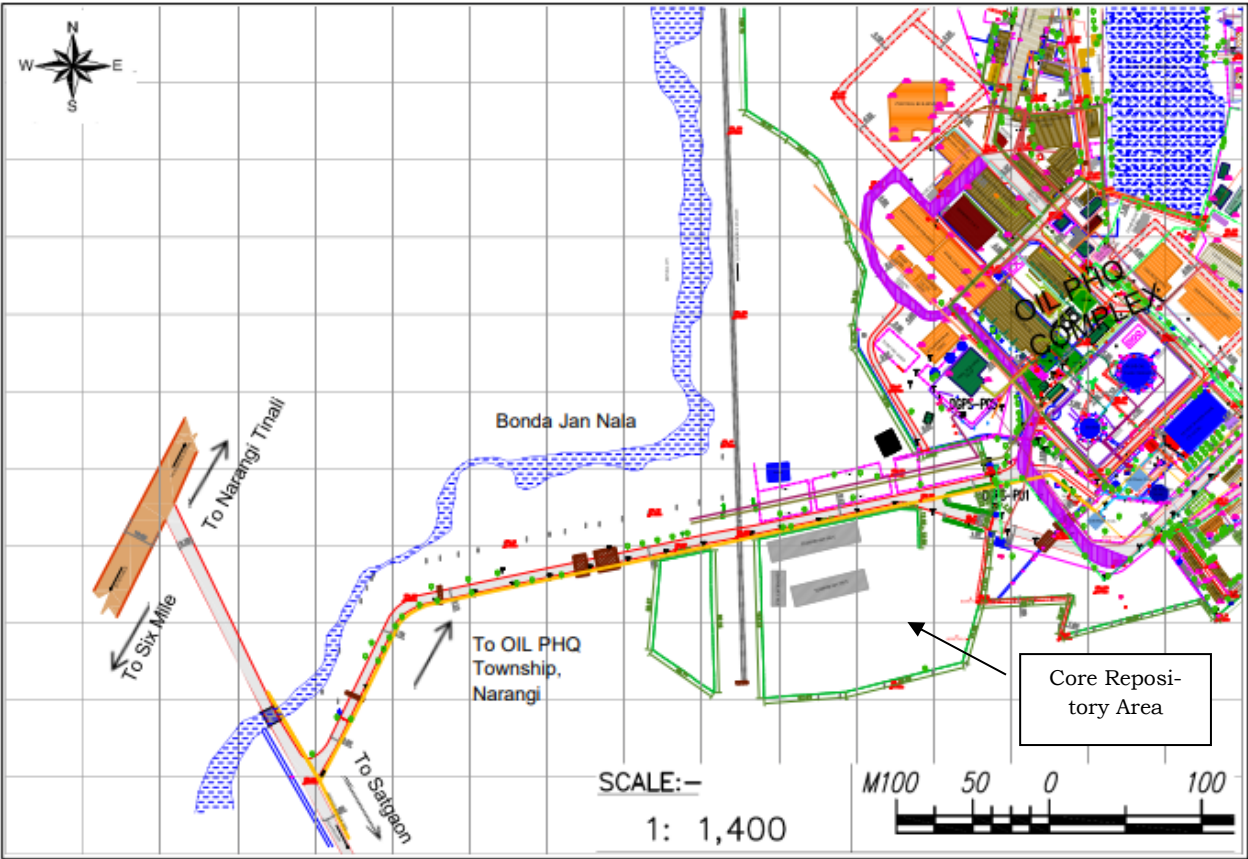
- Provision for especially abled person.
- Firefighting arrangement as per Indian Building Code
- Water storage and distribution system
- Boundary Drainage works
- Parking area
- Optimized building design to reduce conventional energy demand in terms of Electrical energy consumption using natural light and air
- Adaptation of efficient design and technology to reduce time of construction.
- State of the art building design with interior facilitates for Core storage and laboratory analysis
- Planning and design of internal ring road for entry/exits
- Design of Boundary fence all-round the proposed building with security hut
- Planning and design of storage and distribution system water.
- Design of lift
- Planning and design of power distribution system including all electrical components, substations, transformer, area lighting etc.
- Planning and design of plumbing/ drainage system including storm water drains and its connection to nearby Leader drain.
- Landscape design
- Planning and design of network for telephone, internet, television, CCTV etc.

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Site Map for Core Repository:

Annexure BBB

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LEGEND			
01. Metallic Road		08. Boundary wall	
02. Under Construction road		09. Railway Track	
03. Express High way		10. Culvert	
04. Drain		11. Tree	
05. Nala		12. Tank	
06. Truck Movement Corridor		13. Pump Station	
07. Naamghar		14. Mosque	

Site Map showing the area of Core Repository at OIL PHQ, Narangi, Guwahati

END OF SECTION – 1

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>100</b> of <b>152</b>
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**PART – 4**  
**SECTION – II**  
**PAYMENT TERMS**

**1 General**

The terms and mode of payment shall be as per details given below and as per the relevant clauses of GCC, ITB & SCC as applicable.

Payment shall start only after signing of Contact Agreement as per Tender document & receipt and confirmation of contract cum performance Bank Guarantee.

Prices shall be as per the Price Schedule Format. Statutory variation in taxes, if any, within the contractual completion period shall be borne by owner. However, any increase in tax beyond the contractual completion period shall be borne by Consultant. Any decrease in the rate of taxes and duties shall be passed on to the owner. No variation in taxes duties or levies other than Goods & Service tax shall be payable.

**2 Terms & Mode of Payment**

Stage	Sl. No.	Milestone	% payment	Cumulative percentage payment
<b>Stage-1</b>		<b>Pre – construction stage</b>		
	I.	On Approval of concept plan, Master plan & Detailed architectural design	<b>10</b>	<b>10</b>
	II.	On Submission of Preliminary Estimate, DPR along with Tender document and Drawings. On Checking and approval of Detailed Estimate & DPR	<b>10</b>	<b>20</b>
	III.	On Submission of application for clearances and approvals from statutory bodies and submission of approved drawings, submission of structural drawings duly vetted from IIT/ NIT/ Govt Eng. College, Submission of tender documents of EPC Consultant.	<b>05</b>	<b>25</b>
	IV.	On award of EPC Contractor and Preparation of QA and QC Modules	<b>05</b>	<b>30</b>
<b>Stage- 2</b>		<b>Construction stage (on pro-rata basis)</b>		
	I.	On Monthly Basis (10% retention per invoices)	<b>60</b>	<b>90</b>
	a)	10% of the 60% amount due in construction stage (on completion of 10% of the Project Work)		
	b)	20% (less the payment in stage (a)) off the 60% amount due in construction stage (on completion of 20% of the Project Work)		
	c)	30% (less the payment in stage (a+b) of the 60% amount due in construction stage (on completion of		

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		30% of the Project Work)		
	d)	40% (less the payment in stages (a to c) of the 60% amount due in construction stage (on completion of 40% of the Project Work)		
	e)	50% (less the payment in stages (a to d) of the 60% amount due in construction stage (on completion of 50% of the Project Work)		
	f)	60% (less the payment in stages (a to e) of the 60% amount due in construction stage (on completion of 60% of the Project Work)		
	g)	70% (less the payment in stages (a to f) of the 60% amount due in construction stage (on completion of 70% of the Project Work)		
	h)	80% (less the payment in stages (a to g) of the 60% amount due in construction stage (on completion of 80% of the Project Work)		
	i)	90% (less the payment in stages (a to h) of the 60% amount due in construction stage (on completion of 90% of the Project Work)		
	j)	100% (less the payment in stages (a to i) of the 60% amount due in construction stage (on completion of 100% of the Project Work)		
<b>Stage- 3</b>		<b>Post construction stage</b>		
	I.	Assistance to EPC Contractor in Completion of project, issue of Completion Certificate, submission of "As Built Drawings", finalization of Consultant's final bill & closing of contract. However, On completion of post construction works. Submission of layout of services including electrical and mechanical	<b>05</b>	<b>95</b>
	II.	After completion of defect liability period	<b>05</b>	<b>100</b>

**Note:-**

- 10 % retention money will be released after issuance of job/project completion certificate by PMC
- No claim/ additional fees on account of any price variation/ Escalation on whatsoever ground shall be entertained at any stage of works. Quoted fees shall be firm and fixed for entire contract period as well as extended period for completion of the works for Stage-1 and Stage 3.
- Consultant shall submit his bill along with full description about service provided, separately for both of the works.
- Consultant shall not claim payment against pending services or incomplete stages of work
- All payments paid to Consultant are advance payments in the form of running account bills & it can be adjusted at any stage as well as during finalization of final bill.
- In case only a part of the project is continued beyond any stage, no further payment shall be made to the Consultant for the part not executed. Further payments shall be released proportionate to the part continued beyond the above stage.
- The cost of references to be made by the Consultant to his in house professional experts or outside professional experts are included in Consultant's fees and nothing extra will be paid by OIL on

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this account.

- h. Against each activity including sub activity, the consultant shall submit 6 (six) sets of drawing in the form of hard copy & one softcopy.
- i. No charges what so ever against stationary, conveyance, furniture etc shall be claimed by the Consultant. The prices quoted by the consultant under section-6 are inclusive of all such incidentals.
- j. All the payments due to the consultant shall be made online and no cheques/ draft shall be issued.
- k. The part payment against above stages on part completion of required scope of work under a particular stage can only be released in special cases as per decision of Engineer in- charge by mentioning the reasons for the same.

\*\*\*\*\*

**END OF SECTION II**

**END OF PART 4**

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>103</b> of <b>152</b>
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## **PART 5**

### **SPECIAL CONDITIONS OF CONTRACT**

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

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**SPECIAL CONDITIONS OF CONTRACT-SCC****1.0. GENERAL**

- A The Special Condition of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of payment, and any other documents forming part of bid document, wherever the context so requires. Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.
- B Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.
- C In case of an irreconcilable conflict between Indian or other applicable standards, General Conditions of Contract, Special Conditions of Contract, Specifications or Price Schedule, the following shall prevail to the extent of such irreconcilable conflict in order of precedence:
- i) Letter of Acceptance along with Statement of Agreed Variations.
  - ii) Fax of Acceptance / Letter of Acceptance
  - iii) Schedule of Payments as enclosure to Letter of Acceptance.
  - iv) Special Conditions of Contract
  - vi) Terms of Reference/ Instructions to Consultants
  - vii) General Conditions of Contract
  - viii) Other applicable Standards

**2.0. Award of Work**

The work shall be awarded to the only one bidder who stood Rank 1, as per QCBS methodology for both the site.

**3.0. Payment Terms**

Payment Terms as mentioned in terms of reference will be applicable.

**4.0. Pegging of fee payable to the Consultant**

The percentage (%) fee of the Architect/ Consultant shall be pegged to the lower of (a) estimated cost of project/ job (s)/ work and (b) the original awarded contract value of project/ job / work provided scope of work remains same.

If contract value increases due to change in scope of work it will be paid as per terms and condition of contract and that to limited to services rendered.

If timeline of contractor extends beyond the initial contract period, then extension of time as granted to complete the work will also be applicable on PMC and fees will be worked out on pro-rata basis.

**5.0 DEFECT LIABILITY PERIOD:**

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The defect liability period shall be 12 months from the date of actual completion of work as recorded in completion certificate by EIC/PMC. Any defect arising out due to any reason, which in the opinion of Engineer-In- Charge/PMC resulting due to above, Consultant will issue the letter to contractor for rectification of the same defect at contractor's own risk and cost.

## 6.0 TIME SCHEDULE

The CONSULTANT shall ensure that the project shall be completed within the stipulated time frame. The CONSULTANT would prepare detailed activity schedule for the project in consultation with the Owner at the beginning/during kick-off meeting. All efforts should be made to meet all the intermediate schedule and milestones.

Time is the essence of contract. No delay on account of any reasons on the part of the CONSULTANT / Contractors engaged for work packages / delivery of material shall be accepted. CONSULTANT shall ensure makeup plan in place for achieving the scheduled completion. CONSULTANT is required to plan and put manpower and resources accordingly.

CONSULTANT is required to work simultaneously on various procurement & works packages and accordingly, make all out efforts to complete the project on or before the time schedule. The contract price shall be valid till satisfactory completion of all works under the scope of Consultant.

Zero Date of the project is the date of award of the contract (i.e; Date of issue of LOA to consultant). The total duration for completion of Project including Mobilization of 15 days from the Zero Date is as under:

**The timelines for the project are as follows:**

Phase	Stage	Time from the date of Start of Work (months)
Phase 1	Stage 1 to 6:	3 months
Phase 2	Stage 7 & 10:	12 months. Total duration of contract is 15 Months

## 7.0 LIQUIDATED DAMAGES/ PRICE REDUCTION SCHEDULE

Clause No. 30.0 of the GCC stands deleted and replaced with the following:

In the event of delay in completion of the project (Architectural Services) as per Time Schedule mentioned above and due to reasons attributable to Consultant, other than due to an event of Force Majeure, then the Contract Price against Item No. 10 of the Price Schedule (Proforma B) shall be reduced by 0.5% per week of delay or part thereof subject to a maximum deduction of 7.5% of the Contract Price against Item No. 10.

In addition to above, In the event of delay in commissioning of the project (PMC Services) and due to reasons attributable to the EPC and other than due to an event of Force Majeure, then the Contract against Item No.20 of the Price Schedule shall be reduced by by 0.5% per 90 days of

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delay or part thereof subject to a maximum deduction of 7.5% of the Contract Price against Item No. 20.

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 de-lay on the part of the CONSULTANT/CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.

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. Price pursuant to this Clause, if any amount is due to Owner from the Contractor, then such amount will either be set-off against any amount due or that becomes due to the Contractor or be recovered by invoking the Contract Performance Bank Guarantee. The payment of liquidated damages/penalty may be reduced or waived at the sole discretion of the owner whose decision in this regard will be final.. The reduction of Contract Price shall not relieve the Contractor from its obligations to complete the Works and the Facilities, or from any of its other duties, obligations or responsibilities under the Contract. The Contractor shall use and continue to use its best endeavour to avoid or reduce further delay to the Works, or the issue of the Completion Certificate. Application of LD/PRS under this Clause shall be without prejudice to any other right of Owner, including the right of termination and associated clauses there-under in GCC.

## **8.0 PENALTIES/RECOVERIES**

- a) In case the deviation of any individual civil contract exceeds 20% of the contract value or the additional/extra items exceeds 20% of contract value for the reasons solely attributable to consultant then recovery/penalty shall be made from the CONSULTANT as below:  
(3% of Excess Deviation amount above 20%) or (Excess Deviation in % x 2.5% of EPCM CONSULTANT Cost) whichever is lower.
- b) CONSULTANT shall check the materials received viz-a-viz the vendor's obligation as per PO/contract and submit the shortcomings, if any. Consultant shall expedite with the vendor/civil contractor to ensure complete the project within time schedule.

## **9.0 SCOPE OF WORK FOR PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION**

The Construction Management and complete day to day supervision of all construction activities shall be done by placement of following full time qualified personnel having experience and thorough knowledge of civil construction / interior, MEP and allied works as mentioned in TOR.

The Site Engineer/Site Supervisor will work under Principle architect and he may be designated as the Engineer-In- Charge of the work awarded under different Tender Packages for completion of the entire work. The Site Engineer/Site Supervisor to be deployed, should

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have hands on experience in construction industries preferably in the field of building projects, consisting of all integrated services including Interior works. The full time site engineers should have adequate knowledge and experience in the field of construction, quality assurance etc. in their respective branches. OIL shall have the full right to cross check the experience of the Site Management team and have the final word for their posting. Further, in the event of specific technical requirement where experts are required to inspect any material, for any technical clarification, guidance at the time of commissioning of various services eg. Electrical, Lift, AC, Fire fighting etc., the same shall be deployed by the Consultant for which nothing extra shall be paid.

- Project, Construction Management and Supervision will include detailed planning, detailed construction schedule through MS Project, Bar chart and S-curve etc , review of construction schedule prepared by the contractor, co-ordination and day to day supervision for achieving required progress in accordance with the contract documents, drawings, specifications, quality control, review of various test reports & recommending OIL for any action required to be taken, checking, certification and recommendation for payment of contractor's Running Account & Final bill, closing of various contracts packages etc. and maintaining all records as per the requirement of OIL.

- Preparation of detailed package wise work progress schedule, with activity wise fortnightly plan, catch-up plan if any required to make-up the shortfall in the progress. It is expected that the Architect should monitor the entire Project Management with the help of latest software tool eg. MS Project Office etc.

- Preparation of monthly progress report indicating the schedule, overall progress, status of various material, details of manpower & machineries deployed by the various Contractors, S-curve, Site photographs and any other details associated with the project and submit to OIL in a proper booklet form by 7th of every month.

- Architect shall be fully responsible for generating various data, documents for Green Building requirement. They shall ensure that all the construction activities, use of materials etc. are in line with the Green Building requirement and coordinate with various executing agencies for collecting the required data and collating the same for submission to authority (GRIHA) for Green Building Certification.

The deployment of Consultant manpower will be at site till forwarding the final bill for processing of payment by Consultant / OIL. However, time-to-time clarification against the queries raised against final bill by other departments will be replied by the Consultant from their office.

- Clarifications to various technical / commercial points during execution of work.

- Checking, certifying & recommendation of payment to OIL for bills of Contractors for various work packages.

- All safety norms at site during execution of work, as per OIL & Govt. authority.

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- Preparation of various charts & schedules & presentation to OIL Management at Corporate level as well as for Site Management.

- Maintaining the quality control of the project work, keeping the complete record of quality control.

Assisting in Arbitration and Litigation cases if situation arises with contractors / suppliers including preparation of replies etc.

- Assisting in replying audit queries.

- Recording of completion certificates and finalization of final bills, settlement of various claims and closing of contracts for various work packages.

- Getting the rectification of defects (if any) in the works carried out through the respective contractors during the deployment of Consultant's manpower at site for forwarding the final bill for processing of payment after receipt of the notice against the same within 7 days from the date of information sent from OIL to Consultant.

- Subsequent rectification of the defects will be carried out by EPC Contractor and final Completion Certificate will be issued by OIL.

- A detailed list of pending defects to be carried out by the Contractor will be handed over to OIL before withdrawal of manpower by the Consultant.

- PMC has to maintain all the necessary testing of construction material / testing certificate and other necessary documents as per CPWD guidelines. However, to carry out testing of material shall be in the scope of contractor, carrying out building construction work.

#### **10. OTHER CONDITIONS:**

- i) CONSULTANT shall perform the work under this CONTRACT with diligence and conforming to the best international practices available.
- ii) CONSULTANT shall perform their obligations conforming to rules, regulations and procedures prescribed by law/Statutes.
- iii) CONSULTANT shall be responsible for ownership of the design engineering, patent etc.
- iv) CONSULTANT shall take approval/concurrence from owner on major and critical issues e.g. Design Basis, etc.
- v) CONSULTANT shall suggest measures to cut-down cost and time over run without compromising the quality of work required in implementing the project.
- vi) CONSULTANT should intimate in advance any owner's obligations for timely completion of activities (e.g.) requirements of statutory norms, regulatory authorities etc.
- vii) CONSULTANT shall provide all necessary documents in time to the contractor for commencing and proceeding with the work as per agreed schedule.
- viii) Any activity required to be carried out for completion of the project through not specifically mentioned in the tender document shall be carried out at no extra cost.

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- ix) CONSULTANT shall keep records pertaining to the movement of the material & its traceability/accounting as well as physical usage w.r.t. the section of the pipeline. EPCM CONSULTANT shall bifurcate the cost as per owner formats for the purposes of the capitalization of the assets. At the time of capitalization, consultant shall depute their representatives in owner's office, as required.

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**END OF PART - 5**

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**PROFORMA-A**

**CERTIFICATE FOR RESTRICTION OF PROCUREMENT**

To  
OIL INDIA LIMITED  
Pipeline Headquarter, Guwahati

**Sub: IFB No. ....**

Gentlemen,

*"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"*

Dated this \_\_\_\_\_ day of \_\_\_\_\_

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

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

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

**Seal of the Bidder:**

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**PROFORMA-C****BID FORM**

To  
OIL INDIA LIMITED  
Pipeline Headquarter, Guwahati

**Sub: IFB No. ....**

Gentlemen,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_\_\_ (Total Bid Amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

If our Bid is accepted, we will obtain the guarantee of a bank in a as per 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 fixed for Bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_

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

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

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

**Seal of the Bidder:**

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**PROFORMA – D****Tender No. : CIC3604P24****STATEMENT OF COMPLIANCE****(Only exceptions/deviations to be rendered)**

<b>SECTION NO. (PAGE NO.)</b>	<b>CLAUSE NO. SUB-CLAUSE NO.</b>	<b>COMPLIANCE/ NON COMPLIANCE</b>	<b>REMARKS</b>

**(Authorised Signatory).****Name of the Bidder\_\_\_\_\_**

**NOTE:** OIL INDIA LIMITED expects the Bidders to fully accept the terms and conditions of the bid document. However, should the Bidders still envisage some exceptions/ deviations to the terms and conditions of the bid document, the same should be highlighted as per format provided above and to be submitted as part of their Technical Bid. If the Proforma is left blank, then it would be presumed that the Bidder has not taken any exception/deviation to the terms and conditions of the bid document.

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**PROFORMA-E****BID SECURITY**

Ref. No Bank Guarantee No  
Dated

TO,  
OIL INDIA LIMITED

Whereas ..... (herein after called 'the Bidder') has submitted their Bid No. ....dated.....against OIL INDIA LIMITED, DULIAJAN, ASSAM, INDIA (hereinafter called the purchaser)'s tender No. ....for the supply of (hereinafter called 'the Bid') KNOW ALL MEN by these presents that we..... Of having our registered office at..... ( hereinafter called 'the Bank') are bound unto the Purchaser, in the sum of ..... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the said Bank this .....day of.....

**THE CONDITIONS of this obligation are :**

1. If the Bidder withdraws their Bid during the period of Bid validity specified by the Bidder, or
2. If the Bidder, having been notified of the acceptance of their bid by the Purchaser during the period of bid validity :
  - a) fails or refuses to accept the order ; or
  - b) fails or refuses to furnish the performance security
3. If the Bidder furnished fraudulent document/information in their bid.

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

This guarantee will remain in force up to and including \_\_\_\_\_( *Bidder to indicate specific date as mentioned in the tender*), and any demand in respect thereof should reach the Bank not later than the above date.

**The details of the issuing bank and controlling bank are as under:****A.Issuing Bank**

1. Full address of the bank:
2. Email address of the bankers:
3. Mobile nos. of the contact persons:

**B.Controlling Office**

1. Address of the controlling office of the BG issuing banks:
2. Name of the contact persons at the controlling office with their mobile nos. and email address:

***Signature& Seal of the Bank***

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**NOTE: FOR PERFORMA OF BID SECURITY**

**The Bank Guarantee issuing bank branch must ensure the following**

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

**(i) "MT 760 I MT 760 COV for issuance of bank guarantee.**

**(ii) "MT 760 / MT 767 COV for amendment of bank guarantee.**

**The above message/intimation shall be sent through SFMS by the BG issuing bank branch to Axis Bank, Guwahati Branch, IFS Code – UTIB0000140, Branch Address – Axis Bank Ltd., Guwahati Branch, Chibber House, G.S. Road, Dispur, Assam, Pin – 781005.**

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**PROFORMA – F**  
**FORM OF PERFORMANCE BANK GUARANTEE**

To:

M/s. Oil India Limited  
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WHEREAS \_\_\_\_\_ (Name and address of Contractor) (hereinafter called “Contractor”) had undertaken, in pursuance of Contract No. \_\_\_\_\_ to execute (Name of Contract and Brief Description of the Work) \_\_\_\_\_ (hereinafter called “the Contract”).

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

AND WHEREAS we ( 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. ....

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- 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 \_\_\_\_\_

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**PROFORMA-G****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, Assam and Pipeline Office at Guwahati in the State of Assam, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

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

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

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's IFB No. \_\_\_\_\_. All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Award 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 Annexure attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:

- a. General Conditions of Contract, (Part-3, Section-I)
- b. Scope of Work/ Special Conditions of Contract for Civil works (Part-3)
- c. Certificate for Restriction of Procurement (Proforma-A)
- d. Price Bid Format, (Proforma-B)
- e. Bid Form, (Proforma-C)
- f. Statement of Compliance, (Proforma-D)
- g. Performance Security Form, (Proforma-F)
- h. Undertaking towards submission of authentic information/documents as per Format vide Annexure-XI.

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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 Guwahati, Assam as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of  
Company (Oil India Limited)

Name:

Status:

In presence of

1.

2.

For and on behalf of Contractor

(M/s. \_\_\_\_\_)

Name:

Status:

In presence of

1.

2.

---

\* Bidders are NOT required to complete this form.

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**PROFORMA-H**

**PROFORMA LETTER OF AUTHORITY**

TO  
**GM (C&P)**  
OIL INDIA LIMITED  
PIPELINE HEADQUARTER, Guwahati,  
ASSAM, INDIA

Sir,  
**Sub: OIL's IFB No. ....**

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) is authorised to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Tender Invitation No. \_\_\_\_\_ for hiring of services for \_\_\_\_\_.

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

Yours Faithfully,

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

**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. If signed by a consortium, it shall be signed by members of the consortium.

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**PROFORMA-I**

**AUTHORISATION FOR ATTENDING BID OPENING**

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

TO  
**GM (C&P)**  
OIL INDIA LIMITED

PIPELINE HEADQUARTER, Guwahati, ASSAM, INDIA

Sir,

**Sub: OIL's e-Tender No. ....**

We hereby authorise Mr. /Ms. \_\_\_\_\_ (Name and address) to be present at the time of Pre-Bid Meeting / Un-priced Bid Opening / PriceBid Opening and for any subsequent correspondence / communication of the above Tender due on \_\_\_\_\_ on our behalf.

Yours Faithfully,

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

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

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

**Seal of the Bidder:**

**Note:** This letter of authority shall be on printed letter head of the Bidder and shall be signed by a person who signs the bid.

\*\*\*

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**ANNEXURE – XII**  
**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 -----  
 ----- . The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

**Section: 1 - Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  1. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.
  2. The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential/additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.
  3. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

**Section: 2 - Commitments of the Bidder/Contractor**

- (1) The Bidder/Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which h e/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.

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

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

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

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

### **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.

### **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

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equivalent to 3 % of the value of the offer or the amount equivalent to Earnest Money Deposit/Bid Security, whichever is higher.

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 5% of the contract value or the amount equivalent to Security Deposit/Performance Bank Guarantee, whichever is higher.
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 to all Bidders/Contractor/Subcontractors**

1. The Bidder/Contractor undertakes to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
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**

(Three in number depending on the size of the contract)

(To be decided by the Chairperson of the Principal)

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.

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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/Sub-contractor with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairperson of the Board a Substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
8. The word 'Monitor' would include both singular and plural.

**Section: 9 - Pact Duration**

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

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

**Section:10 - Other provisions**

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Noida.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

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

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

.....

.....

**For the Principal :**

**For the Bidder/Contractor:**

Witness 1: .....

Witness 2: .....

Place.

Date .....

\*\*\*\*\*

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**ANNEXURE – VI****CERTIFICATE OF ANNUAL TURNOVER & NET WORTH**

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

**TO WHOM IT MAY CONCERN**

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

<b>YEAR</b>	<b>TURN OVER In INR Crores / US\$ Million*</b>	<b>NET WORTH In INR Crores / US \$ Million *</b>

\* Rate of Conversion (if used any): USD 1.00 = INR. .... .

Place :

Date:

Seal:

Membership No ..

UDIN No.

Registration Code:

Signature :

[\* Applicable only for GLOBAL tenders.]

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**APPENDIX-A****GENERAL HSE POINTS**

1.0 The Contractor shall adhere to following points while performing the works under this contract.

1. The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be 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 representative of OIL.
2. The Contractor engaged for any electrical installation, maintenance, repairs etc., should possess a valid electrical Contractor license issued by the State Electricity Licensing Board and engage adequate number of competent electrical personnel. All the Competent persons shall have appropriate Work Permit/ Supervisory License issued by State Electricity Licensing Board. It shall be included in Terms and Conditions of contract agreement/NIT (Notice Inviting Tender) and shall be ensured by the OIL Engineer in charge.
3. The Contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment, they will handle and must take full responsibility for their safety.
4. Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).
5. A Contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's Act or omissions at work.
6. The Contractor should frame a mutually agreed bridging document between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.
7. Statutory forms to be maintained in respect to Mines Act, 1952, Mines Rules 1955, Oil Mines Regulations 2017, the Environment (Protection) Act-1986 and other applicable laws.
8. The Contractor, wherever applicable, shall obtain necessary hazardous waste authorization from the Stat Pollution Control Board for storage, handling and disposal of hazardous waste.
9. As per DGMS circular & Gazette Notification for maintenance of register as required by the Mines Act 1952 and Mines Rules, 1955, the forms A, B, D and E have been updated and modified. The above-mentioned forms need to be maintained as per the new format.
10. 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 work persons, Number of work persons deployed, how many work hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.
11. 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.

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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. The health check-up of Contractor's personnel is to be done by the Contractor in OIL empaneled Hospital and the reports and statutory forms as applicable to be vetted from the OIL authorized Medical Officer. The frequency of periodic medical examinations should be every five years for the employees up to 45 years of age and every three years for employees of 45 years of age and above. Initial Medical Examination should be in line with the standard followed by OIL.
14. All persons deployed by the Contractor for working in a mine must undergo Mines Vocational Training, initial medical examination and Periodic Medical Examination (if required). They should be issued cards stating the name of the Contractor and the work and its validity period, indicating status of MVT, IME & PME.
15. Every person deployed by the Contractor must use appropriate PPEs (Personal Protective equipment) to be provided by the Contractor. The Contractor shall provide Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company's PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devices (FPD) shall conform to relevant IS codes. Necessary supportive document shall have to be available at site as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may request to the Company (OIL) for providing the same. In case of exigency OIL will provide the safety items if available. However 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. Contractor employees should be trained in the proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/penalty due non-adherence to PPE shall be binding to the Contractor.
16. Soft copy of the Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe methods to deal with it/them. Printout of copy (spiral binding) of the SOP mentioned above is to be kept with all working teams at all times. The SOP clearly stating the risk arising to men, machineries & material from the mining operation / other operations to be done by the Contractor and how it is to be managed. However; in case of any doubts, the Contractor shall reconfirm the same from the Engineer In Charge (OIL).
17. Contractor has to ensure that all work is carried out in accordance with the Statute and the 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 the work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.
18. In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.
19. Necessary cold and hot work permits including excavation clearance and permission for working at height, Confined Space Entry as applicable are to be obtained by the competent person of the Contractor from the site representative of OIL before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department.
20. Necessary facilities for monitoring the levels of parameters in respect of Methane, Oxygen, Hydrogen Sulphide and Carbon Monoxide should be provided at mines. Portable multi-gas detector (LEL/O<sub>2</sub>/CO/H<sub>2</sub>S) and FLP torch light to be made available at site.
21. The Contractor's personnel should be aware about the existing as well as probable hazards and ensured their training to tackle such untoward events by the Contractor. If the Company (OIL) arranges any safety awareness program / training for the working personnel at site (company employee, Contractor worker, etc.) the Contractor will not have any objection to any such training.

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22. The Contactor personnel shall arrange daily meeting and monthly pit level meeting headed by the OIL Engineer and maintain records accordingly. Safety Briefing, Evacuation plan in case of emergency and how to inform (in case of emergency) to be discussed during the Tool Box meeting.
23. After receipt of the work order the Contractor shall have to submit authorized list of Contract Personnel, who will be engaged for the jobs including name of the Contractor's competent persons and every contact details. No person shall be engaged in any job in a mine unless his competency has been assessed and approved by the OIL Engineer In Charge.
24. The Contractor shall not engage minor laborer below eighteen (18) years of age under any circumstances.
25. OIL will communicate all information to the Contractor or his authorized representative only.
26. The Contractor shall have to report all incidents including near miss to the representative of OIL who shall be supervising the Contractor's work.
27. 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.
28. Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/ facilities in case of accidents should be provided by the same Contractor. The Contractor's personnel should be aware about the existing as well as probable hazards and ensured their training to tackle such untoward events by the Contractor.
29. Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the Contractor shall be in accordance with the company's Procedure for Solid Waste Management. The Contractor Personnel have to take every possible care to keep the environment clean and free from pollution.
30. The Contractor have to ensure the quality and reliability of all the tools, equipment and instruments they use. The supporting documents relevant to prove the above should be submitted. Defective tools shall be immediately removed.
31. The Contractor should prevent the frequent change of his deployed employees as far as practicable. The Contractor shall not employ or terminate his worker without the knowledge of the OIL engineer in charge. However, if OIL Engineer In Charge found any person not appropriate to with respect to job, the Contractor has to remove the person and replace a suitable person within the timeline as per the terms of the Contract.
32. Contractor's Supervisor/ Contractor's personnel needs to be aware about the site specific emergency response plan (which includes display of emergency contact nos., establish telephone communication, layout of working area, use of fire extinguisher, emergency exit, assembly point).
33. All Lifting equipment of the Contractor like Crane etc. shall have to be duly calibrated. Calibration Certificate of this equipment shall have to be submitted to the representatives of OIL and a copy of the same to be made available at site.
34. Necessary sign-board / warning signals like caution, "hot work" in progress, emergency telephone numbers, no entry without permission etc. should be used while working on tanks. The said signals / sign-boards shall have to be arranged by the Contractor and shall be in line with the circular of sign-boards issued by HSE Department, Oil India Limited.
35. Barricading of area to be done with reflecting tapes as applicable during work.
36. The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site throughout the working hours.
37. The availability of First-Aid Fire Fighting equipment should be ensured by the Contractor at all working hours.
38. Smoking is prohibited in all Company restricted areas except in authorized smoking areas/ shelters. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas / hazardous areas unless they have been classified as 'intrinsically safe'

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for use in that atmosphere. Consumption of alcohol and possession of non- prescribed drug in Company work site is strictly prohibited.

39. 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.

40. The Contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan approved by OIL to counter them, if anything goes wrong.

41. In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, 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 as per the terms of the Contract.

42. Considering the ongoing Covid-19 pandemic, those who are engaged in the above operations should be followed the Covid-19 Protocol as per the prevailing Government Guidelines.

43. Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor

\*\*\*\*\*

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**PROFORMA – BEC/A**

Bidder shall submit following filled-up format for each work experience submitted .

**FORMAT FOR TECHNICAL WORK EXPERIENCE**

Sl. No.	Required details	Work Experience no. ....
1.	Title of work	
2.	Client/ Project Proponent	
3.	Client category (Govt./ Semi Govt./ PSU/ Public Limited Company etc.)	
4.	Brief description of work	
5.	Area in Sq. Meter	
6.	Value of the Project	
7.	Reference no. of Letter of Award/ Work Order/ Contract	
8.	Name of vendor as mentioned in above document in Letter of Award/ Work Order/ Contract	
9.	Original period of work (in months) as per letter of award, without time extensions	
10.	Work start date	
11.	Work completion/ commission date	
12.	Awarded value of Work (including GST/Tax)	
13.	Executed value of Work (including GST/Tax)	
14.	File name and relevant page no. of the uploaded document in e-portal <b>as proof of Letter of Award</b> for the work	
15.	File name and relevant page no. of the uploaded document in e-portal <b>as proof of Contract/ Work Order</b> for the work	
16.	File name and relevant page no. of the uploaded document in e-portal <b>as proof of Completion Certificate</b> for the work	
17.	File name and relevant page no. of the uploaded document in e-portal <b>as proof of relevant additional supporting documents</b> for the work	
18.	File name(s) of the uploaded documents in e-portal as proof of relevant additional supporting documents	
19.	Relevant Page no. of above file in sl. 18	

**Appendix-B****Procedure for obtaining Labour License under Contract Labour (R&A) Act, 1970 & Central Rules-1971**

Every Contractor to whom this Act applies shall execute any work through Contract Labour only after obtaining valid license from Licensing Officer. To obtain license contractor is required to submit:

- i) Application in Form IV in triplicate duly filled (Name of the Proprietor/Partner or the Directors/Responsible person in case of firm/company, complete postal address including Pin Code number, Telephone Number, Fax Number & E-mail address, if any), correct details of PE and work to be executed etc. correctly against all columns;
- ii) In case contractor is registered under the Companies Act and applicant is other than Director then he should be holding valid Power of Attorney.
- iii) Original Form-V issued by PE
- iv) Demand Draft for license fees and security deposit payable in favour of Regional Labour Commissioner (Central), Ajmer along with duly filled central challan (in TR-6) duly signed by applicant in quadruplicate for each demand draft;
- v) Copy of Work Order;
- vi) Copy of Partnership Deed and in case of Company, the application should be accompanied with Memorandum of Association/Article of Association;

Note: 1. Application form complete in all respect shall be either personally delivered to the Licensing Officer or can be sent by Registered A.D. Post.

2. Contractors, may intimate Dy. Chief Labour Commissioner (Central), Ajmer for expediting/suitable action if they do not receive license nor any communication within a week.

3. Contractors are not required to visit office of Licensing Officer unnecessarily for obtaining license until and unless they have been specifically advised to appear in person. Appearance of contractors in the office of licensing officer for obtaining license by persuasion will be viewed seriously.

\*\*\*\*\*

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**GeM Registration ID Declaration**

To,

OIL INDIA LIMITED

PIPELINE HEADQUARTER, Guwahati, ASSAM, INDIA

CONFIRMATION OF GOVERNMENT E-MARKET PLACE REGISTRATION NUMBER(GeM)

We have confirmed the following:

Name of the Bidder:

Address:

GeM Registration ID:

**Signature & Seal of the Bidder**

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**ANNEXURE-M****UNDERTAKING BY VENDOR ON SUBMISSION OF PERFORMANCE BANK GUARANTEE**

To,  
 The Oil India Limited  
 Materials/Contracts Department  
 Guwahati, Assam  
 We

M/s

.....  
 are submitting the performance security in favour of Oil India Limited, Guwahati in the form  
 of bank guarantee bearing reference  
 no. .... for an amount of INR/USD/EUR  
 ..... valid up to ..... as per  
 terms and conditions of our Purchase Order/Contract No.  
 .....

**PBG issuing bank details:-**

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

**Declaration:-**

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

Authorised Signature\_\_\_\_\_

Name\_\_\_\_\_

Vendor Code\_\_\_\_\_

Email ID\_\_\_\_\_

Mobile No \_\_\_\_\_

Encl: Original performance bank guarantee

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**Annexure-XX**

Format for Undertaking by Bidders towards compliance of office memorandum F. No. 6/18/2019-PPD dated 23<sup>rd</sup> July, 2020 (Public Procurement no. 1) issued by Department of Expenditure, Ministry of Finance, Govt. of India  
(To be typed on the letter head of the bidder)

**Ref. No.** \_\_\_\_\_**Date** \_\_\_\_\_**Tender No.** \_\_\_\_\_ **Dated** \_\_\_\_\_

OIL INDIA LIMITED

.....

.....

**Dear Sirs,**

“We have read the clause regarding restrictions on procurement from a bidder or a country which shares a land border with India; We certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. We hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered. [Where evidence of valid registration by the Competent Authority shall be attached.]”

We also agree that, during any stage of the tender/contract agreement, in case the above information/documents submitted by us are found to be false, Oil India Limited has the right to immediately reject our bid/terminate contract at any stage and carry out further legal action on us in accordance with law.

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

Note : This form should be returned along with offer duly signed.

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**ANNEXURE-N****RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA**

1.0 Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23<sup>rd</sup> July, 2020 (order-Public Procurement no.1) has proclaimed the insertion of Rule 144 (xi) in the General Financial Rules (GFRs), 2017 w.e.f. 23<sup>rd</sup> July, 2020 regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India on matters directly or indirectly related thereto including national security. Bidders are requested to take note of the following clauses and submit their offers accordingly wherever applicable.

Bidders must submit duly sealed & signed undertaking as per format provided vide, “**Annex-ure-XX**” along with the technical bid.

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.

**Validity of Registration:**

In respect of tenders, registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance/placement of order, registration shall not be a relevant consideration during contract execution.

- II. “Bidder” (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. “Bidder from a country which shares a land border with India “for the purpose of this Order means: -
- An entity incorporated, established or registered in such a country; or
  - A subsidiary of an entity incorporated, established or registered in such a country; or
  - An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - An entity whose beneficial owner is situated in such a country; or
  - An Indian (or other) agent of such an entity; or
  - A natural person who is a citizen of such a country; or
  - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV. The beneficial owner for the purpose of (iii) above will be as under:

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1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.  
Explanation –
    - a. “Controlling ownership interest” means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company;
    - b. “Control” shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
  2. In case of a partnership firm, the beneficial owner is the natural person (s) who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of capital or profits of the partnership.
  3. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract any job related to the procurement (e.g. installation and commissioning, Annual Maintenance Contract etc.) to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

**STARTUP AND MSE VENDORS**

In case a Startup [defined as per Ministry of Commerce and Industry (Department of Industrial Policy and Promotion, DIPP) latest notification]/ MSE is interested in supplying the tendered item but does not meet the Pre-Qualifying Criteria (PQC)/ Proven Track Record (PTR) indicated in the tender document, the Startup/MSE is requested to write a detailed proposal separately, and not against the present tender requirement, to the tender issuing authority about its product. Such proposals shall be accompanied by relevant documents in support of MSE (where applicable) or in case of Startup, following documents shall be given:

1. Certificate of Recognition issued by the Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.
2. Certificate of incorporation.
3. Audited Profit & Loss (P&L) Statement of all the Financial Years since incorporation. In case where the Balance sheet has not been prepared, bidder shall submit a certificate in original from its CEO/CFO stating the turnover of the bidding entity separately for each Financial Years since incorporation along with a declaration stating the reason for not furnishing the audited P&L Statement. This certificate shall be endorsed by a Chartered Accountant/Statutory Auditor.

The Proposal shall be examined by OIL and OIL may consider inviting a detailed offer from the Startup/MSE with the intent to place a TRIAL or TEST Order, provided the Startup/MSE meets the Quality and Technical Specifications.

In case the Startup/MSE is successful in the Trial Order, the vendor shall be considered for PQC exemption/relaxation (as the case may be) for the next tender for such item till the time it remains a Startup/MSE.

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(Annexure-X)

**MII POLICY**

1. For this tender, only Class-I Local Suppliers and Class-II Local Suppliers as defined under clause 2.5 of PPLC Policy (Amended) issued by Ministry of Petroleum and Natural Gas ref. FP-20013/2/2017-FP-PNG dated 17.11.2020, are eligible to bid.
2. The minimum local content in terms of items/services for this tender shall be 20%.
3. Any Class-I local supplier can opt for benefit under either of MSE 2012 policy or PPLC policy. Their preference with respect to this shall be submitted in the relevant bidding form.
4. The Amended PPLC policy document is attached in the e-tender. Bidders have to read the document and upload the declaration/certificate for percentage of local content in prescribed format given below along with duly signed calculations in the relevant appendix format given below for necessary qualification/purchase preference as applicable.

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**DECLARATION FORMAT FOR LOCAL CONTENT**

To

OIL INDIA LTD

I/We, the undersigned, .....(full names), do hereby declare, in my / our capacity as ..... of ..... (name of bidder entity), the following:

- a) I / We have satisfied myself / ourselves that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid document (refer Annexure no X)
- b) The local content has been calculated using the formula given in the “**Appendix**” contained in the Annexure-X referred above and the provisions as detailed in the PPLC amended policy attached therein.
- c) The Stipulated minimum threshold for Local content for the tendered items as **20%** is hereby met and we qualify as **Class I Local Supplier/ Class-II Local Supplier** as defined under clause no. 2.5 of the PPLC amended Policy document
- d) Local content for \_\_\_\_\_ (product name) is certified as \_\_\_\_\_ %, as calculated in terms of the PPLC amended policy.

*Note: If the bid is for more than one product, a schedule of the local content product-wise shall be attached.*

- d) I/ We also declare that Local Content certificate shall be submitted along with each invoice raised by us after the contract has been awarded and we will ensure that the percentage of minimum local content as per the Class of supplier shall be maintained during all stages of execution of contract.

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- f) I/ We accept that the Procurement Authority / Institution have the right that the local content be verified in terms of the requirements of the said Policy.
- g) I/ We understand that submission of incorrect data, or data that are not verifiable as described in the said Policy (PPLC amended policy), may result in the Procurement Authority imposing any or all of the remedies as provided under the Policy.

SIGNATURE OF AUTHORIZED SIGNATORY:

STAMP :

DATE:

### **CALCULATION OF LOCAL CONTENT – GOODS**

Name of manufacturer		Calculation of manufacturer cost per no unit of product			
Cost component in Rs./US\$		Cost (Domestic component)	Cost (Imported component)	Cost Total	% Domestic Component
		A	B	C = A+B	D = A/ C
I.	Direct material cost				
II.	Direct Labour cost				
III.	Factory Overhead				
IV.	Total Production cost				

Note:

$$\% \text{ LC Goods} = \frac{\text{Total cost (IV C)} - \text{Total imported component cost (IV B)}}{\text{Total Cost (IV.C)}} \times 100$$

$$\% \text{ LC Goods} = \frac{\text{Total Domestic component cost (IV A)}}{\text{Total Cost (IV C)}} \times 100$$

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**CALCULATION OF LOCAL CONTENT – SERVICE**

NAME OF SUPPLIER OF GOODS/PROVIDER OF SERVICE					
	COST SUMMARY				
Cost component in Rs./US\$	Cost (Domestic component)	Cost (Imported component)	Cost Total	Local Content	
				%	Rs./US\$
	B	C	D = B+C	E = B/ D	F=DxE
I. Material used cost					
II. Personnel & Consultant cost					
III. Other services cost					
IV. Total cost (I to III)					
TAXES AND DUTIES					
TOTAL QUOTED PRICE					

Note:

$$\% \text{ LC Service} = \frac{\text{Total cost (A.IV D)} - \text{Total imported component cost (A.IV.C)}}{\text{Total Cost (A.IV.D)}} \times 100$$

$$\% \text{ LC Service} = \frac{\text{Total Domestic component cost (A.IV.B)}}{\text{Total Cost (A.IV.D)}} \times 100$$

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page 144 of 152
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**CALCULATION OF LOCAL CONTENT – EPC (GOODS AND SERVICE)**

A	NAME OF SUPPLIER OF GOODS/PROVIDER OF SERVICE	COST SUMMARY				
		Cost (Domestic component)	Cost (Imported component)	Cost Total	Local Content	
	Cost component in Rs./US\$				%	Rs./US\$
		B	C	D = B+D	E = B/ D	F=DxE
I.	GOODS					
1.	Material used cost					
2.	Equipment cost					
3.	Sub Total I					
II.	SERVICES					
1.	Personnel & Consultant cost					
2.	Equipment & Work facility cost					
3.	Construction/Fabrication cost					
4.	Sub Total II					
5.	TOTAL COST OF GOODS + SERVICES					
B.	Non Cost Component					
C.	TOTAL QUOTED PRICE					

Note:

$$\% \text{ LC Combination} = \frac{\text{Total domestic component cost of goods (A.I.3.B)} + \text{Total domestic component cost of service (A.II.5.B)}}{\text{Total Cost (A.III.D)}} \times 100$$

$$\% \text{ LC Service} = \frac{\text{Total Domestic component cost (A.IV.B)}}{\text{Total Cost (A.IV.D)}} \times 100$$

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**FORMAT OF UNDERTAKING BY BIDDERS TOWARDS SUBMISSION  
OF AUTHENTIC INFORMATION/DOCUMENTS****(To be typed on the letter head of the bidder)**

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

Date \_\_\_\_\_

To,  
**The Dy. General Manager (Materials)PL**  
**Oil India Limited, Pipeline Headquarters**  
**Narangi, Guwahati**

**Sub: Undertaking of authenticity of information/documents submitted****Ref: Your tender No. \_\_\_\_\_ Dated \_\_\_\_\_**

Sir,

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

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

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

Yours faithfully,  
For (type name of the firm here)

Signature of Authorised Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>146</b> of <b>152</b>
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**PROFORMA-XIX**

**[On company's Letter Head]**

**To,**

**M/s OIL INDIA LIMITED (OIL)**

Dear Sir,

This has reference to your Tender No. **CIC3604P24' DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN-AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY OF OIL INDIA AT GUWAHATI ASSAM.**

We.....(Name of the Company) confirm that we will engage/deploy the services including the key personnel of the Technical collaborator/Subsidiary/Parent company/Joint Venture Partner experience (strike out whichever are not applicable) on whose strength we are meeting the tender's Technical requirement as per the tender qualifying criteria.

Signature

(Name & Designation of Authorized person)

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>147</b> of <b>152</b>
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## Annexure-C

## Bidder's CHECK LIST against Bid Evaluation Criteria (Technical)

Sl	Bid Evaluation Criteria (Technical)	Compliance (Yes / No)	Mention file name and page number of uploaded supporting documents.
<b>A</b>	<b>GENERAL</b>		
<b>1</b>	Soft copies (*.pdf / *.jpg / *.png) should be directly scanned from the Original Documents, preferably in Colour, with at least 200 dpi resolution. Documents scanned with poor quality dpi or sharpness or poorly visible texts or inadequate data may lead to straight rejection of the bid. Notwithstanding above, the bidder may be asked to produce the original documents for verification.		
a	Are all documents scanned legible and readable?	Yes / No	
b	Are all documents scanned without any alternations or editing?	Yes / No	
c	Are all documents scanned in COLOUR at 200dpi resolution in *.pdf / *.jpg / *.png format?	Yes / No	
<b>B</b>	<b>TECHNICAL [BID EVALUATION CRITERIA (BEC)]</b>		
<b>2.A</b>	The Bidder should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with facilities of receiving, washing, drying, handling, labelling, packaging of core and drill cutting samples, core cutting, slabbing, trimming & sample preparation facilities, core viewing room, multi-bay racking system for core storage, conveyor belt facilities and laboratory for core analysis having minimum built-up area of 1750 Sq. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date.		
a	Have submitted 'Work Completion' certificate issued by the eligible employer?	Yes / No	
b	Is the employer a Govt. Organisation, Public Ltd or Pvt Ltd Company?	Yes / No	
c	Is value of the completed project 1750 Sq. Meter or higher?	Yes / No	
d	Was the declared work experience executed or completed during last 7 years?	Yes / No	
<b>2.B</b>	The Bidder should have successfully completed Planning, Designing, Engineering and supervision for at least one Office Building / Institutional Project having minimum built-up area of 3750 Sq. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date, which should include Civil, Interior & MEP (Mechanical, Electrical and Plumbing) services and project management and construction supervision services complete in all respect.		

CENTRALIZED CORE REPOSITORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORATORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page 148 of 152
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a	Have submitted 'Work Completion' certificate issued by the eligible employer?	Yes / No	
b	Is the employer a Govt. Organisation, Public Ltd or Pvt Ltd Company?	Yes / No	
c	Is value of the completed project 3750 Sq. Meter or higher?	Yes / No	
d	Was the declared work experience executed or completed during last 7 years?	Yes / No	
2.C	The applicant to engage foreign expert having experience in Schematic Design (based on Master Plan), Detailed Design, Construction Documentation and Construction Administration/Support for the Drill Core Laboratory/Library in last 07 years. Applicant and the foreign expert should furnish a Deed of Joint Undertaking as per the Format enclosed at <b>Annexure-E</b> . This Deed of Undertaking should be submitted along with the Technical Bid, failing which the bidder shall be disqualified and its bid shall be rejected. <ul style="list-style-type: none"><li>The past experience in similar nature of work should be self-attested by foreign expert supported with documentary evidence of Work Order/Agreement etc. as applicable.</li></ul>		
a	Have submitted 'Deed of Joint Undertaking'?	Yes / No	
b	Was the declared work experience executed or completed during last 7 years?	Yes / No	
C	FINANCIAL [BID EVALUATION CRITERIA (BEC)]		
3	The bidder shall have an Annual financial turnover of minimum <b>INR 2.87 Crores</b> during any of the preceding 03 (Three) financial/accounting years reckoned from the original bid closing date.  Net worth of the bidder must be Positive for the preceding financial/accounting year.		
a	Have submitted 'Audited Balance Sheet" or certificate issued by a practicing Chartered/Cost Accountant"?	Yes / No	
D	EVALUATION OF BID (QCBS CRITERIA)		
4.1	<u>Experience in terms of Designing Core Library</u> <b>The Bidder / Technical Collaborator</b> should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with facilities of receiving, washing, drying , handling, labelling , packaging of core and drill cutting samples, core cutting, slabbing, trimming & sample preparation facilities, core viewing room, multi-bay racking system for core storage, conveyor belt facilities and Laboratory for core analysis having minimum built-up area of 1750Sq. Meter in a single contract during the preceding 7 (seven) years reckoned from the original bid due date.		
a	No of Job completed certificates submitted for the above.		
b	Have submitted 'Work Completion' along with built-up area certificate issued by the owner as per the note in BEC?	Yes / No	
4.2	<u>Experience in terms of Core Storage Area</u> <b>The Bidder / Technical Collaborator</b> should have successfully completed Planning, Designing, Engineering and supervision for at least One Core Repository with core storage facility during the preceding 10 (ten) years reckoned from the original bid due date.		
a	No of Job completed certificates submitted for the above.		
b	Have submitted 'Work Completion' along with Core Storage capacity certificate issued by the owner as per the note in BEC?		
	<u>Experience in terms of Project Management Consultancy</u> The Bidder should have successfully completed Planning,		

	Designing, Engineering and supervision for at least one Office Building / Institutional Project having minimum built-up area of 3750 Sq*. Meter in a single contract during the preceding 07 (seven) years reckoned from the original bid due date, which should include Civil, Interior & MEP (Mechanical, Electrical and Plumbing) services and project management and construction supervision services complete in all respect.		
	No of Job completed certificates submitted for the above.	Yes / No	
	Have submitted 'Work Completion' along with built-up area certificate issued by the owner as per the note in BEC?		
<b>4.3</b>	<b>Infrastructure &amp; Key personnel</b>		
	Years of experience		
a	Have submitted documentary evidence as per QCBS Note?	Yes / No	
b	Principal Architect	Yes / No	
c	Project Manager	Yes / No	
d	Structural Engineer	Yes / No	
e	Electrical Engineer	Yes / No	
f	Mechanical Engineer	Yes / No	
g	Plumbing expert	Yes / No	

Bidder's Sign and Seal

**Annexure-D**

**(Undertaking by the bidder, in case the last Financial Year has not been audited as required under Financial Criteria of BEC/BRC)**

Date:.....

To,

**Oil India Limited**

**Sub: Undertaking for Un-audited Financial Statement**

Ref: **Tender No .....** **Dated .....**

Dear Sir,

I/we hereby certify that the balance sheet/Financial Statements for the preceding financial year \_\_\_\_\_ has actually not been audited so far.

Yours faithfully,

Bidder's Sign and Seal

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>151</b> of <b>152</b>
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Annexure MM**COMMERCIAL COMPLIANCE SHEET**

The check list must be completed and submitted with the offer. Please ensure that all these points are covered in the offer. These will ensure that the offer is properly evaluated. Please mark 'Yes', 'No' or 'Not Applicable' or specify against the following questions, in the right hand column.

<b>OFFER REF:</b>			
<b>NAME OF THE BIDDER:</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Yes/No/Not Applicable</b>	<b>Remarks</b>
1	Whether bid submitted under Single Stage two Bid System?		
2	Whether Price bid are submitted as per format under “Notes & Attachment”. Refer “COMMERCIAL EVALUATION CRITERIA” of the tender documents.		
3	Whether Bid Security Declaration Submitted as per format ?		
4	Whether offered firm prices?		
5	Whether quoted offer validity of 120 days from the date of final bid closing of the tender?		
6	Whether quoted mobilization as per tender ?		
7	<b>Whether quoted any deviation?</b>		
8	Whether deviation separately highlighted?		
9	Whether filled all checklist as per tender?		
10	Whether Price Bid submitted as per Price Schedule / Price Bid Format?		
11	Whether confirmed acceptance of tender Payment Terms?		
12	Whether confirmed to submit PBG as asked for in tender?		
13	Whether agreed to submit PBG within 30 days of placement of order?		
14	Whether all BRC/BEC clauses accepted?		
15	Whether MSME? If yes, whether documents enclosed as per tender.		
16	Whether Annual turnover & Net worth Certificate submitted?		
17	Whether affidavit/undertaking submitted certifying that the balance sheet/Financial Statements for the financial year 2021-22 has actually not been audited so far, if applicable?		
18	Whether documents are verified as per TPI agency?.		
19	Whether comply all the terms and condition as per General Condition of Contract (GCC), Special Condition of Contract (SCC)		
20	Whether comply and submit Integrity Pact?		
21	Whether agree Liquidated Damages, Arbitration/Resolution of Dispute, Force Majeure clause of the tender?		
22	Whether Digital Signature is Class III, Organization		

**--END OF TENDER DOCUMENT--**

CENTRAL- IZED CORE REPOSI- TORY	DESIGN & ARCHITECTURAL CONSULTANCY, PROJECT MAN- AGEMENT AND CONSTRUCTION SUPERVISION SERVICES FOR CONSTRUCTION OF CENTRALISED CORE REPOSITORY WITH LABORTORY OF OIL INDIA AT GUWAHATI ASSAM. E-TENDER NO. CIC3604P24	OIL INDIA LTD. GUWAHATI Page <b>152</b> of <b>152</b>
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