



Report ID: GEM/GARPTS/19042021/IT93DEF985XL

Report Name: Operation and Maintenance of Natural Gas Processing Plant

Generated By: Bhavik Haresh Mody , OIL INDIA Limited , Ministry of Petroleum and Natural Gas

Generated On: 19/04/2021

Valid till: 19/05/2021

GeM Availability Report and Past Transaction Summary

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

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

1. Search String: natural gas processing plant

Search type: Service

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

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

DATE: 11.04.2021

GEM/GARPTS/19042021/IT93DEF985XL

Sub: Tender No.CJI-6730-P22 for Hiring of the services for Operation and Maintenance of Dandewala Gas Processing Plant (DND-GPC), Tanot Village Complex(TVC) & Tanot Gas Gathering Station (TOT-GGS) of OIL's Rajasthan Field for a Period of 6 Years.

Dear Sirs,

1.0 OIL INDIA LIMITED (OIL), a “Navaratna” Category, Government of India Enterprise, is a premier OIL Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Rajasthan Field of Oil India Limited (OIL), is engaged in exploration and production of Natural Gas from the Jaisalmer Basin and exploration of Heavy Oil in Bikaner-Nagaur basin of Western Rajasthan in India. OIL has also strategically diversified into Renewable Energy Business and O&M activities. The Field Office of OIL at Jodhpur is well connected by Road, Rail & Air.

2.0 In connection with its field office being located at Jodhpur, OIL invites Local Competitive Bids (LCB) from competent and experienced Contractors through OIL's e-procurement site for **Hiring of the services for Operation and Maintenance of Dandewala Gas Processing Plant (DND-GPC), Tanot Village Complex(TVC) & Tanot Gas Gathering Station (TOT-GGS) of OIL's Rajasthan Field for a Period of 6 Years.** One complete set of Bid Document covering OIL's IFB for hiring of above services is uploaded in OIL's e-procurement portal. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time through OIL's e-procurement portal. For your ready reference, few salient points of the IFB (covered in detail in the Bid Document) are highlighted below:

IFB No./ Tender No.	CJI-6730-P22
a. Type of IFB.	Single Stage Two Bid System
b. Bid Closing Date & Time.	18.05.2021 at 11-00 hrs (IST).
c. Bid(Technical) Opening Date & Time	18.05.2021 at 15-00 hrs (IST).
d. Priced Bid Opening Date & Time.	Will be intimated to the eligible Bidders nearer the time.
e. Bid Submission Mode.	Bid to be uploaded on-line in OIL's E-Procurement portal.
f. Bid Opening Place.	Office of the GM-C&P, Oil India Ltd., 2A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan, India.
g. Bid Validity.	120 days from bid Closing date.
h. Amount and Validity of	Performance security @3% of annualized contract

Performance Security.	value is applicable against this contract valid up to 3 months from date of expiry of contract
i. Duration of the Contract.	6 Years
j. Quantum of Liquidated Damage for Default in Timely Mobilisation.	Refer clause No. 30.0 of General Conditions of Contract (Part-3, Section-I)
k. Bids to be addressed to.	GM-C&P, Oil India Ltd., 2A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan, India
1. Pre-Bid Conference Date.	29.04.2021 at 11:00 hrs (IST).
m. Last Date of receipt of Queries.	28.04.2021 up to 17:30 Hrs (IST)

3.0 **Pre-Bid Conference:** A pre-bid conference to explain Company's exact requirements and to reply queries of Bidders, if any, on the tender stipulations will be held on **29.04.2021 at 11:00 hrs (IST)** in OIL's Office at 2A, District Shopping Centre, Saraswati Nagar, Basni, Jodhpur - 342005, Rajasthan, India. Maximum of two representatives of each bidder will be allowed to attend the pre-bid conference on producing authorization letter. Bidders interested to attend the Pre-Bid Conference should intimate General Manager (C&P), Oil India Limited, Jodhpur latest by 28.04.2021 up to 17:30 Hrs (IST).

3.1 Owing to the current Covid-19 Pandemic throughout the country, the Pre-bid conference may be held online through Video Conference. Interested bidders are therefore, advised to submit their queries latest by 28.04.2021 up to 17:30 Hrs (IST) and also provide their email id and contact details for the Video Conference. OIL shall provide the necessary link to the interested bidders to join the video conference on the scheduled date and time. However, if any vendor wishes to attend the pre-bid conference at OIL House, Jodhpur, the bidder has to intimate OIL well in advance so as to enable OIL to make arrangements for the same.

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.**

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.oilindia.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 MSE Units (manufacturers/Service Providers only and not their dealers/distributors) who are already registered with District Industry Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of MSME are exempted from payment of Bid Security (EMD) irrespective of monetary limit mentioned in their registration, provided they are registered for the item they intend to quote/participate.

5.5 Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant MSE Certificate issued by appropriate authority specifying the item as per tender. Therefore, it is in the interest of such MSE Vendors to furnish a copy of complete certificate to the concerned tender handling officer of OIL at least seven (7) days prior to the scheduled Bid Closing Date of the tender; seeking clarification/confirmation as to whether their registered item is eligible for EMD exemption or not. Late communication in this regards and request for bid closing date extension on that plea shall not be entertained by Company.

5.6 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.

5.7 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 Mr. P. Barman, Manager (ERP-MM) at erp_mm@oilindia.in, Ph.: 03742804903/7192/7171/7178.

6.0 **QUERIES/CLARIFICATIONS ON THE TENDER:**

6.1 The prospective Bidders shall submit their queries/clarifications against the tender through E-mail addressed to General Manager (C&P), OIL INDIA LTD., Rajasthan Project, 2A, District Shopping Centre, Saraswati Nagar, Jodhpur-342005, Rajasthan, India and such queries must reach OIL's Rajasthan Project office at Jodhpur latest by 10.05.2020 up to 17:30 Hrs (IST). OIL shall provide clarifications on the date of pre-bid conference to only those queries received within this date. Replies will also be uploaded in OIL's e-tender portal. Queries / Clarifications against the tender received beyond 10.05.2020 will not be entertained and replied. OIL will not be responsible for non-receipt or late receipt of any Bidder's query in OIL's office.

7.0 **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 documents 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 marked as "Original Bid Security" and addressed to GM (C&P), OIL INDIA LTD., Rajasthan Field, 2A, Saraswati Nagar, Jodhpur-342005, Rajasthan (India):

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

The above documents must be received at OIL's GM- (C&P)'s office at Jodhpur on or before 11.00 Hrs (IST) on the Bid Closing date failing which the bid shall be rejected. A scanned copy of the Bid Security shall also be uploaded by the Bidder along with their Technical Bid in OIL's E-procurement site.

ii) Bid should be submitted 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 3.00 PM (IST) at the office of the GM (C&P) 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.**

8.0 OIL INDIA LIMITED (OIL) has upgraded its E-tender Portal. As part of the new system, the intending bidder must have Encryption Certificate along with Digital Signature Certificate (DSC) of Class III [Organization]. The date for implementation of new system is 12th April 2017 and the requirement of the new DSC will be applicable for the tenders floated on 12th April 2017 onwards. All our current and prospective esteemed bidders are therefore requested to acquire Class III DSC [Organization] along with Encryption Certificate issued by any of the Licensed Certifying Authorities (CA) operating under Controller of Certifying Authorities (CCA) of India as per Indian IT Act 2000. Guideline for getting Digital Signature and other related information are available on the e-tender website www.oilindia.com. The bid signed using any other digital certificate or digital certificate without organization name of the bidder, will be liable for rejection.

9.0 Encryption certificate is mandatorily required for submission of bid. In case bidder created response using one certificate (using encryption key) and bidder subsequently changes the digital signature certificate then the old certificate (used for encryption) is required in order to decrypt his encrypted response for getting the edit mode of his response. Once decryption is done, the bidder may use his new DSC certificate for uploading and submission of his offer. It is the sole responsibility of the bidder to keep their DSC certificate properly. In case of loss of DSC certificate, Oil India Limited is not responsible.

10.0 Please refer "VENDOR USER MANUAL Rev2" document available on OIL's e-tender portal for help on system settings and procedure to upload technical and price bids.

11.0 Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

12.0 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), Bidders 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 Bidder 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 upto seven days from the date of Price-Bid opening of the tender.

13.0 If it is found that a Bidder has furnished fraudulent document/information, the Bid Security/Performance Security shall be forfeited and the party will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced. In this regard, bidders to categorically fill up undertaking as per format provided vide Annexure-X and submit the same along with their bid.

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

Thanking you,

Yours faithfully,

OIL INDIA LIMITED

(Bhavik Mody)

Sr. Manager (C&P)

For General Manager (C&P)

For Executive Director (RF)

PART - 1

INSTRUCTIONS TO BIDDERS

- 1.0 **Eligibility of the bidder:** The eligibility of the bidder is listed under BID EVALUATION CRITERIA (BEC), PART-2 of the Bid document.
- 1.1 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 2.0 **Bid Documents:** The services required, bidding procedures and contract terms are prescribed in the Bid Document. This Bid Document includes the following:
- a) Tender Forwarding Letter
 - b) Instructions to Bidders, (Part-1)
 - c) Bid Evaluation Criteria, (Part-2)
 - d) General Conditions of Contract, (Part-3, Section-I)
 - e) Scope of Work/Special Conditions of Contract, (Part-3, Section-II)
 - f) Schedule of Rates, (Part-3, Section-III)
 - g) Price Schedule Format, (Proforma-B)
 - h) Bid Form, (Proforma-C)
 - i) Statement of Compliance, (Proforma-D)
 - j) Performance Security Form, (Proforma-F)
 - k) Sample Agreement Form (Proforma-G)
 - l) Proforma of Letter of Authority (Proforma-H)
 - m) Authorisation for Attending Bid Opening (Proforma-I)
 - n) Integrity Pact (Proforma -J)
 - o) Proforma of Bank Guarantee towards PP-LC (Proforma -L)
 - p) Purchase preference policy-linked with Local Content (PP - LC) (Proforma -M)
 - q) Certificate of Compliance of Financial Criteria (Proforma -N)
 - r) Proforma of Bank Guarantee towards Ultimate Parent/Supporting Company (Proforma -P)
 - s) Bid Security Declaration (Proforma-S)
 - t) General HSE Guidelines (Appendix-A)
 - u) Procedure for obtaining Labour Licence (Appendix-B)
 - v) Undertaking regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India (Appendix-C)
 - w) Undertaking of authenticity of information/documents submitted (Annexure-X)
- 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 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 by the bidder in whose name the Bid Document has been issued/registered.
- 3.2 In case of e-Tender, Bidder must submit the bid using Organizational Class-3 Digital Signature issued by the Competent Authority in favour of the bidder. Bid submitted using Digital Signature other than the Digital Signature of the bidder shall be summarily rejected.
- 3.3 Unsolicited bids will not be considered and will be rejected straightway.

4.0 Amendment of bid documents:

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

5.0 Preparation of Bids

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

(A) Technical Bid (to be uploaded in "Technical Attachments" tab)

- a) Complete technical details of the services offered.
- b) Documentary evidence established in accordance with Clause 9.0.
- c) Bid Security Declaration as per Proforma-S.
- d) Copy of Bid-Form without indicating prices in Proforma-C.
- e) Statement of Compliance as per Proforma-D.

- f) Copy of Priced Bid without indicating prices (Proforma-B).
- g) Integrity Pact digitally signed by OIL's competent personnel as Proforma-J.
- h) All other relevant Undertakings and Proformas as applicable as part of Bid.

Note: Please note that, no price should be mentioned in the "Technical Attachments" tab.

(B) Price Bid (to be uploaded in "Notes and Attachments" tab)

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
- b) Bid Form as per Proforma-C
- c) Breakup of Local Content and Import Content in case of PP-LC bidder

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

- 6.0 **Bid Form:** The bidder shall complete the Bid Form and the appropriate Price Schedule furnished in their Bid.
- 7.0 **Bid Price:**
 - 7.1 Prices must be quoted by the Bidders online as per the price bid format available in OIL's E-Tender Portal under "Notes & Attachment" Tab. Prices must be quoted by the bidders as per the Price/Bidding format.
 - 7.2 Prices quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.
 - 7.3 All duties (except customs duty which will be borne by the Company) and taxes (excluding GST) including Corporate Income Tax, Personal Tax, Assam Entry Tax etc. and other Cess/levies payable by the successful bidder under the Contract for which this Bid Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder, and the evaluation and comparison of bids shall be made considering the quoted GST in the proforma. 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 **Currencies 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:** No bid security/EMD shall be applicable against this tender. Instead of bid security/EMD, all the bidders are required to sign a Bid Security Declaration (as per Proforma-S) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or submit the performance security before the deadline defined in the NIT, they will be suspended for a period of two years.

This suspension of two years shall be automatic without conducting any enquiry.

11.0 EXEMPTION FROM SUBMISSION OF BID SECURITY:

- 11.1 Central Govt. offices and Central Public Sector undertakings are exempted from submitting Bid Security.
- 11.2 Micro or Small Enterprises (MSE) bidders are exempted from submitting Bid Security. Categorization and various Criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE.
- 11.3 The bidder claiming as MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:
i) Udyam Registration Number (URN) with Udyam Registration Certificate (URC).
- 11.4 In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.

12.0 PERIOD OF VALIDITY OF BIDS:

- 12.1 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.
- 12.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing through Fax or e-mail. The Bid Security provided under Para 11.0 above shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their Bid.

13.0 SIGNING & SUBMISSION OF BID:

13.1 Signing of Bid:

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

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

If any modifications are made to a document after attaching digital signature, the digital signature shall again be attached to such documents before uploading the same. The Power of Attorney in original shall be submitted by bidder as mentioned in Para 13.2 below.

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

13.1.2 The original and all copies of the bid shall be typed or written in indelible inks. Since bids are to be submitted ONLINE with digital signature, manual signature is NOT relevant. The letter of authorisation (as per Proforma-H) shall be indicated by written Power of Attorney accompanying the Bid.

13.1.3 Any physical documents submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialled by the person or persons who has/have digitally signed the Bid.

13.1.4 Any Bid, which is incomplete, ambiguous, or not in compliance with the Bidding process shall be rejected.

13.2 Submission of Bid:

The tender is processed under single stage - Two bid system. Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through OIL's e-procurement portal within the Bid Closing Date & Time stipulated in the e-tender. For submission of Bids online at OIL's E-Tender Portal, detailed instructions is available in “User Manual” available in OIL's E-Tender Portal. Guidelines for bid submission are also provided in the “Forwarding Letter”. The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid should be uploaded in the “Technical Attachment” Tab Page only. Prices to be quoted as per Proforma-B should be uploaded as Attachment just in the attachment link under “Notes & Attachments” Tab under General Data in the e-portal. No price should be given in the “Technical Attachment”, otherwise bid shall be rejected. The priced bid should not be submitted in physical form and which shall not be considered. However, the following documents in one set should necessarily be submitted in physical form in sealed envelope superscribing the “IFB No., Brief Description of services and Bid Closing/Opening date & Time along with the bidder's name and should be submitted to GM-C&P, Oil India Ltd., Rajasthan Field, OIL House, 2A, District Shopping Centre, Saraswatanagar, Basni, Jodhpur-342005, India before the scheduled bid closing date and time:

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

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

13.2.1 All the conditions of the contract to be made with the successful bidder are given in various Sections of the Bid Document. Bidders are requested to state their non-compliance to each clause as per Proforma-D of the bid document and the same should be uploaded along with the Technical Bid.

13.2.2 Timely delivery of the documents in physical form as stated in Para 13.2 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay/transit loss.

- 13.2.3 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. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.
- 15.2 No bid can be submitted after the submission dead line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.
- 15.3 The documents in physical form as stated in Para 13.2 must be received by Company at the address mentioned above on or before the scheduled Bid Closing Date and time. Timely delivery of the same is the responsibility of the Bidders.
- 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 in the e-portal using Digital Signature by the person or persons who has/have digitally signed the Bid. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.
- 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 as per the Banning Policy of OIL.
- 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 15.0, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (as per Proforma-I) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend. 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 17.0 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 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 PRICED BIDS:**
- 20.1 Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders. The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance. In case of any unscheduled holiday or Bandh on the Priced 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:**
- 22.1.1 Unconditional discounts/rebates, if any, given in the bid will be considered for evaluation.
- 22.1.2 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.
- 22.2 **LOADING OF FOREIGN EXCHANGE:** There would be no loading of foreign exchange for deciding the inter-se-ranking of domestic Bidders.
- 22.3 **EXCHANGE RATE RISK:** Not Applicable.
- 22.4 **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 19.5.
- 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 OF CONTRACT**
- 24.1 **AWARD CRITERIA:** The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 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.

26.3 Upon the successful Bidder's furnishing of Performance Security pursuant to Clause below.

27.0 **PERFORMANCE SECURITY:** On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within 15 (fifteen) days from the date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma-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# or Fixed Deposit 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 CONTRACTOR/service provider.

27.1 Performance security @3% of annualized contract value is applicable against this contract. The Performance Bank Guarantee shall be denominated in the currency of the contract.

27.2 The Performance Bank Guarantee (as per Proforma-F) shall be payable to Company as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.

27.3 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.

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

27.5 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.

27.6 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, Jodhpur Branch, IFS Code - UTIB0000057; Swift

Code: AXISINBB057. Branch Address - AXIS Bank Ltd, Prince Tower, Near Jaljog Circle, Residency Road, Jodhpur - 342003".

- 27.7 In case the contractor wishes to submit Performance security through NEFT/RTGS/Electronic Fund Transfer, the same is to be deposited in OIL's bank account mentioned hereunder:

Bank Name & Location : State Bank of India, Jodhpur

Account No. : 00000010827354741

IFSC Code : SBIN0000659

Account Type : Current Account

- 27.8 The Performance Security specified above must be valid for the entire duration of the Contract and claim period should be valid for a minimum of 03 (three) months beyond the contract period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.
- 27.9 The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance/un-satisfactory of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/un-satisfactory performance.
- 27.10 Failure of the successful Bidder to comply with the requirements of clause 10.0 shall constitute sufficient grounds for annulment of the award and debarment of the bidder for a period of two years automatically without conducting any enquiry.
- 27.11 In the event CONTRACTOR fails to honour any of the commitments entered into under this agreement, and/or in the event of termination of the contract under provisions of Integrity Pact and/or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.
- 28.0 **SIGNING OF CONTRACT:**
- 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 Bid Security or the Performance Security if submitted by the successful Bidder. The party shall also be debarred for a period of 2(two) years from the date of default as per the Banning Policy of OIL.

(Signing of the Contract may be done at the place of award in presence of both parties).

- 29.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:** If it is found that a Bidder/contractor has furnished fraudulent information / documents, the Bid Security/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:**
- 31.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against mobilisation charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI from the date of payment of the advance till recovery/refund.
- 31.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value should be equivalent to the amount of advance plus the amount of interest covering the period of advance. Bank guarantee shall be valid for 2 months beyond completion of mobilisation and the same may be invoked in the event of Contractor's failure to mobilise as per agreement.
- 31.3 In the event of any extension to the mobilisation period, Contractor shall have to enhance the value of the bank guarantee to cover the interest for the extended period and also to extend the validity of bank guarantee accordingly.
- 32.0 **INTEGRITY PACT:**
- 32.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide Proforma-J of the Bid Document. The Integrity Pact has been duly signed digitally by OIL's competent signatory and uploaded in the OIL's e-portal. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact in the OIL's E-portal with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid shall be rejected straightway.
- 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:
1. Shri Rudhra Gangadharan, IAS (Retd.), Ex-Secretary, Ministry of Agriculture
E-mail: rudhra.gangadharan@gmail.com
 2. Shri Sutanu Behuria, IAS (Retd.);
E-mail: sutanu2911@gmail.com
 3. Shri Om Prakash Singh, IPS (Retd.);
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 **VENDOR REGISTRATION ON GOVERNMENT E-MARKETPLACE (GEM):** Reference to OM No. 6/9/2020-PPD dated 24.08.2020 issued by Department of Expenditure, Ministry of Finance, it shall be mandatory for sellers providing goods and services to Central Government Organizations to be registered on GeM and obtain a unique GeM seller ID at the time of placement of order/contract.
- 35.1 View above, all bidders are advised to register themselves on GeM and provide the unique registration ID to OIL along with the bid. Contract shall be awarded to the successful bidder only after the bidder provides the GeM unique ID to OIL before the end of bid validity period
- 36.0 General Health, Safety and Environment (HSE) aspects shall be as per the terms set forth in Appendix-A of the tender document.
- 37.0 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.
- 38.0 The User Manual provided on the e-portal on the procedure How to create Response for submitting offer may be referred for guidance.
- 39.0 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:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. RINA India Pvt. Ltd.	a. ssd@rina.org b. Andrea.Vattuone@rina.org
ii.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. rkjain@rcaindia.net b. info@rcaindia.net

iii.	M/s. Germanischer Lloyd Industrial Services GmbH (DNV GL- Oil & Gas)	a. mangesh.gaonkar@dnvgl.com
iv.	M/s. TÜV SÜD South Asia Pvt. Ltd.	a. Jaimin.Bhatt@tuv-sud.in b. sanjaykumar.singh@tuv-sud.in c. Pankaj.Narkhede@tuv-sud.in d. Ajit.Yadav@tuv-sud.in
v.	M/s. IRCLASS Systems and Solutions Private Limited	a. abhishek.singh@irclass.org b. pradeep.bansal@irclass.org c. Asim.Hajwani@irclass.org d. Amit.Ketkar@irclass.org e. industrial_services@irclass.org
vi.	M/s. Gulf Lloyds Industrial Services (India) Pvt. Ltd.	a. contact@gulflloyds.com b. bbhavsar@gulflloyds.com c. inspection@gulflloyds.com d. gulflloyds.india@gmail.com
vii.	M/s. TUV India Private Limited	a. salim@tuv-nord.com b. delhi@tuv-nord.com
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.Deotale@ind.tuv.com b. ravi.kumar@ind.tuv.com c. rupeshkumar.singh@ind.tuv.com d. Neeraj.Chaturvedi@ind.tuv.com
ix.	M/s. Bureau Veritas (India) Private Limited	a. udit.chopra@bureauveritas.com b. vishal.sapale@bureauveritas.com c. dinesh.sukhramani@bureauveritas.com d. p.sridhar@bureauveritas.com e. hariprasad.jhawar@bureauveritas.com f. amit.shaw@bureauveritas.com g. business.support@bureauveritas.com h. labhanshu.sharma@bureauveritas.com i. pramodkumar.yadav@bureauveritas.com j. sonal.lad@bureauveritas.com k. bvindia.corporate@in.bureauveritas.com

39.1 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.

39.2 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.

39.3 The methodology of inspection/ verification of documents followed by the agencies is broadly as under but not limited to:

39.3.1 Oil India Limited will incorporate a relevant clause in the tender along with the list of empanelled inspection agencies where document verification pertaining to BEC/BRC of the tender is required. 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 of the Inspection Certificate shall be directly sent to the Concerned Tendering officer of OIL INDIA LIMITED, mentioned in the respective tender.

39.4 Verification of documents are normally categorised as under:

i) 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.

ii) Additional Documents : (If applicable against the tender)

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

iii) 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

iv) 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.

- 40.0 Ministry of Finance of Govt. of India, Department of Expenditure, Public procurement Division vide office memorandum F. No. 6/18/2019-PPD dated 23rd 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. 23rd 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 Appendix-C along with the technical bid.
- 40.1 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.
- 40.2 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.
- 40.3 "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.
- 40.4 "Bidder from a country which shares a land border with India "for the purpose of this Order means:
- a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- 40.5 The beneficial owner for the purpose of (iii) above will be as under:

- 40.5.1 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;
- 40.5.2 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.
- 40.5.3 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;
- 40.5.4 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;
- 40.5.5 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.
- 40.6 An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- 40.7 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.
- 41.0 **PURCHASE PREFERENCE FOR MICRO & SMALL ENTERPRISE:** Categorisation and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES.
- 41.1 The bidder claiming as MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit the following documents for availing the benefits applicable to MSEs:
- i) Udyam Registration Number (URN) with Udyam Registration Certificate (URC).
- 41.2 In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur or Woman Entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur/ Woman Entrepreneurs should also be enclosed.

- 41.3 Where both MSE and PPLC bidder(s) are entitled to Purchase Preference and neither of them is L-1, eligible MSE(s) (in order of ranking among MSEs) shall get preference over eligible PPLC bidder(s) to match their rates with that of L-1 bidder for award of contract. However, if eligible MSE(s) decline(s) to match down the price, then the eligible PPLC bidder(s) in order of ranking among themselves shall be given the opportunity to match down its price to the price of L-1 bidder for award of contract.
- 41.4 Where MSE is already L-1 in the tender evaluation, contract for L-1 portion shall be straightway awarded to MSE, without considering any Purchase Preference for PPLC bidder.
- 41.5 In case of participation of MSE and LC vendor against the tender, MSE vendor will be given preference over LC bidder to match with L1 bidder as per Public Procurement Policy. MSE vendor will be evaluated with 15% PP and LC vendor will be evaluated with 20% PP as MSE vendor does not have Local Content conditions as per Public Procurement Policy and the PP-LC policy is not applicable for DMEP and MSME.
- 41.6 Tenders involving eligible/qualified MSME Vendors as well as LC Vendors, preference regarding placement of order shall be accorded to MSME Vendors in line with Public Procurement Policy over PP-LC Policy.
- 42.0 **PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) PP-LC:** Purchase Preference linked with Local Content will be applicable as per latest Govt. Guidelines as mentioned in Proforma-M. Bidders to take note of the same and quote accordingly. It is Bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for purchase preference against this tender.
- 43.0 In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy.

END OF PART - 1

PART-2
BID EVALUATION CRITERIA

Clause Sl. No.	BEC /BRC Clause Description	Compliance (Yes/No)	Reference/Supporting Documents Uploaded
	The bid shall conform generally to the specifications and terms & conditions given in this bid document. Bids shall be rejected in case the services offered do not conform to the required parameters stipulated in the technical specifications/Scope of Work. Notwithstanding the general conformity of the bids to the stipulated specifications/Scope of Work, the following requirements will have to be particularly met by the Bidders, without which the same will be considered as non-responsive and rejected outright.		
1.0	<u>TECHNICAL CRITERIA</u>		
1.1	Bidder Eligibility:		
i)	Bidder can be any proprietorship firms, partnership firms, private limited companies, Ltd companies including PSUs meeting the Bid Evaluation Criteria as mentioned below.		
ii)	The Bidder must be incorporated in India and must maintain minimum 20% local content for the offered services. With regard to calculation of local content and submission of documents during bidding & execution of contracts, provision of Purchase Preference Policy (Linked with Local Content) shall be applicable. If such local content is not maintained during execution of contract, OIL reserves the right to invoke the Performance Securities submitted by the bidding and supporting companies.		
1.2	<u>EXPERIENCE OF THE BIDDER</u>		
i)	Bidder must have experience of successfully executing at least one (01) contract of Operation and Maintenance services of Handling Crude Oil or Natural Gas fields including well operations and process facilities in upstream petroleum sector falling within the purview of DGMS, during last seven (07) years reckoned from the original bid closing date, valuing not less than INR 4.45 Crores .		
ii)	The Bidder shall have at least three (03) Years' experience of Operation & Maintenance of the following items in the last seven (07) years to be reckoned from the original bid closing date: a) Gas Dehydration Package for natural gas having capacity of 0.5 MMSCUMD (Minimum) b) Operation and Maintenance of wells/well-heads. c) SCADA/ DCS based instrumentation and control system. d) Firefighting equipment and services including fire tender.		
iii)	(iii) Bidder must have handled atleast one (01) contract for operation and maintenance of Crude Oil / Natural Gas Installation having deployed at least 35 persons for a continuous period of minimum one (01) year against the said contract.		
iv)	If the bidder is executing similar contract which is still running and the contract value executed prior to original date of bid submission is equal to or more than the value mentioned in para 1.2 (i) above, such experience will also be taken in to consideration, provided that bidder has submitted satisfactory service execution certificate issued by the employer. Similar contract means "Operation and Maintenance services of Handling Crude Oil or Natural Gas fields including well operations and process facilities in upstream petroleum sector falling within the purview of DGMS".		
v)	In case the bidder already has experience of satisfactorily executing similar contract for OIL INDIA LIMITED with executed contract value equal to or more than the value mentioned in para (i) above during last seven (07) years reckoned from the original bid closing date, then they should mention the OIL's contract No(s). in the technical bid which have been successfully executed by them and need not require to submit the documentary evidence. The offer will be summarily rejected, if the Bidder neither submits the documentary evidences as above nor indicates OIL's last executed contract number & date in their technical bid.		

1.3	<p>DOCUMENTS TO BE SUBMITTED FOR 1.2: Bidder shall provide details as per table given below:</p> <table><tr><th>S.NO</th><th>Name Of the Company</th><th>Name Of the Project</th><th>Working Duration</th><th>Documentary Evidence</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Documents establishing the above experience must be submitted along with the technical bid. These documents shall be in the form of:</p> <p>a) Copies of relevant pages of contract document showing contract Number, Period of contract, Contract Value, detailed Scope of Work, manpower details. b) Copies of experience/completion Certificate(s) or last payment certificate issued by the client(s) against the Contract with contact details of the issuing person/organization (e-mail address & Phone Number)</p> <p>Note: i) The handling capacity of the installation shall be clearly mentioned in the documents (i.e. either (a) or (b) above) ii) Only Letter of Intent/ Letter of Award or Work Order are not accepted as evidence</p>	S.NO	Name Of the Company	Name Of the Project	Working Duration	Documentary Evidence																	
S.NO	Name Of the Company	Name Of the Project	Working Duration	Documentary Evidence																			
1.4	<p>The contractor shall provide the declaration along with the technical bid that the key manpower to be deployed for the intended work should be as per qualifications, experience and number indicated in Annexure-C of the tender document under the heading "Key Personnel". Bidder shall however provide the details of qualification, experience and other relevant data of the Key Personnel to be deployed for scrutiny and clearance by the company within 15 (fifteen) days from the date of issue of Letter of Award (LOA). Bidder to confirm compliance to this clause. The minimum required quantity, qualification and experience of the Key Personnel are stipulated in Annexure-C of the tender document under the heading "Key Personnel". The bid is liable for rejection without the declaration certificate and compliance as mentioned.</p>																						
1.5	<p>Bidders must confirm mobilization of manpower and equipment for performance of the services within 60 days from the date of issue of LOA intimating award of contract against the tender, failing which their offer will be rejected.</p>																						
1.6	<p>Bids which do not include all the jobs/services mentioned in the tender document will be considered as incomplete and rejected.</p>																						
1.7	<p>Bidders have to visit OIL's field installation at DND & TVC with prior intimation to OIL, before submitting their bids to have first-hand knowledge of the existing set-up. However, all expenditure for such field visit by the bidder's representatives shall be borne by the bidder. Bidder has to submit an undertaking confirming their visit to OIL's field installation with date of visit and name of personnel who visited the site.</p>																						
2.0	<p><u>FINANCIAL CRITERIA</u></p>																						
2.1	<p>Annual Financial Turnover of the Bidder during any of preceding three financial/ accounting years from the original bid closing date should be at least INR 4.45 Crores.</p>																						
2.2	<p>"Net Worth" of the Bidder should be positive for the preceding financial/ accounting year.</p>																						

2.3	<p>Documentary evidence in the form of Audited Balance Sheet and Profit & Loss Account for the preceding 03(three) financial/accounting years should be submitted along with the technical bid.</p> <p>Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original Bid Closing Date and the Financial Statements of the preceding financial / accounting year are not available with the Bidder, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the Bidder has to submit an affidavit/undertaking certifying that 'the balance sheet/Financial Statements for the financial year (as the case may be) has actually not been audited so far'.</p>		
	<p>Notes:</p> <p>(a) For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid: -</p> <p>i) A certificate issued by a practicing Chartered Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in ANNEXURE - B.</p> <p>OR</p> <p>ii) Audited Balance Sheet along with Profit & Loss account. In case of foreign Bidders, self-attested/ digitally signed printed published accounts are also acceptable.</p> <p>b) In case the Bidder is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, Bidder to provide documentary evidence for the same.</p>		
3.0	<p><u>COMMERCIAL CRITERIA</u></p> <p>The following vital commercial criteria should be strictly complied with failing which the bid will be rejected:</p>		
3.1	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 RFx Response" Tab and Priced Bid as per Proforma-B 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	Prices and rates quoted by Bidders must be held firm during the term of the contract and not be subject to any variation. Bids with adjustable price terms will be rejected.		
3.3	No bid security/EMD shall be applicable against this tender. Instead of bid security/EMD, all the bidders are required to sign a Bid Security Declaration (Proforma-S) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or submit the performance security (including performance security by supporting company, in case applicable) before the deadline defined in the NIT, they will be suspended for a period of two years. This suspension of two years shall be automatic without conducting any enquiry.		
3.4	Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.		
3.5	Bids should be valid for 120 days. Bids with shorter validity will be rejected as being non-responsive.		
3.6	Bidders must quote rates in accordance with the price schedule outlined in PRICE BID FORMAT (Proforma-B); otherwise the Bid will be rejected. However, if no charge is involved for any of the work/item, 'NIL' should be mentioned against such part of work. If any item in the Price Bid Format is left blank, then it will be construed that for that item bidder has quoted rate as "0". However, if a bidder indicates that they are not quoting for all the items then their offer will be rejected.		
3.7	The Bid documents are not transferable. Bid can only be submitted in the name of the BIDDER in whose name the User ID and Password have been issued. Unsolicited bids will not be considered and will be straightway rejected.		
3.8	Bids submitted after the Bid Closing Date and Time shall be rejected.		

3.9	Bidders shall quote directly and not through their Agent/Representative/Retainer/Associate.		
3.10	Any Bid containing a false statement shall be rejected.		
3.11	Bids shall be typed or written in indelible ink and shall be digitally signed by the Bidder or his authorized representative.		
3.12	Bids shall contain no interlineations, erasures or over writing except as necessary to correct errors made by Bidders, in which case such corrections shall be initialed by the person(s) signing the bid.		
3.13	Bidder shall bear, within their quoted rates, all the taxes and duties including the personal tax as applicable in respect of their personnel and sub-contractor's personnel, arising out of execution of the contract. Also, the Corporate Tax as applicable on the income from the contract will be to Contractor's account. However, their rates will be exclusive of GST and same has to be quoted in the space provided in the Price Bid Format.		
3.14	The Integrity Pact must be uploaded in OIL's E-Procurement portal 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. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.		
3.15	Bidder must comply to clause no. 39.0 (Independent Inspection of Bid Documents) of Part-1, Instruction to Bidders failing which their offer shall be summarily rejected.		
3.16	There must be no exception to the following Clauses including sub-clauses, otherwise the Bid will be rejected: (i) Performance Guarantee Bond Clause (ii) Force Majeure Clause (iii) Tax liabilities Clause (iv) Arbitration Clause (v) Acceptance of Jurisdiction and Applicable Law Clause (vi) Liquidated damage and penalty clause (vii) Safety and Labour Law (viii) Insurance Clause (ix) Termination Clause (x) Integrity Pact		
4.0	<u>GENERAL</u>		
4.1	The compliance statement (enclosed Proforma-D) should be digitally signed and uploaded along with the technical bid (un-priced). The compliance Statement (Proforma-D) clearly indicating "NIL Exception/Deviation" to Tender clauses should be uploaded along with the Technical bid.		
4.2	To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC 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.		
4.3	If any clauses in the BEC contradict clauses elsewhere in the Bid Document, then the clauses in the BEC shall prevail.		
4.4	The Company reserves the right to cancel/withdraw the tender or annul the bidding process at any time prior to award of contract, without thereby incurring any liability to the bidders or any obligation to inform the bidders of the grounds of Company's action.		
4.5	Bid involving a party in any form whose name is appearing in the prevailing list of banned/blacklisted vendors of OIL INDIA LIMITED shall be rejected outright.		
4.6	Arithmetical errors, if any, in the price bids will be rectified on the following basis. "If there is a discrepancy between the Unit Rate and Total Amount (that is obtained by multiplying Unit Rate with Quantity), the unit rate shall prevail and the total amount shall be corrected accordingly. Similarly, if there is a discrepancy between words and figures, the amount quoted in words will prevail. If there is discrepancy between the percentage terms and calculated amount, the amount will be rectified by re-calculating the amount as per the percentage terms. Any bidder who does not accept the said correction procedure, their bid will be rejected."		
4.7	Goods & Service Tax: The bidder is to quote the rates/prices inclusive of all statutory liabilities, except the Goods & Service Tax (GST). GST as applicable shall be extra to OIL's account limiting to the rate quoted by the bidder until any statutory change takes place. However, the liability of payment of GST will rest on the Contractor.		

4.8	Purchase Preference for Micro & Small Enterprise: Purchase Preference to MSE bidders will be applicable as per latest Govt. Guidelines as mentioned under clause no. 41.0 of Part-I, Instruction to Bidders. Bidders to take note of the same and quote accordingly.		
4.9	Purchase Preference Policy (Linked with Local Content) (PP-LC): Purchase Preference to LC bidders will be applicable as per latest Govt. Guidelines as mentioned under clause no. 42.0 of Part-I, Instruction to Bidders. Bidders to take note of the same and quote accordingly.		
4.10	The quantities shown against each item in the "Price Bid Format (i.e. in Proforma-B)" are tentative quantities and shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the number of days/parameters for various operations are only for the purpose of evaluation of the bid and the Contractor shall be paid on the basis of actual quantum of jobs carried out during job execution. However, execution of jobs in excess of the quantity mentioned herein requires Company's prior approval.		
4.11	Quoted rates must be in compliance to following stipulations: a. Mobilization charge should not exceed 1% of the annualized quoted O&M value. b. Demobilization charge should not be less than 0.5 % of the annualized quoted O&M value. c. Force Majeure day rate should be within 15% to 50% of the lump-sum operating & maintenance day rate (pro-rata per day) of respective unit. d. Stand-by Day Rate should not exceed 85% of the lump-sum operating & maintenance day rate (pro-rata per day) of respective unit.		
4.12	4.12 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation. Commercial Bids shall be evaluated taking into account the rates quoted in the PRICE BID FORMAT as per Proforma – B. Notes: (I) The items mentioned above are to be read in conjunction with Section-IV, Part-3 (Schedule of Rates). (II) The GST applicable for this contract is extra and payable by Company (Oil India Ltd.).		

PART-3

SECTION-I

GENERAL CONDITIONS OF CONTRACT

1.0 APPLICABILITY, DEFINITION & INTERPRETATION

1.1 Applicability

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

1.2 Definition & Interpretation

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

1.2.1 COMPANY/OIL/Operator:

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

1.2.2 CONTRACTOR:

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

1.2.3 Contract:

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

1.2.4 Site:

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

1.2.5 COMPANY's Site Representative/Engineer:

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

1.2.6 Sub-Contract:

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

1.2.7 Sub-Contractor:

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

1.2.8 Contractor's Representative:

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

1.2.9 Contract Price/Value:

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

1.2.10 Firm price:

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

1.2.11 Service/Works/Operations:

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

1.2.12 Equipment/Materials/Goods:

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

1.2.13 Drawings:

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

1.2.14 Specifications:

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

1.2.15 Engineer In-charge (EIC):

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

behalf for operation of the contract.

1.2.16 Inspectors:

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

1.2.17 Tests:

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

1.2.18 Approval:

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

1.2.19 Day:

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

1.2.20 Month:

Shall mean a calendar month as per Gregorian calendar.

1.2.21 Year:

Shall mean calendar year as per Gregorian calendar.

1.2.22 Working day:

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

1.2.23 Bid/offer:

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

1.2.24 Guarantee:

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

1.2.25 Mobilization:

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

1.2.26 De-mobilization:

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

notification from Customs Authorities.

1.2.27 Willful Misconduct:

Shall mean intentional disregard of good and prudent standards of performance or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property of the Company or Third Party.

1.2.28 Gross Negligence:

Shall mean any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or unjustifiable indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property.

1.2.29 Criminal Negligence:

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

1.2.30 GST Legislations:

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

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

2.0 CONTRACT DOCUMENT:

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

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

2.3 Amendment in CONTRACT: No Amendment of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. OIL shall not be bound by any printed conditions, provisions in the CONTRACTOR’s BID, forms of

acknowledgement of CONTRACT, invoice and other documents which purport to impose any condition at variance with or supplement to CONTRACT.

3.0 WAIVERS AND AMENDMENTS:

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

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

4.0 CONTRACT TIMELINE:

4.1 Effective Date of Contract:

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

4.2 Date of Commencement of Operation:

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

4.3 Duration of the contract:

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

5.0 SCOPE OF WORK/CONTRACT:

Scope of the CONTRACT shall be as defined in the CONTRACT, specifications, drawings and Appendices.

6.0 GENERAL OBLIGATION OF CONTRACTOR:

CONTRACTOR shall, in accordance with and subject to the terms and conditions of this Contract:

6.1 Perform the work described in the Terms of Reference/Scope of Work. The CONTRACTOR shall execute the work with professional competence and in an efficient and workman like manner.

6.2 Except as otherwise provided in the Terms of Reference and the special Conditions of the contract, employ all labours/personnel as required to perform the work.

6.3 Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being

necessary for the successful and timely completion of the work.

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

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

8.2 CONTRACTOR's representative:

- (a) The CONTRACTOR's representative shall have all the powers requisite for the performance of the Service/Works, subject to holding due authorization from the CONTRACTOR.
- (b) Representative(s) shall liaise with OIL's representative/engineer for the proper co-ordination and timely completion of the works and on any matter pertaining to the works.
- (c) Representative(s) shall extend full co-operation to OIL's representative/inspector/engineer in the manner required by them for supervision/inspection/observation of equipment, material, procedures, performance, reports and records pertaining to works.
- (d) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

9.0 Personnel to be deployed by contractor:

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

- 9.1 The CONTRACTOR should ensure that their personnel observe all statutory safety requirement including those prescribed by the COMPANY. Upon COMPANY's written request, CONTRACTOR, entirely at its own expense, shall remove immediately any personnel of the CONTRACTOR determined by the COMPANY to be unsuitable and shall promptly replace such personnel with personnel acceptable to the COMPANY. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the COMPANY.
- 9.2 The CONTRACTOR shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from field site, enroute/ local boarding, lodging, personal protective gear & medical attention etc. COMPANY shall have no responsibility or liability in this regard.
- 9.3 However, COMPANY shall provide available medical assistance/facilities to CONTRACTOR's Personnel in case of emergency at its own establishment on chargeable basis.
- 9.4 CONTRACTOR's key personnel shall be fluent in English language (both writing and speaking).

10.0 PERFORMANCE SECURITY:

- 10.1 On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within 15 (fifteen) days from the date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma-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# or Fixed Deposit 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 CONTRACTOR/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 CONTRACTOR/service provider(s) will have to submit the Bank Guarantee from any of the scheduled banks and on non-judicial stamp paper of requisite value as per the Indian Stamp Act, purchased in the name of the issuing banker.
- 10.4 The 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 CONTRACTOR by the period equivalent to the extended period.
- 10.6 The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance/un-satisfactory of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/un-satisfactory performance.
- 10.7 The 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 CONTRACTOR fails to honour any of the commitments entered into under this agreement, and/or in the event of termination of the contract under provisions of Integrity Pact and/or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.

- 11.0 **SIGNING OF CONTRACT:**

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

12.0 CLAIMS, TAXES & DUTIES:

12.1 Claims:

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

12.2 Notice of claims:

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

12.3 Taxes:

12.3.1 CONTRACTOR, unless specified otherwise in the CONTRACT, shall bear all tax liabilities, duties, Govt. levies etc. including GST and customs duty, Corporate and personnel taxes levied or imposed on the CONTRACTOR on account of payments received by it from the COMPANY for the work done under this CONTRACT. It shall be the responsibility of CONTRACTOR to submit to the concerned Indian authorities, the returns and all other concerned documents required for this purpose and to comply in all respects with the requirements of the laws in this regard, in time.

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

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

12.3.4 The CONTRACTOR shall furnish to the COMPANY, if and when called upon to do so, relevant statement of accounts or any other information pertaining to work done under the contract for submitting the same to the Tax authorities, on specific request from them in accordance with provisions under the law. CONTRACTOR shall be responsible for preparing and filing the return of income

etc. within the prescribed time limit to the appropriate authority.

- 12.3.5 Prior to start of operations under the contract, the CONTRACTOR shall furnish the COMPANY with the necessary documents, as asked for by the COMPANY and/or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the CONTRACTOR.
- 12.3.6 Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and COMPANY will issue TDS Certificate to the CONTRACTOR as per the provisions of Income Tax Act.
- 12.3.7 Corporate and personnel taxes on CONTRACTOR shall be the liability of the CONTRACTOR and the COMPANY shall not assume any responsibility on this account.
- 12.3.8 All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by CONTRACTOR shall be borne by the CONTRACTOR.
- 12.3.9 CONTRACTOR shall provide all the necessary compliances/invoice/ documents for enabling OIL to avail Input tax credit benefits in respect of the payments of GST which are payable against the CONTRACT. The CONTRACTOR should provide tax invoice issued under GST legislations for the goods and Services (indicating GST). Payment towards the components of GST shall be released by OIL only against appropriate documents i.e.: Tax Invoice/Bill of entry for availing input tax credit (as applicable).
- 12.3.10 The tax invoices as per above provisions should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:
- (i) Name, Address and the GST Registration Number (under the relevant Tax Rules) of the Service Provider (CONTRACTOR).
 - (ii) Name and Address and GST Registration Number of the Service Receiver (Address of OIL).
 - (iii) Description, Classification and Value of taxable service/goods and the amount of applicable tax (CGST, SGST, IGST, UTGST and cess).
- 12.3.11 In case of imported goods, CONTRACTOR/supplier is required to provide original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.
- 12.3.12 The CONTRACTOR should mention the Place of supply in the invoice raised under GST Law.
- 12.3.13 OIL would not accept any invoice without its GSTIN mentioned on the invoice

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

12.4 **Goods and Services Tax:**

- 12.4.1 "GST" shall mean Goods and Services Tax charged on the supply of material(s)

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

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

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

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

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

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

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

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

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

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

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

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

12.5 Anti-profiteering clause

12.5.1 As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices.

12.5.2 In case rating of Contractor is negative/black listed after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such vendor/Contractor and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.

13.0 CUSTOMS DUTY, IF APPLICABLE:

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

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

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

14.0 INSURANCE:

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

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

- 14.2 Any deductible set forth in any of the above insurance shall be borne by Contractor.
- 14.3 CONTRACTOR shall require all of his sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub-Contractors.
- 14.4 All insurance taken out by Contractor or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Contractor under this Contract.

14.5 **Certificate of Insurance:**

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

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

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

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

14.9 **Principal Assured**

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

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

14.10 **Waiver of subrogation:**

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

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

14.11 **Deductible:**

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

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

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

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

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

14.13 **Loss Payee Clause:**

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

"In respect of Insurance claims in which OIL's interest is involved, written consent of OIL will be required".

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

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

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

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

- i) **Workman Compensation and/Employers' Liability Insurance:** Workmen's compensation and employer's liability insurance as required by the laws of the country of origin of the employee.
- ii) **Commercial General Liability Insurance:** Commercial General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of CONTRACTOR required to fulfil the provisions under this Contract.
- iii) **Comprehensive General Automotive Liability:** Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance Regulations.
- iv) **Carrier's Legal Liability Insurance:** Carrier's Legal Liability Insurance in respect of all CONTRACTOR's items to be transported by the CONTRACTOR to the site of work, for physical loss or destruction of or damage to goods or merchandise, while in transit.
- v) **Public Liability Act Policy:** Public Liability Act Policy covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed there under.
- vi) **Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY):** CONTRACTOR shall, ensure that all his/its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of OIL.
- vii) CONTRACTOR's equipment used for execution of the work hereunder shall have an insurance cover with a suitable limit (as per international standards).
- viii) **Any other insurance policy set forth in the SCC**

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

15.0 **LIABILITY:**

- 15.1 Except as otherwise expressly provided herein, neither COMPANY nor its servants, agents, nominees, CONTRACTORS, or sub-CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the CONTRACTOR and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of COMPANY and/or its servants, agent, nominees, assignees, CONTRACTORS and sub-CONTRACTORS.

- 15.2 The CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such loss or damage and any suit, claim or expense resulting there from. Neither COMPANY nor its servants, agents, nominees, assignees, CONTRACTORS, sub-CONTRACTORS shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the CONTRACTOR and/or of its CONTRACTORS or sub-CONTRACTOR irrespective of how such injury, illness or death is caused and even if caused by the negligence of COMPANY and/or its servants, agents nominees, assignees, CONTRACTORS and sub-CONTRACTORS. CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from.
- 15.3 The CONTRACTOR hereby agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for loss or damage to the equipment of the CONTRACTOR and/or its sub-CONTRACTORS and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.4 The CONTRACTOR hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for injury to, illness or death of any employee of the CONTRACTOR and of its CONTRACTORS, sub-CONTRACTORS and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract limited to the CONTRACTOR's liabilities agreed to under this Contract.
- 15.5 Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, CONTRACTORS or sub-CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the COMPANY and/or their CONTRACTORS or sub-CONTRACTORS, irrespective of how such loss or damage is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. The COMPANY shall protect, defend, indemnify and hold harmless CONTRACTOR from and against such loss or damage and any suit, claim or expense resulting there from.
- 15.6 Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, assignees, CONTRACTORS, sub-CONTRACTORS shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the COMPANY and/or of its CONTRACTORS or sub-CONTRACTORS irrespective of how such injury, illness or death is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS. COMPANY shall protect, defend indemnify and hold harmless CONTRACTOR from and against such liabilities and any suit, claim or expense resulting there from.
- 15.7 The COMPANY agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against CONTRACTOR and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORS and sub-CONTRACTORS for loss or damage to the equipment of COMPANY and/or its

CONTRACTORS or sub-CONTRACTORS when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

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

16.0 **LIMITATION OF LIABILITY:**

- a) Notwithstanding any other provisions herein to the contrary, except only in cases of willful misconduct and/or criminal acts and/or criminal negligence, neither the CONTRACTOR nor the COMPANY (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY's right to forfeit the Performance Bank Guarantee(s) in terms of the contract.
- b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the CONTRACTOR in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price (if not specified otherwise in SCC), provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the CONTRACTOR, or to any obligation of the CONTRACTOR to indemnify the COMPANY with respect to Intellectual Property Rights.
- c) COMPANY shall indemnify and keep indemnified CONTRACTOR harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

17.0 **LIABILITY OF UNION GOVERNMENT OF INDIA:**

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

to any manner, claim, cause of action or thing whatsoever arising of or under this agreement.

18.0 CONSEQUENTIAL DAMAGE:

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

19.0 RISK PURCHASE:

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

20.0 INDEMNITY AGREEMENT:

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

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

21.0 INDEMNITY APPLICATION:

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

22.0 ROYALTY PATENTS:

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

23.0 WARRANTY AND REMEDY OF DEFECTS:

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

23.2 Should COMPANY discover at any time during the tenure of the Contract or till the Unit/equipment/tools are demobilized from site or base camp (if applicable) that the work does not conform to the foregoing warranty, CONTRACTOR shall after receipt of notice from COMPANY, promptly perform any and all corrective work required to make the services conform to the Warranty. Such corrective Work shall be performed entirely at CONTRACTOR's own expenses. If such corrective Work is not performed within a reasonable time, the COMPANY, at its option may have such remedial Work performed by others and charge the cost thereof to CONTRACTOR subject to a maximum of the contract value payable for the defective work which needs corrective action which the CONTRACTOR must pay promptly. In case CONTRACTOR fails to perform remedial work, or pay promptly in respect thereof, the performance security shall be forfeited.

24.0 SUBCONTRACTING/ASSIGNMENT:

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

24.2 Consequent upon of placement of contract, if successful bidder(s)(other than Micro/Small Enterprise) is procuring materials/services from their sub-vendor, who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME with prior consent in writing of the purchasing authority/Engineer in Charge the details like Name, Registration No., Address, Contact No., details of material and value of procurement made, etc. of such enterprises shall be furnished by the CONTRACTOR at the time of submission of invoice/bill.

25.0 RECORDS, REPORTS AND INSPECTION:

The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major

items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

26.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:

26.1 CONTRACTOR shall not, without COMPANY's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing pattern, sample or information furnished by or on behalf of COMPANY in connection therewith, to any person other than a person employed by CONTRACTOR in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only, as may be necessary for purposes of such performance with prior permission from COMPANY. However, nothing hereinabove contained shall deprive the CONTRACTOR of the right to use or disclose any information which is:

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

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

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

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

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

- i) is, at the time of disclosure, known to the public which CONTRACTOR shall immediately inform COMPANY;
- ii) is lawfully becomes at a later date known to the public through no fault of

- CONTRACTOR subject to CONTRACTOR's undertaking that no information has been divulged by them to the public;
- iii) is lawfully possessed by CONTRACTOR before receipt thereof from COMPANY which should be immediately informed to COMPANY;
 - iv) is developed by CONTRACTOR independently of the information disclosed by COMPANY which should be shared with the COMPANY;
 - v) CONTRACTOR is required to produce before competent authorities or by court order subject to prior permission from COMPANY;

27.0 REMUNERATION AND TERMS OF PAYMENT:

- 27.1 COMPANY shall pay to the CONTRACTOR during the term of the Contract the amount due from time to time calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in the Contract. All payments will be made in accordance with the terms hereinafter described.
- 27.2 Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances.
- 27.3 MANNER OF PAYMENT: All payments due by COMPANY to CONTRACTOR hereunder shall be made at CONTRACTOR's designated bank. Bank charges, if any will be on account of the CONTRACTOR.
- 27.4 Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to CONTRACTOR written notice of objection to any item or items the validity of which COMPANY questions.
- 27.5 INVOICES: Mobilization charges will be invoiced only upon completion of mobilization as certified by COMPANY representative and CONTRACTOR is ready at site for starting the services/operation. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by COMPANY.
- 27.6 CONTRACTOR shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONTRACTOR.
- 27.7 CONTRACTOR will submit 02 (Two) sets of all invoices duly super scribed 'Original' and 'copy' as applicable to the COMPANY for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the CONTRACTOR for foreign currency and Indian currency.
- 27.8 Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by COMPANY.
- 27.9 COMPANY shall within 30 days of receipt of the invoice notify the CONTRACTOR of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion on or before the due date. This will not prejudice the COMPANY's right to question the validity of the payment at a later date as envisaged in clause no. 27.4 above.
- 27.10 The acceptance by CONTRACTOR of part payment on any billing not paid on or

before the due date shall not be deemed a waiver of CONTRACTOR's rights in any other billing, the payment of which may then or thereafter be due.

- 27.11 Payment of Final demobilization charges shall be made if applicable within 45 days on receipt of invoice by COMPANY accompanied by the following documents from the CONTRACTOR:
- a) Audited account up to completion of the Contract.
 - b) Tax audit report for the above period as required under the Indian Tax Laws.
 - c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONTRACTOR or by its sub-CONTRACTOR.
 - d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
 - e) Any other documents as required by applicable Indian Laws.

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

- 27.12 CONTRACTOR shall maintain complete and correct records of all information on which CONTRACTOR's invoice are based upto 02 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query/objection.
- 28.0 **PAYMENT OF COMMISSION/FEE/REMUNERATION OF INDIAN AGENT /CONSULTANT/REPRESENTATIVE/RETAINER/ASSOCIATE OF FOREIGN PRINCIPAL (APPLICABLE IN ICB TENDERS ONLY):**

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

- 29.0 **DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI ETC.**

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

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

- (i) Copy of PF-ECR duly stamped by the designated Bank, alongwith a print of the digitally signed PDF data sheet of the ECR, as proof of payment, each month,

details of this PDF data sheet shall be verified by the appropriate authority (i.e. Payment Making Authority) in the COMPANY from the official website of EPFO (<http://www.epfindia.gov.in>).

(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), CONTRACTOR shall also furnish the following Certificates:

- 1) The furnished information is correct to the best of his knowledge.
- 2) In case any discrepancies or irregularities is/are noticed in this undertaking, then OIL is free to inform the PF/ESIC Authorities.
- 3) Before the completion of contract, CONTRACTOR shall serve one-month notice to all his contractual workers, informing that their services will be terminated.
- 4) Within one month on completion/expiry of the contract, CONTRACTOR shall pay all the dues/terminal dues such as leave with wages, bonus (if applicable), Gratuity (if applicable), to all his contractual workmen, failing which CONTRACTOR's Bank Guarantee/Security Deposit may be withheld by OIL.

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

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

30.0 **TIMELY MOBILISATION AND LIQUIDATED DAMAGES:**

- a) Time is the essence of this Contract. If the CONTRACTOR fails to mobilize and deploy the required manpower/equipment and/or fails to commence the operation within the period specified as specified under mobilization clause under SCC, OIL shall have, without prejudice to any other right or remedy in law or contract including sub clause (b) below, the right to terminate the contract.
- b) If the contractor is unable to mobilize/deploy and commence the operation within the period specified in sub clause (a) above, it may request OIL for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, OIL may at its discretion, extend the period of mobilization and shall recover from the CONTRACTOR, as an

ascertained and agreed Liquidated Damages, a sum equivalent to @ 0.5% of contract value including mobilization cost, per week or part thereof of delay subject to maximum of 7.5% of the Contract Price.

- c) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by OIL on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.
- d) LD will be calculated on the basis of Total Contract value [(if not specified otherwise in SCC) excluding duties and taxes, where such duties/taxes have been shown separately in the contract. However, the applicable GST on the LD shall have to be borne by the CONTRACTOR. Accordingly, the liquidated damages shall be recovered from the CONTRACTOR along with applicable GST.

31.0 **FORCE MAJEURE:**

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

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

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

Either party shall have the right to terminate the Contract if such 'force majeure' conditions continue beyond successive 60 (Sixty) days [or exclusively mentioned in the SCC of the Contract] with prior written notice of 15 days, provided termination of the Contract does not result into safety hazard to the life and property on account of withdrawal of operations or the operation is at critical stage. COMPANY shall have the absolute right to decide whether any safety hazard exists or operation is at critical position and decision of the COMPANY shall binding upon the CONTRACTOR.

Should either party decide not to terminate the Contract even under such condition, no payment would apply after expiry of fifteen (15) days force majeure period. [or exclusively mentioned in the SCC of the Contract]

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

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

32.0 SET-OFF:

Any sum of money due and payable to the CONTRACTOR (including Performance Security refundable to them) under this or any other Contract, whether in progress or in future, may be appropriated by OIL and set-off against any claim of OIL (or such other person or persons contracting through OIL) for payment of a sum of money arising out of this contract or under any other contract made by the CONTRACTOR with OIL (or such other person or persons contracting through OIL).

33.0 WITHHOLDING:

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

- 33.1 For non-completion of jobs assigned as per Scope of Work/Terms of Reference.
- 33.2 Defective work not remedied by CONTRACTOR.
- 33.3 Claims by COMPANY's recognized sub-CONTRACTOR of CONTRACTOR or others filed or on the basis of reasonable evidence indicating probable filing of such claims against CONTRACTOR.
- 33.4 Failure of CONTRACTOR to pay or provide for the payment of salaries/ wages, contributions, taxes or enforced savings with-held from wages etc. with respect to personnel engaged by the CONTRACTOR.
- 33.5 Failure of CONTRACTOR to pay the cost of removal of unnecessary debris, materials, tools, or machinery.
- 33.6 Any failure by CONTRACTOR to fully reimburse COMPANY under any of the indemnification provisions of this Contract. If, during the progress of the work CONTRACTOR shall allow any indebtedness to accrue for which CONTRACTOR, under any circumstances in the opinion of COMPANY, may be primarily or contingently liable or ultimately responsible and CONTRACTOR shall, within five days after demand is made by COMPANY, fail to pay and discharge such indebtedness, then COMPANY may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to CONTRACTOR, a sum equal to the amount of such unpaid indebtedness.
- 33.7 Withholding will also be effected on account of the following:

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

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

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

34.0 **APPLICABLE LAWS:**

The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the sole and exclusive jurisdiction of Courts situated in Jodhpur and Principal Bench of Jodhpur 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 CONTRACTOR shall ensure full compliance of various Indian Laws and Statutory Regulations, as stated below, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract:

- a) The Mines Act 1952
- b) The Oil Mines Regulations, 1984
- c) The Employees' Compensation Act, 1923
- d) The Code of Wages, 2019
- e) The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under
- f) The Employees Pension Scheme, 1995
- g) The Interstate Migrant Workmen Act., 1979 (Regulation of employment and conditions of service).
- h) The Employees Provident Fund and Miscellaneous Provisions Act, 1952
- i) Goods and Service Tax Act
- j) Customs & Excise Act & Rules
- k) Factories Act, 1948
- l) Industrial Disputes Act, 1947
- m) Payment of Gratuity Act, 1972
- n) Environmental Protection Act, 1986 & other pollution control Acts.

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

35.0 LABOUR LAWS:

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

under and the amount paid to them.

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

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

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

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

37.2 It will be entirely the responsibility of the Contractor / his Supervisor / representative to ensure strict adherence to all HSE measures and statutory rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by company's Installation Manager / Safety Officer / Engineer / Official / Supervisor / Junior Engineer for safe operation.

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

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

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

38.0 **POLLUTION AND CONTAMINATION:**

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

Notwithstanding anything to the contrary contained herein, it is agreed that except on the ground of willful misconduct or criminal misconduct, COMPANY shall release, indemnify and hold CONTRACTOR and its sub-CONTRACTORS harmless from any and all claims, judgments, losses, expenses and any costs related thereto (including but not limited to Court costs and "Attorney's fees") for:

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

39.0 STATUTORY VARIATION/NEWLY ENACTED LAW:

- 39.1 All duties, taxes except otherwise specified in the Contract as applicable on the closing date of bid submission as per relevant acts and rules shall be in CONTRACTOR's account. Variation in case of custom duty on CIF value declared by the bidder shall be to COMPANY account.
- 39.2 In the event of introduction of any new legislation or any amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body, which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this CONTRACT and which results in increased/decreased cost of the works under the CONTRACT through increased/decreased liability of taxes and/or duties, required to be paid by the CONTRACTOR, (other than personnel and Corporate taxes), the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the COMPANY/CONTRACTOR as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by COMPANY) & the courts wherever levy of such taxes/duties are disputed by COMPANY/CONTRACTOR.
- 39.3 Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the CONTRACTOR's account, where delay in completion/mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date will be to COMPANY's account.
- 39.4 The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, COMPANY will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, COMPANY will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.

- 39.5 Notwithstanding the provision contained in Clause-39.1 to 39.4 above, the COMPANY shall not bear any liability in respect of:
- i. Personal taxes on the personnel deployed by CONTRACTOR, his sub-CONTRACTOR/sub-sub-CONTRACTORS and Agents etc.
 - ii. Corporate taxes and Fringe benefit tax in respect of CONTRACTOR and all of their sub-CONTRACTORS, agents etc.
 - iii. Other taxes & duties including Customs Duty and GST in addition to new taxes etc. in respect of sub-CONTRACTORS, vendors, agents etc. of the CONTRACTOR.
 - iv. Any liability on the CONTRACTOR, which was accrued under the old law or contract, which the CONTRACTOR is obligated to pay either to the COMPANY or to the Government Authority.
- 39.6 In order to ascertain the net impact of the amendment/ revisions/enactment of various provisions of taxes/duties, the CONTRACTOR is liable to provide following disclosure to COMPANY:
- i. Details of each of the input services used in relation to providing service to COMPANY including estimated monthly value of input service and GST tax amount.
 - ii. Details of Inputs (material/consumable) used/required for providing service to COMPANY including estimated monthly value of input and GST paid/payable on purchase of inputs.
- 39.7 The above provisions would be applicable only in case of variation in rate of taxes and duties on supply of services to OIL and not applicable on taxes and duties on input (goods and services) towards such services.
- 39.8 Any claim or reduction on account of change in law shall be accompanied with undertaking that the provisions of anti-profiteering clause under GST Act have been complied with.

40.0 **SEVERABILITY:**

Should any provision of this agreement be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provisions hereto and they shall remain binding on the parties hereto.

41.0 **Commission of misconduct/submission of fraudulent document by the bidder/contractor and Banning thereof:**

The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the notice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including

termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Security/Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

42.0 SETTLEMENT OF DISPUTES:

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

1. Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:
2. A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 30 days' notice to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter. If the claim is in foreign currency, the claimant shall indicate its value in Indian Rupee for the purpose of constitution of the arbitral tribunal.
3. It is agreed and undertaken by the Parties that irrespective of country of origin of the CONTRACTOR, the arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 and under no circumstances, the proceedings shall be construed as International Arbitration.
4. The number of arbitrators and the appointing authority will be as under:

Claim amount (excluding claim for interest and counter claim, if any)	Number of Arbitrator	Appointing Authority
Upto 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 rd Arbitrator, who shall be the presiding Arbitrator, by the two Arbitrators.

5. The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.
6. If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he

shall proceed de novo.

7. Parties agree and undertake that neither shall be entitled for any pre-reference or 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.
13. The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.
14. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.

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

- a) In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract (s) between Central Public Sector Enterprises (CPSEs) and also between CPSEs and Government Departments/Organizations (excluding disputes -concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in OPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

- b) A party wishing to commence arbitration proceeding shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- c) Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

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

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

42.4 Resolution of disputes through conciliation by OEC

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

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, Company at its discretion, on its own or on the request of the CONTRACTOR, may refer the dispute to Outside Expert Committee ("OEC") to be constituted by Corporate Business Committee (CBC), OIL as provided hereunder:

- a) The party desirous of resorting to conciliation shall send a notice of 30 (thirty) days to the other party of its intention of referring the dispute for resolution through OEC. The notice invoking conciliation shall specify all the points of disputes with details of the amount claimed to be referred to OEC and the party concerned shall not raise any new issue thereafter.
- b) OIL shall nominate three outside experts, one each from Financial/commercial, Technical and Legal fields from the Panel of Outside Experts maintained by OIL who shall together be referred to as OEC (Outside Experts Committee).
- c) Parties shall not claim any interest on claims/counterclaims from the date of notice invoking conciliation till execution of settlement agreement, if so arrived at. In case, parties are unable to reach a settlement, no interest shall be claimed by either party for the period from the date of notice invoking conciliation till the date of OEC recommendations in any further proceeding.
- d) The Proceedings of the OEC shall be broadly governed by Part III of the Arbitration and Conciliation Act, 1996 including any modifications thereof. Notwithstanding above, the proceedings shall be summary in nature and Parties

agree to rely only upon documentary evidence in support of their claims and not to bring any oral evidence in the OEC proceedings.

- e) OEC shall hear both the parties and recommend possible terms of settlement between the parties. The recommendations of OEC shall be non-binding and the parties may decide to accept or not to accept the same. Parties shall be at liberty to accept the OEC recommendation with any modification they may deem fit.
- f) Where recommendations are acceptable to both the parties, a settlement agreement will be drawn up in terms of the OEC recommendations or with such modifications as may be agreed upon by the parties. The settlement agreement shall be signed by both the parties and authenticated by all the OEC members either in person or through circulation. This settlement agreement shall have the same legal status and effect as that of an arbitration award on agreed terms on the substance of the dispute rendered by an arbitral tribunal under Section 30 of the Arbitration and Conciliation Act, 1996.
- g) OIL will share all other guidelines regarding reconciliation through OEC with the CONTRACTOR when it resorts to settlement through OEC. Both parties agree to adhere to these guidelines.
- h) All the expenditure incurred in the OEC proceedings shall be shared by the parties in equal proportion. The parties shall maintain account of expenditure and present to the other for the purpose of sharing on conclusion of the OEC proceedings.
- i) The OEC proceedings must be completed within a period of 3(three) months from the date of constitution of the OEC with a provision of extension of one months, subject to mutual agreement. The Place of OEC shall be either at New Delhi or Guwahati.
- j) If the parties are not able to resolve the dispute through OEC or do not opt for conciliation through OEC, the party may invoke arbitration clause as provided in the contract.
- k) The parties shall be represented by their in-house employees/executives. No party shall bring any advocate or outside consultant/advisor/agent. Ex-officers of OIL who have handled the matter in any capacity directly or indirectly shall not be allowed to attend and present the case before OEC on behalf of Contractor. However, ex- employees of parties may represent their respective organizations.
- l) Solicitation or any attempt to bring influence of any kind on either OEC Members or OIL is completely prohibited in conciliation proceedings and OIL reserves the absolute right to close the conciliation proceedings at its sole discretion if it apprehends any kind of such attempt made by the Contractor or its representatives.

42.5 **Exclusions**

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

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

with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.

- ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.
- iii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to comply with any order or directive of any statutory or government authority.
- iv) Any claim which is less than Rs. 25 Lakh.

43.0 **COMPLETION OF CONTRACT:**

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

44.0 **TERMINATION:**

- 44.1 **Termination on expiry of the contract:** This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.
- 44.2 **Termination of contract for death:** If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.
- 44.3 **Termination on account of Force Majeure:** Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-31.0 above.
- 44.4 **Termination on account of insolvency:** In the event that the CONTRACTOR or its collaborator or its guarantor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt or under the process of insolvency or liquidation, then the COMPANY shall, by a notice in writing have the right to terminate the Contract and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or Insolvency Professional Manager, as appointed by the Competent

Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

- 44.5 **Termination for Unsatisfactory Performance:** If the COMPANY considers that, the performance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of dissatisfaction. The COMPANY shall have the option to terminate the Contract by giving 15 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days' notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at www.oil-india.in].
- 44.6 **Termination due to change of ownership and Assignment:** In case the CONTRACTOR's rights and/or obligations under this Contract and/or the CONTRACTOR's rights, title and interest to the equipment/ material, are transferred or assigned without the COMPANY's written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.
- 44.7 If at any time during the term of this Contract, breakdown of CONTRACTOR's equipment results in CONTRACTORS being unable to perform their obligations hereunder for a period of 15 successive days, COMPANY at its option, may terminate this Contract in its entirety or partially to the extent non-performance, without any further right or obligation on the part of the COMPANY, except for the payment of money then due. No notice shall be served by the COMPANY under the condition stated above.
- 44.8 **Termination for delay in mobilization:** CONTRACTOR is required to mobilize complete equipment alongwith crew for commencement of services at the specified site within the maximum allowed number of days from the date of LOA/Notice for Mobilization as specified in the special conditions of contract. If the CONTRACTOR (successful bidder) fails to complete the mobilization as above, OIL shall have, without prejudice to any other clause of the CONTRACT, the right to terminate the contract.
- 44.9 Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the COMPANY on giving 30 (thirty) days written notice to the CONTRACTOR due to any other reason not covered under the above Article from 44.1 to 44.8 and in the event of such termination the COMPANY shall not be liable to pay any cost or damage to the CONTRACTOR except for payment of services as per the Contract upto the date of termination.
- 44.10 **Consequence of Termination:** In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

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

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

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

45.0 TO DETERMINE THE CONTRACT:

In such an event the contract shall stand terminated and shall cease to be in force from the date of such notification by the COMPANY. Thereafter the CONTRACTOR shall stop forthwith any of the work then in progress, except those work which the COMPANY may, in writing, require to be done to safeguard any property or work, or installations from damages, and the COMPANY may take over the remaining unfinished work of the CONTRACTOR and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR, and any of its sureties if any, shall be liable to the COMPANY for any excess cost occasioned by such work having to be so taken over and completed by the COMPANY over and above the cost at the rate/cost specified in the schedule of quantities and rates/prices.

46.0 WITHOUT DETERMINING THE CONTRACT:

To take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh CONTRACTOR or by other means, at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of its sureties are liable to the COMPANY for any excess cost over and above the cost at the rates specified in the schedule of quantities and rates/prices, occasioned by such work having been taken over and completed by the COMPANY.

47.0 ERRING/DEFAULTING AGENCIES:

Erring and defaulting agencies like bidder, CONTRACTOR, supplier, vendor, service provider will be dealt as per OIL's Banning Policy dated 6th January, 2017 available in OIL's website: www.oil-india.com. Moreover, OIL reserves the right to take legal or any other action on the basis of merit of the case.

48.0 MISCELLANEOUS PROVISIONS:

48.1 CONTRACTOR shall give notices and pay all fees at their own cost required to be given or paid by any National or State Statute, Ordinance, or other Law or any regulation, or bye-law of any local or other duly constituted authority as may be in force from time to time in India, in relation to the performance of the services and by the rules & regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the services.

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

48.3 During the tenure of the Contract, CONTRACTOR shall keep the site where the

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

- 48.4 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.

END OF SECTION – I, Part – 3

PART-3, SECTION – II

SCOPE OF WORK / SPECIAL CONDITIONS OF CONTRACT

1.0 INTRODUCTION

OIL INDIA LIMITED (OIL), a premier National Oil Company, is engaged in the business of exploration, production and transportation of crude oil and natural gas for over five decades. It is a Navratna Company under Ministry of Petroleum and Natural Gas, Government of India and the second largest National Oil Company in the country.

OIL discovered commercially viable gas fields at Tanot, Dandewala and Bagitibba in Jaisalmer district of Rajasthan. These fields are located at a distance of approx. 120 kms. North-West of Jaisalmer Township. To operate the fields, OIL has two production installations viz., Gas Processing centre (GPC) at Dandewala and a Gas Gathering Station (GGS) at Tanot besides a permanent base camp (Tanot Village Complex, TVC) near Tanot BSF camp. Dandewala field and GPC are at a distance of about 35 kms and Tanot GGS is situated at a distance of 22 kms from Tanot Village Complex. These are connected with oil field road.

Dandewala field is located in the Jaisalmer district of Rajasthan state, having distance of 122 km from Jaisalmer city. Oil India Limited is operating in Jaisalmer Petroleum Mining Lease (PML) block comprising of three fields Viz. Tanot, Dandewala and Bagitibba fields right from discovery of Natural Gas in 14.08.1988 in Tanot field from TOT#1 well. Subsequently Dandewala field came in existence with the discovery of NG from DND field on 26.08.1990, from DND#1 well. Later on, more wells came in this field for developing the field for commercial production. This resulted in setting up of a centralized Natural Gas Processing facility named DND GPC (Dandewala Gas Processing Complex) in 1996 with the capacity of handling 1 MMSCM of Natural Gas per Day. The gas produced from these fields is essentially used for power generation by Rajasthan State Electricity Board (RSEB).

The climatic conditions of these areas are generally hot and dry. It is characterized by extreme temperature and scarce rainfall. The hot weather is very prolonged and starts from the month of April to end of August. The maximum and minimum recorded ambient temperature at the site is 60 °C and minus 5 °C respectively. The rainfall in these areas is scanty and scarce. The average normal rainfall is only 1" (25 mm). The maximum humidity recorded in this region is 40%.

Definitions/Legend:

SOW: Scope of Work

O & M: Operation and Maintenance

DND-GPC: Dandewala Gas Processing Complex

TOT-GGS: Tanot Gas Gathering Station

TVC: Tanot Village Complex

MMSCMD: Million Metric Standard Cubic Meters Per Day

SCADA: Supervisory Control and Data Acquisition

2.0 DESCRIPTION OF GAS FIELDS, PRODUCTION FACILITIES AND INFRASTRUCTURE:

The description about Gas Fields (Dandewala, Tanot and Bagittiba fields), Production Facilities and Infrastructure available for production and supply of natural gas is outlined as under:

2.1 Gas wells: 50 Nos (Producing, Shut-in, Abandoned and Water Disposal Wells):

There are 50 No of gas wells in Dandewala, Tanot and Bagittiba field. Out of which 35 No. are in Dandewala, 13 nos. in Tanot and 2 nos. in Bagittiba. Presently, 16 No. of wells of Dandewala and Bagittiba fields are in operation.

2.2 Gas Processing Centre at Dandewala (DND-GPC)

Gas produced from the wells at Dandewala, Bagittiba and Tanot Fields is processed at the central location DND-GPC. The processing facilities at DND-GPC consist of separate production separators for Dandewala-Bagittiba combined production and for Tanot Field, Glycol Dehydration Unit and the common condensate stabilizer and storage facility. A ground flare system of 1.0 MMSCUMD capacity is provided for normal/ emergency flaring of gas. Gas from Tanot Field is received in the Tanot production separator through 8" pipeline from Tanot GGS. The Dandewala-Bagittiba gas from the Dandewala production header goes through a horizontal Two-phase separator and then through the Vertical Two-Phase Separator (Dandewala Production Separator). The gas from the Tanot production separator and Dandewala Production Separator is combined and then sent to the coalescer separator. After the dehydration of Natural Gas by means of Glycol Dehydration Unit (GDU), the gas is metered using the Custody Transfer Meter and then supplied to GAIL for further distribution to the consumer i.e., RRVUNL's Ramgarh Power Plant. The design handling capacity of DND-GPC is 1 MMSCMD and that of TOT-GGS is 0.4 MMSCMD. The design handling capacity of DND-GPC may however be augmented to 1.5 MMSCMD in future.

Power Supply System at DND GPC: Power supply to DND-GPC is from Jodhpur Distribution Company (DISCOM) through 33 KV / 415 V step-down transformer. Additionally, 2 No. of 160 KVA diesel Generator sets are installed & are in service to take care of power supply to the station at the time of disruption of power from DISCOM. Effectively these DG sets are kept standby.

An underground diesel storage vessel is provided with a capacity to meet 15 days' requirement for the complex. A diesel pump is provided for transferring diesel from the underground storage tank to the DG Sets

2.3 Gas Flow line network in Tanot (TOT), Dandewala (DND) & Bagittiba (BGT) Fields

All the wells are connected to DND-GPC and TOT-GGS through individual and common flow lines. Flow lines of Tanot are of carbon steel and of Dandewala field and

Bagittiba field is SS-304. Length of pipeline network of Dandewala, Tanot and Bagittiba fields are of approximately 58kms, 24 kms and 6 km respectively

2.4 Gas Gathering Station at Tanot (TOT-GGS)

The produced gas from the wells in Tanot Field is collected at Tanot-GGS manifold, which consists of a production header and a test header. Gas from Tanot GGS is sent to Dandewala GPC through a 13 km long pipeline (Diameter: 8 inch)

Well fluid from any well can be diverted to Tanot test separator which is a two-phase separator with metering facilities on the gas and liquid outlet lines. The test separator is operated at a pressure slightly higher, than the pressure in the production header, so that, the gas and liquid coming out from the test separator can be combined and put back into the production header. The test separator can also be operated at lower pressure (in case a particular well needs to be tested at low pressure). In such a situation the gas will be vented and liquid will be disposed-off.

Pigging facilities are available for the 8" gas delivery pipeline. The pig launcher is located at Tanot GGS and pig receiver is at Dandewala GPC. Natural gas is used as instrument gas at Tanot GGS after suitable pressure reduction and filtering. An instrument gas receiver provides for 10 minutes build-up of instrument gas for safe the safe shut down in case of instrument gas supply failure.

The Tanot GGS is normally unmanned station and personnel are required to be sent to the GGS as and when well testing has to be undertaken.

Currently, TOT-GGS is not operational. However, the installation could be made operational/disposed - off in future depending on the requirement. However, bidders to quote separately for O&M which shall be paid on actuals

Power Supply System at TOT-GGS: Power supply at Tanot-GGS is maintained by:

- Solar PV Cell system with suitable back – up battery bank and
- 1 No 30 KVA DG Set

2.5 Instrumentation, Wireless well monitoring system, SCADA and Telecommunication system

Instrumentation, SCADA and communication system is designed and implemented for complete automation of the gas processing plant and centralized control from DND-GPC and monitoring from TVC Control Room and OIL Office Jodhpur.

2.5.1 Instrumentation:

DND-GPC and TOT-GGS are equipped with latest electronic and pneumatic instruments for the smooth operation of the plants. This includes Analog transmitters, alarm switches, converters, controllers, gauges and control valves etc. Three turbine flow meters (online, standby & spare) in conjunction with Gas Flow Computers (two nos.) are used as Custody

Transfer Meters (CTM) for measuring gas flow to customer. Two turbine flowmeters (one online & another standby) are also used at DND-GPC plant for the measurement of condensate sale to the customer.

2.5.2 SCADA: A state-of-art SCADA system (Make: Yokogawa) for data acquisition as well as control the field instruments is installed in DND-GPC. The instruments can directly be controlled from a centralized control room in DND-GPC. A control room is provided at TVC for monitoring of DND-GPC and TOT-GGS with standby Server. Two 10 KVA UPS (Make: Emerson) at DND-GPC and two 3 KVA UPS (Make: Emerson) at TVC with SMF batteries are also provided accordingly for getting un-interrupted power to the SCADA System.

2.5.3 Telecommunication:

Due to remoteness of the site, VSAT communication with internet facility is provided at TVC and DND for communication. VHF communication is provided at DND-GPC, TOT-GGS and TVC for voice communication between these sites. Voice communication is also established among the three stations through Optical Fibre Cable. Hand held walkie-talkies are also provided for communication within the plant and with nearby gas wells at DND-GPC. For SCADA TVC, DND-GPC and TOT-GGS are connected with Optical Fiber Cable of about 35 kms length.

2.5.4 Wireless Well Monitoring System

OIL has installed wireless well monitoring system for 17 numbers of wells. The wireless field transmitters at remote gas wells are equipped with combination of long-range antennas and repeaters to collect measurements from an unpowered remote location and relay measurements back to Gateways at the central station DND-GPC and central cluster DND-27. The hardware system installed at Base Station at DND-GPC control room for communicating with the field hardware are redundant in every aspect i.e., Radio Hardware, Wireless Data Transceiver Hardware, Power supply converters, Network Switch, Ethernet connectivity in the Desktop PC of DND-GPC etc.

2.6 Fire Service Facilities

Fire-fighting facilities at DND-GPC includes portable fire extinguishers, fire water reservoir (Capacity 290 KL), 2 Nos. of diesel engine driven fire water pumps along with fire water ring main with hydrant, hoses, monitors, drenching and foam system to cover the processing equipment. Apart from above a Foam Tender and a Multi-Purpose Fire Tender is kept standby at DND GPC.

Fire-fighting facilities at Tanot GGS and at TVC are also provided with adequate number of fire extinguishers at strategic points

2.7 Tanot Village Complex (TVC)

This facility has been established at Tanot (about 500 meters from Tanot Mata Mandir on Tanot-Kishangarh Road.) as residential complex for operating personnel and for the officials visiting the site solely for the purpose of OIL's job/business.

The establishment has a total of around 55 rooms, of which around 33 are bed rooms, one kitchen, two dining hall one each for Executives and Non-executive personnel, Recreation rooms, Office Block, Power house, 100 KW Solar Power Plant, Water treatment plant, air-conditioning plant, security rooms etc.

Entire residential complex including office block is centrally air conditioned. Power supply to the complex is from the state grid in conjunction with 100 KW Solar Power Plant. However, standby diesel generators are already in place to supply backup power in case of failure of power supply from the grid.

Power Supply System at Tanot Village Complex: Power supply to Tanot Village Complex is from Jodhpur DISCOM through 33 KV / 415 V step-down transformer in conjunction with a captive 100 KW Solar Power Plant installed & is in service. The solar power plant is installed in the close vicinity of the TVC complex.

Additionally, 2 No of 380 KVA DG sets are installed & are in service to take care of power supply to the complex at the time of disruption of power from DISCOM. Effectively these DG sets are kept standby

In TVC Complex, there are two blocks one each for Executive and employee. The Executive Block has seven rooms, and one of these rooms is allotted to Company's Representative stationed at TVC. Rest of the rooms are allotted to executives of OIL when they visit the field/installation. When Service Provider's executive/ Managerial staff at any given point of time during the contractual period intend to visit field/installation on prior intimation to HOD-Production Department of OIL-RF, a maximum of two rooms will be allotted at a time for use.

Details of accommodation/facilities available and Occupancy pattern at TVC shall be as under:

- 2.7.1 **Office Room:** Room No: 12 will be available for the Service Provider to establish their field office. All necessary furniture and fixtures including stationary and consumables shall be arranged by the Service Provider.
- 2.7.2 **Dining Hall & Recreation Hall:** Room No: 8 and 9 shall be exclusively for the use of OIL's regular executives, dignitaries visiting site from time to time. Facilities of these rooms will also be extended to the Service Provider's Directors and Managers who are serving with the Service Provider in regular executive cadre.

Room No: 36 shall be used as recreation Room by OIL Employees on field duty. The recreation halls for both executive and staff along with the rooms in the executive block and OIL employees block have DTH/ TATA SKY (Direct to Home) TV connection (Total: 20 nos)

- 2.7.3 **Accommodation of OIL supervisory and nonexecutive staffs:** Room No: 36, 37, 38, 39, 40, 41, 42, 43 & 44 shall be for use by supervisory and nonexecutive staffs of OIL who are on duty at the fields or any other persons who require the same for a temporary period in connection with OIL's business and at the discretion of Company.
- 2.7.4 **Dining Hall:** Room No: 20 shall be available for common use by the supervisory and non-executive staff of OIL as well as the Service Provider.
- 2.7.5 **Dispensary cum Medical store:** Room No: 27 shall be available for Service Provider to establish on-site first-aid dispensary cum Medical store cum residence for Doctor.
- 2.7.6 **Control Room:** Room no.13 shall be used as Control room at TVC.
- 2.7.7 **Accommodation of service provider Executive:** Room No: 23, 24, 25 and 26, shall be used by the Service Provider to accommodate their Managers & field Executives on duty.
- 2.7.8 **Accommodation of service provider staff/workforce:** Room No: 28, 29, 30, 31, 32, 33, 34 & 35, total 08 rooms in the complex shall be exclusively available to the Service Provider to accommodate their staff/workforce. In case the provided accommodation is not sufficient, then OIL will provide accommodation in existing bunk houses at TVC
- 2.7.9 **Recreation Room for Service Provider's Employees:** Room No: 21 shall be used as recreation Room by the Service Provider's Employees on field duty.
- 2.7.10 **Kitchen:** Room 19 shall be used as Kitchen.
- 2.7.11 **Other Rooms:** Room NO. 14, 15, 16,17, 18 shall be used as store, UPS room, battery room etc. as per requirement.

The allocations of the rooms, as above, are of indicative in nature. The same can be changed at any time as per discretion of HOD-Production or the Company representative (Installation Manager) stationed at TVC.

2.8 Ranao Water point

Ranao water point located at a distance of around 22 km from Tanot Village Complex. Ranao water point is basically a drinking water source with the following facilities:

- 1 No 30 KVA DG set
- 2 No. 20 HP submersible pump

Power Supply at Ranao Water Point: Power supply to the submersible pump at Ranao Water point is from 30 KVA DG set.

2.9 Process Description for the Dehydration of Natural Gas at DND-GPC:

The processing facilities at DND-GPC consist of separate production separators for Dandewala - Bagitibba combined production and for Tanot Field, gas dehydration units and the common condensate stabilizer and storage facility. Gas from Tanot Field

is received in the Tanot production separator through 8" pipeline from Tanot GGS. The Dandewala-Bagitibba gas from the Dandewala production header goes to 2 phase horizontal separator to drain liquid and then to the Dandewala production separator.

The gas stream from the outlet of production separators @ 30 ° C containing free water enters the Inlet Coalescer Filter Separator where free water is separated from the gas. The free water level controlled to the automated drain header for disposal off-skid.

The gas stream is then metered through a conventional simplex orifice meter run before being directed to the bottom of the Glycol Contactor Tower (V-202). In this vessel, gas flows up through bubble cap trays counter current to the flow of lean Triethylene Glycol.

Glycol dehydration unit design is based on processing 1.0 MMSCUMD of natural gas feed stream. The operation of the unit is continuous with a turndown ratio of 30%. The CO₂ gas content of the stream could be as high as 24-26%. The feed stream pressures can vary between 25 and 35 Kg/cm². The feed temperature will vary between 15°C and 30 °C

During the process, TEG absorbs water from the wet gas. The dry gases at exits the top of the contactor and are then directed to the inlet of the Gas/Glycol Heat Exchanger (E-201) where they are heated to about 35 ° C by the entering hot lean glycol before entering the Glycol Scrubber (V-203). In this vessel, any glycol carried over with the gas is separated, level controlled and re-injected back into the glycol stream just downstream of LCV-1631.

Water enriched Glycol is level controlled from the Contactor, through the reflux coil located in the top of the still column (C-201) and then enters the two-phase Glycol Flash Drum (V-205). In this vessel, gases, which are flashed-off, are directed to the flare header. The wet Glycol is then level controlled through diaphragm liquid control valve located just downstream of the lean/rich Glycol Heat Exchanger (E-202). Before travelling through this valve, the glycol first flows through the Glycol Filter (F-201 A&B) where solid impurities in the glycol are removed and then through the Charcoal Filter (F-202) where any hydrocarbons caught up in the Glycol can be adsorbed.

The wet Glycol then passes through the Plate Type Heat Exchanger (E-202), exchanging with the hot dry Glycol from the Reboiler. It then enters the still column and the Glycol Regenerator (H-201). Water vapor along with some Glycol vapor is driven from the Reboiler up the still column. The Glycol vapor is condensed by the cooler entering wet Glycol. Any glycol vapor above the feed point is retained by condensing a small amount of water reflux in the top of the column. Vent gases from the Glycol still column are then vented off skid to the atmosphere.

The liquid from the two-production separator goes to the MP condensate flush drum. MP condensate flush drum is a three phase Separator where water is separated and disposed off in water disposal wells. The Condensate after separation goes to the LP condensate flash drum. The stabilized condensate then goes to condensate Storage

Tank. The condensate collected in the condensate storage tank is dispatched periodically by means of. Two No of Condensate Loading Pumps are provided for loading the condensate to the tankers. The separated water is stored in Formation Water Storage Tanks and thereafter disposed-off in water disposal wells.

The dehydrated natural gas (small quantity) is used as fuel gas and instrument gas in DND-GPC after suitable pressure reduction and filtration. An instrument gas receiver is provided at DND-GPC for safe shutdown facilities in case of instrument gas supply failure. The instrument gas receiver is provided with a 10-minute hold up of instrument gas requirement. Dry natural gas is supplied to RRVUNL through GAIL after measuring at Custody Transfer meter

3.0 DETAILED SCOPE OF WORK

3.1 CONDUCTING GAS PRODUCTION, TESTING, PROCESSING & METERING:

- i. The Service Provider shall carry out all operations hereunder with due diligence in a safe and workman like manner and in accordance with accepted international oilfield Practice and various Statutory Rules/Laws viz OMR, DGMS, OISD, Pollution Control etc.
- ii. The Service Provider shall be solely responsible for the operation of the installations at Dandewala GPC, Tanot GGS and Tanot Village Complex including but not limited to supervising various operations at fields as required by Company as well as such operations at the aforesaid installations as may be necessary or desirable for the safety of the installations.
- iii. The Service Provider shall observe such safety regulations in accordance with acceptable oilfield practice and applicable Indian laws. Service Provider shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care and caution in preventing fire, explosion and maintain firefighting equipment in sound conditions at all times. Service Provider to provide all necessary safety gears required to work in an oil & gas mine to its employees at their own cost.
- iv. The Service Provider shall at all-time be responsible for keeping an accurate record of production, pressure, temperature, quality and total quantity of gas supplied.
- v. In the event of any fire or explosion, Service Provider shall use all reasonable measures at his disposal to protect the aforesaid installations bring the said fire or explosions under control.
- vi. It is expressly understood that the Service Provider is an independent Service Provider and that neither it nor its employees and its sub-contractors and employees or agents of the Company provided, however, the Company is authorized to designate its representative who shall at all-time have access to the aforesaid installations, related equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed hereunder by the Service Provider. The Service Provider shall treat the Company's Representative at site as the in-charge of all the Company's

and the Company designated personnel at site. The Company's representative may, amongst other duties, observe, test, check and control works performed by the Service Provider or examine records kept at installations by the Service Provider.

- vii. Compliance with Company's instructions: The Service Provider shall comply with all instructions of the Company consistent with the provision of this Agreement, including but not limited to aforesaid installations, operations, safety instructions, confidential nature of information etc. Such instructions shall, if the Service Provider requests, be confirmed in writing by the Company's representative.
- viii. Records to be kept by the Service Provider: The Service Provider shall keep and furnish to the Company accurate records of the rate of production, pressure, temperature, quality and quantity of supplied gas and other necessary parameters of the installations & all electrical data. A legible copy of the said records in duplicate signed by both Service Provider's and the Company's representative shall be furnished by the Service Provider to the Company. Also the Service Provider has to maintain all statutory records as per DGMS & OISD Guidelines in the required format for field installations. All log books, check lists as stated in this document has to be made by Bidder in consultation with OIL and same needs to be filled / complied and maintained accordingly. All these documents will be in the form of log books / bind books as the case may be and Bidder has to make the same at their own cost.
- ix. Confidentiality of Information: All information obtained by the Service Provider in the conduct of operations shall be considered confidential and shall not be divulged by the Service Provider or its employees to anyone other than the Company's representative. The Service Provider to sign a Confidentiality Agreement with OIL. This obligation of the Service Provider shall be in force even-after termination of the Agreement. The Service Provider shall carry out normal maintenance of the Company's item at the aforesaid installation except for those items which the Service Provider is not qualified to or cannot maintain or repair with its normal operating personnel and equipment.
- x. Ingress and Egress at Installations: The Company shall provide the Service Provider requisite certificate for obtaining rights of ingress to egress from the installations. Should such certificate be delayed because of objections of appropriate authorities in respect of the Service Provider's specific persons, such persons should be promptly removed from the list by the Service Provider and replaced by acceptable persons.
- xi. Protection of property and existing facilities: The Service Provider shall perform each work in such a manner that will prevent damage to the Company's property and shall carry on the works in such a manner as to conform to and consistent with and not to interfere in any way with continuous and safe operation of the installations. Any permanent damage/loss to the Company's assets, plants, wells due to the operation of the service engaged under this Agreement shall have to be remedied by the Service Provider entirely at its own cost, which shall include and not limited to actual replacement of such damaged assets, plants, wells or payment of actual replacement cost in relation there to as may be incurred by the Company.

Bridging Document: A duly signed Bridging Document mentioning the roles and responsibilities of Company and the Service Provider to be formulated, approved and submitted before the start of the Contract. The Bridging Document shall clearly demarcate the individual Scope of Work for both the Company and the Service Provider and shall be made available at site for reference of all statutory visitors.

3.2 SCOPE OF WORK FOR PRODUCTION ACTIVITIES

- i. To produce the Gas from the fields of Tanot, Dandewala, Bagitibba and any other gas fields. To operate DND-GPC, TOT-GGS and Tanot Village Complex in a configured manner for ultimate supply of committed quantity and quality gas to the consumers. The dehydrated gas is defined bone dry and the permissibility of maximum water content of the dehydrated gas stream is not to exceed 7 lbs/MMSCF. The maximum water dew point for the natural gas stream shall be 0 °C at Flowing Pressure and the maximum hydrocarbon dew point shall be -30 °C. The pressure of the gas supplied to the consumer shall be in the range of minimum 28 kg/cm² to 30 kg/cm². This requirement may however change in future subject to the requirement of the consumers.
- ii. To check and record flow line pressure and temperatures of each producing well connected to the manifold header. The same shall be closely monitored at the manifold and shall be recorded in Service Provider's log-sheet in each shift on hourly basis. For any abnormal increase or decrease of the same, corrective actions shall be taken instantly. For any critical situation the matter should be mutually discussed with the Company's representative. Pressure testing of the tree valves to be done once in six months. Painting of the wellheads to be done once every year. The wellhead is to be cleaned properly before painting. Cleaning/de-watering of cellar pits to be done frequently to prevent the wellhead from corrosion. A maintenance schedule to be made in consultation with OIL for the same
- iii. To maintain all the manifold header valves in perfect operative condition, a preventive maintenance schedule shall be maintained and executed accordingly.
- iv. All repairing jobs including general maintenance of the valves, leakage in the manifold, gas/oil separators, GDU plant etc. and supervision of flare stack shall be carried out by the Service Provider inside the plant. The Service Provider under advice of the Company representative will carry out any repair jobs at gas/water flow lines, wellhead and gas transmission (8") line.
- v. To monitor closely and maintain desired Separator operating back pressure at all time during time during plant operation. The desired separator operating pressure shall be decided by OIL and during the course of plant operation if OIL feels to change the same, the Service Provider shall follow the instruction. The change of operating back pressure at production separators and subsequent pressure vessels may be required for operational reasons. The operating pressure of various pressure vessels shall be recorded in Service Provider's log sheet in each shift on hourly basis.
- vi. To closely monitor the proper functioning of auto/manual drain valves installed in the various pressure vessels. The Service Provider shall ensure that no carryover of water or condensate shall take place. For any minor or major

operational disorder, the Service Provider shall take corrective measures for smooth running of the plants at the shortest possible time.

- vii. To closely monitor and record differential pressures across the filters of Coalescer separator and custody transfer meter unit. For any rise in differential pressure from the desired level, the reason shall be found out immediately by the Service Provider and necessary action shall be taken thereof for smooth operation of the plant.
- viii. A preventive maintenance/cleaning schedule shall be maintained and filters shall be cleaned on routine basis.
- ix. The Service Provider shall monitor closely so that there shall not be accidental dumping of any liquid (water/condensate) in to the glycol contact tower. Presence of any liquid can result in excessive glycol losses and reduce efficiency due to a higher tendency to create foam.
- x. The Service Provider shall monitor that there shall not be any sudden surge of gas into the contact tower so that no carryover of Glycol takes place from the vessel.
- xi. To check and record the Glycol level in the contact tower and maintain the desired level for smooth functioning of the same at all times.
- xii. Replacement/Refilling of Glycol to the Plant shall be done to the desired level whenever necessary. A proper record shall be maintained for the same. Necessary Tri-Ethylene Glycol required for operation of the plant including top-up quantity shall be provided by Company at its cost. A schedule shall be maintained to collect Glycol sample from time to time to determine the desired quality for the same. Analysis of Glycol shall be done by OIL.
- xiii. The Service Provider shall monitor and record the desired operating pressures, temperatures, dew point and different requisite parameters in the Glycol dehydration unit.
- xiv. The aforesaid parameters shall be maintained at desired level for smooth functioning of the unit. For any malfunctioning or indication of any disorder, the same shall be immediately attended to.
- xv. All repairing and maintenance of glycol pumps, control valves, safety valves etc. installed in the Glycol dehydration unit shall be carried out by the Service Provider.
- xvi. Depending on the quality of Glycol for which a routine analysis shall be made as explained in clause xii above, replacement of Glycol shall be necessary and the job will be done by the Service Provider. However, glycol for the same shall be provided by the Company.
- xvii. Cleaning of main and pilot burner of Re-boiler unit shall be done whenever necessary and a schedule shall be maintained for routine servicing by the Service Provider.

- xviii. A routine schedule shall also be maintained in conjunction with OIL Engineers to test all the producing wells in a particular time limit. The Service Provider shall carry out the aforesaid job and record the desired parameters. In scheduled well testing program, all the producing wells are to be tested at least once in a month. Additionally, whenever necessary and as shall be decided and advised by OIL representative, individual well testing shall be carried out by diverting the well from the main production header to the test unit to determine individual well gas production and fluid production rate etc.
- xix. To check and record daily condensate production rate in the condensate storage tank. Manual draining of water shall also be necessary from the storage tank from time to time that might be accumulated in the tank and proper record of the same shall be made.
- xx. Condensate is produced along with natural gas which after separation is stored in the storage tanks. The produced condensate is sold by OIL to customers through another contract. Service provider to monitor and record opening, closing and delivery stock etc. in log sheet and unload the condensate from tank on advice from OIL to customer's tanker.
- xxi. The Service Provider shall see the proper functioning of all pumps installed at the installation for various purposes. All the repairing/maintenance jobs of the pumps shall be carried out by the Service Provider. A preventive maintenance schedule shall be maintained and shall be followed accordingly.
- xxii. Whenever necessary as shall be advised by OIL representative and as a scheduled routine job, the Service Provider shall send his appropriate personnel from DND-GPC to Tanot GGS for carrying out the individual well testing jobs produced through TOT-GGS. Necessary well testing parameters (Gas production/fluid production rate etc.) shall be accurately monitored and recorded.
- xxiii. The Service Provider shall make a routine schedule visit to Tanot GGS to see and shall ensure that all the equipment installed at Tanot GGS are in proper functional order. All the repairing and preventive maintenance that shall be needed for the equipment shall be carried out by the Service Provider. A calendar for the same is to be prepared and religiously followed. Apart from this calendar, the Service Provider shall have to go there for any other work-related matters as and when necessary. TOT-GGS during its shut-down period shall be maintained in such a manner that it can be taken into operation at any desired time.
- xxiv. Line pressures at both ends of the 8" delivery line shall be closely monitored and recorded by the Service Provider in each shift. For any abnormal increase or decrease in line pressure, necessary prompt action shall be taken by the Service Provider.
- xxv. The Service Provider shall prepare a preventive maintenance calendar/schedule and get it approved from the Company before commencement of work and follow the schedule. Records has to be maintained by the bidder for preventive, breakdown maintenance of all the equipment in separate bound books in desired formats. Bidder has to ensure that all the equipment is in good working condition all throughout the period of this

contract. Failure to follow the preventive maintenance schedule leading to any plant shut down due to such failure/negligence, the penalty clause as specified in para 9.6 of SECTION-V of the Tender document shall be applicable.

- xxvi. Stationeries including print paper, glue sticks, pencils and pens, file cover, envelope etc. required for day to day operation and maintenance (office) shall be to Service Provider's account. Also all log books, record books will be to Service Provider's account.
- xxvii. Bidder has to maintain all safety standards within the installation. Bidder has to ensure that all SOPs are strictly followed and adhered. New SOP's may have to be formulated in consultation with OIL for any new process implemented.
- xxviii. All spares provision against routine preventive and break down maintenance shall be as stated in Section V- Note iii) under 3.0 of the tender document.
- xxix. Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified/experienced manpower for carrying out welding, cutting and grinding jobs as per API -1104, AWS D10.4- 86 and ASME-B-31.3. The manpower shall be experienced in carrying out the welding of SS Pipelines. Cost of consumables shall be reimbursed by the COMPANY as mentioned under Note iv) under heading 3.0 Operation and Maintenance Rate of SECTION-V of the tender document. Service provider shall quote the maintenance charge accordingly. Company shall reserve the right to utilize the service, if necessary, in OIL's other operational areas without any extra cost to the company
- xxx. OIL reserves the right to replace any existing equipment/machine with new / similar equipment/machine and in such cases all terms and conditions for O & M shall apply to the replaced equipment /machines

3.3 SCOPE OF WORK FOR INSTRUMENTATION ACTIVITIES

- i. The Service provider will maintain all the field instruments as per OEM manuals and record of such maintenance will be provided to OIL. Any breakdown of instruments will be attended promptly by the Service Provider and record of such breakdown will be kept and made available to OIL. Suitable preventive maintenance schedules shall be prepared as per recommendations of the manufacturer/OIL and to be submitted to OIL.
- ii. Calibration of all the field instruments will be carried out quarterly by service provider. The Service Provider shall make schedule for quarterly calibration of all instruments and follow it strictly. After calibration of field instruments, report will be submitted to OIL. Moreover, all the carried out day to day maintenance jobs must be recorded properly in the Instrumentation Maintenance Register and all the workshop jobs carried out must be properly recorded in the Instrumentation Workshop Register.
- iii. SCADA system having Servers, Workstations, RTU's, Printers, Control Panels, Displays, Switches, Terminal Boxes, UPSs and Gas Flow Computers with Panels etc. will be maintained as per Level of Authorization issued to the Service Provider by OIL's authority and records of such maintenance will be kept at site by the Service Provider as above point no. (ii).
- iv. As the SCADA System is under the AMC of OEM, M/s Yokogawa India Pvt. Ltd., Service Provider personnel should carefully handle all the equipment

under SCADA system during the entire operation of the plant as per authorization level issued to operate the SCADA System accordingly. Any malfunction observed at any time of the SCADA equipment (inside the DND-GPC Control Room, TOT-GGS control panel & TVC control room), they must report immediately to the Installation Manager – TVC (OIL) as well as to Instrumentation Engineer (OIL) based at Jodhpur. However, Service Provider personnel (Instrumentation Engineer) may attend the same after consultation with IM – TVC (OIL) / IE (OIL).

- v. SCADA equipment and control room to be kept neat and clean with the help of vacuum cleaner only. Trenches and cabinets will be kept clean and naphthalene balls and silicon packet should be kept to keep rodents and moisture away. The Service provider will not allow shoes, tea, eatables etc. inside the control room.
- vi. All the instruments related to Custody Transfer Meter & Gas Flow Computer are highly sensible as these are for Gas Supply / Sales Gas Measurement to GAIL. Therefore, Service Provider should not handle without prior permission from Installation Manager (IM-TVC) / Instrumentation Engineer (OIL) based at Jodhpur. However, flow meter line can be changed over from one to another on exigency basis without handling the field instruments.
- vii. Calibration of all Gas Detection Equipment, Portable Gas Explosimeters, Hydrogen Gas Detection Systems etc. shall be carried out as per calibration schedule provided by OIL in presence of Instrumentation Engineer (OIL). After each calibration, calibration reports must be generated as per the Format provided by OIL and the same to be submitted to Instrumentation Engineer (OIL).
- viii. Custody Transfer Meter (CTM) including standby meter and spare meter (Total 03 Nos.) shall be calibrated as per the OIL's calibration schedule at OEM, M/s Rockwin Flowmeter, Ghaziabad (UP) (NABL accredited) once a year at Service Provider Account (Transportation & Calibration Charges only) and shall be witnessed by the representative of OIL Engineer (Instrumentation) and GAIL Engineer at the calibration laboratory during calibration time. However, conveyances and other expenses for representatives to be witnessed will not be accounted in Service Provider's account.
- ix. Turbine Meter for condensate measurement including standby meter (Total 02 Nos.) shall be calibrated as per the OIL's calibration schedule at OEM, M/s Rockwin Flowmeter, Ghaziabad (UP) (NABL accredited) once in two years at Service Provider Account (Transportation & Calibration Charges only) and shall be witnessed by the representative of OIL Engineer (Instrumentation) at the calibration laboratory during calibration time. However, conveyances and other expenses for representative to be witnessed will not be accounted in Service Provider's Account.
- x. Optical Fiber Cable (OFC) is very important for SCADA functioning laid from DND-GPC Plant to TVC via TOT-GGS and any exposure of OFC will be attended by the Service Provider immediately. Any cut or breakdown of OFC will be arranged to repair by the Service Provider at their own cost except the material cost (Joining Kit).
- xi. All the Master Calibrators and Test Equipment like Dead Weight Tester, Temperature Calibrator Bath, Portable Pressure Calibrator, Multimeter, HART Communicator, Multifunction Calibrator, Portable Gas Detector shall be properly handled & maintained as per the Operating & Maintenance Procedures and keep in proper operating condition by the Service Provider during the contract period. Calibration of all the Master Calibrators, Test

Equipment mentioned above and specialized PPE will be in the scope of the Service Provider. The Calibration has to be carried out at NABL Accredited Laboratory. Service Provider has to repair for any defects / malfunction observed due to miss-handling of these instruments at their own cost. The repairing jobs must be carried out for a particular instrument at authorized service center only. Moreover, if such repairing is carried out by the Service Provider for any Master Instrument /Test Equipment, re-calibration must be done at NABL Accredited Laboratory at their own cost after repairing (depending on the nature of repairing) and such calibration report to be submitted to Instrumentation Engineer (OIL). At the same time, malfunction observed of any instrument, Instrumentation Engineer (Service Provider) must report to Instrumentation Engr. (OIL) based at Jodhpur also.

- xii. All the available instrumentation spares kept in Instrumentation Workshop as well as inside the Control Room at DND-GPC must be recorded with proper documentation and inform Instrumentation Engineer (OIL) immediately after use / replacement of any spares for necessary updating in SAP system.
- xiii. VHF communication equipment and walkie-talkie will be maintained as per OEM manual and batteries to be charged regularly. Maintenance of VHF towers will be responsibility of the Service Provider.
- xiv. VSAT equipment are maintained by third party under AMC but service provider will keep equipment neat and clean and report malfunctioning of such equipment to IT Engineer (OIL) based at Jodhpur immediately to take necessary rectification.
- xv. All the instrument sets for voice communication through OFC should be maintained properly and any damage or malfunction observed must be rectified / replaced with new by the Service Provider.
- xvi. All accessories not spelled out above but part of the system will be promptly attended by the Service Provider and must be noted down as point no. (ii) above.
- xvii. For efficient and trouble free operation and maintenance of the plant one Instrument Engineer and Two Instrument Technicians having qualification and experiences as detailed under para 4.1 (Manpower Details) and Annexure C (Key Personnel) shall be required to be deployed at the installations.
- xviii. OIL has installed Wireless Remote Well Monitoring System in its operational area. The service provider shall provide operation & maintenance of all the equipment/Devices installed in the system
- xix. With reference to the IT Infrastructure available at the installations, the following jobs will be in the scope of the service provider:
 - a. Splicing of OFC Cable
 - b. Maintenance of LAN Cables
 - c. Assistance in maintaining IT Infrastructure

3.4 SCOPE OF WORK FOR ENGINEERING SERVICES:

3.4.1 ELECTRICAL ENGINEERING

- i. Operation and Maintenance of the following Alternators with associated control panels, MCC panels and various other panels and switch gears:
 - a. 380 KVA, 415 volts-2 No., Make: KOEL, Type DV8TA G2
 - b. 160 KVA, 415 volts-2 No., Make: CUMMINS
 - c. 30 KVA, 415 volts - 1 Nos., Make: KOEL

All regular cleaning, running maintenance jobs, including OEM specified checks, replacement of various Air filters, belts, hoses (if required), periodic oil change, etc. to be done at contractor's

cost including materials. For major jobs requiring specialized skill and set-ups, the same is to be brought to the notice of OIL and prior concurrence obtained for carrying out such jobs, which will be reimbursed by OIL on actual basis. All replaced spares to be deposited with OIL. Contractor will maintain a logbook of running hours of all DG sets.

- ii. Maintenance, repairing, periodic servicing of 30 KVA DG set, Electrical panel, star-delta starter, submersible pump set of 20 HP at Ranao water point including transportation of HSD & Lube oil from TVC.
- iii. Operation and Maintenance of Blue Star Make Central Air Conditioning system (Air cooled chiller-scroll R-407 Model XAC2YS-080AR2 – 3 Nos of Capacity 80 TR each) consisting of:
 - a. Direct expansion (liquid coolers, air cooled condenser coils and fans)
 - b. Pumps - 20 HP for chilled water circulation, water flow-130 L/Min-3 sets
 - c. Air Handling Unit - 1 Sets (5100) CFM
 - d. Fan Coil Unit (FCU)- 46 Nos., 2 TR - 36 Nos., 1.5 TR -10 Nos.
- iv. Operation and maintenance of window, split Air Conditioners, Refrigerators, Water Coolers at TVC and DND-GPC consisting of
 - a. Split A/C – 2T: 13 Nos.
 - b. Split AC 1.5 Tr-12 Nos
 - c. Window A/C – 1.5Tr: 2 Nos.
 - d. Refrigerators: 3 Nos.
 - e. Water Coolers: 2 Nos.

The operation and maintenance service would include Refilling of Refrigerants, filter cleaning, replacement of air filter, washing servicing on monthly basis as and when required.

- v. **100 KW Solar Power Plant:** Service provider will
 - a. Do the Periodical cleaning of the modules (Complete cleaning once in a week).
 - b. Record & maintain generation data.
 - c. Carry out Operation & Maintenance of solar street lights.
 - d. Carry out Operation & Maintenance of solar Inverter of 50 KW - 2 Nos.
 - e. Carry out the dressing of Module connecting cable with cable tie.
 - f. Maintain earth resistance in solar plant.
- vi. Operation and Maintenance of solar lighting system and associated control panels, solar batteries, solar photo voltaic cells. Maintenance of solar batteries, battery charger (standby), 50 V, 225 AMP.

- vii. Operation & Maintenance of 500 KVA, 100 KVA transformer at TVC and DND –GPC including measurement of earth pit resistance, providing required transformer oil, silica gel etc.
- viii. Operation and Maintenance of lighting transformers, various AC motors and their switchgears, UPS (up to 10 KVA) and associated battery banks.
- ix. Operation and Maintenance of formation water pump motor set (3 phase Induction Motor 30KW 40 HP) deployed at DND-GPC.
- x. Operation and Maintenance of Area lighting system at TVC, DND-GPC, GGS and associated control panels etc. Replacement of Lights as and when required will have to be done by the service provider.
- xi. Liaison with various original equipment manufacturers as well as government authorities to carryout breakdown maintenance on emergency basis and routine test/inspection of equipment as per statutory requirement.
- xii. Complete rewinding cost of all motors single phase as listed in Annexure-D shall be on the Service Provider's account.
- xiii. Rewinding cost of all other motors/alternators, if required, will be carried out with prior approval of OIL and the cost of materials will be paid by OIL based on actual expenditures supported by documentary evidence. Transportation & labour charges shall be in the scope of service provider.
- xiv. Operation and Maintenance of UPS (up to 10 KVA) with battery banks.
- xv. Operation and maintenance of Telephone Exchange-ELTEX-56, 32 lines, Make- L&T.
- xvi. The annual check-up of the central air conditioner system (Blue Star), Solar lighting system (Central Electronics), UPS System (GHCL) to be arranged by the service provider through respective experts /original equipment manufacturer wherever applicable. Annual checking / calibration of all the protective relays and switch gears to be also done/arranged through the experts. Records have to be maintained for the same.
- xvii. Proper maintenance schedule/record to be made for preventive / schedule maintenance jobs. The break down maintenance to be attended by the Service Provider without loss of time for uninterrupted operation of the plant and to be reported after completion of the job with proper justifications.
- xviii. Proper checking as well as record keeping to be maintained as per DGMS guidelines/ OMR 2017, OISD and RSPCB etc.
- xix. Log sheets for schedule maintenance of batteries, topping up of batteries of solar lighting system, UPS system, Vehicles, DG sets to be adequately/religiously maintained.
- xx. All the DG sets of TVC, DND-GPC, Ranao water point should be in operative condition at all times.

- xxi. Operation & maintenance of room heaters, Geysers of different capacity at TVC.
- xxii. Distribution of RSEB (JVVNL) power supply at TVC & DND GPC as per OIL's requirement.
- xxiii. To maintain un-interrupted power supply round the clock for the vital equipment, viz. A/C system, Instrumentation (SCADA, RTU), UPS, Fire detection and Alarm, Water Treatment Plant/supply, DG sets and other electrical system/equipment should be in healthy condition round the clock to provide the backup facility.
- xxiv. Normal supply of power to the control panel for field instrumentation, battery charger for various battery banks, solar power controller for charging of solar batteries, fire alarm system and solar street lighting inverter is fed through solar batteries. The complete solar system/equipment should be healthy round the clock. Solar batteries to be monitored continuously and schedule maintenance to be done effectively to avoid any break down of the batteries.
- xxv. The annual check-up of the central air conditioner system (Blue Star), Solar lighting system (Central Electronics), UPS System (GHCL) to be arranged by the service provider through respective experts /original equipment manufacturer wherever applicable. Annual checking/calibration of all the protective relays and switch gears to be also done/arranged through the experts. Records have to be maintained for the same

Detailed specification and details of electrical items are mentioned in Annexure-A.

3.4.2 MECHANICAL ENGINEERING

- i. Operation and maintenance of prime-mover of various diesel gen. sets viz:
 - a. 2 No. of KOEL Engine Model DV8TA G2 of 380 KVA Gen Set deployed at TVC.
 - b. 2 No. Cummins Engine, Model QSB5.9 G1 of 160 KVA Gen Set deployed at DND-GPC
 - c. 1 Nos. of KOEL Engine, Model: 3R1040T G1 of 30 KVA Gen Set deployed at Ranao
- ii. Operation and maintenance of 2 Nos. Fire Pump Kirloskar, Model 2AD8 and its prime movers Kirloskar Engine, Model RB.66 (or equivalent) deployed at DND-GPC. Regular maintenance of pumps (as per OISD STD-119) including replacement of bearings, packing's etc. will be at the service provider's account including supply of materials. Replacement of major spares like impeller etc. will be carried out only with prior concurrence of OIL, costs for which will be reimbursed separately. Performance curve for the Fire water

pump vis-à-vis OEM Performance chart need to be made once in a year and to be documented as per the advice of Fire officer of OIL.

- iii. Operation and maintenance of 2 Nos. Formation water disposal pumps & motors deployed at DND-GPC. Regular maintenance of pumps including replacement of bearings, packing's etc. will be at the service provider's account including supply of materials.
- iv. Operation and maintenance of Water Treatment Plant consisting of iron removal filters, dozers, E.D. membranes, R.O. Plant, Kirloskar Model KPDS motor driven centrifugal pumps, underground/overhead water storage tanks pipes/pipe fittings pertaining to water lines, cleaning of water tanks etc. at TVC as well as water pumps and their lines deployed at Tanot GGS and DND-GPC.
- v. Maintenance of pipe/pipe fittings related to HSD lines at TVC including underground diesel storage tanks, diesel decanting pumps of Kirloskar, Model KPDS at TVC & DND-GPC.
- vi. Operation and Maintenance of centrifugal pumps and submersible deployed at DND-GPC and TVC. Regular maintenance of pumps including replacement of bearings, packing's etc. will be at the service provider's account including supply of materials.
- vii. Operation and maintenance of 3 Nos. of motor driven chiller pumps deployed at TVC for central air condition system and their various chilled water circulation lines. Regular maintenance of pumps including replacement of bearings, packing's etc. will be at the service provider's account including supply of materials.
- viii. Operation and maintenance of various heavy duty batteries used in the prime movers of different diesel generating sets in TVC, DND-GPC.
- ix. Manpower is not required for Ranao water point for operation. Transportation of HSD to Ranao water point as per requirement for operation of 30 KVA Gen set will be done by service provider. However, HSD will be supplied by OIL.
- x. For smooth running of all the equipment deployed in Gas Development Project (TVC, DND-GPC) and to maintain uninterrupted supply of gas, proper maintenance schedule to be prepared to take care of preventive/scheduled/breakdown maintenance including top/major overhauling of various equipment.
Daily log sheets consisting of equipment, running hours, jobs carried out, spares consumed, spares in stock, consumption of

HSD/Lube oil, jobs planned for next 72 hours etc. to be prepared and submitted to HOD (ES) on every day morning.

- xi. Operation and maintenance of the Central air conditioning plant (capacity 80 TR) including A/C ducts, windows etc. at the main building of the complex shall be Service provider's responsibility. O & M of the generators and power supply system shall be with the Service Provider

Detailed specification and details of items in regard to Mechanical services are mentioned in Annexure-B

NOTE:

- a. The Service Provider should have all the required tools, including special tools/equipment (Earth tester, Multi-meter, Insulation Tester, Torque wrench, puller, Air blower, hydraulic Crimping tool, Chain block, electrical insulation hand gloves, discharge stick) for carrying out mechanical and electrical activities smoothly without any time loss.
- b. OIL reserves the right to replace any existing equipment/machine as listed in Annexure – A & B with new / similar equipment/machine and in such cases all terms and conditions for O & M shall apply to the replaced equipment /machines.
- c. HSD supplied to the Company by the Service Provider if any, will be reimbursed by the Company on actual basis (with documentary evidence) plus 5% as handling charge.
- d. All regular running maintenance jobs, including supply of minor spares less than INR 1000 per unit for all consumables and breakdown spares and jobs under the preview of this contract will have to be carried out from the contractor's end. For jobs involving replacement of major spares, concurrence from OIL is to be taken prior to carrying out of such jobs.

3.4.3 CIVIL ENGINEERING

The Service Provider will be responsible for carrying out all miscellaneous Civil works, including supply of man and material, required for maintaining smooth functioning of the premises:

- a. TVC and opposite 16bigha land,
- b. Tanot-GGS and
- c. DND-GPC

The scope of works shall include but not limited to:

- i. Regular cleaning, maintenance/repairs of the landscape, road, side berms, walls, fence etc. within the premises and surrounding periphery including outside the compound within 25m outside the boundary.
- ii. Regular cleaning, maintenance/repairs of building rooftop so as to avoid sand/debris deposits, chocking of rain water pipes, stability of water tanks etc.
- iii. Regular cleaning, maintenance/repairs of the floors, walls, ceilings, doors, windows of all rooms, kitchen, dining, passages, toilets etc.
- iv. Regular cleaning, maintenance/repairs of water supply and sanitary systems, including sanitary fittings, pipelines, septic tanks etc.
- v. Maintenance and repair of various machine foundations/sheds/structures/flare-pit/water tanks etc. involving works like patch concreting, welding, plaster, painting etc.
- vi. Nurturing trees and plantations (Watering, manuring, pruning, replanting etc) including supply of all items, within the premise and outside within 100m outside the boundary.
- vii. Updating of Sign boards and signage as and when required.
- viii. Surveillance of all well-sites (BGT/DND/TOT and nearby wells) for its physical conditions such as gates, fence, erosions etc.
- ix. All the items / material whenever provided shall be same as the existing one or as approved by OIL officials.

3.4.4 FIRE SERVICES

- i. Operation and Maintenance of fire-fighting arrangement including engine driven fire pump set, fire tenders and fire extinguishers etc.
- ii. Operation and maintenance of water cum foam tender including pump, PTO and all other accessories of Fire Tenders, Make: Ashok Leyland 1618/1 and TATA LPT 1613/48 at DND-GPC. Proper maintenance schedule is to be made in order to take care of preventive/schedule/break-down maintenance.

Daily log sheet, maintenance records, spares stock and consumption of the spares to be properly maintained. The report for the same to be sent directly to Fire Officer of OIL and duly vetted for record purpose.

Consumption stock of consumables like HSD, lube-oil, foam compound, Dry Chemical Powder (DCP), Nitrogen Cylinders etc. have to be recorded in daily log sheet. Weekly testing of Fire pump, monitor, all fittings etc. to be carried out and records should be maintained accordingly.

- iii. Proper records to be maintained by the Service Provider for preventive/schedule maintenance jobs. The breakdown maintenance jobs to be attended on top priority to put back the

vehicle/tender in to normal operating conditions without any loss of time. Further, the Service Provider needs to furnish a detailed report on any such breakdown with suggestions /recommendations to avoid recurrence.

- iv. The Fire Tender/Vehicle must be operated at least for 5 minutes at the beginning of each shift daily and proper records to be maintained.
- v. The fire service manpower shall have to go with fire tender to any installation of OIL-(RF) for fire-fighting / standby as per the instructions of Installation Manager in consultation with OIL-Fire Engineer. The fire service manpower may also be required to attend any fire call or mock drill to any neighbouring industries like ONGC Limited, Focus Energy, Ramgarh Power etc. under the Agreement of Mutual Aid Scheme as well as public fire as per the instructions from OIL Management.
- vi. Maintenance and operation of all First Aid and firefighting equipment viz.:
 - a. Foam type extinguisher (including 9 ltrs to 150 ltrs) - 24 Nos.
 - b. DCP type extinguishers (including 5 to 70 kg) - 26 Nos.
 - c. Carbon dioxide type extinguisher (4.5 kg) - 28 Nos.

The above number of extinguishers may decrease or increase in due course of time as per field requirement.
- vii. Proper maintenance schedule is to be made as per IS-2190, 2000, in order to take care of preventive maintenance/statutory schedule maintenance. Quarterly maintenance records, spares stock and consumption of the spares to be properly maintained and to get duly certified by Company's engineer. Consumption stock of consumables viz. Chemical, foam refill, dry chemical powder, discharge tubes, CO2 cartridge, refilling of CO2 extinguisher, paints etc. to be recorded in monthly log sheet. All firefighting chemical/ refilling powder, foam compound, cartridge, discharge tube/hose, CO2 gas, any consumables/ spares will be provided by the Company. However, in case of emergency, bidder will arrange procurement of spares/consumables as per requirement and will be reimbursed on actual with 5% handling charge.
- viii. Daily testing of water ring mains and associated fire-fighting equipment at DND-GPC and its record maintenance
- ix. Imparting first aid firefighting training to all employees/executives as per OIL Mines Regulations - 2017 and its record maintenance.
- x. Conducting Mock drill as per OIL Mines Regulations-2017/OISD and its record keeping.

- xi. Weekly wet/dry fire drill for emergency preparedness and its record maintenance.
- xii. Maintenance and proper water storage in the above/underground static water tank exclusively for the firefighting purpose at DND-GPC up to the desired level.
- xiii. Daily testing of fire pump at DND-GPC and its record maintenance - 2 Nos.
- xiv. Entire firefighting responsibility in case of any outbreak of fire inside the Company area/ outside (if the management permits for outside the company area).
- xv. To provide class A and class B standby fire services to any Company's activities in Tanot & DND area.
- xvi. Maintenance, monitoring and testing of the fire detection and alarm system at DND-GPC and to keep the system in sound working condition and its record of maintenance fortnightly.

NOTE: The contractor has to ensure that the fire-fighting systems of the installations are in readiness at all times. Spares required for day-to-day maintenance work related to fire-fighting are to be supplied from the contractor's end at no additional cost. For jobs involving replacement of major spares, concurrence from OIL is to be taken prior to carrying out of such jobs.

3.4.5 ADMINISTRATION

- i. **MANAGEMENT AT TVC:** The Service provider has to maintain high standard of services at TVC. Maximum 12 Nos. of the Company personnel will stay at Tanot Village Complex (TVC) at a given point of time. These Company personnel shall comprise both workmen and executives and shall be provided with executive and workmen accommodations at the TVC separately on double occupancy basis. Remaining rooms / space available at the TVC shall be at the disposal of the Service Provider for accommodating their personnel / office / stores/dispensary etc. as detailed under SECTION-IV, Para - 2.7 of this document.

Hard Furniture for the rooms utilized by the Company personnel will be provided by the Company. Soft furnishing to all the rooms at executive wing & the rooms meant for OIL employees at the other blocks will be provided by the Service Provider. The replacement of the same has to be done as and when required as per the advice of the company representative. The Service Provider will have to provide furniture and furnishings to their own personnel

The Service Provider will have to provide laundry service to their employees as well as to the Company employees. The Service

Provider will supervise operation and maintenance of housekeeping functions appropriately.

Housekeeping, operation and maintenance of the complex including transportation of water from Ranao deep tube well (20 KM from TVC) / Ramgarh (60KM from TVC) and treatment of water at the R.O. plant inside TVC complex shall be Service Provider's responsibility.

Recreation halls for both executive and staff along with rooms of executive block and non-executive block is having 20 nos. DTH (Direct to Home)/ TATA SKY TV connection. The service pack for each of these connections should be of annual subscription of largest pack and shall be paid by the service provider

Repairing / replacement of fixtures and fittings pertaining to hard furnishings, window & door panes, plumbing, electrical fittings and accessories etc. shall be Service Provider's responsibility and at their cost.

Open area inside the boundary wall at TVC: Up-keepment of the entire area, beautification of the open space, painting job to be carried out for equipment available at TVC and civil items for which required paint will be provided by OIL.

ii. **CATERING SERVICES:**

The Service Provider will have to arrange catering services for their employees as well as for the Company employees at site including the visiting officials and dignitaries. The contractor shall conform to the Highest standard of Hygiene and personal cleanliness of the catering and kitchen staff.

Meals include bed tea, breakfast, lunch, evening tea and snacks and dinner. The food must be of standard quality. For a maximum of 12 Nos. of Company personnel a day, no charge will be payable by the Company to the service Provider for catering services. However, for any extra of the Company's designated persons beyond above mentioned 12 persons on any day, catering services will be provided on payment basis as per the rate quoted/agreed.

Kitchen House inside the TVC complex shall be operated and maintained by the Service Provider. Service Provider shall engage sufficient supervisory, kitchen and servicing hands to cater the need of OIL and Service Provider's personnel on duty/ staying/visiting TVC. All cookeries, cutleries, utensils, cooking gas and other consumables for catering service shall be arranged by the Service

Provider at their cost. Menu to be served by the Service Provider to OIL personnel is given under Appendix-I of this document.

One Catering In-charge having minimum 3 years of experience in catering services and management shall be deployed by the Service Provider and will be responsible for catering, general housekeeping inside and outside the TVC under the supervision of the Field Manager. Proper uniform has to be provided to the Catering and House-Keeping staff by the Service Provider.

NOTE:

- a. Bidder is to maintain a register for the No. of meals in a day given as follows and get it signed by the Company Representative on daily basis. Any additional catering service for more than 12 meals per day will be governed as per the rate quoted in the price schedule for the said item.

Bed Tea/Coffee with biscuit	:.....
Breakfast	:.....
Lunch	:.....
Evening Tea/Coffee with snacks	:.....
Dinner	:.....
Total	:.....

- b. For cooking and dining, Company will provide kitchen and dining halls for both executives and workmen. Utensils, crockery and cutlery with all other Accessories/appliances and LPG stove/cylinder will have to be arranged by the Service Provider at their cost.

iii. **MEDICAL FACILITY:**

The Service Provider shall provide First Aid Medical Services for the Company personnel as well as for their own personnel round the clock. A Medical Practitioner/ Doctor having valid registration with Indian Medical Council and with a minimum qualification of MBBS from a recognized University with an experience of practicing as a Medical Practitioner / Doctor for at least 1 years is to be provided by the service provider along-with a qualified Male Nurse.

Proper room for as well as dispensary shall be provided by the Company. The Service Provider shall stock all essential medicines including lifesaving drugs as well as necessary medical equipment in the dispensary.

One 1(one) brand Type A (Type-2) 4-wheel drive ambulance with dedicated driver shall be kept standby at the installation for 24 hrs to meet any emergency with all basic facilities like stretchers, oxygen cylinders, first aid facilities, blanket etc. The Ambulance should be as per the National Ambulance Code.

First Aid Kit: Adequate number of approved First Aid Kits should be provided at DND-GPC, Tanot GGS and TVC and should have all medicines as recommended by St. John Ambulance Association or any other registered organisation and shall be replenished from time to time and kept up to date.

iv. **TRANSPORT:**

a. Service Provider is to provide three vehicles as per details given below for exclusive use by OIL for its employees/executives for field operations at DND-GPC, Tanot GGS & TVC round the clock for the entire period of the contract. Details of vehicles are as under:

- a. (i) Two (2) Brand new 4WD ISUZU with driver
- a. (ii) One (01) Brand New AC 4WD TATA CAMPER / AC 4 WD Mahindra BOLERO CAMPER with driver.

The Service Provider to consider the following Charges:

- Fixed Charges of Vehicles shall include minimum wages for driver as per **Code of Wages – 2019 and subsequent amendments.**
- **Mileage of each of two (02) nos.** of brand new 4 WD ISUZU vehicles will be **3000 km each per month.**
- **Mileage of one (01) no.** of AC 4WD TATA CAMPER / AC 4 WD Mahindra BOLERO CAMPER will be **3500 km per month.**

Actual running Kilometres of Vehicles may vary based on job demand. Running charges of vehicles shall be paid on actual.

- b. The Service Provider to provide the same vehicle(s)(model) as replacement at time of scheduled maintenance of the original vehicle(s) and has to provide equivalent vehicle(s) as replacement in case of breakdown of original vehicle(s) within 48 hours.
- c. The vehicles will be utilized in OIL's operational areas of Rajasthan by OIL for its operations and will be stationed at

TVC. The operation/running of these three vehicles will be at the sole discretion of OIL.

- d. Driver's accommodation and food is the responsibility of the Service Provider.
- e. The vehicles will be under the supervision of HOD-Production Department (RF) or the Company Representative at TVC.
- f. The vehicles should be maintained in the best possible condition to the satisfaction of OIL's representative at TVC and the vehicles to have mandatory safety norms.
- g. OIL does not foresee any overtime for drivers beyond 12 hours' duty, but in case there is overtime beyond 12 hours' duty for driver it will go to Service Provider's account.
- h. Maintenance of the vehicle will be sole responsibility of the Service Provider. Also, fuel required for the vehicle will be provided by Service Provider.
- i. The monthly rental for the vehicles will be paid on pro-rata basis and the amount per kilometre will be paid on actual.
- j. The rates per kilometre run shall be corresponding to the HSD rates prevailing as on bid closing date at Jaisalmer. All minor increase/decrease of rate of fuel prices within 5% shall be absorbed by the Service Provider. In case of any hike in rates (more than 5%) of HSD, compensation for increase in running cost will be paid to the Service Provider and in case of decrease in rates (more than 5%) of HSD, cost will be deducted. For calculation of such compensation/deduction, mileage (fuel) for the vehicle will be considered as 12 km/ litre
- k. The Service Provider will have to arrange own transport for movement of their personnel in the field and other services.

v. **SANITATION:**

The Service Provider will have to provide sufficient number of sanitary cleaners at TVC/GPC/ GGS along with necessary materials and maintain the installation/premises in clean and perfect hygienic condition. All consumables and chemicals, accessories required for the job shall be arranged by the Service Provider at their cost and shall be included in the O & M day rates.

vi. **PLANTATION AND WATERING:**

The Service Provider will have to maintain the existing trees & lawns etc. at all three installations and arrange regular watering and fertilizers. The Service Provider should also arrange for seeds and plants of seasonal flowers time to time for beautification of the premises. All expenses towards this shall be on the Service Provider's account and the O & M rates shall be quoted accordingly. Necessary report to be generated for condition of the plants already planted and

newly planted. In case of plantation by visiting dignitaries, a board displaying Name of Dignitaries with date of plantation to be provided for all such plants.

Custody, Safety and maintenance of the entire complex including nourishment/watering of planted trees, Lawns etc., shall be Service Provider's responsibility.

All consumables towards this shall be arranged by the Service Provider at their cost.

3.4.6 DEFINITION OF WORK

SL No	Asset	Job description	Remarks
1.	DND, TOT & BGT Gas Fields: Consists of gas wells with well head equipment and fittings, Flow lines, ROWs, Well head fence etc. 17 No. of wells are equipped with Wireless Well Monitoring System for data acquisition in real-time	<ul style="list-style-type: none"> Monitoring of Gas wells on daily basis. Recording of various well head parameters on daily basis Scheduled maintenance of well head valves and fittings. Replacement of well head valves and fittings, if required. Changing of beans, closing/opening of wells as per the gas supply demand. O & M of Wireless Well Monitoring System Carrying out periodic production tests for each of the producing wells at-least once a month. To associate with well commissioning & work over & Drilling operations of the wells as and when required. Any other jobs pertaining to O & M of the wells. 	Tools and equipment required for the job shall be provided by Company.
2.	DND-GPC:	<ul style="list-style-type: none"> To operate & maintain the Installation with a multidisciplinary team of 	<ul style="list-style-type: none"> Service Provider to engage manpower of required skill to

This asset has the following equipment / facilities:	<p>skilled workforce. The job shall be carried out round the clock for 365 days a year. Minimum skilled manpower required to carry out day to day job is given under Annexure-C (Key personnel) of this document.</p> <ul style="list-style-type: none"> • Job involves Natural gas production, testing of wells, separation of Gas-Water- Condensate, dehydration of NG, metering and sale of gas, separation, metering, storage and sale of Condensate and disposal of water. • Control and data acquisition and recording of the operating and other parameters pertaining to operation. • Preparation & maintaining of records on various safety parameters and statutory records pertaining to HS & E. • Preparation of well performance report on daily basis and conciliation of production statement. • To carryout maintenance job of the installation as & when required. • To carryout periodical maintenance of various machineries and equipment as per schedule. • Housekeeping and maintenance of the Installation • Inventory / Materials Management at DND-GPC • O & M of the diesel generators at DND-GPC • O & M of all the electrical equipment and power supply system. 	<p>carry out the jobs as described.</p> <ul style="list-style-type: none"> • All office stationeries shall be arranged by the Service Provider. • Maintenance of the capital equipment including provision of spares shall be Service Provider's responsibility. • For electrical job: Light bulb, tube, switches, fuse, and other fittings and fixtures for lights and fans shall be considered as consumables. • Maintenance of Earth pits including consumables shall be Service Provider's responsibility. • Gas flaring shall be done only under unavoidable circumstances under guidance of OIL representative. • To monitor and maintain record of condensate production. Dispatch the same through' approved vendor on advice of OIL. • To ensure stock of Firefighting water, re-fill as and when required. • SCADA system shall be maintain as per advice of OIL's Instrumentation Personnel • Housekeeping of the premise shall be the responsibility of the Service Provider.
<ul style="list-style-type: none"> i. Gas gathering manifold ii. Multistage separation unit. iii. Gas dehydration Plant. iv. Gas metering station. v. Glycol regeneration unit. vi. Condensate recovery Unit. vii. Formation water separation and disposal system. viii. Gas Flaring system. ix. Condensate storage & disposal system. x. Condensate Metering System xi. Static fire fighting system. xii. Mobile fire tenders (2 No.) xiii. Diesel & Water storing facilities. xiv. Maintenance workshop. xv. SCADA system xvi. Office cum maintenance building xvii. Stores for Spares. xviii. VSAT & VHF communication system xix. Dew Point Analysers and Gas Chromatograph 		

		<ul style="list-style-type: none"> • O & M of all the mechanical equipment and machineries. • O & M of all the firefighting equipment & machineries. 	<ul style="list-style-type: none"> • Equipment and accessories including consumables like Phenyl, bleaching powder, pesticides and other cleaning chemicals required for housekeeping shall be on Service Provider's account.
3.	<p>TOT GGS :</p> <p>This is an unmanned station, under operation round the clock and has the following facilities:</p> <ol style="list-style-type: none"> A five-point production header. Test unit. Up-stream end of the 8" dia TOT-DND gas line. Maintenance Building 10" X 8" Pig launcher for TOT-DND line. SCADA system <p>Captive power plant (DG & Solar)</p>	<p>An operator shall be posted as and when required basis for carrying out production testing of TOT wells and for attending other routine jobs at the station.</p> <p>TOT-GGS during its shutdown period shall be maintained in such a manner that it can be taken into operation at any desired point of time.</p> <p>TOT-GGS may be taken into operation post work over campaign. Operation and Maintenance of TOT-GGS will be Service Provider's responsibility, similar to DND-GPC.</p>	<p>The installation is currently shutdown. However, the installation may be taken into operation/disposed off in future depending on the requirement.</p> <p>Regular greasing of all the valves and testing of safety valves of pressure vessels shall be carried out, so that the installation can be taken into operation at any desired time. All statutory records of TOT-GGS shall be maintained by the Service Provider.</p>
4.	<p>TVC:</p> <p>This Asset has the following facilities:</p> <ol style="list-style-type: none"> Control room with SCADA system. VSAT communication system Captive Power Plant (100 KW Solar Power Plant) AC plant Water treatment plant 	<ul style="list-style-type: none"> • Operation and maintenance of TVC. • Catering Service. • O & M of all the electrical equipment and power supply system. • O & M of all the mechanical equipment and machineries. • O & M of 100KW Solar power plant. 	

	vi) Office block vii) Residential block	<ul style="list-style-type: none"> Record & maintain electrical generation data. Operation and maintenance of AC plant and water treatment plant. 	
5.	Operation and Maintenance of Field pipe lines.	<ul style="list-style-type: none"> Monitoring of field pipe line on daily basis. Repairing/replacement of field pipelines. Welding, Laying and Hydro testing of field pipelines. Recovery of existing field pipelines Excavation and digging and back filling of pipe track or any other assigned civil work. Handling of pipes and pipe fittings at site for above jobs shall be done by the Service Provider. <p>Service Provider shall perform any other field operation and maintenance activities for the smooth operation of the Gas Fields and field Pipelines, as advised by the Installation Manager.</p>	Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified / experienced manpower for carrying out welding, cutting and grinding jobs as per API - 1104, AWS D10.4- 86 and ASME-B-31.3. The manpower shall be experienced in carrying out the welding of SS Pipelines.

4.0 MANPOWER AND EQUIPMENT LIST

4.1 MANPOWER

- i. All personnel deployed by the Service Provider must have adequate experience in their respective field as stated in Annexure - C. The Service Provider shall provide details of experience, qualification and other relevant data of the personnel to be deployed for scrutiny and clearance by the Company before the actual deployment. The Service Provider shall have to deploy the aforesaid persons after being certified and cleared by the Company only for the period of the Agreement. For any change of the appointed personnel due to extraordinary situation, the Service Provider may do so after being permitted and approved by the Company. On Company's advice, the Service Provider shall remove and replace, at their expense, any of their personnel whose presence is considered unsatisfactory in the opinion of the Company. However, the new recruitment shall take

over the responsibility prior to their release of the concerned personnel.

- ii. The Service Provider shall have a **base office at Jodhpur** to be headed by competent/qualified technical personnel (Minimum Qualification: B.E / B. Tech in Mechanical / Chemical / Petroleum / Reservoir Engineering) having minimum 12 years' experience of oil field production operations and maintenance and he will represent the Service Provider as the Area Manager. Without the posting of the Area Manager, the Service Provider shall not be allowed to commence his work. The Service Provider is to submit the bio-data of the Area Manager and which has to be approved by the Company, The Area Manager shall act for the Service Provider in all matters relating to Service Provider's obligations under the Agreement and shall report to HOD (Production) and HOD (ES) daily on regular basis during the contractual period. The Service Provider's base Office at Jodhpur must have telephone / mobile, FAX, e-mail facility for communication.
- iii. The Service Provider shall nominate one of their personnel as **Field Manager** who shall be in charge of the Service Provider's personnel and who shall have full authority to resolve all day-to-day matters which may arise at the site.
- iv. The minimum requirement of Key Personnel for production operation and maintenance of DND-GPC, TOT-GGS and TVC (MCR) at any point of time during the contractual period shall be as follows:

Sl. No.	Personnel	No. of Key Persons to be deployed at any time during the Contract
1.0	Area Manger	01 (Shall be stationed at Jodhpur)
2.0	Field Manager	01 (General shift, shall be available for 24 Hrs.)
3.0	Production Engineer	01 (General shift, shall be available for 24 Hrs.)
4.0	Instrument Engineer	01 (General shift, shall be available for 24 Hrs.)
5.0	Instrument Technician	02 (12 hour shift, 1 for DND-GPC)
6.0	Production Operator	06 (12 hour shift, 2 for DND-GPC & 1 for TVC)
7.0	Mechanical Engineer	01 (General shift, shall be available for 24 Hrs.)
8.0	Electrical Engineer	01

		(General shift, shall be available for 24 Hrs.)
9.0	Mechanic	01 (General shift, shall be available for 24 Hrs.)
10.0	DG Set operator cum electrician	04 (12 hour shift, 1 for DND-GPC & 1 for TVC)
11.0	Electrical Supervisor	01 (General shift, shall be available for 24 Hrs.)
12.0	AC Plant Mechanic	02 (12 hour shift, shall be available for 24 Hrs.)
13.0	HSE Officer	01 (General shift, shall be available for 24 Hrs.)
14.0	Fire-Service cum Safety Supervisor	01 (General shift, shall be available for 24 Hrs.)
15.0	Fire Service Operator	02 (12 hour shift, shall be available for 24 Hrs.)
16.0	Fire Service Assistant Operator cum Safety steward	8 (12 hour shift, 2 for each Fire Tender(2 nos. per shift))
17.0	Welder	01 (General shift, shall be available for 24 Hrs.)
18.0	Doctor	01 (General shift, shall be available for 24 Hrs.)
19.0	Male Nurse	01 (General shift, shall be available for 24 Hrs.)
20.0	Catering In-charge	01 (General shift, shall be available for 24 Hrs.)

The Area Manager shall be stationed at Jodhpur. All above personnel shall be deployed on 21 days on/off basis for field duty and shall be stationed at TVC during their duty period

CONTRACTOR personnel mentioned herewith are not intended as being fully exhaustive and as such CONTRACTOR shall depute any other personnel required for the compliance of COMPANY work intended considering 21 days on/off basis.

v. Job Profile of Key Personnel:

- a. Area Manager:** The incumbent shall be an Engineering Graduate in Mechanical/ Chemical/Petroleum/Reservoir Engineering having minimum 12 years' experience of oil field

production operations and maintenance. Area manager shall be based at Jodhpur and liaise with company on day to basis.

The position holder is responsible for the coordination, support, skilled advice/supervision of the entire job responsibilities. The AREA MANAGER shall be interface between COMPANY and SERVICE PROVIDER. He shall be assisted by appropriate staff to ensure the service intended.

- b. **Field Manager:** The incumbent shall be an Engineering Graduate in Mechanical/ Chemical/ /Petroleum/Reservoir Engineering with minimum five (5) years of experience in the operation and maintenance of oil/gas production installations and fields. Alternately he may be a Diploma holder (Mechanical/ Chemical) / science graduate (PCM) and having minimum 12 years of experience in operation of oil & Gas fields. He shall have overall responsibilities for entire operational/ maintenance and administrative activities of the plants and establishment. The person shall be fully conversant with the operation and maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules & Regulations such as OMR 2017, OISD etc. He shall be in constant touch with Company representative stationed at site (DND-GPC or TVC). The Field Manager shall normally attend general shift duty but shall be available for 24 hours. He shall also have sufficient knowledge of operation and maintenance of generating sets, different pumps/ motors, water treatment plant, A/C plant etc. Additionally, he must have adequate experience and managerial skill to lead a multidisciplinary team to carry out day to day field job.
- c. **Production Engineer:** The person shall be responsible for all operation and maintenance activities of the installation related to gas production and supply. The person shall be an Engineering Graduate in Mechanical / Chemical / Petroleum / Reservoir Engineering with minimum three (3) years of experience in the operation and maintenance of oil/gas production installations and fields. The person shall be fully conversant with the operation & maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules and Regulations. He shall normally attend general shift duty but shall be available for 24 hrs. He

shall report to Field Manager for all activities related to Gas Production and supply.

- d. **Instrument Engineer:** The Instrument Engineer shall be the overall in-charge of all the instrumentation and SCADA jobs and shall report to Production Engineer. He shall be BE/B Tech degree holder in Instrumentation / Electronics with specialization in Instrumentation and having adequate knowledge in computer application and having a minimum of 3 years' experience in the operation and maintenance of SCADA/DCS system in a continuous process plant. He should also be familiar with Wireless Remote Well Monitoring System, calibration and servicing of various electronics and pneumatic instruments, analysing of P&I diagrams, control loop checking, instrumentation standards, V-SAT communication system etc.
- e. **Instrument Technician:** The Instrument Technician shall be a Diploma holder in Instrumentation / Electronics with specialization in instrumentation and having adequate knowledge in computer application and with a minimum experience of 3 years or ITI certificate holder in instrumentation/ electronics having adequate knowledge in computer application with a minimum of 5 years' experience in use of various test equipment, calibration and servicing of electronic (including SMART) and pneumatic instruments in a continuous process plant etc. He shall have the knowledge of Control Valve servicing, Shutdown Valve servicing and ability to read and understand P & ID. He shall report to Instrument Engineer.
- f. **Production Operator:** Minimum qualification shall be Diploma in Mechanical / Chemical Engineering with adequate knowledge of computer applications and shall have 3 years' experience in oil/gas field production installations.

The Plant Operator shall be deployed at DND-GPC. He shall assist Production Engineer in all the operation and maintenance activities of the plant at DND-GPC & TOT-GGS. He shall have thorough knowledge/experience about oil/gas processing plant, wellhead operation and maintenance, oil/gas well testing, glycol dehydration process plant, PSV Testing and maintenance, operation of centrifugal / positive displacement pumps, operation of various control loops and instruments, SCADA operation, Awareness about valves and their maintenance and awareness to oil / gas HSE

requirements. He should be conversant with the use of MS Office.

- g. **Mechanical Engineer:** Mechanical Engineer will be overall in-charge of the mechanical jobs and should have sufficient relevant experience in operation and maintenance of DG sets (capacity not less than 160 KVA) engines of Cummins and Volvo Penta make, Centrifugal/reciprocating pumps pipe fittings, compressor/ Water treatment Plant/ AC Plant of 80-ton capacity/ procurement of spares for PM/ Running maintenance oil/gas base industries experience will be preferred.

He shall be either BE / B. Tech degree holder or Diploma holder in Mechanical Engineering from any recognized university / institute. In case of Degree holder (BE/B Tech) the engineer should have work experience of minimum of 3 year's & in case of Diploma holder he should have work experience of minimum 7 years.

- h. **Electrical Engineer:** The Electrical Engineer shall be the overall in-charge of all the electrical equipment installed at all the production installations, TVC & Ranao and shall report to Production Engineer. He shall be either BE / B. Tech degree holder or Diploma holder in Electrical Engineering from any recognized university / institute. In case of Degree holder (BE/B Tech) the engineer should have work experience of minimum of 3 year's & in case of Diploma holder he should have work experience of minimum 7 years.

The electrical engineer must have valid Electrical supervisor license.

Electrical Engineer will be overall in-charge of all electrical jobs & should have relevant experience in operation and maintenance of DG set's alternators, Electrical distribution system, related control panels MCC panels and other back up facility UPS, various motors, Central Air Conditioning System of 80-ton capacity with accessories/ equipment and other cooling appliances, solar plants, Procurement and planning of spares.

- i. **Electrical Supervisor:** The electrical supervisor shall assist Electrical Engineer in supervision of day to day, periodic /schedule maintenance and troubleshooting jobs of all electrical equipment. To keep the relevant records and compliances of all safety norms as per OMR-2017. He should

have knowledge of reading and understanding electrical drawings and knowledge of work permit system. He shall be either Diploma holder or ITI certificate holder in Electrical Engineering from any recognized institute. In case of Diploma holder, the supervisor should have work experience of minimum of 3 year's & in case of ITI certificate holder he should have work experience of minimum 7 years. Electrical supervisors shall have valid competency certificate of electrical supervisor with Mining Part.

j. HSE Officer: BE/ B Tech in Fire Engineering or Fire & Safety Engineering or Mechanical / Chemical / Electrical Engineering from AICTE approved / UGC recognized University / Deemed University with NEBOSH Certification / Diploma from RLI/CLI and min 3 years of Experience preferably in Oil and Gas Industry. The incumbent shall be involved in the following activities:

- Carrying out safety inspections and Job safety analysis etc.
- Monitoring and ensuring safety compliance in various jobs being executed in the installations
- Checking and corrections of safety violations in work permits being issued for various kind of jobs
- Checking and certification of scaffoldings and tagging of equipment as per requirement
- Conducting safety induction training for contractor's manpower, visitors etc. as required
- Handling portable gas detectors for checking gas presence in plants, other areas as required.
- Planning & conducting Safety Promotional Activities. Carrying out Safety Promotional Activities during normal working days and during Fire Services Week and Mines Safety Week
- Note and report all near misses, carrying out accident and incident investigations procedures and assist on incident and accident investigations,
- Generating Daily, weekly and monthly MIS
- Review of OISD, BIS, and other standards pertaining to Fire and safety and developing specifications for procurement of the same.
- Participating in various safety Audits
- Ensure personnel are fully aware of the following practices and hazards
- Permit to Work, Tool Box Talk, Scaffolding, working at Height & dropped objects, Gas Testing, Confined Space Entry, PPE, Chemical Handling, Noise and eye

protection, Heat stroke and dehydration, Snake and venomous insect hazard, Local health risks

- Assist in the formal training and refresher training on hazard awareness and local HSE procedures
- Assist on HSE Risk Assessments
- Attend tool box talks and advise team leads on contents
- Carry out regular safety observation tours and coach and mentor site personnel in good HSE behaviors and safety practices
- Ensure the correct PPE is being used by personnel at the work site and in any areas where a potential hazard exists
- Carry out Environmental Audits
- Awareness to statutory norms like Mines Act, OMR 2017, OISD and DGMS Guidelines Environment Act & Rules, Hazardous waste management rules, E-waste rules etc.

Job profile of required personnel are summarized in Annexure-C.

- vi. The work force as mentioned in enclosed Annexure – C under the heading of FIRE SERVICE are to be deployed for operation and maintenance jobs for various equipment viz. Fire Tender, First-aid firefighting equipment of different capacity, fire pumps and firefighting operation should have experience in line as per our requirement. The Bio-data and experience of the personnel has to be produced for our scrutiny before deploying them for the job. The workforce has to be engaged with proper uniform as prevailing in the fire service department in India.

NOTE: Manpower indicated in Annexure-C for Mechanical / Electrical / Fire Service is minimum requirement. However, the Service Provider should arrange additional manpower on his own cost on temporary basis for execution of special jobs, if any, during the Agreement period.

- vii. The manpower as mentioned in Annexure – C to be engaged for operation and maintenance jobs should have requisite experience as per Annexure-C to handle various equipment viz. Diesel Generating Sets of various capacity (upto 380 KVA), various centrifugal pumps, water treatment plant, pipe and pipe fittings jobs etc. The personnel engaged for the jobs should be conversant with operation and maintenance of all the equipment mentioned above or should have parallel experience.
- viii. The manpower as mentioned in Annexure-C to be engaged for the operation and maintenance of various electrical equipment, related control system for DG Sets (upto 380 KVA), alternators, MCC panels with various switch gear, relays etc. Solar lighting system with its related control panels etc. Central air conditioning system of 80 TR capacity with compressors, chilling unit's pumps, air handling unit,

fan coil units, split air conditioners, window air conditioners various A.C. motors, starters, switch gears, UPS system, should have requisite experience for operation and maintenance of the equipment as per our scope of work.

- ix. During persons going on rotational off, bidder has to ensure that there is an overlap of one day with proper handing over of jobs so that jobs does not get affected due to lack of co-ordination.
- x. Bidder has to ensure that during the contract period, bidder's personnel are not involved in any sort of unlawful activities including drinking during working hours, gambling etc.
- xi. Support service staff for Canteen service, sanitation along with helpers and drivers etc. is to be provided as per the discretion of the service provider without hampering the company job requirements

4.2 EQUIPMENT LIST (Production Installation)

List of equipment required for the process of gas gathering at Dandewala and Tanot fields used for gas processing (i.e., separation and disposal of condensate/water and dehydration of combined gas) and also at Tanot Village Complex (TVC) is given in this section. Material of construction and quantity is also mentioned. This is a general list and not exhaustive. The list is subject to revision with deletion/ addition of the items other than the following:

S.No.	DESCRIPTION	TAG NO.	SPECIFICATION
MANIFOLD			
1	Tanot Well Fluid Manifold	M 101	DP:212 kg/cm ² , D.T.:850 C, C:C,S.:
2	Dandewala Well Fluid Manifold	M 102	DP:212 kg/cm ² , D.T.:850 C, C:SS304L
3	Dandewala /BGT Well Fluid Manifold		DP:212 kg/cm ² , D.T.:850 C, C:SS304L
SEPARATOR			
4	Tanot Gas Separator	V 101	DP: 70 Kg/Cm ² , DT.:650 C, C:MOC :CS, Dimensions : 500 mm ID x 1500 mm TT
5	Dandewala Test Separator	V 102	DP:70Kg/Cm ² , D.T.:650 C, C:MOC: SS 304L, Dimensions:1200 mm IDx2400mm TT (Boot : 300 mm ID x 500 mm H)
6	Tanot Production Separator	V 103	DP:45Kg/Cm ² , D.T.:650 C, C:MOC:CS Dimensions : 750 mm ID x 1900 mm TT
7	Dandewala Production Separator	V 104	DP:60 Kg/Cm ² , DT:65 0 C, C:MOC :SS304L,Dimensions:1000mmIDx2500m mTT
8	Dandewala two-phase Separator (Horizontal)	V104-A	DP:52.5 Kg/Cm ² , D.T.:1000C, C:MOC: SS 304L, Dimensions:1400 mm IDx5000mm TT (Boot : 900 mm ID x 3000 mm H)
9	MP Condensate Flash	V 105	DP : 15 Kg/Cm ² , DT.:65 0 C,C:MOC :CS, Dimensions : 750 mm ID x 1500 mm TT (Boot : 400 mm ID x 500 mm H)

10	LP Condensate Flash	V 106	DP:4.5Kg/Cm ² ,D.T.:650 C, C:MOC:CS, Dimensions : 500 mm ID x 1200 mm TT
11	Dandewala Diesel Storage Vessel	V 107	DP:4.5Kg/Cm ² ,D.T.:650 C, C:MOC:CS, Capacity :8 Cubic Meter
12	Dandewala Instrument Gas Receiver	V 108	DP:10Kg/Cm ² ,D.T.:65 0e C, C:MOC:CS, Dimensions :1300 mm ID x 2600 mm TT
13	Tanot Instrument Gas Receiver	V 109	DP:10Kg/Cm ² ,D.T.:65 0 C, C:MOC:CS, Dimensions : 700 mm ID x 1500 mm T T
14	Tanot Village Diesel Storage Vessel	V 110	DP:4.5Kg/Cm ² ,D.T.:650C, C:MOC:CS, Capacity : 50 Cubic Meter
15	Condensate Storage Tank	T 101	DP: Full of water D.T.:650 C, C:MOC:CS Dimensions :4500 mm ID x4500 mm H, Net Capacity : 60 Cubic Meter
16	Condensate Storage Tank	T 114	DP: Full of water D.T.:650 C, C:MOC:CS Dimensions :4500 mm ID x4500 mm H, Net Capacity : 60 Cubic Meter
17	Water Tank	T 102	Sintex Type Tank, Capacity - 1 Cubic Meter
18	Dandewala Water Tank	T 103	Sintex Type Tank, Capacity - 3 Cubic Meter
19	Tanot Evaporation Pit	T 104	Capacity - 2 Cubic Meter
20	Dandewala Evaporation Pit	T 105	Capacity - 10 Cubic Meter
21	Dandewala Drain Sump	T 106	Capacity (water/oil)- 7 m ³ (Cubic Meter)
22	U/ground Water Tank (DND)	T 107	Capacity - 10 Cubic Meter
23	Fire Water Reservoir-DND	T 108	Capacity - 290 Cubic Meter
24	Underground Water Tank (Tanot)	T 109	Capacity - 5 Cubic Meter
25	Drinking Water Tank (DND)	T 110	Capacity - 1 Cubic Meter
26	Drinking Water Tank (TVC)	T 111	Capacity - 50 Cubic Meter
27	Service Water Tank (TVC)	T 112	Capacity - 50 Cubic Meter
28	Fire Water Tank (TVC)	T 113	Capacity - 50 Cubic Meter
PUMPS			
29	Condensate Loading Pump	P 101	Design Flow : 5 Cu M/hr, Head : 12 M, BHP : 0.70
30	Sump Oil Pump	P 102	Design Flow : 5 Cu M/hr Head : 12 M, BHP : 0.70
31	Sump Water Pump	P 103	Design Flow : 5 Cu M/hr Head : 5 M, BHP : 0.35
32	Tanot Water Pump	P 104	Design Flow : 5 Cu M/hr Head : 10 M, BHP : 0.70
33	Dandewala Diesel Pump	P 105	Design Flow : 5 Cu M/hr Head : 14 M, BHP : 0.80

34	Dandewala Water Pump	P 106	Design Flow : 5 Cu M/hr, Head : 10 M, BHP : 0.70
35	Tanot Village Diesel Pump	P 107	A/B Design Flow : 5 Cu M/hr Head : 14 M, BHP : 0.80
36	Dandewala Fire Water Pump	P 108	A/B Design Flow : 500 GPM, Head : 70 M, Diesel Engine Driven, Confirming to IS 944
37	Water Treatment Plant (TVC)	P 109	Design Flow : 1.5 Cu M/hr, Head : 45 M,
38	Drinking Water Pump-TVC	P 110	Design Flow : 4 Cu M/hr , Head : 30 M,
39	Service Water Pump-TVC	P 111	Design Flow : 11.5 Cu M/hr , Head : 40 M,
40	Drinking Water Pump-DND	P 112	Design Flow : 0.2 Cu M/hr, Head : 10 M,
41	Kill Pump (Make: NOV)		
42	Glycol Pump	2 Nos.	Design Flow : 90 LPM, Water Pressure:110 Bar
LAUNCHERS/ RECEIVERS			
43	Tanot Pig Launcher	L 101	DP:212 Kg/Cm2, D.T.:850C:MOC: CS, Dimensions : 10" x 8" barrel
44	Dandewala Pig Receiver	R 101	DP:212 Kg/Cm2, D.T.:850C:MOC: CS, Dimensions : 8" x 10" barrel
PACKAGE UNIT/MISCELLANEOUS ITEMS			
45	Gas Dehydration Package	X 101	TEG Based system to dry 1.0 MMSCMD of natural gas. Outlet water content of gas to be less than 07lb water/MMSCF of gas. Design conditions for gas, DP:45 Kg/Cm2, a DT:65 ° C
46	Custody Transfer Metering	X 102	D P: 45 kg/cm ² , DT : 65°C, Design capacity:1.0 MMSCMD of natural gas
47	Ground Flare Package	X 103	Design capacity:1.0 MMSCMD of natural gas
48	Tanot Auto Drainers	X 104	A/B D P : 10 Kg/Cm2 , DT : 650 C, Design capacity : Removal of 2 Kg/ hr of liquid
49	Dandewala Auto Drainers	X105(A/B)	DP:10 KG/Cm2 , DT:65°C,Design capacity : Removal of 10 Kg/ hr of liquid
50	Water Treatment System	X 106	Capacity : 500 LPH
51	Tanot GGS D G Set	X 107	Rated Capacity : 30 KVA
52	Dandewala GPC D G Set	X108(A/B)	Rated capacity : 160 KVA each
54	Tanot Village D.G.Set-	X 110(A/B)	Rated capacity : 380 KVA each
55	Ranao Water Point		Rated Capacity : 30 KVA
56	SCADA SYSTEM		The New SCADA system is STARDOM network based control system supplied by M/s. Yokogawa India Limited, Bangalore. In this system, DND-GPC, TOT-GGS and

			TVC are connected with OFC to transmit data from GGS to master station at DND-GPC and data from DND-GPC to monitoring control station at TVC.
57	Gas Chromatograph NG Dew Point Analysers		
58	CENTRAL AIR CONDITIONING SYSTEM		3 nos 80 TR Chiller units, associated electrical panels, water pumps, control panels, AHUs, indoor units.
59	100 KW SOLAR POWER PLANT		100 KW solar PV plant with SPV modules, 2 no inverter, AJBs, solar street lights

4.3 BRIEF INFORMATION OF THE FIELD DATA:

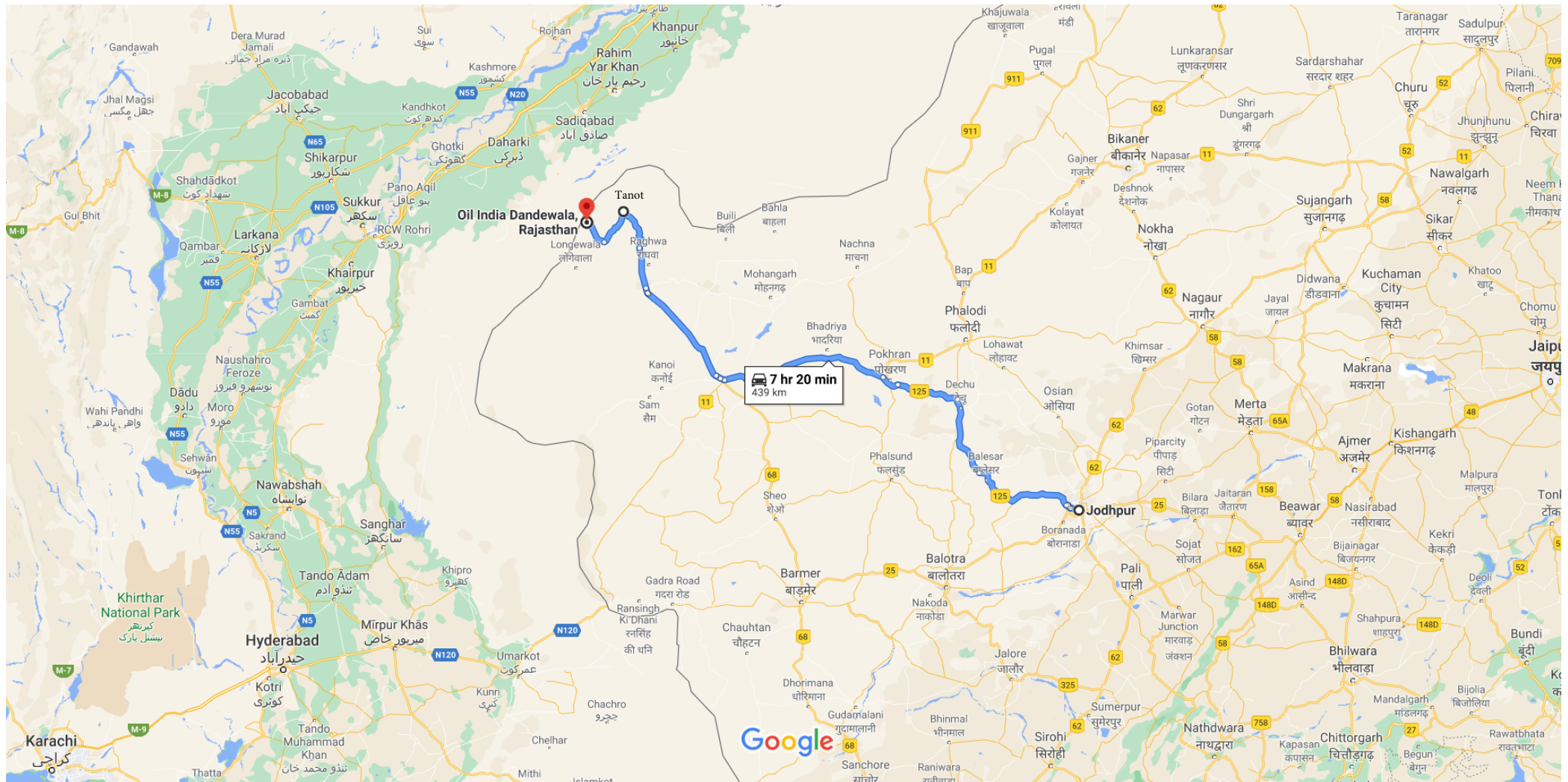
Following are the preliminary information of the field:

S No	PARAMETERS	VALUES
1	Location of the Field	As per Annexure - I
1	Average gas composition (Combined)	As per Annexure - V
2	Quantity of gas to be handled at DND-GPC	Approx. 1.0 MMSCMD
3	Location of the field, installation and wells & flow lines from different wells to the respective installations.	As per Annexure-II
4	A general flow diagram of Tanot-GGS and DND-GPC	As per Annexure-III & IV
5	Average flowing wellhead tubing pressure at Dandewala Field	130 kg/cm ²
6	Average flowing wellhead tubing pressure at Bagitibba field	90 kg/cm ²
7	Average shut-in wellhead tubing pressure at Tanot field	160 kg/cm ²
8	Average line pressure at Dandewala Production Header (Manifold)	35 kg/cm ²
9	Average line pressure at Tanot Production Header (Manifold)	35 kg/cm ²
10	Average separator back pressure (DND-GPC)	35 kg/cm ²
11	Average Separator back pressure (TOT-GGS)	35 kg/cm ²



Jodhpur, Rajasthan to Oil India Dandewala, Rajasthan, Rajasthan

Drive 439 km, 7 hr 20 min



Map data ©2021 50 km



via NH125 and NH 11

7 hr 20 min

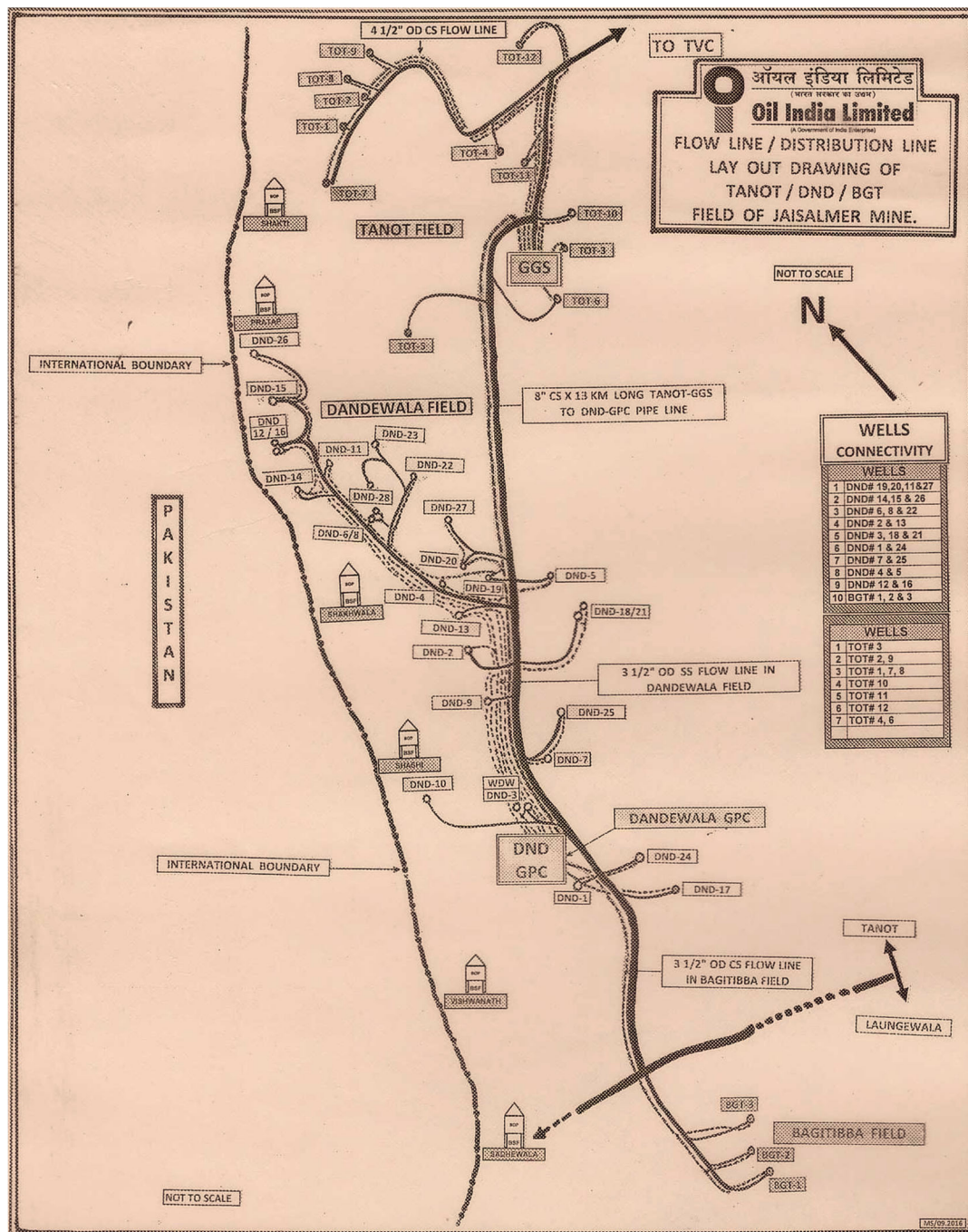
7 hr 20 min without traffic

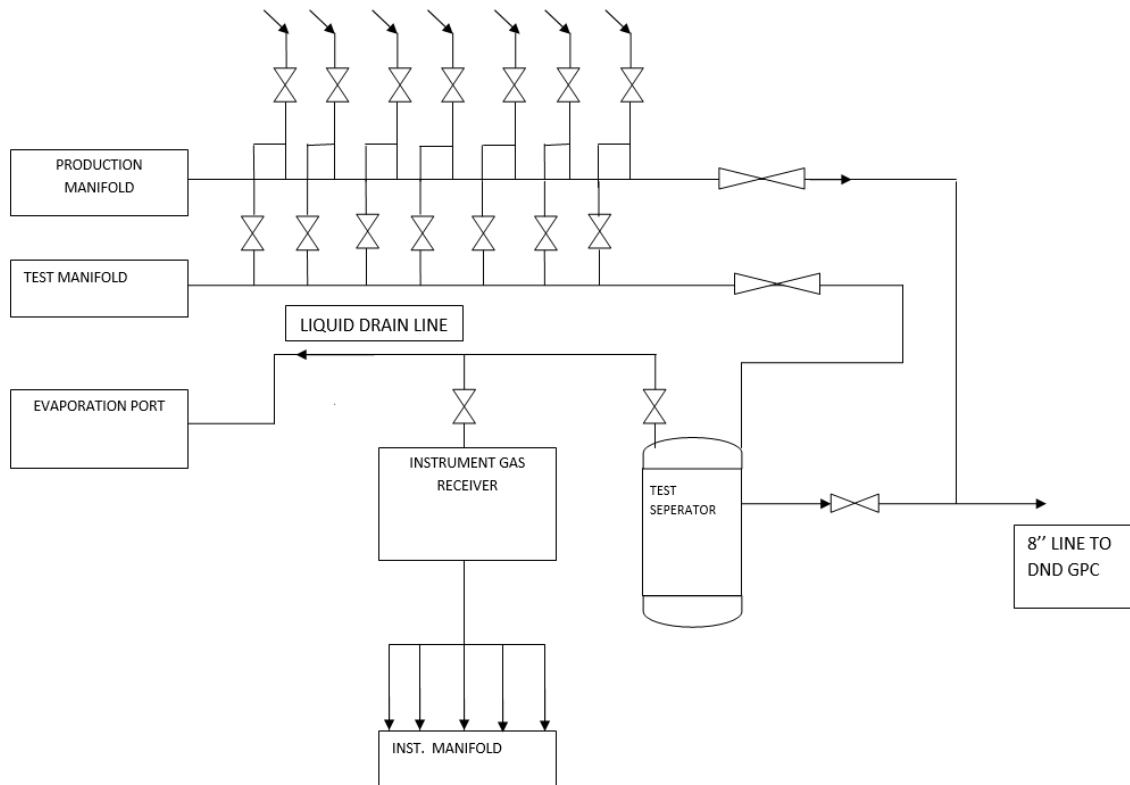
439 km

⚠ This route has tolls.

TENDER NO. CJ16730P22

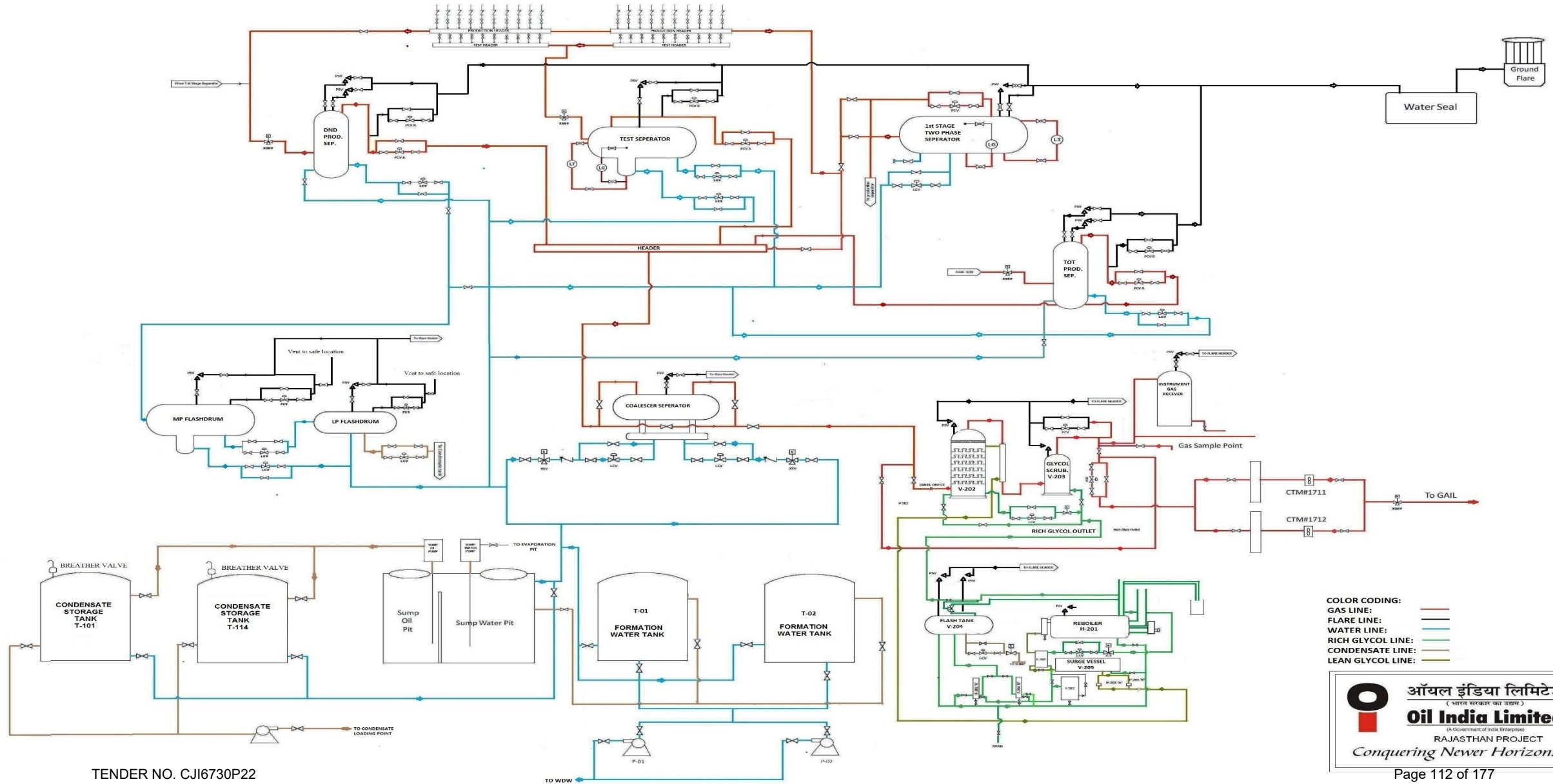
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TANOT GAS GATHERING STATION-TOT GGS

Annexure - IV

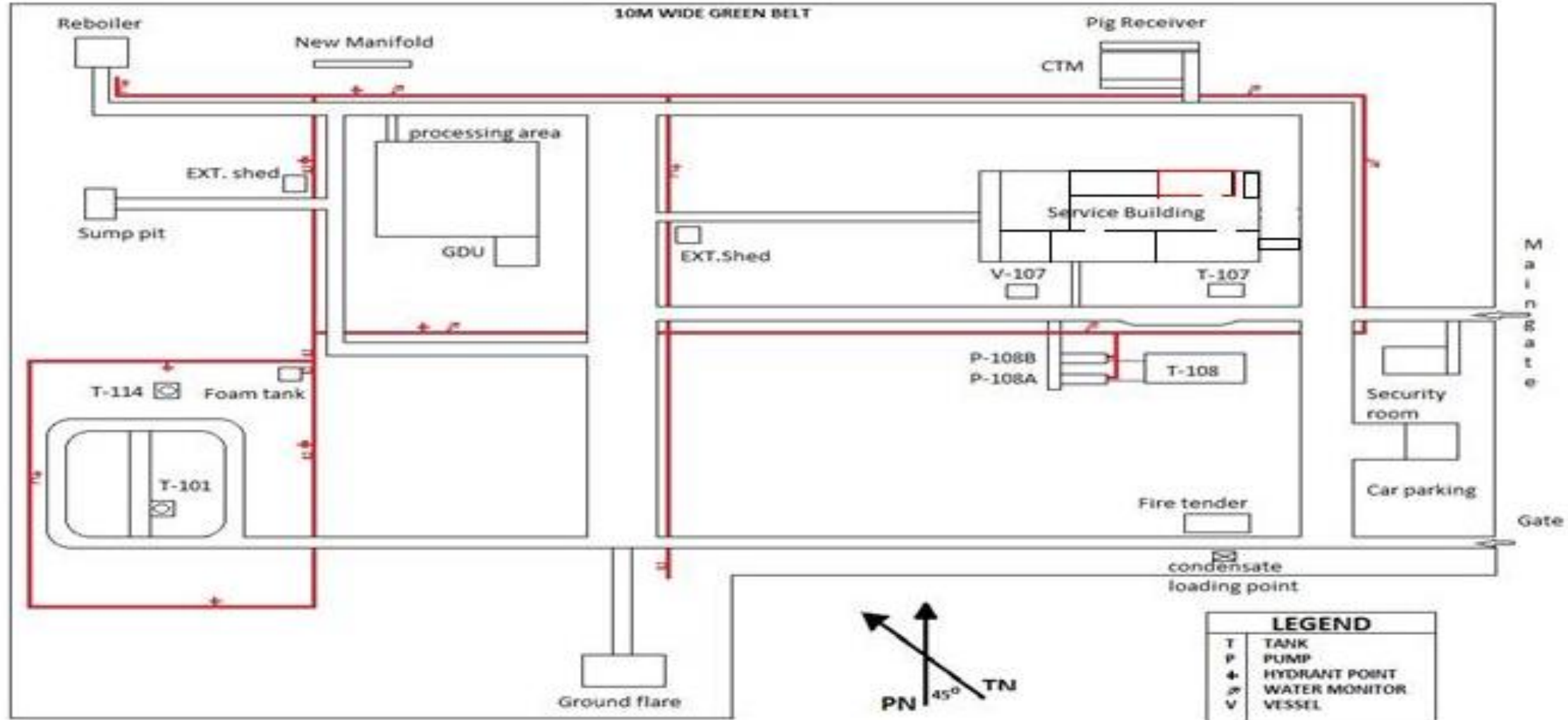
PROCESS FLOW DIAGRAM DND-GPC



TENDER NO. CJI6730P22



PLANT LAYOUT DND - GPC



Annexure-V

GC Report of Natural Gas of DND field

Date: 05.04.2020

Sr No.	Natural Gas Components	Mol %
1	C 6+	0.07175
2	PROPANE	0.17944
3	i - BUTANE	0.0306
4	n - Butane	0.0493
5	I - Pentane	0.01875
6	N - Pentane	0.01656
7	NITROGEN	31.27
8	METHANE	44.8708
9	CARBON DI OXIDE	22.6296
10	ETHANE	0.8632
11	INFERIOR CV (Kcal/Sm3)	3871.69
12	SUPERIOR CV (Kcal/Sm3)	4295.38
13	REL. DENSITY (gas)	0.9128

Annexure – A**ELECTRICAL EQUIPMENT INSTALLED AT DND-GPC**

S. N.	EQUIPMENT	RATING/ Specification	Supplier	MAKE	REMARKS
1	D G Set No. 1	160 KVA, 415 V	M/s JAKSON LIMITED	Engine-CUMMINS, Alternator-STAMFORD with AMF panel	AC Volt=415 Voltage (control) 230/24 AC/DC. Current - 250Amp. F: 50 Hz BHP-206
2	D G Set No. 2	160 KVA, 415 V	M/s JAKSON LIMITED	Engine-CUMMINS, Alternator-STAMFORD with AMF panel	
3	MCC Panel	415 V, 3 ph	M/s CEPL		
4	LDB	415 V, 3 ph	M/s C&S	M D S	
5	ACDB	415 V, 3 ph	M/s C&S	M D S	
6	Lighting Transformer	25 KVA	M/s INDCOIL		
7	Battery Bank	312 V 65 Ah – 26 No's		Exide Amaron	
8	UPS	2 x 10 KVA	M/s Emerson	Emerson	
9	Fire Alarm System	8 Zone, 230 V, 1 ph	M/s SIL	Minimax	
10	Fire Water Pump Panel	230 V, 1 ph	M/s KBL	Achyut	
11	Street Light	125 W, 250 WHPMV	M/s FCG	F C G	FLP-19 Nos. Non FLP- 29 Nos. May be replaced with LED.
12	NGR system	3 No (333 Ohm)		RS1- 02 Bender-01	
13	Electrical fittings like Bulbs, tubes, LED, sockets, fans etc	12 W, 22 W, 36 W	Syska		

S. N	PUMP/MOTOR	RATING/SPECN.	SUPPLIER	MAKE
1	Condensate Loading Pump	0.75 KW, 3 Phase	M/s Crompton Greaves	Crompton Greaves
2	Drain Sump Pump	1.1 KW, 3 Phase	M/s Bharat Bijlee	M/s Bharat Bijlee
3	Water Sump Pump	1.1 KW, 3 Phase	M/s Bharat Bijlee	M/s Bharat Bijlee
4	Glycol Pump No. 1	5.5 KW, 3 Phase	M/s Westing House	Westing House
S. N	PUMP/MOTOR	RATING/SPECN.	SUPPLIER	MAKE
5	Glycol Pump No. 2	5.5 KW, 3 Phase	M/s Westing House	Westing House
6	Service Water Pump	0.75 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
7	Diesel Pump	1.5 KW, 3 Phase	M/s Kirlosker Electric	Kirlosker Electric
8	Drinking Water Pump	0.37 KW, 3 Phase	M/s Beacon	Beacon
9	Submersible water Pump set	15 KW, 3 Phase	-	KSB
10	Formation Water Pump set -2 nos	30kw ,3 phase		Crompton Greaves

Annexure – A

ELECTRICAL EQUIPMENT INSTALLED AT TANOT VILLAGE COMPLEX (TVC)

S. N.	EQUIPMENT	RATING/SPECN.	SUPPLIER	MAKE	REMARKS
1	D G Set No. 1	380 KVA, 415 V	M/s KOEL	Engine-KOEL, Alternator – KOEL GREEN	Volts-415 AVR KOEL, Amp-528 ,PF=0.8,d ,RPM-1500,
2	D G Set No. 2	380 KVA, 415 V	M/s KOEL	Engine – KOEL Alternator- KOEL GREEN	Volts-415 AVR KOEL, Amp-528 ,PF=0.8,d ,RPM-1500,
3	Solar Power Plant	100 KW 2 x 50 KW		ABB	Equipment include Spv modules (456 nos), Inverter (2 No), Solar Street light (10 nos) & other related accessories.
4	MCC Panel	415 V, 3 ph	M/s Radiant electric corporation.	KOEL Pune.	
5	APFC Panel	250 KVAR	M/s CEPL	M/s CEPL	
6	LDB - 1	415 V, 3 ph		Havells	
7	LDB - 2	415 V, 3 ph		Havells	
8	LDB - 3	415 V, 3 ph		Havells	
9	LDB - a	415 V, 3 ph		Havells	
10	LDB - b	415 V, 3 ph		Havells	
11	LDB - c	415 V, 3 ph		Havells	
12	LDB - d	415 V, 3 ph		Havells	
13	FCU - 1	415 V, 3 ph		MDS	
14	FCU - 2	415 V, 3 ph		MDS	
15	Aux. DB	415 V, 3 ph		MDS	
16	ACDB	415 V, 3 ph		MDS	
17	Battery Bank	96 V, 42 AH		EXIDE	
18	UPS	10 KVA		AVO	
19	Fire Alarm	8 Zone, 230 V, 1 ph	M/s SIL	Minimax	

20	Telephone Exchange	Eltex-56, 32 line	M/s L&T	L&T	
21	Street Light	70 W, HPSV	M/s Crompton	Crompton	40 Nos.
23	Central A/C system	80 TR Capacity with compressors chilling units pumps (for chilled water circulation, AHU (5100)CFM 1 SET, FCU-46	M/s Blue Star	Blue Star	3 No
24	Diesel Pump No.1	1.1 KW	M/s Kirlosker Electric	Kirlosker Electric	
25	Diesel Pump No.2	1.1 KW	M/s Kirlosker Electric	Kirlosker Electric	
26	Water Softening Pump No. 1	3.7 KW	M/s Kirlosker Electric	Kirlosker Electric	
27	Water Softening Pump No. 2	3.7 KW	M/s Kirlosker Electric	Kirlosker Electric	
28	Drinking Water Pump	1.5 KW	M/s Kirlosker Electric	Kirlosker Electric	
29	Electrical fittings like Bulbs, LED panel light, sockets, fans etc				
30	100 KW SOLAR POWER PLANT	100 KWp (2 x 50 KW)		ABB	

DETAIL SPECIFICATIONS OF MAJOR MECHANICAL EQUIPMENT
AT TVC/DND-GPC

Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
T V C	D G Set – 2Nos	Capacity : 380 KVA Engines - Diesel driven engines 8 cylinder, water cooled, turbo charge engine Make-KOEL Model DV8TA G2 Rated Net Power KW/HP-304/470, RPM-1500, Made in KOEL Pune, Turbo Charge - Alternator – KOEL GREEN.	Power Generation for central air conditioner plant and for general purpose also	These engines should be operated by competent and experienced operators only. Therefore, the Service Provider must have operating and maintenance experience for these engines. It may be mentioned that this is a critical equipment for our plant. Engines are fitted with various safety devices.
	Pumps – (2 Nos.)	Motor Driven Centrifugal Pump, Model-KPDS32/13 Make - Kirlosker Head-17.10 M Flow - 1.39 L/S Size-40 mm RPM – 2800 Pump Input - 0.61 KW	Transport diesel from underground tank to DG Sets	

	Pumps – (2 Nos.)	Motor Driven Centrifugal Pump, Make-Kirlosker Model/Type - KPD 32/20 Head - 40 M Flow - 3.19 L/S Size- 50 x 32 mm , RPM-2850	Service water pump at TVC	
Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
TVC	Pumps for Water Treatment Plant - 1No.	Back wash pump Motor Driven, Model - A 0122 OKType - B EMake - BE Pumps P.Ltd., Calcutta Head - 15 M Flow - 2.5 M3/hr	For back washing to water treatment plant unit	
	Pump - 1 No.	Feed Water Pump Motor Driven Make – Promivac Model - PCS 200 RPM – 2800	Feed water pump water treatment plant	
	Pump - 1 No.	Motor Driven, suitable for acid handling Make - Sandur Prominent, Model - ECC 30407, Cap 6 L HP Rating continuous	Chemical dosing pump for water treatment plant	
	Water Pump - 1 No.	Motor Driven Centrifugal Pump Type - KPD2S/16QFOL Flow rate - 1.11 L/S Head - 30 M, RPM- 2800 Size - 40 x 25 mm P/mover rating-1.50 KW Pump Input - 1.17 KW	Water Pump	

	Water Treatment Plant	Capacity - 500 LPH Make – Ion Exchange Max Feed TDS - 2135, Max Product TDS - 350 PPM Recovery - 50%	Water treatment for drinking water	The water treatment plant consists of various pumps like backwash feed water dosing pump etc. iron removal filter assy. This plant also consist of various safety devices, inter-lock arrangements like safety of meant system high voltage low water pressure pump trip, desiring of pump failure etc The operator should have sufficient experience for operating the same.
	Pumps – (3 Nos.)	Motor Driven Centrifugal Pump Make - Kirloskar Type - 2 AD8 Size - 75 x 50 mm Flow rate - 41 m3/hr Head - 30 M RPM – 2900 P/mover rating - 15 HP Pump Input - 1.17 KW	Chiller pump for AC plant	
RANAU WATER POINT	D G Set – (1 No.) along with submersible pump Set.	Capacity 30 KVA, Engines - Diesel driven engine, 3 cylinder, water cooled engines, Make – KOEL Green	For generating power for driving 20/17.5 HP submersible Water Pump	Operator will be provided by OIL for operating the DG set. Preventive maintenance should be carried out by service provider.

Location	EQUIPMENT	SPECIFICATIONS	APPLICATIONS	REMARKS
DND-G P C	D G Set – (2 Nos.)	Capacity 160 KVA Engines - Diesel driven engines, 6 cylinder, water cooled engines, Make - CUMMINS, Model – QSB5.9-G1 BHP 206, RPM - 1500, Alternator – STMFORD Serial Nos : P84344784	Power generation for DND-GPC requirement.	Operator should have sufficient experience for operation and maintenance of the Gen set with AMF panel of this model engine. The engine has been provided for low lube oil cut off switch & high water temperature switch, over speed trip etc. for safety.
	Pump - 1 No.	Motor Driven Centrifugal Pump Make - Kirloskar Brothers Ltd. Type - KPDS 32/13 Head - 16.20 M Flow - 1.39 L/S Size - 40 mm, RPM-2800	Diesel transfer pump, for fire pump set	
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Type - KPDS 32/20 Head - 11.90 M Flow - 1.39 L / S Size-40 mm, RPM-1380	Service Water Pump	
	Pump - 1 No.	Motor Driven Centrifugal Pump Make - Kirloskar Brothers Ltd. Model/Type-KPDS 32/20 Head - 12 M Flow - 1.39 L/S Size - 32 x 50 mm RPM - 1380	Condensate loading pump	
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Model/Type - KPDS 32/16 Head - 2.46 M Flow - 1.39 L/S Size - 40 MM RPM - 1380	Condensate water lifting pump	

	PUMP -2 Nos	3 phase Induction Motor driven Pump - Pump make : CG KW/HP :30/40, Amp : 52 amp. Frame :E200L RPM :2960 IP : 55	Formation water pump motor	The operators should have sufficient experience for operation and maintenance of formation water pump
	Pump - 1 No.	Motor Driven Centrifugal Pump, Make - Kirloskar Brothers Ltd. Model/Type- KPDS32/20 Head - 14 M Flow - 1.39 L/S Size - 40 MM RPM – 1380	Condensate tank filling pump	
DND-GPC	<i>Pump – (2 Nos.)</i>	Diesel Engine Driven Centrifugal Pump Make- Kirloskar Bros. Ltd. Type - DSM 100/36; Head - 70 m Size - 125 x 100 mm; Flow - 38.06 L/S RPM – 1500	Fire fighting pumps	The operators should have sufficient experience for operation and maintenance of fire-fighting equipment /arrangement.
	<i>Engine – (2 Nos.)</i>	Diesel driven engines 6 cylinder, water cooled engine, Make - Kirloskar Oil Engine, Model - RB 66, Rated HP/KW - 76/56, coupling - ESBI (India)	Fire pump set engine	Engine has been fitted with safety devices like audio visual alarm, low L/oil switch, high water temperature switch etc.

KEY PERSONNEL

S.N.	DESIGNATION/ QUALIFICATION	QTY	JOB/RESPONSIBILITIES	DEPLOYMENT
1.	<p>AREA MANAGER</p> <p>BE/B. Tech in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum 12 years' experience in oil and gas field production operation</p>	1	<p>The position holder is responsible for the coordination, support, skilled advice/supervision of the entire job responsibilities. The AREA MANAGER shall be interface between COMPANY and SERVICE PROVIDER. He shall be assisted by appropriate staff to ensure the service intended.</p>	<p>Stationed in Jodhpur Base office for liaisioning with COMPANY on daily basis.</p>
INSTALLATION				
2.	<p>Field Manager</p> <p>BE/B. Tech in Mechanical / Chemical/ Petroleum / Reservoir Engineering with minimum 5 years of Experience in the operation and maintenance of oil /gas production installations and fields or BSc / Diploma (Mechanical/ Chemical) with 12 years of Experience</p>	1+1	<p>The incumbent shall be an Engineering Graduate in Mechanical/ Chemical/ Petroleum/Reservoir Engineering with minimum five (5) years of experience in the operation and maintenance of oil/gas production installations and fields. Alternately he may be a science graduate with P-C-M / Diploma (Mechanical / Chemical) and having at least 12 years' experience in operation of oil & Gas fields. He shall have overall responsibilities for entire operational/ maintenance and administrative activities of the plants and establishment. The person shall be fully conversant with the operation and maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules & Regulations. He shall be in constant touch with Company representative stationed at site (DND-GPC or TVC). He shall also have sufficient knowledge of operation and maintenance of generating sets, different pumps/ motors, water treatment plant, A/c plant etc. Additionally, he must have adequate experience and managerial skill to lead a multidisciplinary team to carry out day to day field job.</p>	<p>General Shift (21 days on-off schedule) and should be available 24 hrs.</p>

3.	<p>Production Engineer</p> <p>BE / B. Tech in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum 3 years of Experience</p>	1+1	<p>The person shall be responsible for all operation and maintenance activities of the installation related to gas production and supply. The person shall be an Engineering Graduate in Mechanical/ Chemical/ Petroleum/ Reservoir Engineering with minimum three (3) years of experience in the operation and maintenance of oil/gas production installations and fields. The person shall be fully conversant with the operation & maintenance activities of various gas/oil separators, glycol dehydration plant, SCADA operation, various control loops of the gas processing plant, computer operation etc. He shall also be conversant with Oil & Gas Mines Safety Rules and Regulations.</p>	<p>General Shift (21 days on-off schedule) and should be available 24 hrs.</p>
4.	<p>Instrument Engineer</p> <p>BE/ B. Tech in Instrumentation/ Electronics with minimum 3 years of experience</p>	1+1	<p>The Instrument Engineer shall be the overall in-charge of all the instrumentation and SCADA jobs and shall report to Production Engineer. He shall be BE/B Tech degree holder in Instrumentation / Electronics with specialization in Instrumentation and having adequate knowledge in computer application and having a minimum of 3 years' experience in the operation and maintenance of SCADA/DCS system in a continuous process plant. He should also be familiar with calibration and servicing of various electronics and pneumatic instruments, analyzing of P&I diagrams, control loop checking, instrumentation standards, V-SAT communication system etc.</p>	<p>General Shift (21 days on-off schedule) and should be available 24 hrs.</p>
5.	<p>HSE Officer</p> <p>BE/ B Tech in Fire Engineering or Fire & Safety Engineering or Mechanical / Chemical / Electrical Engineering from AICTE approved / UGC recognized University / Deemed University with NEBOSH Certification / Diploma from RLI/CLI and min 3 years of</p>	1+1	<p>The incumbent shall be involved in the following activities:</p> <ul style="list-style-type: none"> • Carrying out safety inspections and Job safety analysis etc. • Monitoring and ensuring safety compliance in various jobs being executed in the installations • Checking and corrections of safety violations in work permits being issued for various kind of jobs 	<p>General Shift (21 days on-off schedule) and should be available 24 hrs.</p>

Experience preferably in Oil and Gas Industry.

- Checking and certification of scaffoldings and tagging of equipment as per requirement
- Conducting safety induction training for contractor's manpower, visitors etc. as required
- Handling portable gas detectors for checking gas presence in plants, other areas as required.
- Planning & conducting Safety Promotional Activities. Carrying out Safety Promotional Activities during normal working days and during Fire Services Week and Mines Safety Week
- Note and report all near misses, carrying out accident and incident investigations procedures and assist on incident and accident investigations,
- Generating Daily, weekly and monthly MIS
- Review of OISD, BIS, and other standards pertaining to Fire and safety and developing specifications for procurement of the same.
- Participating in various safety Audits
- Ensure personnel are fully aware of the following practices and hazards
- Permit to Work, Tool Box Talk, Scaffolding, working at Height & dropped objects, Gas Testing, Confined Space Entry, PPE, Chemical Handling, Noise and eye protection, Heat stroke and dehydration, Snake and venomous insect hazard, Local health risks
- Assist in the formal training and refresher training on hazard awareness and local HSE procedures
- Assist on HSE Risk Assessments
- Attend tool box talks and advise team leads on contents

			<ul style="list-style-type: none"> • Carry out regular safety observation tours and coach and mentor site personnel in good HSE behaviors and safety practices • Ensure the correct PPE is being used by personnel at the work site and in any areas where a potential hazard exists • Carry out Environmental Audits • Awareness to statutory norms like Mines Act, OMR 2017, OISD and DGMS Guidelines Environment Act & Rules, Hazardous waste management rules, E-waste rules etc 	
6.	Instrument Technician Diploma in Instrumentation/ Electronics with min 3 years exp or ITI Certificate in Instrumentation/ Electronics with min 5 years exp	2+2	The Instrument Technician shall be a Diploma holder in Instrumentation / Electronics with specialization in instrumentation and having adequate knowledge in computer application and with a minimum experience of 3 years or ITI certificate holder in instrumentation/ electronics having adequate knowledge in computer application with a minimum of 5 years' experience in use of various test equipment, calibration and servicing of electronic (including SMART) and pneumatic instruments in a continuous process plant etc. He shall have the knowledge of Control Valve servicing, Shutdown Valve servicing and ability to read and understand P & ID. He shall report to Instrument Engineer.	General Shift (21 days on-off schedule) and should be available 24 hrs.
7.	Production Operator- Diploma in Mechanical/ Chemical Engineering with 3 years exp	6+6	The Plant Operator shall be deployed at DND-GPC. He shall assist Production Engineer in all the operation and maintenance activities of the plant at DND-GPC & TOT-GGS. He shall have thorough knowledge/experience about oil/gas processing plant, wellhead operation and maintenance, oil/gas well testing, glycol dehydration process plant, PSV Testing and maintenance, operation of centrifugal / positive displacement pumps, operation of various control loops and instruments, SCADA operation,	General Shift (21 days on-off schedule) and should be available 24 hrs.

			<p>Awareness about valves and their maintenance and awareness to oil / gas HSE requirements. He should be conversant with the use of MS Office.</p> <p>Minimum qualification shall be Diploma in Mechanical/Chemical Engineering with adequate knowledge of computer applications and shall have 3 years' experience in oil/gas field production installations.</p>	
SERVICE GROUP				
8.	<p>Mechanical Engineer</p> <p>BE/B. Tech with 3 Yrs. relevant experience or Diploma holder with 7 yrs experience.</p>	1+1	<p>Engineer will be overall in-charge of the mechanical jobs and should have sufficient relevant experience in operation and maintenance of DG sets (capacity not less than 160 KVA) engines of Cummins and Volvo Penta make, Centrifugal/reciprocating pumps pipe fittings, compressor/ Water treatment Plant/ AC Plant of 75-ton capacity/ procurement of spares for PM/ Running maintenance oil/gas base industries experience will be preferred.</p>	<p>General Shift (21 days on-off schedule) and should be available 24 hrs.</p>
9.	<p>Mechanic</p> <p>Diploma (Mechanical) with 3 years' experience or ITI with 5 years' experience</p>	1+1	<p>Mechanic will be responsible for the Maintenance of various engines, pumps and compressors and should have experience for overhauling of above make engines, compressor/ pumps etc./water treatment plant and their operations. He should have the knowledge of reading engineering drawings. He should also be conversant with plumbing job.</p>	<p>General Shift (21 days on-off schedule) and should be available 24 hours.</p>
10.	<p>DG Set Operator cum Electrician</p> <p>ITI with wireman license and similar nature of min. 5 yrs. and to be conversant with motor control and troubleshooting including operation of DG sets</p>	4+4	<p>To look after operation of DG sets (capacity up to 380 KVA) and various equipment (electrical) in the shift to maintain un-interrupted power availability to AC plant / equipment/ and water treatment plant and domestic / industrial lighting / equipment.</p>	<p>12 hrs shift duty (21 days on-off schedule) at DND, GPC & TVC.</p>
11.	<p>Electrical Engineer</p> <p>3 yrs experience in case of Degree holder (BE/B Tech) or 7 years' experience in case of Diploma (Electrical).</p>	1+1	<p>Electrical Engineer Will be overall in-charge of all electrical jobs & should have relevant experience in operation and maintenance of DG sets (not less than 160 KVA) (alternators), Electrical distribution system, related control panels MCC panels and other back up facility UPS, various motors, Central Air Conditioning</p>	<p>General shift (21 days on-off schedule) to be available 24 hours</p>

	Must have Electrical supervisor license.		System of 75 ton capacity with accessories/ equipment and other cooling appliances, solar power generation facility, Procurement and planning of spares	
12.	Electrical Supervisor Diploma holder having 3 years' experience in oil/gas or petrochemical industry with valid competency certificate of electrical supervisor with mining part.	1+1	To assist Electrical Engineer in supervision of day to day, periodic /schedule maintenance and troubleshooting jobs of all electrical equipment. To keep the relevant records and compliances of all safety norms as per OMR-2017. He should have knowledge of reading and understanding electrical drawings and knowledge of work permit system	General shift (21 days on-off schedule) to be available 24 hours
13.	AC Plant Mechanic Relevant experience of minimum 5 yrs with ITI trade certificate in air conditioning and refrigeration.	2+2	To look after operation and maintenance, trouble shooting of central AC System of 75 ton capacity and window/split model air conditioners and other cooling appliances	12 hours shift (21 days on-off schedule) duty
14.	Welder Welder with minimum ITI certification and qualified for API -1104, AWS-D10.4-86 and ASME-B-31.3 quality welding with minimum 3 years' experience.	1+1	To carry out welding, cutting and grinding jobs as per API -1104, AWS-D10.4- 86 and ASME-B-31.3.	12 hours shift (21 days on-off schedule) duty
15.	Welder Helper	1+1	A helper has to be deputed for helping the welder during all welding jobs	12 hours shift (21 days on-off schedule) duty
FIRE SERVICE				
16.	Fire Supervisor: Graduates in any Stream with 1 year Diploma Fire & Safety or B. Sc. (Fire) from any UGC recognized University or Sub Officer (fire) from NFSC, Nagpur, English reading & writing capability with minimum of 7 (seven) years' experience in fire service as an in-charge (Preference to Science candidate). Must have Heavy Driving License.	1+1	Overall responsibilities include: <ul style="list-style-type: none"> • Participating and leading the fire crew in firefighting, handling emergencies as per Emergency Response & Disaster management Plan (ERDMP) • Ensuring upkeep of fire vehicles, fire protection systems, fire & safety equipment by periodically checking /testing of the same and maintaining records of each equipment/system. • Conducting spot training at various sites on fire and safety equipment and systems. • Conducting and participating in Mock drills and various fire drills 	General shift (21 days on-off schedule) and should be available for 24 hours.

			<ul style="list-style-type: none"> for fire crew in shifts etc. and preparing report Periodic checking of fire extinguishers, safety showers, PPE boxes, windsocks in plants, fire alarm and gas detection systems in buildings, plants, other areas etc Periodic inspection of all plants and offsite areas for identifying fire and safety related issues and Maintain records of all inspections, testing etc. Leading and participating in Mutual Aid Emergencies in other industries. Scheduling and Conducting live firefighting and safety training to the employees. Surprise checks on safety issues, work permits etc. Assist HSE Officer 	
17.	Fire Operator: Matric with HD vehicle driving license with 05 years' experience in fire service	2+2	Responsible for Fire Fighting Operation, operation and maintenance of Fire tender and all other firefighting equipment.	General shift (21 days on-off schedule) and should be available for 24 hours.
19.	Assistant Operator, Matric with Diploma Fire & Safety from State Fire Service/Civil/Defense/ any recognized institute. 02 years' experience in fire service.	8+8	Responsible for Fire Fighting Operation, and operation and maintenance of all firefighting equipment.	12 Hrs shift (21days on-off schedule)
HYGIENE				
20.	Doctor with minimum qualification of MBBS from a recognized university with an experience of practicing as a Medical Practitioner / Doctor for at least 1 years	1+1	Responsible for health and hygiene for personnel stationed at Tanot Village Complex and nearby villages. Has to keep a record of medicines procured and used on day to day basis. Has to maintain all medical facilities as mentioned in Para 3.4.3 (Scope of Work -> Administration -> Medical Facility)	General shift (21 days on-off schedule) and should be available for 24 hours.
21.	Male Nurse with certification in Nursing from a recognized Medical Institute.	1+1	Responsible for assistance of in-house Doctor and look after the hygiene of entire residential complex and office buildings.	General shift (21 days on-off schedule) and should be available for 24 hours.

CATERING / SUPPORT SERVICE :			
22.	Catering In-charge having minimum 3 years of experience in catering services and management of similar services.	1+1 Responsible for catering, general housekeeping inside and outside the TVC under the supervision of the Field Manager.	General shift (21 days on-off schedule) and should be available for 24 hours.

NOTE:

1. As per job requirements the Service Provider will have to provide adequate manpower with necessary tools and equipment for smooth operation and maintenance of plant and equipment. For jobs of housing/industrial maintenance, Service Provider may engage temporary staff as and when required.
2. It will be the responsibility of the Service Provider to provide safety gears, proper tools and equipment to the working staff.
3. Support service staff for Canteen service, sanitation along with helpers and drivers etc is to be provided as per the discretion of the service provider without hampering the company job requirements
4. All the manpower deployed must be fluent in English & Hindi (R-W-S)

LIST OF SINGLE PHASE MOTORS

1.0	Ceiling fan at DND-GPC	: 1 No.
2.0	Ceiling fan at TVC	: 1 No.
3.0	Exhaust Fan (300/450mm) at DND-GPC	: 10 Nos.
4.0	Exhaust Fan (300/450mm) at TVC	: 13 Nos.
5.0	FCU Motor at TVC	: 46 Nos.
6.0	Fan Motor to 1.5T window AC	: 2 Nos. (2 Nos. at DND-GPC)
7.0	Fan Motor at 2T split AC	: 11 Nos at DND-GPC.
8.0	Fan Motor of window A/C	: 2 Nos at DND-GPC
9.0	Fan Motor of split A/c 1.5 Tr	: 12 Nos at TVC
10.0	Wall fan at TVC/DND	: 50 No.
11.0	Desert Cooler Motor	: 2 Nos (one at TVC, one at DND)
12.0	Storage water heater 3,15,50 L	: 21 Nos
13.0	Room Heater	: 20 Nos

Appendix-I

STANDARD MENU FOR CATERING SERVICES

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
Monday	VEG	Juice or Fruit Puri, Bhaji, Pickle, Tea or Coffee	Jeera rice, Red Masurdal, Veg plain Paneer, Seasonal veg., Raita bundi, Seasonal fruit	Veg / Chicken Roll	Rice, Chana Dal, Malai Kofta, Seasonal Veg. Rice Kheer
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs, Tea or Coffee	Jeera rice, Red Masurdal, Chicken or Mutton or Fish, Seasonal veg., Raita bundi, Seasonal fruit		Rice, Chana Dal, Chicken or Mutton, Seasonal Veg., Rice Kheer
Tuesday	VEG	Juice or Fruit Paratha, Bhaji, Pickle Tea or Coffee	Plain rice, Toor dal, Paneer Masala, Aaloo Raita, Seasonal Fruit	Bread Pakora	Rice, Black Masoor Dal, Seasonal Veg., Paneer, Fruit Custard
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs Tea or Coffee	Plain rice, Toor dal ,Chicken or Mutton or Fish, Aaloo Raita, Seasonal Fruit		Rice, Black Masoor Dal, Seasonal Veg., Chicken or Mutton

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
					Fruit Custard
Wednesday	VEG	Juice or Fruit Masala Dosa, Sambar Tea or Coffee	Pulao, Urad Dal, Seasonal Veg., Shahi Paneer, Pakora Raita, Seasonal Fruit	Samosa	Spl. Rice Paneer, Green Moong Dal, Seasonal Veg., Ghatta Curry, Samia Kheer
	NON-VEG	Juice or Fruit Bread, Butter, Jam Cornflake or 2 Eggs Tea or Coffee	Pulao, Urad Dal, Seasonal Veg., Chicken or Mutton or Fish, Pakora Raita, Seasonal Fruit		Rice, Green Moong Dal, Seasonal Veg., Chicken or Mutton Samia Kheer
Thursday	VEG	Juice or Fruit Vada & Sambar Tea or Coffee	Paneer Rice, Black Masoor Dal, Rajma Seasonal Veg., Plain Raita, Seasonal Fruit	Noodles	Rice, Toor Dal, Shahi Paneer, Seasonal Veg. , Gulab Jamun
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs, Tea or Coffee	Rice, Black Masoor Dal, Rajma Seasonal Veg , Chicken or Mutton or Fish, Plain Raita, Seasonal Fruit	Veg / Mutton Roll	Rice, Toor Dal, Chicken or Mutton, Seasonal Veg. , Gulab Jamun

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
Friday	VEG	Juice or Fruit Aaloo Paratha & Curd / Pickles Tea or Coffee	Rice, Channa Dal, Paneer Kofta, Kabuli, Seasonal Veg., seasonal Fruit	Paneer Pakora	Rice, Red Masoor Dal, Palak Paneer, Seasonal Veg, Halva Rana
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs Tea or Coffee	Rice, Channa Dal, Chicken or Mutton or Fish, Seasonal Veg., seasonal Fruit		Rice, Red Masoor Dal, Chicken or Mutton Halva Rana
Saturday	VEG	Juice or Fruit Chhole & Bhature Tea or Coffee	Plain Rice, Makhi Urad dal, Paneer Masala, Seasonal Veg., Curd, Seasonal fruit	Aaloo Pakora	Rice, Yellow Urad Dal, Mattar Paneer, Seasonal Veg., Fruit Custard
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs Tea or Coffee	Plain Rice, Makhi Urad dal, Chicken or Mutton or Fish, Seasonal Veg., Curd, Seasonal fruit		Rice, Yellow Urad Dal , Chicken or Mutton, Seasonal Veg., Fruit Custard
Sunday	VEG	Uttapam or Foha Chutney, Sambar Tea or Coffee	Veg. Pulao, Toor Dal, Chewala Paneer Korma, Raita, Seasonal Fruit	Kachori	Rice Pulao, Green Moong Dal, Tomato

Days		Breakfast	Lunch	Snacks with Evening Tea	Dinner
					Paneer, Seasonal Veg., Chaki Barfi
	NON-VEG	Juice or Fruit Bread, Butter, Jam, Cornflake or 2 Eggs Tea or Coffee	Veg. Pulao, Toor Dal, Chicken or Mutton or Fish, Raita, Seasonal Fruit		Rice Pulao, Green Moong Dal, Chicken or Mutton, Seasonal Veg., Chaki Barfi

NOTE: -

- 1) Roti, Pickles, Papad and Salad are common menus for Lunch & Dinner.
- 2) Salad items will be served depending on availability in Jaisalmer
- 3) All the above items will be served subject to availability; else suitable replacement must be served.
- 4) Items to be used for preparation of food are as under;

Oil	-	Fortune/ Saffola /Any equivalent reputed Brand.
Ghee	-	Indiana, Amul/Saras/ Any equivalent reputed brand.
Rice	-	Basmati (Daawat / India Gate / Any equivalent reputed brand)
Atta	-	Aashirvaad Atta/ Any equivalent reputed brand.
Tea	-	Lipton/ Tata Tea / Brook Bond / Any equivalent reputed brand.
Coffee	-	Nescafe
Biscuit	-	Standard quality (Britannia / Unibic)
Papad	-	Lijjat/ Any equivalent reputed brand.
Pickles	-	Kissan/ Any equivalent reputed brand.
Jam	-	Kissan/ Any equivalent reputed brand
Masala	-	MDH or Any equivalent reputed brand
Vegetables	-	Fresh
Juice	-	Real/ Tropicana

- 5) Bottled Drinking Water (Bisleri, Kingfisher or Aquafina) to be provided for the Company's Personnel for drinking purpose.

FOOD SHOULD BE SERVED WITHIN 2 HOURS OF PREPARATION. NO PREVIOUS DAY COOKED FOOD SHOULD BE SERVED.

PART-3, SECTION – III

SCHEDULE OF RATES

1.0 MOBILISATION CHARGE – One time Lump-sum charge:

Mobilization charge shall be payable on LUMP SUM basis which covers all local and foreign costs (if any) of the Service Provider to Mobilize Manpower and equipment with all supporting provisions to the designated worksite to perform all the intended services as mentioned under SECTION IV of the tender document.

Mobilization charge is payable when all Manpower and equipment with all supporting provisions are mobilized and to be in readiness to undertake the assigned jobs

2.0 DEMOBILISATION CHARGE – One time Lump-sum charge:

Demobilization charge shall be payable on LUMP SUM basis which covers all local and foreign costs (if any) of the Service Provider to demobilize Manpower and equipment with all supporting provisions from worksite.

Demobilization charge is payable upon 100% completion of demobilization.

Note: Mobilization charge should not exceed 1 % of the total evaluated contract value for 1-year O & M and Demobilization charge should not be less than 0.5 % of the total evaluated contract value for 1 year O & M.

3.0 OPERATING AND MAINTENANCE RATE - Monthly lump-sum

The operating and maintenance rates are the monthly rates payable for all the services provided under this Agreement. For calculation of day/hourly rate, the monthly rate will be prorated. The operating and maintenance rate must be quoted as under:

- i) Operation of **Dandewala-GPC**: Per month (lump-sum)
- ii) Operation of **Tanot-GGS**: Per month (lump-sum)
- iii) Operation of **Tanot Village Complex (TVC)**: Per month (lump-sum)
- iv) Maintenance of **Dandewala-GPC**: Per month (lump-sum)
- v) Maintenance of **Tanot-GGS**: Per month (lump-sum)
- vi) Maintenance of **Tanot Village Complex (TVC)**: Per month (lump-sum)
- vii) "Operation of Fire Service" at **DND-GPC, TOT-GGS & TVC**: Per month (lump-sum).
- viii) "Maintenance of Fire Service" at **DND-GPC, TOT-GGS & TVC**: Per month (lump-sum)
- ix) For Excavation, Laying and Hydro testing of 3-1/2" SS Flow lines:
 - (a) Excavation of Trench (minimum depth shall be 1.5 M and having approx. 600 mm width at the top and 300 mm at the bottom):
Per metre
 - (b) Laying & Lowering of pipe line to the bottom of the trench (The top surface of the backfilled trench shall be 300 mm over the

original level for visual identification and settlement in future):
Per metre

(c) Welding of pipe joints including welding of butt-welding fittings like Tee, Elbow, Flanges and Bends etc. (Consider 1 weld joint per 8 m): Per metre

(d) Hydraulic testing of Pipeline: Per metre

x) Catering Service:

Bed Tea/Coffee with biscuit	₹
Breakfast	₹
Lunch	₹
Tea/Coffee with snacks	₹
Dinner	₹

xi) Service provider to consider the following charges for the three vehicles to be provided:

Fixed charges with Driver:	Lumpsum per month
Running Charge with AC:	Per Km. Basis
Running Charge without AC:	Per Km. Basis

NOTE:

- i) Operation and Maintenance charge of installation shall include operation and maintenance of field pipelines of respective installation.
- ii) Any Service may be terminated at the discretion of the Company at any time during the agreement, on two months' notice and the lump-sum per month rate of the agreement would be reduced accordingly as per the quoted rate. In the event of Company requiring the same, even after termination at any point of time, the Service Provider will have to provide the service on three months' notice and payment for the same will be made as per quoted rates.
- iii) Service Provider shall have one Welding machine with mobile diesel generator set, Gas cutting set with all the accessories and grinding machine, qualified/experienced manpower for carrying out welding, cutting and grinding jobs as per API -1104, AWS D10.4- 86 and ASME-B-31.3 for maintenance activity. Cost of consumables for welding shall be reimbursed by the COMPANY as mentioned below. Company shall reserve the right to utilize the service, if necessary, in OIL's other operational areas without any extra cost to the company. Service provider shall quote the maintenance charge accordingly
- iv) **Consumables** viz. Chemicals for water treatment, battery acid, AP3 grease, general purpose grease, contact cleaner, PVC tape, black tape, emery paper, black paper, mutton cloth/jute/cloth pieces, small size nut-bolt/screws, distilled water for various batteries/ battery banks, lube-oil/HSD for various engines, supply of CFL, starter, tubes, medicines, paper for printing, cartridge, pen and protective paints will be entirely to contractor's account. Spares like nut-bolts, screws, battery for meters and instruments, cables, wires, single phase single pole MCB, 5A/6A switch, 5A/6A socket, 5A/6A plug, bulbs, tube lights, T/L starter, T/L choke, T/L side holders, T/L starter holder, CFL lamp, geyser element, geyser thermostat, window and split air conditioner capacitors and medicines will be entirely to contractor's account. Other ancillary items, if any, of individual value less than INR 1000.00

(Rupees One thousand) only per unit item will also be on contractor's account irrespective of total quantity and price. However, in case the unit cost of any single item is equal to or more than INR 1000.00 (Rupees One thousand)) only, the same shall be reimbursed by OIL including 5% (Five percent) handling charges above the actual cost of the item so procured.

- v) A list of spares available with the Company shall be handed over to the Service Provider and the available spares will be issued as and when required. In addition to this, if any spares are required to run the plant un-interrupted, the Service Provider shall plan and procure the spares accordingly with Company's written consent. Cost of the same will be reimbursed on actual plus 5% handling charges to the Service Provider on production of documentary evidence along with related invoice. Service provider must maintain adequate stock of essential Spare Parts at site to ensure uninterrupted service. Inventory Control of Spare Parts shall be Service Providers responsibility.
- vi) RSEB Power supply is available at Tanot Village Complex (TVC) & DND GPC. RSEB's bill for power supply at TVC & DND GPC shall be paid by OIL. However, during interruption/non-availability of RSEB supply, electric power supply to TVC & DND GPC shall be maintained from Diesel generators available at TVC & DND GPC respectively for the purpose. Company will provide diesel required for running of the generator on the basis of actual consumption only for which the record shall be maintained by the contractor. Alternately, the same shall be supplied by the contractor on reimbursable basis. In such case only the cost of HSD consumed as per prevailing market rate plus 5% handling charges shall be paid to the contractor by Company. The rate of consumption (quantity) shall be considered as per average past consumption records (month-wise). All other consumables including engine oil etc., & routine maintenance of the generator set shall be on contractor's account.
- vii) Transportation of Service Provider's men and materials, welding/cutting machine, hiring of crane, trucks etc. required to perform the activities mentioned under SECTION IV of the tender document shall be on Service Providers account.
- viii) Maintenance team shall comprise of qualified Engineers, Supervisors, Electricians, Mechanics and Helpers. Proper maintenance tools and allied equipment shall be available with the team. Maintenance of mechanical/electrical equipment list is attached with the Tender document.
- ix) The Service mentioned as Item (ix) "For Excavation, Laying and Hydro testing of Flow lines" is an additional service that may / may not be utilized by OIL depending upon the requirement. In case of the requirement of the mentioned service, OIL will intimate the bidder to carry out the job, the amount for which would be paid on the actual quantum of work done.

4.0 FORCE MAJUERE DAY RATE – per day (lump-sum)

Force Majeure Day Rate shall be applicable in case of force majeure condition as detailed in para 11.0 of Section-III. Bidder should restrict the Force majeure day rate within 15% to 50% of the lump-sum operating &

maintenance rate (pro-rata per day) of respective unit as specified under para 3.0 above. Bidders must adhere strictly to the same, failing which the offer shall be liable for rejection.

- i) Force Majeure Day Rate of Dandewala-GPC : Per day (lump-sum)
- ii) Force Majeure Day Rate of Tanot-GGS : Per day (lump-sum)
- iii) Force Majeure Day Rate of Tanot Village Complex :Per day (lump-sum)

No rate other than the Force Majeure Day Rate, shall be payable during the force Majeure period.

5.0 MAINTENANCE DAY RATE - per day (lump-sum)

Maintenance Day Rate on LUMP SUM per day shall be payable during **scheduled shutdown** of RSEB Power Plant/GAIL Pipe line for maintenance. During this period major maintenance of Company's plants and equipment has to be planned and carried-out by the Service Provider. In case when major maintenance is not carried out, **Stand-by day rate** shall apply during this period.

- i) Maintenance Day Rate for Dandewala-GPC : Per day (lump-sum)
- ii) Maintenance Day Rate for Tanot-GGS : Per day (lump-sum)

Scheduled shutdown of RSEB Power Plant is Thirty (30) days per year, in general.

Two/Three nos. of high water cut wells may be in operation during this period. No rate other than Maintenance Day Rate or Stand-by day Rate, shall be payable during the **scheduled shutdown** period as mentioned above

6.0 STAND-BY DAY RATE – per day (lump-sum)

Stand-by Day Rate shall be applicable in the event of any extra-ordinary unforeseen situations like unscheduled shutdown of RSEB Power Plant and failure of GAIL pipe line/setup, Problem in Gas fields and GPC/GGS etc. leading to stoppage of gas supply for more than ten (10) days.

The Stand-by Day Rate shall be applicable after ten (10) days till the operation resume.

Upon occurrence of such situation, the Service Provider will be notified in writing by the Company.

Service Provider shall restrict the **Stand-by day rate** within 85% of the Operation and Maintenance day rate (Pro-rated) of respective unit as specified under para 3.0 above. Bidders must adhere strictly to the same, failing which the offer shall be liable for rejection.

- i) Stand-by Date Rate for Dandewala-GPC : Per day (lump-sum)
- ii) Stand-by Date Rate for Tanot-GGS : Per day (lump-sum)

Two/Three nos. of high water cut wells may be in operation during this period. No any rate, other than Stand-by Day Rate, shall be payable after ten (10) days of occurrence of situation as mentioned above.

7.0 CATERING SERVICE RATE

Catering Service Rate per Person per meal shall be payable for any extra of the twelve (12) Company's designated persons as mentioned under clause 3.4.5 (ii) Catering Services of Section – IV of the Tender Document.

Standard menu for the Catering Services is enclosed as **Appendix –I**

8.0 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY MOBILISATION:

Time is of the essence of the Agreement. Initial mobilization should be completed within the stipulated period. In the event of Service Provider's default in timely mobilization for commencement of operation within the stipulated period, the Service Provider shall be liable to pay liquidated damages @ 0.5 % of the total evaluated value of the agreement per week or part thereof of delay subject to maximum of 7.5%. Liquidated damages will be reckoned from the date of commencement as defined in the notice of award of the Agreement. The Company may without prejudice to any other right or remedy available to it to recover damages for breach of agreement, recover the liquidated damages as above from the Service Provider not by way of penalty but this is an agreed, genuine pre-estimate of damages duly agreed by the parties.

The Company also reserves the right to cancel the agreement without any compensation whatsoever in case of failure to mobilize and commence operation within the stipulated period

Special Note: The successful bidder (operator) will have to abide by the provisions of Oil Mines Regulation (OMR) as per prevailing Mines Act and rules made there under and strict compliance of the same while executing the Operation and Maintenance Agreement, covered by this tender.

9.0 PENALTY:

- 9.1** The Service Provider shall ensure uninterrupted supply of bone dry (as explained elsewhere in the document) natural gas to the consumer at the downstream of custody transfer meter (CTM). Failure of supply of bone dry gas as per specification, if observed, Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.2** For any faulty operation on the part of Service Provider, if carryover of glycol shall take place from the Contact tower and thereby causes disruption of normal operation of the Glycol dehydration unit, and consequent interruption of gas supply, the Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.3** For any faulty operation on the part of the Service Provider, if premature contamination of glycol takes place, the Service Provider shall have to bear the cost of one complete fill of the Tri Ethylene Glycol of approx. 5520 ltr (27 barrel) at the prevailing rate. The Glycol will be

supplied by OIL, however the cost of the same will be recovered from Service Provider. Normal life of one fill glycol is minimum one year.

- 9.4** Apart from OIL's approved plant shutdown and shutdown due to force majeure conditions for any unforeseen reasons beyond the control of company and Service Provider, for any other shutdown that may occur due to faulty operation by the Service Provider or reasons attributable to the Service Provider's improper up-keepment and maintenance of any equipment, the Service Provider shall be liable for penalty as per clause No. 9.6 below.
- 9.5** For use of computer in the control room (at DND-GPC and TVC) only authorized personnel shall be allowed. Due to wrong / mishandling of computers, if malfunction occurs to the computer/SCADA system, penalties shall be imposed at the rate of 5% of the "Combined Operation & Maintenance Day Rate for DND-GPC" on pro-rata basis till the fault continues. Apart from the said penalty, the Service Provider has to bear the repairs/replacement cost of the damaged equipment.
- 9.6** The rate of penalty that shall be levied against point No. 9.1, 9.2 and 9.4 are as under:

"Rupees one lakh (₹ 1.0 lakh) per day or part thereof on pro-rata basis for the first seven days from the time and date of non-supply of gas. If supply of gas is not resumed after the expiry of first seven days, no day rate (O & M Charges for DND-GPC and O & M Charges for TOT-GGS) or part thereof on pro-rata basis shall be payable to the Service Provider."

- 9.7** Operation and Maintenance activities to be carried out in such a way that there should not be any breakdown of the plant/equipment. For any such breakdown immediate action to be taken by the Service Provider to put back this plant/equipment in operation without loss of time. Depending on the nature of repairing job involvement, suitable time period will be given to the Service Provider which may be maximum of 4 hours if the spares are readily available at the site, and 48 hours if the spares/equipment are procured/repared at outstation. For malfunctioning/shutdown of any equipment including Glycol pumps, SCADA system and its sub units, power supply, central air conditioning, water supply systems at TVC for reasons attributable to the Service Provider, the Service Provider shall be penalized at the rate of ₹ 25,000.00 (Rupees Twenty-Five Thousand) per day or part thereof on pro-rata basis until the fault is rectified. However, any such breakdown/failure of plant or equipment effecting stoppage of gas supply to the consumer will attract penalty as specified in clause 9.6 above.

9.8 Manpower:

In the event of non availability of any personnel as stated in Annexure-C of this Agreement penalty shall be levied at following rates:

Default	Penalty
Failure to provide Area Manager /	3% of the "Total Operation and

Field Manager	<p>Maintenance Day Charge” per day for the period of non-availability of the Area Manager / Field Manager separately in each case.</p> <p>(Total Operation and Maintenance Day Charge = Total lump-sum Operation and Maintenance Charges for that Month / No. of days in that particular month)</p>
Failure to provide Production Engineer / Electrical Engineer / Mechanical Engineer / Instrumentation Engineer / HSE Officer / Fire Supervisor	<p>2% of the “Total Operation and Maintenance Day Charge” per day for the period of non-availability of the Production Engineer / Electrical Engineer / Mechanical Engineer / Instrumentation Engineer / HSE Officer / Fire Supervisor separately in each case.</p> <p>(Total Operation and Maintenance Day Charge = Total lump-sum Operation and Maintenance Charges for that Month / No. of days in that particular month)</p>
Failure to provide any other key personnel	<p>1 % of the “Total Operation and Maintenance Day Charge” per day for the period of non-availability of each key personnel.</p> <p>(Total Operation and Maintenance Day Charge = Total lump-sum Operation and Maintenance Charges for that Month / No. of days in that particular month)</p>

Note:

1. The above penalty rates are applicable for the first five days of absence or unavailability. Beyond 5 continuous days, the penalty will be levied at double the rates mentioned above for each day for non-availability of any key personnel.
2. In case more than one key personnel are not available at a time, penalties applicable for such personnel will be levied simultaneously.
3. Penalty for not Providing DGMS approved PPE to the manpower: In case DGMS approved PPE is not provided to the manpower by the service provider or proper PPE is not available / used on any particular day by its employees, the employee will not be allowed to work and will be treated as absent and penalty will be imposed accordingly as mentioned in the above tabulation.

9.9 Damage or loss of any Company property, equipment, machinery, furniture, spare parts etc. under the custody of operation and maintenance Service Provider in the three installations (DND-GPC,

TOT-GGS & TVC) shall be borne by the Service Provider at the actual value of the items which shall be unilaterally decided by the Company or the Service Provider has to restore back the items to its original position by replacement/repairing at their cost. Inventory list of all the above items shall be made by the Service Provider jointly with Company's representative and shall be updated at every three months' interval.

9.10 Operation and maintenance of the Tanot Village Complex and Catering Services: The Service Provider shall maintain high standard of services at Tanot Village Complex. Regular monitoring shall be done by Company's representative and shall advise for quality improvement if there shall be any quality deterioration. In case of deterioration, penalty shall be imposed at the rate of 10 % of the "Total O & M Day Charge per day on the Service Provider by the Company till quality is improved.

(Total O & M Day Charge = Total lump-sum Operation and Maintenance Charges for that Month / No. of days in that particular month)

9.11 Vehicle:

In case of noncompliance of the standards of the services to be provided as per this agreement, the Company would be at liberty to levy penalty as per the conditions detailed out below:

S. No	Nature of Default	Default Details	Penalties	Remarks
1	Shutdown of any of three Vehicles	No replacement vehicle provided within 48 hours.	Rs. 5,000.00 (Rupees Five Thousand) per day on pro-rata basis until replacement of vehicle is done	
2	Unauthorized absence of any vehicle	Any instance	Rs. 5,000.00 (Rupees Five Thousand) per day on pro-rata basis until placement of vehicle is done	

3	Delay in arrival of vehicle/ driver	For 30 mins or more	1 st Instance: Penalty of 1% of monthly fixed charge for vehicle for that month	2 nd Instance: Penalty of 2% of monthly fixed charge for vehicle for that month	After 2 nd Instance, the Company will continue to impose the same penalty as imposed for 2 nd Instance
4	Misbehavior by driver/ unacceptable behavior by driver	Any instance	1 st Instance: Penalty of Rs. 1000	2 nd Instance: Penalty of Rs. 2000/-	After 2 nd instance, the service provider will have to replace the driver
5	Driver in intoxicated state	Any instance	1 st Instance: Penalty of Rs. 2500/-		After 1st instance, the service provider will have to replace the driver.

(END OF SECTION -III)

PROFORMA – B

PRICE SCHEDULE FORMAT

OPERATION & MAINTENANCE OF DND-GPC, TOT-GGS & TVC

(FOR THE PURPOSE OF COMMERCIAL EVALUATION OF BIDS)

Sl. No	Description of item	Quantity	Unit	Unit Rates	Total Amount
I	MOB-DEMOB CHARGES : (One Time lump sum)				
i)	Mobilisation charge (M)	Lump-sum	One		
ii)	Demobilisation charge (D)	Lump-sum	One		
I)	Total Mob & De-mob charges : (i) + (ii) under Srl. No. 1.0 above				

II OPERATING AND MAINTENANCE CHARGES :

Srl No	Description of Services	Unit	Qty.	Unit Rate	Total Value
-1	-2	-3	-4	-5	(6)= (4X5)
A.	Operation and Maintenance (O&M) Rates :				
	DND-GPC				
1. a	Monthly lump sum Operation Charges for Dandewala Gas Processing Plant (DND-GPC) (1 st and 2nd Year)	Month	24		
	Monthly lump sum Operation Charges for Dandewala Gas Processing Plant (DND-GPC) (3rd and 4th Year)	Month	24		
	Monthly lump sum Operation Charges for Dandewala Gas Processing Plant (DND-GPC) (5th and 6th Year)	Month	24		
1. b	Monthly lump sum Maintenance charges for Dandewala Gas Processing Plant (DND-GPC) (1 st Year 2nd Year)	Month	24		
	Monthly lump sum Maintenance charges for Dandewala Gas Processing Plant (DND-GPC) (3rd and 4th Year)	Month	24		
	Monthly lump sum Maintenance charges for Dandewala Gas Processing Plant (DND-GPC) (5th and 6th Year)	Month	24		
	Tanot Gas Gathering Station				
2.a	Monthly lump sum Operation charges for Tanot Gas Gathering Station (TOT- GGS) (1 st and 2nd Year)	Month	24		
	Monthly lump sum Operation charges for Tanot Gas Gathering Station (TOT- GGS) (3rd and 4th Year)	Month	24		
	Monthly lump sum Operation charges for Tanot Gas Gathering Station (TOT- GGS) (5 th and 6th Year)	Month	24		
2.b	Monthly lump sum Maintenance charges for Tanot Gas Gathering Station (TOT- GGS) (1 st and 2nd Year)	Month	24		
	Monthly lump sum Maintenance charges for Tanot Gas Gathering Station (TOT- GGS) (3rd and 4th Year)	Month	24		
	Monthly lump sum Maintenance charges for Tanot Gas Gathering Station (TOT- GGS) (5 th and 6th Year)	Month	24		
	Tanot Village Complex				
3.a	Monthly lump sum Operation charges for Tanot Village Camp (TVC) (1 st and 2nd Year)	Month	24		
	Monthly lump sum Operation charges for Tanot Village Camp (TVC) (3rd and 4th Year)	Month	24		
	Monthly lump sum Operation charges for Tanot Village Camp (TVC) (5th and 6th Year)	Month	24		
3.b	Monthly lump sum Maintenance charges for Tanot Village Camp (TVC) (1 st and 2nd Year)	Month	24		
	Monthly lump sum Maintenance charges for Tanot Village Camp (TVC) (3rd and 4th Year)	Month	24		
	Monthly lump sum Maintenance charges for Tanot Village Camp (TVC) (5th and 6th Year)	Month	24		
	Fire Service				
4.a	Monthly lump sum Operation Charge for Fire Service at DND-GPC, TOT-GGS & TVC (1 st and 2nd Year)	Month	24		
	Monthly lump sum Operation Charge for Fire Service at DND-GPC, TOT-GGS & TVC (3 rd and 4th Year)	Month	24		
	Monthly lump sum Operation Charge for Fire Service at DND-GPC, TOT-GGS & TVC (5 th and 6th Year)	Month	24		
4.b	Monthly lump sum Maintenance Charge for Fire Service at DND-GPC, TOT-GGS & TVC (1st and 2nd Year)	Month	24		
	Monthly lump sum Maintenance Charge for Fire Service at DND-GPC, TOT-GGS & TVC (3rd and 4th Year)	Month	24		

B.	Monthly lump sum Maintenance Charge for Fire Service at DND-GPC, TOT-GGS & TVC (5th and 6th Year)	Month	24		
	Force Majeure Day Rates :				
1	Force Majeures Day Rate for DND-GPC (1 st and 2nd Year)	Days	10		
	Force Majeures Day Rate for DND-GPC (3rd and 4th Year)	Days	10		
	Force Majeures Day Rate for DND-GPC (5th and 6th Year)	Days	10		
2	Force Majeure Day Rate for Tanot-GGS (1 st Year and 2nd Year)	Days	10		
	Force Majeure Day Rate for Tanot-GGS (3rd and 4th Year)	Days	10		
	Force Majeure Day Rate for Tanot-GGS (5th and 6th Year)	Days	10		
3	Force Majeure Day Rate for TVC (1 st Year and 2nd Year)	Days	10		
	Force Majeure Day Rate for TVC (3rd and 4th Year)	Days	10		
	Force Majeure Day Rate for TVC (5th and 6th Year)	Days	10		
	Standby Day Rate:				
1	Standby Date Rate for DND-GPC (1 st Year and 2nd Year)	Days	30		
	Standby Date Rate for DND-GPC (3rd and 4th Year)	Days	30		
	Standby Date Rate for DND-GPC (5th and 6th Year)	Days	30		
2	Standby Day Rtae for Tanot-GGS (1 st Year and 2nd Year)	Days	30		
	Standby Day Rtae for Tanot-GGS (3rd and 4th Year)	Days	30		
	Standby Day Rtae for Tanot-GGS (5th and 6th Year)	Days	30		
D.	Maintenance Day Rate: (During scheduled shutdown only)				
1.a	Maintenance Day Rate for DND-GPC (1 st Year and 2nd Year)	Days	60		
	Maintenance Day Rate for DND-GPC (3rd and 4th Year)	Days	60		
	Maintenance Day Rate for DND-GPC (5th and 6th Year)	Days	60		
1.b	Maintenance Day Rate for Tanot-GGS (1 st Year and 2nd Year)	Days	60		
	Maintenance Day Rate for Tanot-GGS (3rd and 4th Year)	Days	60		
	Maintenance Day Rate for Tanot-GGS (5th and 6th Year)	Days	60		
E.	Catering Service				
	1st and 2nd Year				
	Bed Tea/Coffee with biscuit	No	1500		
	Breakfast	No	1500		
	Lunch	No	1500		
	Evening Tea/Coffee with snacks	No	1500		
	Dinner	No	1500		
	3rd and 4th Year				
	Bed Tea/Coffee with biscuit	No	1500		
	Breakfast	No	1500		
	Lunch	No	1500		
	Evening Tea/Coffee with snacks	No	1500		
	Dinner	No	1500		
	5th and 6th Year				
	Bed Tea/Coffee with biscuit	No	1500		
	Breakfast	No	1500		
	Lunch	No	1500		
	Evening Tea/Coffee with snacks	No	1500		
	Dinner	No	1500		
F	Vehicle charges 4WD				
	1st and 2nd Year				
	Fixed charge with driver				

1	a) Vehicle ISUZU (2 nos), 4WD	Per Month	48		
	b) Bolero Camper/Tata camper, 4WD	Per Month	24		
	Running charges with AC:				
	a) Vehicle ISUZU (2 nos.), 4WD	KM	120000		
	b) Bolero Camper/Tata camper, 4WD	KM	63000		
	Running charges without AC:				
	a) Vehicle ISUZU (2 nos.), 4WD	KM	24000		
	b) Bolero Camper/Tata camper, 4WD	KM	21000		
2	3rd and 4th Year				
	Fixed charge with driver				
	a) Vehicle ISUZU (2 nos), 4WD	Per Month	48		
	b) Bolero Camper/Tata camper, 4WD	Per Month	24		
	Running charges with AC:				
	a) Vehicle ISUZU (2 nos.), 4WD	KM	120000		
	b) Bolero Camper/Tata camper, 4WD	KM	63000		
	Running charges without AC:				
3	a) Vehicle ISUZU (2 nos.), 4WD	KM	24000		
	b) Bolero Camper/Tata camper, 4WD	KM	21000		
	(5th and 6th Year)				
	Fixed charge with driver				
	a) Vehicle ISUZU (2 nos), 4WD	Per Month	48		
	b) Bolero Camper/Tata camper, 4WD	Per Month	24		
	Running charges with AC:				
	a) Vehicle ISUZU (2 nos.), 4WD	KM	120000		
	b) Bolero Camper/Tata camper, 4WD	KM	63000		
	Running charges without AC:				
	a) Vehicle ISUZU (2 nos.), 4WD	KM	24000		
	b) Bolero Camper/Tata camper, 4WD	KM	21000		

II. Total O & M Charges : Sum Total of Column (6) above.

III Additional/Optional Item

1	Excavation, Laying and Welding of 3-1/2" SS Flowline				
1.a	Excavation of Trench (minimum depth shall be 1.5 M and having approx. 600 mm width at the top and 300 mm at the bottom)	METRE	10000		
1.b	Laying & Lowering of pipe line to the bottom of the trench (The top surface of the backfilled trench shall be 300 mm over the original level for visual identification):	METRE	10000		
1.c	Welding of pipe joints including welding of butt welding fittings like Tee, Elbow, Flanges and Bends etc. (Consider 1 joint per 8 m)	NO	1250		
1.d	Hydraulic testing of Pipeline:	METRE	10000		
Total					

Total Estimated Value

(Sum Total of (I+II+III)) - INR

CHARGES FOR CATERING SERVICES : (In excess of 12 persons a day)

Note: No Charge for Catering services will be payable by the Company upto 12 number of Company designated personnel in a day. The rate quoted as above will be applicable only when the quantity for a particular meal (Bed Tea, Breakfast, Lunch, Evening Tea or Dinner) exceeds 12 (twelve) in a day. The amount in that case will be paid against the additional quantity of that particular meal only

NOTE:

1. Bidder shall note that no other charges apart from above shall be paid by COMPANY for providing the services mentioned under SCOPE OF WORK of Section-IV. Therefore, charges apart from above, if any, Bidder shall load in the above rates.
2. Assumptions made in respect of the number of days/parameters above for various operations are only for the purpose of evaluation of the bids. The Operator/ Contractor will be paid on the basis of the actual number of days/parameters as the case may be.
3. Quoted rates must be in compliance to following stipulations.
 - a. Mobilization charge should not exceed 1% of the annualized quoted O&M value.
 - b. Demobilization charge should not be less than 0.5 % of the annualized quoted O&M value.
 - c. Force Majeure day rate should be within 15% to 50% of the lump-sum operating & maintenance day rate (pro-rata per day) of respective unit.
 - d. Stand-by Day Rate should not exceed 85% of the lump-sum operating & maintenance day rate (pro-rata per day) of respective unit.

BID FORM

To
OIL INDIA LIMITED
For GM-C&P
RAJASTHAN FIELD
JODHPUR-342005

Sub: IFB No. CJI-6730-P22

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 sum not exceeding 10% of estd. Annual contract value 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 _____ 20__.

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

Tender No. : CJI-6730-P22

STATEMENT OF COMPLIANCE
(Only exceptions/deviations to be rendered)

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

(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.

FORM OF PERFORMANCE BANK GUARANTEE

To:

M/s. Oil India Limited

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 be restricted up to Rs.....
- 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 _____

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 Rajasthan Project Office at Jodhpur in the State of Rajasthan, 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/Terms of Reference/Technical Specification, (Part-3, Section-II)
- c) Special Conditions of Contract, (Part-3, Section-III)
- d) Schedule of Rates, (Part-3, Section-IV)
- e) Estimated CIF value of items at the time of import, (Proforma-A)
- f) Price Schedule Format, (Proforma-B)
- g) Bid Form, (Proforma-C)
- h) Statement of Compliance, (Proforma-D)
- i) Proforma of Bank Guarantee towards PP-LC (Proforma -L)
- j) Proforma of Bank Guarantee towards Ultimate Parent/Supporting Company (Proforma -P)

- k) Sample Agreement Form (Proforma-G)
- l) General HSE Guidelines (Appendix-A)
- m) Procedure for obtaining Labour Licence (Appendix-B)
- n) Undertaking regarding restrictions on procurement from a bidder of a country which shares a land border with India on the grounds of defence of India (Appendix-C)

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 Jodhpur, Rajasthan 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.

PROFORMA LETTER OF AUTHORITY

TO
GM (C&P)
Contracts & Purchase Department
Oil India Ltd., Rajasthan Project
Jodhpur-342005
Rajasthan, India

Sir,

Sub: OIL's IFB No. CJI-6730-P22

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.

AUTHORISATION FOR ATTENDING BID OPENING

Date: _____

TO

GM (C&P)

Contracts & Purchase Department

Oil India Ltd., Rajasthan Project

Jodhpur-342005

Rajasthan, India

Sir,

Sub: OIL's e-Tender No. CJI-6730-P22

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.

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 Tender no. CJI6730P22. The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

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

Section: 1 -Commitments of the Principal

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

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

3. The Principal will exclude from the process all known prejudiced persons.

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

Section: 2 -Commitments of the Bidder/Contractor

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

1. The Bidder/Contractor will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which 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.

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

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

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

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

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

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

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

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

2. The Bidder accepts and undertakes to respect and uphold the Principal's Absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

3. If the Bidder/Contractor can prove that he has restored/recouped the Damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

4. A transgression is considered to have occurred if in light of available evidence no reasonable doubt is possible.

5. Integrity Pact, in respect of a particular contract, shall be operative from the date Integrity Pact is signed by both the parties till the final completion of the contract **or as mentioned in Section 9- Pact Duration whichever is later**. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings

Section 4 -Compensation for Damages

1.If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.

3. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder/Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount or the liquidated damages, the Bidder/Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

Section 5 -Previous transgression

1. The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

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

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

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

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

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

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

Section: 8 -External Independent Monitor/Monitors

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to

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

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

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

Section:9 -Pact Duration

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

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

Section:10 -Other provisions

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

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

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

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

.....
For the Principal

Place.
Date .

.....
For the Bidder/Contractor

Witness 1:

Witness 2:

Proforma of Bank Guarantee towards Purchase Preference – Local Content

Ref. No. _____

Bank Guarantee No. _____

Dated _____

To

Oil India Limited

India

Dear Sirs,

1. In consideration of _____ (hereinafter referred to as OIL, which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and OIL having agreed that the CONTRACTOR shall furnish to OIL a Bank guarantee for India Rupees/US\$ _____ for the faithful fulfillment of conditions pertaining to Local Content in accordance with the value mentioned in the certificate of Local Content submitted by the contractor for claiming purchase preference under the Purchase Preference Policy (linked with Local Content).
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay to OIL immediately on first demand in writing any / all money to the extent of Indian Rs./US\$ (in figures) _____ (Indian Rupees/US Dollars (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by OIL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thin whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by OIL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operating against the bank.
3. The Bank also agrees that OIL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that OIL may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees the OIL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in OIL against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of OIL or any indulgence by OIL to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of OIL under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till OIL discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of OIL or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs./US\$(in figures) _____ (Indian Rupees/US Dollars (in words) _____) and our guarantee shall remain in force until _____(indicate the date of expiry of bank guarantee).

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

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

WITNESS NO.1

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

(Signature)
Full name, designation and address
(in legible letters)
With Bank Attorney as per power of
Attorney No. _____
Dated _____

WITNESS NO.2

(Signature)
Full name and official address
(in legible letters)

Provisions for procurement of Goods pertaining to Oil & Gas business activities covered under Purchase preference Policy (linked with Local Content) (PP-LC)

Purchase preference policy (linked with Local Content)(PP-LC) notified vide Letter No. O-27011/44/2015-ONG-II/FP dated 25.04.2017 & notification no. FP-20013/2/2017-FP-PNG dated 17.11.2020 and their subsequent amendments from MoP&NG, if any,

This tender will be governed by the Purchase preference policy (linked with Local Content) (PP-LC) of Ministry of Petroleum & Natural Gas, Government of India. Bidders are advised to refer notification no. O-27011/44/2015-ONG-II/FP dated 25.04.2017 & notification no. FP-20013/2/2017-FP-PNG dated 17.11.2020 and their subsequent amendments from MoP&NG, if any, and submit the necessary documents, declaration, undertaking etc. as per the policy guidelines along with their bid.

Bidders seeking Purchase Preference under PP-LC Policy shall be required to meet / exceed the target of Local Content (LC) as per the policy notification (Letter No. O-27011/44/2015-ONG-II/FP dated 25.04.2017 and notification no. FP-20013/2/2017-FP-PNG dated 17.11.2020 including the latest amendment thereto, if any).

At the bidding stage, the bidder shall provide Break-up of “Local Component” and “Imported Component” in the prescribed format of the policy document and submit / upload (in the e-procurement portal in case of e-tender) along with their price. **A copy of the same declaring the Local Component Percentage as per the policy should be uploaded alongwith techno-commercial unpriced bid without mentioning any price in techno-commercial bid.**

If the tendered quantity is not splittable / non-dividable / cannot be procured from multiple sources, the entire procurement value shall be awarded to the lowest techno-commercially qualified Class-I bidder, subject to matching with valid Class-II/NL bidder L1 rates. Else, the entire tender quantity shall be awarded to valid Class-II/NL Bidder, as applicable as per the policy.

In case a bidder is eligible to seek benefits under PP-LC policy as well as Public Procurement Policy for MSEs-Order 2012, then the bidders should categorically seek benefits against only one of the two policies i.e. either PP-LC or MSE policy. If a bidder seeks free of cost tender document under the MSE policy, then it shall be considered that the bidder has sought benefit against the MSE policy and this option once exercised cannot be modified subsequently. Tenders involving eligible/qualified MSME Vendors as well as LC Vendors, preference regarding placement of order shall be accorded to MSME Vendors in line with Public Procurement Policy over PP-LC Policy.

Evaluation of bids with reference to PP-LC policy shall be done by OIL based on the documents submitted by the bidder. OIL shall not be responsible for any incorrect/incomplete submission of documents by bidder leading to non-compliance to PP-LC policy and denial of benefits under the policy.

The bidder, who has been awarded the contract/Order after availing Purchase Preference linked with Local Content, shall have to submit additional Bank Guarantee (**format attached at Proforma-L**) equivalent to the amount of Performance Security against the tender.

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

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.

YEAR	TURN OVER In INR Crores	NET WORTH In INR Crores

Place :

Date:

Seal:

Membership No ..

Registration Code:

Signature :

FORM OF PERFORMANCE BANK GUARANTEE FOR PARENT COMPANY

To

**M/s OIL INDIA LIMITED (OIL)
RAJASTHAN FIELD
JODHPUR , RAJASTHAN - 342005**

WHEREAS (Name and address of Contractor) (hereinafter called "Contractor", which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) had undertaken, in pursuance of Contract No. to execute ----- (Brief Description of the Work) (hereinafter called "the Contract").

Further, M/s (Name of the ultimate parent) having its

registered/head office at is the **"Ultimate Parent"** of

"Supporting Company" M/s..... (Name of the supporting company with address)/M/s..... (Name of the Contractor with address, in case experience is taken from the ultimate parent) (hereinafter referred to as the 'SUPPORTING COMPANY'/ **"ULTIMATE PARENT"**, which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees). Based on the experience/technical strength of the **"Supporting Company"/ "Ultimate Parent"** (whichever is applicable), the CONTRACTOR has qualified for award of contract and has agreed to provide complete technical and other support to the CONTRACTOR for successful completion of the contract as mentioned above, entered between OIL and the CONTRACTOR and OIL having agreed that the **"ULTIMATE PARENT"**, shall furnish to OIL a performance guarantee for Indian Rupees/US\$ towards providing complete technical and other support to the CONTRACTOR for successful completion of the contract as mentioned above,

AND WHEREAS we have agreed to give the **"ULTIMATE PARENT"**, such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the **"ULTIMATE PARENT"**, up to a total of (Amount of Guarantee in figures)

(in words), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor / **ULTIMATE PARENT** before presenting us with the demand.

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

This guarantee is valid until the day of . The details of the Issuing Bank and Controlling Bank are as under:

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL
ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

SIGNATURE AND SEAL OF THE GUARANTORS

Designation

Name of Bank

Address

Witness

Address

Date:

Place:

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

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

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

The above message/intimation shall be sent through SFMS (indicating the Contract Number) by the BG issuing bank branch to Axis Bank, Jodhpur Branch, IFS CODE - UTIB0000057; SWIFT CODE: AXISINBB057.

Branch Address - Axis Bank Ltd, Prince Tower, Near Jaljog Circle, Residency Road, Jodhpur - 342003.

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

FORMAT OF BID SECURITY DECLARATION

(To be typed on the letter head of the bidder)

Ref. No _____

Date _____

Sub: Bid Security Declaration

Ref: Your tender No. CJI-6730-P22 Dated _____

To,
The GM-C&P (RF)
Contracts & Purchase Dept.,
OIL, Rajasthan Field, Jodhpur

Sir,

With reference to our quotation against your above-referred tender, we hereby undertake that;

If we withdraw or modify our Bids during the period of bid validity,
OR

In case of award of contract to us, if we fail to sign the contract, or submit the performance security before the deadline defined in the NIT,

OIL reserves the right to put us on suspension for a period of two years automatically without conducting any enquiry.

We undertake to unconditionally abide by the above declaration.

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)

GENERAL HSE POINTS

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

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

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

4.0 The Contractor shall provide a copy of SOP to the person designated by the Mine Owner/Agent/Manager who shall be supervising the Contractor's work.

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

6.0 The Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the Mine Owner a site

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

8.0 The Contractor shall submit to DGMS indicating – name of his firm Registration Number, name 7 Address of person heading the firm, nature of work, type of deployment of work persons, No. of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.

9.0 The return shall be submitted quarterly (by 10th of April, July, October & January) for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly.

10.0 It will be entirely the responsibility of the Contractor/his Supervisor/Representative to ensure strict adherence to all HSE measures and statutory rules during operation in Oil's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by the Company's Installation Manager/Safety Officer/Engineer/Official/Supervisor/Junior Engineer for safe operation.

11.0 Any compensation arising out of the job carried out by the Contractor whether related to pollution, Safety or Health will be paid by the Contractor only.

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

13.0 The Contractor shall have to report all incidents including near miss to installation manager/Departmental Representative of concerned department of OIL.

14.0 The Contractor has to keep a register of the persons employed by him/her. The Contractor's supervisor shall take and main attendance of his men every day for the work, punctuality.

15.0 If the Company arranges any safety class/training for the working personnel at site (Company employees, Contractor worker etc.) the Contractor will not have any objection to any such training.

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

17.0 To arrange daily tool box meeting and regular site safety meeting and maintain records.

18.0 Records of daily attendance, accident report etc. are to be maintained in Form B.E.J (as per Mines Rules 1955) by the Contractor.

19.0 A Contractor employee must, while at work, take reasonable care for the health and safety of people who are all the employee's place of work and who may be affected by the employee's act or omissions at work.

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

21.0 Contractor's arrangements for health for health and safety management shall be consistent with those for the mine owner.

22.0 In case Contractor is found non-compliant of HSE laws as required the Company will have the right for directing the Contractor to take action comply with the requirements, and for further non-compliance, the Contractor.

23.0 When there is a significant risk to health, environment or safety of persons or pace arising because of a non-compliance of HSE measure the Company will have the right to direct the Contractor to cease work until the non-compliance is corrected.

24.0 The Contractor should prevent the frequent change of his contractual employees as far as practicable.

25.0 The Contractor should frame a mutually agreed bridging document between OIL and the Contractor with roles and responsibilities clearly defined.

26.0 For any HSE matters not specified in the Contract document, the Contractor will abide the relevant and prevailing Acts/Rules/Regulations pertaining to Health, Safety and Environment.

27.0 The contractor shall comply and follow the regulations of OMR 2017 and any subsequent amendments

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.

APPENDIX-C

**Format for Undertaking by Bidders towards compliance of office memorandum
F.No. 6/18/2019-PPD dated 23rd 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 Authorized 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.

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

Ref. No _____

Date _____

Sub: Undertaking of authenticity of information/documents submitted

Ref: Your Tender No. CJI-6730-P22 **Dated _____**

To,
GM (C&P)
Contracts & Purchase Department
Oil India Ltd., Rajasthan Field
Jodhpur-342005
Rajasthan, India

Sir,

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

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory
Name :
Designation :
Phone No.
Place :
Date :
(Affix Seal of the Organization here, if applicable)

END OF TENDER DOCUMENT