

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPT, DULIAJAN

NIT/COVERING LETTER / INSTRUCTION TO BIDDERS (ITB)

OIL INDIA LIMITED invites applications from interested persons for the under mentioned services on the basis of one-person-one-vehicle per category as under:

1.1Tender No. / IFB No.	DCT3884P17												
1.2Description of Work / Service	Hiring services of 23 nos. of readily available TATA Sumo (Non-AC) /Bolero (Non-AC) vehicles of vintage not more than two years as on 01.01.2017 with all standard fittings and accessories for OIL’s operational areas in Assam and Arunachal Pradesh for a period of 02 (two) years.												
1.3Location of Work	<p>OIL’s operational areas in Assam and Arunachal Pradesh. Base Stations / Primary Locations of the vehicles will be :</p> <table><tr><td><u>Sl. No.</u></td><td><u>Base Station / Primary Location</u></td><td><u>Priority Nos.</u></td></tr><tr><td>i)</td><td>Duliajan</td><td>From 01 to 17</td></tr><tr><td>ii)</td><td>Moran</td><td>From 18 to 20</td></tr><tr><td>iii)</td><td>EPA/Digboi and Manabhum</td><td>From 21 to 23</td></tr></table>	<u>Sl. No.</u>	<u>Base Station / Primary Location</u>	<u>Priority Nos.</u>	i)	Duliajan	From 01 to 17	ii)	Moran	From 18 to 20	iii)	EPA/Digboi and Manabhum	From 21 to 23
<u>Sl. No.</u>	<u>Base Station / Primary Location</u>	<u>Priority Nos.</u>											
i)	Duliajan	From 01 to 17											
ii)	Moran	From 18 to 20											
iii)	EPA/Digboi and Manabhum	From 21 to 23											
1.4Period of Contract	02 (two) Years from the date of placement of the vehicle extendable by another 1 (one) year, if required (at the sole option of OIL).												
1.5Period of issue of Application Form at the office of the GM-CONTRACTS	21-02-2017 to 14-03-2017 (office working hours)												
1.6Period of Submission of Applications	21-02-2017 to 14-03-2017 (office working hours)												
1.7Tender Fee	<i>Rs. 1,000.00 (Applicable for the Successful Bidders and will be deducted from the Bid Security (EMD) amount.</i>												
1.8 Bid Security (EMD)	<p><i>Rs. 32,500.00</i> in the form of Pay in Slip issued from any one of the following banks of <u>Duliajan</u> in favour of OIL INDIA LIMITED, Duliajan :</p> <p>(i) Allahabad Bank, Duliajan (ii) Allahabad Bank, Tipling Tinali (iii) Allahabad Bank ,AGCL (iv) Canara Bank (v) Central Bank of India (vi) Indian Bank (vii) Indian Overseas Bank (viii) State Bank of India (ix) Union Bank of India (x) United Bank of India (xi) UCO Bank</p> <p>Proper copy of the Pay In Slip must be submitted at the office of GM-Contracts, Duliajan along with the offer (filed up application and other relevant documents).</p> <p>Successful Bidder’s Bid Security will be discharged upon the Bidder's signing of the contract and furnishing the performance security.</p> <p>The Bid Security will be forfeited:</p> <p>(a) If any Bidder withdraws their bid during the validity of the Priority List, or</p> <p>(b) If a Successful Bidder fails:</p> <p style="padding-left: 40px;">i) To sign the contract within reasonable time, and /or,</p> <p style="padding-left: 40px;">ii) To furnish Performance Security.</p> <p>(c) If the Bidder furnished fraudulent document/information in their bid.</p>												
1.9 Application submission location	To be submitted at the office of GM-Contracts , Contracts Dept., Oil India Ltd., Duliajan – 786602, Assam.												

- 2.0 Interested bidders may download the application form & other relevant formats from OIL's website (www.oil-india.com) or collect the same from the office of the DGM-CONTRACTS within the period mentioned above. Applicants(s) are to note that the application form & other relevant formats are to be downloaded /collected well in advance for timely submission of applications. OIL will not be held responsible for any delay in this regard.
- 3.0 **Application form & other relevant formats consist of the following:**
- (i) Application Format (Annexure-I) (2 Copies)
 - (ii) Format For Bidder details (Annexure-II)
 - (iii) Affidavit Format (Annexure-III)
 - (iv) Non-Dependent Joint Declaration Format for applicant whose parents are OIL employees (Annexure-IV)
 - (v) Bid Security amount of Rs. 32,500.00.
 - (vi) Valid Registration Certificate of the offered Vehicle and other documents mentioned in para 13.1 below.
- 4.0 At the time of Bid/ offer submission, applicants will have to submit duly filled up Application Format (Annexure-I) in duplicate, Format For Bidder details (Annexure-II) along with Court Affidavit in original as per Annexure-III and Joint Declaration (if applicable) in the form of Court Affidavit in original as per Annexure-IV. The applicants must also submit attested / self-attested valid Regd. Certificate of the offered vehicle. **Duly filled up Application Form along with all the relevant documents must be submitted to authorised personnel of Contracts Department, OIL. Please do not to submit your Application Form in the Tender Box/any drop box, it may lead to non consideration of the Application Form (Bid).** Duplicate copy of the Application Format (Annexure-I) with Application No. shall be returned to the applicant. The applications will be scrutinized and provisional selection will be made solely as per technical criteria & procedures outlined. The provisionally selected applicants shall then be considered for further processing.
- 5.0 Letter of Award (LOA) shall be issued to the provisionally selected parties.
- 6.0 The parties to whom LOAs have been issued will then have to sign the formal contract agreement and report to DGM (Transport) for placement of the vehicles within the date as mentioned in the LOA.
- 7.0 The contract shall be made in line with approved rates, terms and conditions of the tender. The details of the tender may be viewed at OIL's website www.oil-india.com and shall also be displayed at the notice board of Contracts Dept, Oil India Ltd., Duliajan.
- 8.0 Present requirement is for 23 nos. of vehicles (TATA Sumo/ Bolero). However, OIL reserves the right to hire more or less vehicles based on requirement(s). A Priority List of all the acceptable applicants will be made in a manner as mentioned in Para 13.0 below. This list will be valid for a period one month beyond the last date of placement as mentioned in Annexure A. As per Priority List LOAs will be issued to the bidders and bidders will be required to place their vehicles as per instructions given in LOAs. For Primary Locations and placement dates of the vehicles bidders are requested to refer Para 1.0 of Part III and Annexure A.
- 9.0 In case of any unprecedented Bundh /Holiday on the last date of submission and /or receipt of applications mentioned in the tender, the same shall be extended to the next working day except Saturday.
- 10.0 **PERFORMANCE SECURITY DEPOSIT:** Contractor has to submit a Performance Security Deposit amounting to 10% of annualized contract value to the Company within 2 (two) weeks from the date of Letter of Award (LOA). Details of the same is in Para 7.0 of Part I of the Tender.
- 11.0 The rates, terms & conditions of the contracts are as per MoS dtd.24.01.2014 and as detailed in SCC.
- 12.0 **TECHNICAL CRITERIA / SPECIFICATIONS FOR HIRING:** Applicants shall have to fulfill the following technical criteria / specifications :

Vehicles (TATA Sumo / Bolero) with vintage prior to 01.01.2015 shall not be accepted.

There is no restriction regarding vehicles with AC/Non-AC and/or 2WD/4WD. However, the rates shall be same for vehicles with AC/Non-AC and/or 2WD/4WD. Also, all types of vehicles shall be considered at par during evaluation. However, in the case of AC Vehicle(s), AC has to be dismantled before / at the time of placement of the vehicle(s).

Note for Para-12.0: Vehicles [TATA Sumo (Non AC)/ M & M Bolero (Non-AC)] running under existing contracts of OIL and are expiring in the year 2017 (if meets the vintage criteria as mentioned above) shall also be eligible for participation against this Tender; however, any such successful applicant(s)/bidder(s) will only be considered for issuance of LOA subject to release of the vehicle from the services by the Company (OIL) upon expiry of the contractual period. If required, Priority No. of such applicant(s)/candidate(s) will be degraded accordingly to match the date of expiry of the contract and subsequent release of the vehicle from the Company's (OIL's) services. However, if a vehicle running under an existing contract of OIL and the contract is valid beyond the last date of placement as mentioned in Annexure A then such vehicle(s) will not be considered against this Tender.

13.1 BID REJECTION CRITERIA (BRC)/Bid Evaluation Criteria (BEC): The applications shall generally conform to the technical specifications outlined under para 12.0 above with rates, terms and conditions as offered by Company.

- a) Applicants will be rejected in case vehicles offered do not conform to the required parameters stipulated in the technical specifications mentioned above (Para 12.0).
- b) The principle of one-person-one-vehicle only will be applicable to this tender. At any time if it is found any Applicant has submitted more than 1 Application (offer) then all the Applications (Offers) of that applicant will be rejected.
- c) Vehicles registered as commercial / professional vehicles only will be considered.
- d) The applicant shall fill up the requisite application form in all respects and also submit the requisite affidavit and other relevant declaration formats with proper & correct details affixing his/her signature & photograph on the application form. The same should be submitted at the office of GM-Contracts within the stipulated period mentioned in the tender. Applications shall not be issued after the last date of issue of application. Also, applications received after the deadline for submission as stipulated in the tender will not be accepted.
- e) The vehicle must be registered in the applicant's name only. Self Attested vehicle documents like Regd. Certificate, Insurance, Fitness Certificate, Road Permit, Pollution certificate etc. (which should be valid & up to date) are to be submitted along with the application. Failure to comply with the same shall lead to rejection of the applicant. In case the Insurance, Fitness Certificate, Road Permit, Pollution Certificate are not upto date at the time of submission of application, then the applicant/contractor shall have to submit the upto date documents (Insurance, Fitness Certificate, Road Permit, Pollution Certificate) within 15 days from the date of issue of LOA. If the upto date documents are not submitted within 15 days from the date of issue of LOA, then his/her offer will be rejected straightway, and the LOA issued shall stand terminated without any notice. However, Self Attested copy of valid Regd. Certificate must be submitted along with the Application; otherwise Application (offer) will be rejected.
- f) Applications will be rejected if the applicant's address happens to be of OIL's Quarters / Settlement Area / OIL Premises (excluding "OIL Market" & "Public Bus Stand", Duliajan). However, this clause shall not be applicable for Son(s)/Daughter(s) of OIL employees in service who are not dependent of the OIL employee as per OIL's policy. For non-dependent Son(s)/Daughter(s) of OIL employees, a joint declaration in the form of an affidavit affirming that the said applicant is "non-dependant" shall be submitted by the applicant & his/her parent as per specified format. The applicant will be considered for issuance of LOA only after confirming that the joint declaration is in order.
- g) If the applicant happens to be an employee or dependent of any employee of any Government / Quasi Government / Public Sector Undertaking, same shall be rejected.
- h) Applications shall be received from individuals only. If application is found to be from any firm / organization / enterprise / company then it shall be rejected.
- i) Age of the Applicant must be more than 18 years on the date of submission of application. If the age of the applicant is found to be below 18 years on the date of submission of application then such application will be rejected. Applicant has to submit Self Attested copy of any of the following document along with his/her offer as age proof certificate :

(i) Birth certificate issued by the district office of registrar of births and deaths, municipal authority or any other competent govt. authority ii) Passport or driving license iii) School certificate from the school last attended iv) An affidavit sworn before an executive magistrate / notary stating the place / date of birth, v) PAN Card.

- j) Applicant has to submit Bid Security (EMD) amount in the prescribed manner along with the offer; otherwise the offer will be rejected.

13.2 Selection Procedure for award of contract:-

(a) On receipt of an application, a four digit number will be allocated to each applicant. The allocated number will be considered for the draw of lots (lottery) to be held as per the schedule to select applicants provisionally against the tender. It must be understood that the provisionally selected applications after draw of lots will be strictly scrutinised as per BEC/BRC clauses and only those applicants fulfilling the conditions will be considered for further processing.

(b) 'Draw-of-lots' will be held at specified time on the specified dates mentioned in the tender at the office of GM-Contracts, OIL, Duliajan.

(c) Number of parties to be selected provisionally in the 'draw-of-lots' (lottery) against the tender is detailed in para 1.0 of SCC (Part III) of this Tender. Validity of the Priority list thus selected will be one month beyond the last date of placement as mentioned in Annexure A from the date of draw of lots to meet any future requirement.

(d) Before issuing LOA the vehicles of successful Bidders (provisionally selected bidders) need to be produced at the office of GM-Transport & FE along with the original documents for physical verification to ascertain the roadworthiness of the vehicle on a stipulated. Any vehicle found unsatisfactory during inspection shall not be issued LOA.

(e) Acceptable bidders will be issued "Letter of Award"(LOA) as per priority list as mentioned in Annexure A of this Tender.

14.0 IMPORTANT NOTES:-

The tender will be governed by the following bid documents:

- ☐ NIT/Covering Letter / ITB - Covering Letter with Instructions to Bidders (ITB).
- ☐ General Conditions of Contract - GCC
- ☐ Schedule of Quantity/Rates – SOQ/SOR
- ☐ Special Conditions of Contract - SCC
- ☐ Safety Measures - SM

Annexures - Application Format (Annexure-I), Bidder Details (Annexure-II), Court Affidavit (Annexure-III), Non-Dependent Joint Declaration Format (Annexure-IV), Priority No. wise Placement Dates and Primary Locations (Annexure A).

The complete tender details may be viewed in OIL's website <http://www.oil-india.com/> under National Tenders section.

15.0 TRANSFERRABILITY OF BID DOCUMENTS: The applications / bid documents are not transferrable and can be submitted only in the name of the bidder in whose name the application has been issued. Unsolicited offers will not be considered and shall be rejected outright. No application can be modified or withdrawn after the last date for submission of application.

16.0 AMENDMENTS: All corrigenda, addenda, amendments, time extension, clarifications etc. to the tender will be hosted on OIL's website only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website to keep themselves updated.

17.0 NOTIFICATION OF RESULTS: OIL shall display the results of successful applicants in the notice board at the office of GM-Contracts, Oil India Ltd., Duliajan, Assam.

**MANAGER (TS)
FOR GM – CONTRACTS
FOR RESIDENT CHIEF EXECUTIVE**

Seal & Signature of OIL official:**Application Serial No:**

APPLICATION FORMAT (Annexure – I)
Tender No: DCT3884P17 - Hiring of short term vehicles (2016-17)
 (To be submitted in Duplicate)

Application Serial No:

I hereby submit my application for participating in the above tender with details as below:-

- a) Category of Vehicle :
- b) Registration Number :
- c) Name of Registered Owner :
- d) Vehicle Model & Make :
- e) Month & Year of Manufacture :
- f) Date of Registration :
- g) Engine Number :
- h) Chassis Number :

Paste recent color photo
of Applicant
(3.5 x 4.5) cm

1.	Full Name of Applicant (in CAPITAL letters)		
2.	Father's Name (in CAPITAL letters)		
3.	Sex (Tick <input checked="" type="checkbox"/>) in appropriate box)	Male <input type="checkbox"/>	Female <input type="checkbox"/>
4.	Date of birth of Applicant	D D M M Y Y Y Y <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5.	Address of Applicant:- House No / Street Name: _____ Village / Town / City : _____ P.O. / P.S. : _____ _____ District: _____ PIN: _____ Telephone / Mobile No: _____ E-Mail ID : _____		
6.	OIL Vendor Code No : (if available, please provide or else tick <input checked="" type="checkbox"/> No)	If Yes (Code No) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No <input type="checkbox"/>
7.	Whether working in Central Govt/State Govt/PSU (Tick <input checked="" type="checkbox"/>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Whether dependent of any employee in Central Govt/State Govt/ PSU (Tick <input checked="" type="checkbox"/>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Whether non-dependent son/daughter of OIL Employee (Tick <input checked="" type="checkbox"/>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Copies of vehicle documents submitted (Tick <input checked="" type="checkbox"/>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Self Declaration: The information furnished by me in this format and enclosures are true and correct and I am solely responsible for their accuracy. In case any information provided by me is found to be false, my application is liable to be rejected and contract awarded to me, if any, shall also be terminated. I further hereby confirm my acceptance to all the rates, terms and conditions of the above noted tender.

Date: _____

(Signature of the Applicant)

TENDER NO: DCT3884P17

ANNEXURE – II

FORMAT FOR BIDDER DETAILS

(To be filled up by the Bidder / Applicant)

(TENDER NO: DCT3884P17)

(Hiring of short term vehicles for 2016-17)

Name of the Bidder/Applicant : _____

Father's Name: _____

Husband's Name (if applicable) : _____

Date of Birth: _____

Sex: _____

Registered Postal Address with PIN Code : _____

Telephone No : _____

Mobile No : _____

E-mail ID : _____

Fax No : _____

Vendor Code No. with OIL (if available): _____

PAN No : _____

VAT Regn. No (if available) : _____

Service Tax Regn. No (if available) : _____

BANK DETAILS OF BIDDER:-

(a) Name of Bank, Branch Code & Address : _____

(b) Account Type (Savings/Cash credit/Current) : _____

(c) Account No. (as appearing on Pass Book/Cheque Book) : _____

(d) IFSC Code of the Branch (For RTGS / NEFT) : _____

(e) 9 Digit MICR No of Bank & Branch as appearing on the cheque : _____

Yours faithfully,

Signature of Bidder / Applicant: _____

Name of Bidder / Applicant (in Capital Letters): _____

FORMAT FOR COURT AFFIDAVIT

(Annexure – III)

(TO BE SUBMITTED ALONGWITH THE APPLICATION IN ORIGINAL BY THE APPLICANTS)

(TENDER NO: DCT3884P17)

In the Court of the Magistrate at Date

I, Sri / Smti S/o / D/o(Father's Name) by religion
....., aged..... years, by occupation, resident of
..... P.O..... P.S..... Dist State
....., do hereby solemnly affirm and declare an oath as follows: -

1) That the deponent is presently residing at the above address with the family members.
2) That the deponent is not an OIL employee in service.
3) That the deponent is not a dependant of any OIL employee in service.
4) That the deponent is not an employee or dependent of any employee of any Government / Quasi
Government / Public Sector Undertaking.

5) That the deponent's age on the date of submission of application under the tender is not below 18
years.

6) That the deponent desires to supply one number of (Type
/Category of Vehicle), bearing (Registration Number) with all standard fittings & accessories as
supplied by the manufacturer and as specified in the tender (Tender No DCT3884P17), to be stationed at any place of
OIL's operational areas in Assam.

7) *That the deponent's address is not the same with any of OIL's Quarters / Settlement Area / OIL
Premises (excluding "OIL Market & "Public Bus Stand", Duliajan)

OR

* That the deponent's address is one of the OIL's Quarters / Settlement area / OIL Premises as the deponent is
son / daughter residing with OIL employee but not dependent on the said employee as per OIL's policy. (Separate
"Joint Declaration" by the deponent & the said employee of Oil India Limited is attached.

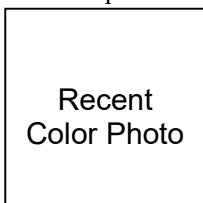
(*As applicable)

8) That the deponent has fully understood & agreed to accept the rates, terms and conditions of the
above tender, is fully conversant with the general terms and conditions of transport service contracts and also agrees to
abide by the same throughout the contract period (including any extension of the contract if granted by OIL in future).

The above statements are true to the best of my knowledge, belief and information.

In case the above statement of mine is found to be false / incorrect at any point of time, the contract shall stand
terminated and Company shall be at liberty to initiate necessary action as deemed fit against me.

The deponent Sri / Smti signs as



.....
.....

Passport size photo of the Applicant affixed herewith.

Identified by **(ADVOCATE)**

(DEPONENT)

Signed and sworn before me by the above named deponent on being Identified by Sri
Advocate on

MAGISTRATE / NOTARY

TENDER NO: DCT3884P17

JOINT DECLARATION IN THE FORM OF AFFIDAVIT BY THE APPLICANT'S PARENT WHO IS AN OIL EMPLOYEE & THE APPLICANT, IF APPLICABLE

(ANNEXURE – IV)

TENDER NO : DCT3884P17

Hiring the services of
.....

We, (1)Sri/Smt _____, age _____, son of Sri _____, and (2) Sri/Smt..... both resident of _____ P.S. _____ & P.O. _____, District _____, State _____ do hereby solemnly affirm and declare on oath as follows:-

1. That, above named deponent at (1) is an employee of Oil India Limited (OIL) having OIL Regd. No./Salary Code and resides at OIL Qtr No (detailed address) at Duliajan/Moran/Digboi.
2. That, above named deponent at (2) is the son/daughter of the above named deponent at (1)
3. That, aforementioned son/daughter is residing together with his/her parent at the aforesaid OIL Qtr.
4. That, aforementioned son/daughter has participated in the **Tender No. DCT3884P17** floated by Oil India Limited for Hiring the Services of
5. That, aforementioned son/daughter is not a dependent son/daughter as per the existing OIL policy.

The above statements are true to the best of our knowledge, belief and information and nothing material has been concealed.

The Deponents Sri _____ and Sri....., signs as

DEPONENTS

- 1) _____
- 2) _____

VERIFICATION

We, Sri _____ and Sri.....the above named deponents, do hereby verify on oath that the contents of the affidavit above are true to my personal knowledge and nothing material has been concealed or falsely stated.
Verified at _____ this _____ day of _____

DEPONENTS

- 1) _____
- 2) _____

IDENTIFIED BY:

(_____)

ADVOCATE:

Signed & sworn before me by the above named deponents on being identified by Sri _____, Advocate

NOTARY (Signature with Seal)

Part-I
GENERAL CONDITIONS OF CONTRACT – GCC

DESCRIPTION OF SERVICES:

Hiring services of 23 nos. of readily available TATA Sumo (Non-AC) /Bolero (Non-AC) vehicles of vintage not more than two years as on 01.01.2017 with all standard fittings and accessories for OIL's operational areas in Assam and Arunachal Pradesh for a period of 02 (two) years.

This service contract agreement (herein after referred to as Contract') made on this _____ day of _____, 20__ between OIL INDIA LTD, a body corporate and established under the Companies Act 1956, having its registered office at Duliajan, Assam, PIN - 786602 (hereinafter called 'Company' which expression shall unless otherwise provided, include its executors, successors, administrators and permitted assignees) on one part

AND

Shri/Smti/M/s..... carrying on business as proprietor / partners / Company under the name and style of _____ and having his/her/their Registered/Main Office in the State of _____ and governed by the Indian Laws (hereinafter called the "Contractor") which expression unless repugnant to the context shall include its Executors, Successors, Administrators and permitted Assigns on the other part.

Whereas, the Company desires to hire the above mentioned services.

Whereas, the Contractor represents that he/she/they has/have adequate capacity to undertake the aforesaid service and is equipped with fully trained personnel capable of adequately operating and providing the required services.

NOW IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1.0 DEFINITION AND CONDITIONS GOVERNING THE SERVICES

In this contract, unless the context otherwise requires:

- 1.1 "AGREEMENT" means this service agreement.
- 1.2 "AREA OF OPERATIONS" means the Company's oilfield operations in the States of Assam and Arunachal Pradesh.
- 1.3 "BASE STATION" means the station as set out in Part-II (SOQ/SOR) hereof where the vehicle(s) / equipment shall be permanently based, (i.e. based for minimum period of 10 (Ten) days at a stretch) which may be changed at the discretion of the Company.
- 1.4 "BID OPENING DATE" means the date on which the Tender was opened by the Company against the finalisation of this agreement.
- 1.5 "BREACH OF CONTRACTUAL OBLIGATION" means amongst others also the following:
 - i) Carriage of unauthorised passengers by the Transport Supplier while under this agreement with the Company.
 - ii) Unauthorised use of the vehicle(s)/equipment when released to the Transport Supplier for undertaking its deployment for any other business purpose.
 - iii) Withdrawal of vehicle(s)/equipment from the service before expiry of the term of this Agreement for any reason whatsoever without the consent/instruction of the Company Engineer and;
 - iv) Failure of the Transport Supplier to place the vehicle(s)/equipment for periodic inspection as per schedule as directed by Company's Engineer.
 - v) Failure to park the vehicle(s)/equipment after release on close of working hours at place designated by Company's Engineers.
 - vi) The vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any.
- 1.6 "COMPANY" means Oil India Limited.

- 1.7 **"COMMENCEMENT OF SERVICE"** means the date of placement of the first vehicle / equipment under this Agreement.
- 1.8 **"COMPANY ENGINEER"** means the following:
- i) DGM-Transport or his nominee in case of the following events:
 - a) Initial and subsequent inspection of vehicle(s)/equipment;
 - b) Scrutiny of documents regarding Transport Supplier's compliance with the requirements under this agreement for permits, licenses, insurance documents, employees roster etc;
 - c) Initial placement of vehicle(s)/equipment with a user departmentor
Daily allocation of vehicle(s) / equipment in the area of operations of the Company;
 - d) Release of vehicle(s)/equipment upon conclusion of this agreement;
 - e) Assessment of time to be allowed for repairs in case of accident;
 - f) Release of vehicle(s)/equipment and termination of this agreement in case of complaints as to its deteriorated mechanical condition
- or
-
- Unruly behavior of the crew or repeated defaults by the Transport Supplier; and
- g) Instruct Transport Supplier to replace by more suitable hand of Driver(s)/crew engaged for operating the vehicle/equipment.
- ii) The Head of the user department or his/her nominee in case of the following:
- a) Normal day-to-day operation of service after placement under the respective department;
 - b) Release of vehicle(s)/equipment for maintenance/inspection/fuelling
 - c) Release of vehicle(s)/equipment for daily/periodic fuelling;
 - d) Allotment of daily duties and timings for reporting and release;
 - e) Certification of daily log sheets;
 - f) Authentication of monthly statement-cum-bill
 - g) Determination of undisputed instances of shutdown or standby, liquidated damages and penalties for defaults on breach of contract.
- iii) GM-Contracts in case of the following events:
- a) Release/forfeiture of Security Deposit/Earnest Money (Bid Security);
 - b) Any dispute under this Agreement as to the Transport Supplier's obligations or otherwise;
 - c) Determination of instances of shut down or standby due to Force Majeure, Bundhs etc. or defaults or otherwise in case of dispute by the Transport Supplier.
- 1.9 **CREW:** Means Supervisors, Operators, Drives, Handymen/ Helper(s)/Jugalees attached to the vehicle(s)/equipment, as defined in the Clause: 1.13, 4.10.
- 1.10 **"DUE DATE OF PLACEMENT"** means the date stipulated in Clause No.8, Part-II (SOQ/SOR) hereof.
- 1.11 **"DETERIORATED CONDITION OF VEHICLE/EQUIPMENT"** means any vehicle(s) / equipment found not acceptable to Company's Engineer after mechanical inspection or/and vehicle(s) / equipment found to be unworthy of undertaking the services envisaged under the provisions of this Agreement or/and vehicle(s)/equipment which is/are facing repeated breakdown due to inadequate, improper and timely repairs and maintenance and / or vehicle(s)/equipment refused by the Company's Engineer/user department as being unfit.
- 1.12 **"DAILY LOG BOOK"** means the format as may be certified by the Company's Engineer on a day-to-day basis during the tenure of this Agreement.
- 1.13 **"DRIVER / OPERATOR"** means an individual possessing sound mental and physical health who must be in possession of an appropriate professional Driving License and P.S.V. Badge issued by the Regional Transport Authority who is having jurisdiction over the area of operations of the Company, who is (are) engaged by the Transport Supplier and provided with the service envisaged under this Agreement, cost whereof included in the fixed charge per month.
- 1.14(A) **"DEFAULT"** means any of the following commissions or omissions by the Transport Supplier or his/her crew which will lead to shut down of vehicle(s) and/or breach of contractual obligations:-
- a) Delay in initial placement of vehicle(s) beyond the stipulated date;

- b) Unsuitability of the Driver or assigned/Attendant and/or working crew;
- c) Drunkenness and intoxication of the driver and/or the Attendant/crew;
- d) Non-availability of vehicle(s)/equipment due to any reason, whatsoever, including but not limited to the following conditions:-
 - i) Deteriorated mechanical condition of the vehicle(s)/equipment and/or breakdown;
 - ii) Due to inadequate routine maintenance
 - iii) Time taken for routine servicing / maintenance in any particular month in excess of time allowed for such maintenance in any month
- e) Non-possession of valid permits and licenses for the crew and vehicle(s)/equipment;
- f) Non-supply of fuel;
- g) Delay in placement of vehicle(s)/equipment on any day as per the instruction of the Company's Engineer and / or unauthorized and untimely release of vehicle(s)/equipment on any day without prior permission and authorization from the Company Engineer during the tenure of this Agreement;
- h) If the Transport Supplier bases the vehicle(s)/equipment at a station other than the stipulated Base Station without the authorization of the Company Engineer;
- i) Non-availability of vehicle(s)/equipment due to defects detected upon periodic inspection/tests by the Company;
- j) Non-rectification of defects expeditiously upon detection by the Company Engineer upon inspection/test undertaken by the Company;
- k) Non-availability of equipment/vehicle(s)/ crew beyond 48(Forty Eight) Hours allowable for repair / maintenance time per month;
- l) Non-availability of the vehicle(s)/equipment or crew when required by the Company's Engineer; and
- m) Failure on part of the Transport Supplier to discharge his/her obligations as set out in Clause 4.0 hereof and/or failure on part of the Transport Supplier to abide with particular instructions as set out in Clause 5.0 hereof and/or failure on part of the Transport Supplier to obey the instruction of the Company's Engineer as set out in Clause 6.0 hereof.
- n) Any other acts or omissions by the Transport Supplier or his/her crew whether specified or not hereof which disrupt the continuity of the service envisaged under this Agreement.
- o) Non-availability of equipment/vehicle(s)/crew when the Company's operations are normal;
- p) Non-availability of services due to unauthorized/lightening strike by Transport Supplier or his/her crew for any reason whatsoever. The period of non-availability of services will be treated as shutdown.

1.14(B) In case of defect not leading to shutdown, the Company's Engineer shall notify the Transport Supplier to remedy the defect within reasonable time and till such defect is remedied, if necessary the vehicle(s)/equipment shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.

1.15 **"FIXED CHARGE PER MONTH"** means fixed charge mentioned under of Part-II(SOQ/SOR) hereof which will be inclusive of depreciation, parking fee if applicable, all applicable taxes & duties (but excluding Service Tax) as applicable, insurances, wages and other emoluments of Operator/Driver(s) /Helper(s) / Jugalees and other operation staff/crew inclusive of relief Operator / Driver(s) / Helper(s) / and other operating staff/crew, which the Transport Supplier will have to engage and provide at all times essentially for the continuous operation of the service envisaged under this Agreement. The Transport Supplier shall have to ensure full compliance with Motor Vehicles Act 1988 and Motor Transport Workers Act 1961 and the Rules framed there under all other applicable statutory acts as may be in force from time to time governing the engagement of staff, their conditions of service which must include minimum wages as per the aforesaid Acts, Statutory/weekly offs, holiday, overtime, annual leave etc. The Fixed Charges payable under this Agreement shall be deemed to be inclusive of all payments to be borne by the Transport Supplier on all such accounts . Fixed charge also includes the cost of consumables as may be required for stipulated normal hours of duty at a stationary place when there is no km run. Fixed Charge per Month is exclusive of PF, ESI, Cost of Uniform and any other reimbursable charge/payment as mentioned MoS dated 24.01.2014.

1.16 **"HOLIDAY"** means the National Holiday defined under the Motor Transport Workers Act, 1961 as may be in force from time to time, which the Transport Supplier would be required to give to his/her Crew as per the aforesaid Act.

1.17 **"NORMAL HOURS/TIMINGS OF DUTY"** means the duty hours, which may be stipulated or instructed by the Company's Engineer.

- 1.18 **"HANDIMEN/HELPER/JUGALEE"** means such crew engaged by the Transport Supplier and provided with the vehicle/equipment, cost whereof is included in the Fixed Charge per month.
- 1.19 **"INSPECTION"** means initial/periodic inspection carried out by the Company's Engineer to ascertain road worthiness of the vehicle(s)/equipment along with necessary Permits, Insurance etc. for the vehicle(s)/equipment as well as all the Crew engaged against this contract. The Company's decision in this regard shall be final.
- 1.20 **"INSURANCE"** means comprehensive insurance of the vehicle(s)/equipment and shall include insurance of the crew.
- 1.21 **"LICENCE AND PERMITS"** means any and all of the following which must be valid and updated periodically by the Transport Supplier to the satisfaction of the Company:-
- a) Professional driving license(s) and P.S.V. badge(s) for the driver(s)/Operator(s);
 - b) Registration Book(s) with endorsement of Road Tax;
 - c) Permits for plying the vehicle(s)/equipment for commercial purpose as may be required;
 - d) Road permits;
 - e) Fitness certificate
 - f) Innerline permit(s) for Arunachal Pradesh.;
 - g) Comprehensive insurance certificate(s) both for vehicle(s)/equipment as well as Crew;
 - h) Any other as required under law in force;
 - i) Pollution under control certificate
- 1.22(a) **"LIQUIDATED DAMAGES"** means pro-rata fixed charge per hour rate payable by the Transport Supplier in case of Default as mentioned in Para 1.14(A) sub clause (b) to (n) which shall be levied for the shutdown period on the basis of 0.5(Zero Point Five) times the rate subject to maximum of 12(Twelve) hours in a month arrived at on a cumulative basis. In case of continuing default beyond 12(Twelve) cumulative hours in a month, it would be treated, as breach of Contract and penalty as per clause No.1.27 will only be applicable.
- 1.22(b) **"SPECIAL LIQUIDATED DAMAGES"** means the amount payable by the Transport Supplier in case of default as mentioned in para 1.14 (A) sub clause (o) & (p) which shall be levied at the rate of twice the prorata fixed charge per day. Special L.D. shall be levied irrespective of whether such default resulted in a shutdown for the whole day or part thereof.
- 1.23 **"LEAVE"** means Annual Leave to be granted to the Crew who are employees of the Transport Supplier as per the stipulations of The Motor Transport Workers Act, 1961 as may be in force from time to time.
- 1.24 **"MONTHLY KILOMETREAGE STATEMENT CUM BILL"** means the format specified by the Company.
- 1.25 **"HELPER/MAZDOOR"** means an unskilled labourer employed by the Transport Supplier who may be engaged as per the requirements of the Company from time to time along with vehicle/equipment, in respect of whom payment shall be made as per the rates of Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time in force under the MTV Act from time to time.
- 1.26(a) **"PRO-RATA FIXED CHARGE PER DAY"** means the Fixed Charge per month as per Item No.10 of Para 11.0 ,Part-II(SOQ), divided by 30(Thirty) days.
- 1.26(b) **"PRO-RATA FIXED CHARGE PER HOUR"** means the amount accrued at per Clause 1.26(a) divided by 24 (Twenty Four) hours.
- 1.27 **"PENALTY"** means the amount payable by the Transport Supplier in the event of breach of contract as stated in clause 1.14 which shall be at a rate of the pro-rata fixed charge per day. Penalty shall be levied irrespective of whether such breach resulted in a shut down or otherwise.
- 1.28 **"REGISTRATION"** means the vehicle(s)/equipment having registration in the name of the Supplier(s)/Firm with the R.T.O. /D.T.O. having jurisdiction in the area of operations of the Company.
- 1.29 **"RUNNING CHARGE PER KILOMETER"** means the rates stipulated in Item No.10 of Para 11.0 , Part II (SOQ) hereof and shall be deemed to include all the expenditures of the Transport Supplier viz., cost of fuel, tyre / tube, battery & consumables like lubricants etc. and other maintenance expenditures including accessories involved towards movement of the vehicle(s)/equipment.

- 1.30 **"STIPULATED HOURS OF SERVICE PER DAY"** means hours of duty per day, normal hours/timings of duty whereof shall be determined by the Company's Engineer for which fixed charge shall be payable.
- 1.31 **"STATUTORY ACTS"** means all the State and Central Government statutes and regulations effecting the operation of the services under this Agreement as may be in force from time to time and shall particularly include but not be limited to the following:
- a) The Motor Vehicle Act, 1988,
 - b) The Motor Transport Worker's Act, 1961,
 - c) The Contract Labour (Regulations & Abolition) Act, 1970,
 - d) The Minimum Wages Act, 1948,
 - e) The Employees Provident Fund & Miscellaneous Act, 1952,
 - f) The Oil Mines Act, 1972 and Oil Mines Regulation, 1984,
 - g) The Workmen Compensation Act, 1923 &
 - h) Industrial Disputes Act, 1947
 - i) Industrial Employment (Standing Order Act, 1946)
 - j) Inter-state Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
 - k) Payment of Wages Act, 1936.
 - l) Any other Act as applicable from time to time.

The Transport Supplier shall be solely responsible for compliance with all statutory acts at all times during the tenure of the service Agreement.

- 1.32(a) **"SHUT DOWN"** means disruption/non-availability of the Transport Service due to any of the defaults in Clause 1.14(A).
- 1.32(b) **"SHUT DOWN"** shall also mean the non-availability of the Transport service due to an accident.
- 1.33 **"STAND BY"** means any of the following "-
- a) Payable fixed charge although the services are not available due to the following:-
 - i) For maintenance up to 48(Forty Eight) hours per month, counted from the beginning of the month, the Company shall pay the fixed charge on certification from the Head of the User Department that the shut down was due to maintenance of the vehicle(s)/equipment. This facility will be limited to maximum of 4(Four) instances in calendar month. Any excess shut down over 48 hours for maintenance shall be treated as default and Clause No.1.22 shall be applicable. Accumulation may be allowed up to a maximum of 4(Four) days i.e., 96(Ninet Six) hrs in a space of 3(Three) months which the Transport supplier will notify in writing at least 5(Five) days in advance. In case it is not availed in a space of 3(Three) months the facility will stand lapsed for that period. Shut down due to minor breakdown of the vehicle(s)/equipment (i.e., punctured tyre, minor mechanical adjustment etc.,) involving downtime up to a maximum of 1(One) hour shall not be included in the 48 (Forty Eight) hours time or counted towards shutdown which shall be allowed not more than 3(Three) instances in a calendar month.
 - ii) Re-fuelling time for the vehicle(s)/equipment stationed at Duliajan which shall not be more than 30(Thirty) minutes and not involving more than 5(Five) km at any instance subject to a maximum of 8(eight) re-fuelling in a calendar month. For vehicle(s)/equipment stationed at other base station the time and kms will be determined by the Company's Engineer considering the distance from the nearest petrol pump and subject to the maximum of 8(Eight) re-fuelling in a calendar month. In exceptional cases where running of the vehicle(s)/equipment is/are more than 3500(Three Thousand Five Hundred) Km/month, the Head of the user department will determine the additional no. of re-fuelling required. This Kilometer and time will not be charged to the Transport Supplier.
- 1.34 **"STATUTORY OFF"** means the off day per week or the compensatory off day in lieu thereof which the Transport Supplier is required to give to his/her operating crew as per the Motor Transport Workers Act, 1961 in respect of which adequate relief driver/crew shall be provided at no extra cost.
- 1.35(a) **"TAXES AND DUTIES"** means APGT Tax, Road Tax, Fitness Fee, Road Permit Fee, Registration Fee, Inter-State Permit Fee for vehicle(s)/equipment and crew etc. as may be due and payable by the Transport Supplier entirely at his/her own cost towards operation of the services envisaged under this agreement. Service Tax, if applicable, shall be to the Company's account. However, Service Tax portion payable directly by the Service Provider (if applicable) shall be reimbursed to the Contractor on the basis of documentary evidence.

Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall rest entirely upon the Contractor.

- 1.35(b) Taxes and duties shall also mean deduction of Tax at source from the payments made to the Transport Supplier towards operation of the services envisaged under this Agreement at the rates as may be in force from time to time under the Income Tax Act, 1961 or any other Act which requires deduction of tax at source which may be in force from time to time.

- 1.36 Substantial control of the vehicles hired against this tender / contract will rest with the contractors.

2.0 DESCRIPTION OF WORK:

- 2.1 All work performed by the Transport Supplier shall be continuous, on day to day basis as set down in Schedule of Service, Units and Rates described in Part-II (SOQ/SOR) hereof which Part-II (SOQ/SOR) forms and constitutes part and parcel of this Agreement, read in conjunction with the particular specification and instruction contained in Part-III (SCC) hereof which Part-III (SCC) also forms and constitutes a part and parcel of this Service Agreement. All the 3(Three) Parts of this service agreement will be read and construed together with the related Annexure.

- 2.2 Transport Supplier shall provide the transport service with vehicle(s)/equipment as determined in Part-II(SOQ/SOR) hereof and shall be responsible for all actions necessary for day to day running and maintaining the services on a continuous basis in an efficient and adequate manner. The Transport Supplier shall be responsible for timely payment of all applicable taxes, fees, insurances for smoothly operating the services envisaged under this agreement including all capital investments and operating expenses as may be necessary and incidental in relation thereto.

- 2.3 The rates agreed/accepted by the Transport Supplier as set-out in Part-II(SOQ/SOR) hereof are inclusive of all expenses mentioned hereof and such other similar charges as may be required including payment to his/her operator(s), Driver(s), Crew and other staff as per the provisions of the Motor Vehicles Act, 1988 and other Statutory Acts. The rates stipulated in Part-II (SOQ/SOR) hereof shall be firm and final and no escalation whatsoever except as may be stipulated otherwise shall be admissible on any account.

- 2.4 The Transport Supplier shall supply and maintain the services of all vehicles EVERY DAY with Operators, Driver(s), Attendant(s), Helper(s) / Jugalees/Mazdoor(s) (wherever applicable) as may be required by the Company.

- 2.5 The Transport Supplier shall hereby undertake to pay to his/her Crew/Staff reasonable/fair wages which are not less than the wages payable under the Minimum Wages Act as applicable to Motor Transport Workers in the area of operations of the Company as may be in force from time to time during the currency of this Agreement. He further undertakes to pay all his/her operating staff working under this Agreement the due wages in time including any arrears of wages which may arise due to amendments in future to the above mentioned Act.

3.0 MANNER OF CONDUCTING WORK:

The Transport Supplier shall carry out all operations hereunder with due diligence, in a safe and workmen like manner and in accordance with the accepted practice and safety rules of the Company in the area of its operations.

4.0 OBLIGATIONS OF THE TRANSPORT SUPPLIER:

- 4.1 The Transport Supplier shall observe and abide by all the Statutory Acts and shall be primarily and solely responsible for observance of the rules and regulations stipulated hereunder.

- 4.2 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of vehicle(s)/equipment or operations of the services envisaged under this agreement including liability under the Statutory Act or any other liability as may arise due to operation of this agreement and the Company shall not be held liable or responsible for any such claim in any manner whatsoever. The Statutory requirements and obligations to be performed under the Statutory Acts affecting the operations of the services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility. Be it stated particularly that the Transport Supplier hereby undertakes to fully implement entirely at his/her own cost all the provisions of the Motor Transport Workers Act, 1961 and other Statutory

Acts as may be in force from time to time and the rules framed there under as may be applicable to the operation of the service envisaged under this agreement in the area of operations of the Company.

- 4.3 The Company shall not be liable for any dues, statutory or otherwise claimed by the employees/workmen employed by the Transport Supplier for the services rendered under this agreement and all such claims, statutory or otherwise or operation of any settlement or award in favour of the employees/workmen employed by the Transport Supplier will be solely against the Transport Supplier and not against the Company. Be it expressly stated that any demands whether present or future by the employees deployed by the Transport Supplier against the services envisaged under this agreement shall have to be settled and satisfied by the Transport Supplier solely and in the event of any loss or inconvenience or disruption that may result because of any non-settlement of such demands which may lead to a disruption of service envisaged under this Agreement shall also be deemed as a default.
- 4.4 The Company shall neither entertain any demands from the employees of the Transport Supplier nor deal directly or indirectly with any recognised or un-recognised unions of such employees. Be it expressly stated that it shall be primarily and solely the responsibility of the Transport Supplier to deal, interact and settle any demands or disputes of his/her employees individually or through any unions or otherwise and the Company shall not mediate in this matter at all.
- 4.5 Any unsettled disputes between the Transport Supplier and his/her employees leading to a legal or illegal strike by them would have to be settled by the Transport Supplier expeditiously. In the event of such a strike, whether legal or illegal, the vehicle(s)/equipment shall be treated as shut down. Any failure on the part of the Transport Supplier to settle the disputes expeditiously or with reasonable dispatch which results in interruption of the services envisaged under this Agreement would be considered as a default under this agreement and the agreement would be terminated at the discretion of the Company. The Transport Supplier shall, however, be given reasonable opportunity by the Company to explain that the cause of the dispute was not due to delay on his/her part or due to failure to implement the statutory obligations under the Statutory Acts as stipulated hereof. In the event if it is proved that the Transport Supplier was in default as mentioned here above, the Company shall have the option to terminate the Agreement forthwith and the Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.
- 4.6 The Transport Supplier shall ensure that the vehicle(s)/equipment deployed under this service agreement do not cause any damage to the Company's properties. In the event of any such damages, the cost of repair in respect thereof as determined by the Company's Engineer shall be deducted from the Transport Suppliers outstanding bills. The Company's decision in this regard shall be final and binding.
- 4.7 Any normal hours/timings of duty will be decided by the Company's Engineer and shall be binding on the Transport Supplier. The normal hours of duty/timings may be changed from time to time at the discretion of the Company and the Transport Supplier shall be obliged to accept such changes.
- 4.8(a) The Transport Supplier will park the vehicle(s)/equipment at his/their own parking yard or at Company's yard as directed by the Company's Engineer at the end of the day's work. The Transport Supplier found violating this will be liable for breach of Contract.
- 4.8(b) The Transport Supplier may be asked by Company's engineer to make his/their own arrangement for parking the vehicle/equipment within 5(five) km. from the Industrial Gate of the base station on round the clock basis with ready availability of the services of the crew in such a manner that the vehicle(s)/equipment can be deployed for any specified duties immediately on receipt of the instructions from the Company's Engineer.
- 4.9 The Transport Supplier must place the vehicle(s)/equipment for duties in time on any particular day as per the instructions of the Company's Engineer. In the event of failure to adhere to the foregoing or in the event of unauthorized release of vehicle(s)/equipment before completion of the normal duty hours, the vehicle(s)/equipment shall be treated as shut down and will attract the liquidated damages for each such failure.
- 4.10 The vehicle/equipment should be supplied with the services of Operator / Drivers / Handymen / Helpers / Supervisor /Attendant on duty hours basis, cost in respect thereof is included in that fixed charge per month as per clause No.1.15.

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- 4.11 The Transport Supplier shall keep the vehicle(s)/equipment roadworthy throughout the contract period by complying with the statutory requirement, failing which the vehicle(s) will be treated as shut down.
- 4.12 The Transport Supplier should ensure that the Driver(s)/Helpers/Jugalees/Mazdoors (as applicable) are available every day, i.e. on Holidays, Sundays, off days or during leave of the regular drivers/crew as per the requirements of the Company's Engineer. In the event of failure to do so would tantamount to a default and the vehicle(s)/equipment shall be treated as shut down, in which case the liquidated damages shall be deducted from the Transport Supplier.
- 4.13 The Transport Supplier must maintain a register incorporating particulars with the name(s) of the Operator / driver(s) / handymen / Attendant(s) / Crew engaged by the Transport Supplier and the aforesaid be required to sign the register maintained for this purpose, for monitoring their daily attendance, off days; holidays and leave roster etc. This will ensure proper roster of the crew in respect of compliance with the various Statutory Acts. This register must be available for inspection by the appropriate authorities as and when required. The Transport Supplier will be required to submit a certificate to the Company every month along with the Monthly Statement-Cum Bill in the specified format to the effect that all statutory requirements effecting the operations of the service under this agreement under various Statutory Acts have been complied with.
- 4.14 The Transport Supplier shall undertake only journeys authorized by the Company's Engineer. Any unauthorized journeys shall be treated as breach of Contract and shall attract penalty for each such occurrence without prejudice to the Company's right to terminate the agreement without any compensation to the Transport Supplier on any account whatsoever.
- 4.15 The Transport Supplier would be required to submit the statement of payments made to his/her crew employed on the Service envisaged under this agreement as and when required by the appropriate authorities.
- 4.16 The Transport Supplier shall indemnify the Company against any claims by the driver(s)/crew on account of payment of wages, bonus, perquisites etc.
- 4.17 The Transport Supplier shall operate the service envisaged under this Agreement in an efficient, workmen like manner as per the instructions of the Company's Engineer. The Transport Supplier shall abide by the Company's Engineer instructions always and ensure continuous uninterrupted service on day-to-day basis.
- 5.0 **PARTICULARS, SPECIFICATIONS AND INSTRUCTION TO THE TRANSPORT SUPPLIER:-**
- 5.1 The Transport Supplier shall instruct his/her crew suitably to ensure that while driving speed limits as enforced are necessarily observed. Any violation of law due to crossing of the speed limits shall have to be addressed by the Transport Supplier entirely at his/her own cost.
- 5.2 The vehicle(s)/equipment described/set out in Part-II hereof must be equipped with all standard fittings, accessories, instruments etc., and shall be at all times fully conform with all provisions of the Motor Vehicles Acts, 1988.
- 5.3 The vehicle(s)/equipment must all times be comprehensively insured against all risks.
- 5.4 The Operators / Driver(s) must possess valid and relevant professional licenses.
- 5.5 The vehicle(s)/equipment must be registered with the DTO and periodic requirements of fitness, test, must be complied with the evidences produced to the Company's Engineer in this regard as and when required by him.
- 5.6 The vehicle(s)/equipment must at all times be licensed by the appropriate Govt. authority having jurisdiction in the operating areas of the Company to ply on commercial basis and to carry passengers including crew and goods as applicable and within the designed load capacity.
- 5.7 The Transport Supplier must ensure timely renewals of all licenses and permits and certificates within the due dates.
- 5.8 The Transport Supplier shall provide at his/her own cost the accommodation/housing for his/her employees, sheds for repairing and servicing of vehicle(s)/equipment, land/garages for parking of the vehicle(s)/equipment (wherever applicable) in and around the base station.

- 5.9 During the course of the day-to-day operations, the vehicle(s)/equipment may be required to ford or ferried through various rivers. The Transport Supplier will not object to such crossing and shall not be entitled to any additional charges.
- 5.10 The vehicle(s)/equipment must be maintained in first class road worthy condition along with uniform standards of safety and comfort to passengers as initially provided for at the time of acceptance of the vehicle(s) on the date of placement.
- 5.11(a) Hour meter, Speedometer and kilometreage gauge must be maintained at a high standard of accuracy. Any defects noticed by the Company's Engineer at the initial and subsequent periodic inspections must be rectified forthwith by the Transport Supplier at his/her own cost. Until such rectification, the readings of the instrument will be subject to such correction factor as may be determined by the Company's Engineer. The Company's decision in this regard shall be final and binding on the Transport Supplier.
- 5.11(b) Monthly payments shall accordingly be regulated according to the corrected readings.
- 5.12 All employees of the Transport Supplier who are deployed under this service agreement must observe the security and safety rules of the Company as mentioned in Part-III (SCC) clause 27- General HSE when working inside the declared prohibited areas or otherwise. Any individual found to be objectionable from security considerations must be replaced by the Transport Supplier.
- 5.13 All vehicles / equipment must carry special nameplates or marking for the purpose of identification as directed by the Company's Engineer. Wherever required, all vehicles must also be provided with the towing hook. All expenses on account of the foregoing shall be borne by the Transport Supplier entirely on his/her own cost.
- 5.14 The Transport Supplier shall not refuse the vehicle(s)/equipment to be driven by the Company's operator / driver(s) / officer(s) in case of emergency when Transport Supplier's operator / driver(s) is/are not available for any reason.
- 5.15 The Transport Supplier shall not refuse parking of any vehicle at such places as may be directed by the Company's Engineer.
- 5.16 **"OIL INDIA LIMITED" / "ON OIL INDIA LIMITED DUTY"** must be painted prominently in the wind glass frame and number plate of all vehicles, if applicable.
- 5.17 The Transport Supplier shall furnish together with related power of attorney the names and specimen signature(s) of the authorized representative(s) who will be overall in charge of the Transport Supplier's organization to carry out its obligations including preparation of bills, receipts of cheques etc.
- 5.18 The Transport Supplier's representative(s) shall report every day to the Transport Office of the Company for receiving instruction for duties of equipment / vehicle allotted for the day-to day operations.
- 5.19 The Transport Supplier must furnish to the Company upon initial placement of the equipment / vehicle(s), the name(s) of the Operators, Supervisor(s), Driver(s), Handymen, Helper(s), crew as may be applicable together with particulars of their driving license(s) etc. In case any changes are made in the crew deployed under this agreement at any time during the tenure of this contract, the Transport Supplier must notify the Company in writing and furnish similar particulars as required hereof in respect of the replacement(s).
- 6.0 **RIGHTS OF COMPANY'S ENGINEER:**
- 6.1 The Company's Engineer shall upon initial placement of equipment / vehicle(s) check all the relevant documentation and duly inspect/test the same before accepting it for the services under this agreement. Such inspection/test shall be carried out entirely at the Transport Suppliers' risk and cost. Any equipment / vehicle found deficient or defective in any manner will not be acceptable till such deficiency is completely rectified to the satisfaction of the Company's Engineer.
- 6.2 The Company's Engineer shall arrange for allocation of the equipment / vehicle(s) duty to the various departments if so desired.

- 6.3 Upon deployment of the equipment / vehicle(s) to a specified department if required, the transport service shall have to be provided by the Transport Supplier to the satisfaction of the Company's Engineer.
- 6.4 The Company's Engineer shall have power amongst others as follows:-
- a) Fix the normal duty hours/timings of the Transport Supplier and regularly monitor the same;
 - b) Instruct the Transport Supplier from time to time for such further inspection as may be necessary for the proper and adequate supply of services and for keeping such records as are deemed necessary.
 - c) Instruct the Transport Supplier to replace by more suitable hands any of his/her crew engaged for running/operating the equipment / vehicle(s) or for general management of the service when such person is found unsuitable for the purpose of rendering efficient service to the Company under this agreement. Be it expressly stated that the Company shall not be responsible or liable in the event of any action by the Transport Supplier against his/her employees or workmen in any manner whatsoever arising out of their removal or replacement.
 - d) Instruct the Transport Supplier to remedy breach of contract and levy any penalty in relation thereto.
 - e) Refuse the services of any equipment / vehicle(s) found in deteriorated conditions and order the Transport Supplier to rectify the defects or arrange for replacement till such default is remedied.
 - f) Instruct the Transport Supplier to park the equipment / vehicle(s) at a specified place within the Company's premises or at the Transport Supplier's works.
 - g) Instruct the Transport Supplier to utilize the services beyond the stipulated hours of service.
 - h) Instruct the Transport Supplier to undertake authorized journeys to specified destination(s) and carry the authorized passengers or goods as the case may be.
 - i) Instruct the Transport Supplier to go out of station for overnight halt(s).
 - j) Undertake periodic inspection of the equipment / vehicle(s) as per programmed as may be decided by him/her. Such inspection shall be carried out in the presence of the Transport Supplier or in presence of his / her authorized representative. Such inspection/ test carried out by the Company shall be at the Transport Supplier's cost and risk.
 - k) Instruct the Transport Supplier to remedy/rectify expeditiously and defects revealed upon periodic inspection/test carried out by the Company. Such rectification shall be at the Transport Supplier's cost entirely.
 - l) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which the defects as aforesaid which have been detected upon inspection/test periodically by the Company which have remained unrectified.
 - m) Instruct the Transport Supplier to remove the equipment / vehicle(s) in respect of which defects have been found upon periodic inspection from the service under this agreement till such time as the same are rectified.
 - n) Check the hour meter, speedometer and kilometer readings and notify any defects and determine any correction factor on the statement-cum-bill in case the readings are found to be defective.
 - o) Instruct the Transport Supplier to furnish the names of all operator, driver(s) and crew with full particulars at the time of commencement of the service or on any occasion when such operator / driver(s)/crew are required to be replaced for any reason.
 - p) The Company's Engineer shall clearly indicate the total shut down hours in a month due to maintenance of the equipment / vehicle(s) and/or default with reason in the monthly statement which will be treated as final for determining liquidated damages or penalty, if any.
- 6.5 The Transport Supplier would at all times obey the instructions of the Company's Engineer and ensure compliance of the above mentioned orders and instructions.

7.0 PERFORMANCE SECURITY DEPOSIT:

- 7.1 The transport supplier shall upon acceptance of the tender, pay to the Company within two weeks of issue of Letter of Award (LOA) a Performance Security Deposit amounting to 10% of annualized contract value by way of ~~DEMAND DRAFT/ BANKER'S CHEQUE~~/BANK GUARANTEE valid beyond three months of the full tenure of the contract, in favour of OIL INDIA LIMITED, DULIAJAN and payable at Duliajan from any Nationalized Bank as a guarantee against timely placement of all vehicles in an acceptable condition and as a guarantee towards smooth operation of the services envisaged under the agreement. This money shall not bear any interest and will be refunded only upon successful completion of the tenure of the contract (including any extension being granted) after deduction/recovery, if any. Failure to provide the aforesaid security amount

would render the party liable for rejection and in turn forfeiture of EMD apart from any other actions the company may take at its sole discretion.

- 7.2 The Security Deposit shall be forfeited in case of the occurrence of the following events:-
- a) In case of non placement of equipment/ vehicle(s) as per agreement, in full at the sole discretion of the Company.
 - b) In case of any event occurring as envisaged in clause No.8.1 hereof;
and/or
 - c) In case of any event occurring as envisaged in clause No.9.0 hereof, where the outstanding bills are not adequate to recover the damages to the extent of such shortfall;
 - d) In case of premature termination due to default or breach of contract by the Transport Supplier.
- 7.3 In the event of an occurrence as envisaged in clause No.7.2 (b) & (c), the Transport Supplier will have to furnish additional Security Deposit in the manner prescribed to the extent of amount forfeited. Failure on the part of Transport Supplier to comply with this would render this agreement liable for termination whether partially or fully at the sole discretion of the Company, without prejudice to the right of the Company to take any other action or such default including but not limited to forfeiture of the entire security deposit. The Transport Supplier shall not be entitled to any damages or compensation whatsoever on account of such termination.
- 7.4 Provided that in case of delay beyond 3(Three) months from the due date of placement, this agreement shall automatically stand terminated to the extent of the non-performance. This will be without prejudice to the right of the Company to terminate the agreement earlier with 1(One) month's due notice. The Transport Supplier will not be entitled to any damages or compensation whatsoever on account of such termination.
- 8.0 The Transport Supplier shall commence the supply of regular and continuous service by placing the equipment / vehicle(s) as per this agreement on and with effect from the due date of placement. Any delay in placement of equipment / vehicle(s) for whatsoever reasons beyond the stipulated due date of placement will call for forfeiture of Security Deposit as stipulated hereof without prejudice to any other rights of the Company reserved in this Agreement.
- 8.1 The Transport Supplier shall supply and maintain the services of all the equipment / vehicles in normal service EVERY DAY with drivers and attendant crew (wherever applicable) as required by the Company. In the event of a default leading to a shut down, the Transport Supplier shall not be paid the daily pro-rata fixed charge for the day(s) or part thereof and also be liable to pay to the Company liquidated damages. Such damages will be recovered normally from the Transport Supplier's outstanding bills for the specific shut down vehicle(s). However, in case the outstanding bill for such shut down vehicle(s) (kept off road) is not adequate for such recovery, the Company will have the right to recover the damages from the bills of other vehicles under the agreement, if any. This is without prejudice to the Company's right to recover the amount in any other manner as laid out in the law including appropriation of the Security Deposit towards such outstanding.
- 8.2 In case of default not leading to shut down, the Company's Engineer shall notify the Transport Supplier to remedy the default within reasonable time and till such default is remedied, if necessary the vehicle(s) shall be released to the Transport Supplier, whereupon it shall be treated as shut down and the pro-rata fixed charge per day shall not be paid for the period of shut down and liquidated damages/penalty as applicable shall be levied too.
- 8.3(a) In case of accidents and consequent non-availability of equipment / vehicle(s), pro-rata fixed charges will be deducted but the same will not attract liquidated damages if the Transport Supplier notifies in writing to the Company with adequate proof about the accident, copy of FIR (FIRST INFORMATION REPORT) lodged by the Transport Supplier, MVI(Motor Vehicle Inspector) report and copy of garage certificate(in case of damage of vehicles) shall be required as mandatory in addition to other proof to be submitted and accepted by DGM-Transport. If satisfied with the documents submitted, DGM-Transport shall waive the liquidated damage and his decision in this regard shall be final and binding on the part of the contractor. However, this will not be applicable in case of:-
- (i) Accidents caused by rough/rash driving or because of negligence of the driver engaged

(ii) Where a FIR is lodged by a third party and services of the equipment / vehicle(s) is/are not available for formalities to be observed as per the laws of the land. In such a situation the equipment / vehicle(s) will be treated as shut down and will attract liquidated damages in addition to deduction of pro-rata fixed charges.

8.3(b) In case of accidents or otherwise leading to damage/breakdown of the equipment / vehicle(s) the time required to repair and place back the equipment / vehicle(s) into Company's service shall be decided by the Company's DGM-Transport which shall be final and not alterable. On expiry of such allotted time, pending placement of equipment / vehicle(s) liquidated damages will be recovered in addition to the deduction of pro-rata fixed charges.

8.3(c) In case of Bundhs, Rasta Roko, and Strike etc. called by other organisation and if the equipment / vehicle(s) is/are not available for operations due to absence of operator / driver or otherwise the equipment / vehicle(s) will be treated as shut down and pro-rata fixed charge will be deducted. However, if Company feels such shut down could have been avoided liquidated damages will be imposed and shall be recovered from the subsequent bills of the Transport Supplier with proper intimation. It is to be clearly understood that 48(Forty Eight) hours time allotted per month for general maintenance without deduction of pro-rata fixed charge will not be adjusted against such bandh/strike period.

9.0 TERMINATION:

In the event of the Transport Supplier's failure to place equipment / vehicles in due time or render proper services as per terms of this Agreement, the Company reserves the right to terminate wholly or partially the Agreement with 30(Thirty) days notice in writing and on the expiry of this notice period, this service Agreement shall stand terminated or modified for the reduced number of equipment / vehicle(s) and Transport Supplier shall not be entitled to any damage or compensation on account of such termination or reduction in number of equipment / vehicle(s) or otherwise from any cause arising whatsoever.

9.1 The Company may without prejudice to any other remedy for breach of contract, by written notice of default sent to the Transport Supplier to terminate this Agreement in whole or in part if the Transport Supplier fails to perform any of his/her obligations under this agreement or if the Transport Supplier does not cure his/her failure immediately upon receipt of notice from the Company or during any such time as the Company may authorise in writing after receipt of default notice from the Company.

9.2 In the event of Company terminates the contract in whole or in part pursuant to clause No.9.1, the Company may procure, upon such terms and in such manner as may deem appropriate similar services shall be liable for any excess costs incurred by the Company in this regard. However, the Transport Supplier shall continue performance of the Contract to the extent not terminated.

9.3 The Company may at any time terminate the contract giving a written notice to the Transport Supplier without compensating him, if the Transport Supplier becomes bankrupt or otherwise insolvent, provided such termination will not prejudice or effect any right of action or remedy which occurred or will occur thereafter to the Company.

9.4 The Company may send written notice to the Transport Supplier, terminate the agreement, in whole or in part at any time for its convenience. The notice of termination shall specify that the termination is for Company's convenience, the extent to which performance of service under this agreement is terminated and the date which such termination becomes effective, which will be at least 45(Forty Five) days after the date of the notice of termination. If the Company exercises this right, it shall pay the Transport Supplier in accordance with the provisions of this agreement for the services satisfactorily rendered up to the date of termination. The Transport Supplier will not be entitled to any damages or compensation on account of such termination.

9.5 This Agreement shall stand partially or fully terminated in case of default due to delay in placement of vehicle beyond 3(Three) months from the due date of placement stipulated hereof and the Transport Supplier shall be debarred at the discretion of the Company from quoting against any future contract for a period not exceeding 2(Two) years for such default. Such termination will be without prejudice to the Company to forfeit the Security Deposit also.

- 10.0(a) The Company will make monthly payment subject to adjustment / deduction as necessary for the services rendered in each calendar month and will endeavor to pay before expiry of 30 (Thirty) days from the date of submission of monthly statement-cum-bill for the month for every equipment / vehicle on the basis of accepted rates calculation as mentioned in Part-II (SOQ) of this Service Agreement. The above period shall be counted from day when all statements in respect of all equipment / vehicles to be deployed under this Agreement are received by the Company.
- 10.0(b) At the end of the month, the Transport Supplier will have to submit the monthly statement-cum-bill in triplicate. Along with the monthly statement-cum-bill, the Transport Supplier will also submit to the user department a certificate every month confirming compliance with the statutory requirement and in absence of the said certificate, bill will not be processed for payment and any delay arising out of the same shall be attributable to the Transport Supplier.
- 10.0(c) Monthly statement / bills submitted by the Transport Supplier will be cross checked by the Company with the records maintained by the Company. Wherever discrepancies are found the Company would have right to make necessary corrections in the statement/bill submitted by the Transport Supplier before certifying/countersigning the same for processing payment.
- 10.0(d) A daily logbook will be maintained in triplicate. The Transport Supplier's representative or his/her operator / driver should collect the original and a copy of the daily logbook has to be submitted with statement-cum-bill for claiming payment.

STATUTORY OBLIGATIONS OF TRANSPORT SUPPLIER:

- 11.0 The Transport Supplier shall be responsible and liable for all claims, monetary or otherwise, arising out of the use of the equipment / vehicles or operation of the services envisaged under this Agreement including liability under the Motor Vehicles Act, Payment of Bonus Act, Workmen's Compensation Act, Payment of Wages Act or any other statutory liabilities as may be in force from time to time and whatsoever. The Statutory requirements and obligations to be performed under the above Acts or any other enactment affecting the operation of services under this Agreement shall have to be performed by the Transport Supplier only and shall be his/her sole responsibility.
- 12.0 **FORCE MAJEURE:**
- 12.1 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 for the period during which such cause lasts. The word 'Force Majeure' as employed herein shall mean Acts of God, War, Revolt, Agitation, Riots, Fire, Flood, illegal & unlawful Strikes, civil commotion, road barricade (but not due to interference of employment problem of the contractor), Bundhs, Sabotage, failure or destruction of roads, culverts or bridges over or on which Transport Supplier's equipment / vehicle(s) is/are or are to travel and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the party to the contract and which renders performance of the contract by the said party impossible.
- 12.2 Upon occurrence of such cause and upon its termination, the party alleging 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.
- 12.3 Should 'Force Majeure' condition as stated above occur and should the same be notified within 72 (*Seventy Two*) hours after its occurrence, the 'Force Majeure' rate shall apply for the first fifteen days.
- 12.4 Parties will have the right to terminate the contract if such 'Force Majeure' conditions continue beyond 15 (fifteen) days with prior written notice. Should either party decide not to terminate the contract even under such condition, no payment would apply after expiry of 15 (Fifteen) days Force Majeure period unless otherwise agreed to.
- 12.5 The 'Force Majeure' rate shall be payable for the period during which such cause lasts on the basis of 'Pro-Rata Fixed Charge per Hour or per Day' as applicable.

13.0 SETTLEMENT OF DISPUTES AND ARBITRATION:**13.1 Arbitration (Applicable for Suppliers/Contractors other than PSU) :**

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

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

(b) The number of arbitrators and the appointing authority will be as under:

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

(c) The parties agree that they shall appoint only those persons as arbitrators who accept the conditions of the arbitration clause. No person shall be appointed as Arbitrator or Presiding Arbitrator who does not accept the conditions of the arbitration clause.

(d) Parties agree that there will be no objection if the Arbitrator appointed holds equity shares of OIL and/or is a retired officer of OIL/any PSU. However, neither party shall appoint its serving employees as arbitrator.

(e) If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

(f) Parties agree that neither shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

(g) The arbitral tribunal shall make and publish the award within time stipulated as under :

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

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

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

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

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

The venue of all arbitrations under both 13.1 & 13.2 will be **Duliajan, Assam**. The award made in pursuance thereof shall be binding on the parties.

14.0 LIABILITY & INDEMNITY:

- 14.1 Except as otherwise expressly provided, neither the Company or its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss or damage to the equipment / vehicle(s) or loss or damage to the property of the Transport Supplier or his/her contractors, sub-contractors, irrespective of how such loss is caused and even if caused by the negligence of the Company and/or his/her servants, agents, nominees, assignees unless caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.
- 14.2 Neither the Company nor its servants, agents, nominees, assignees, shall have any liability or responsibility whatsoever from injury to, illness, or death of any employee of the Transport Supplier irrespective how such injury, illness or death is caused by willful or gross negligence. The Transport Supplier shall protect, defend, indemnify and hold harmless the Company from and against such loss or damage and any suit, claim or expense resulting there from.
- 14.3 Except as otherwise, expressly provided, neither the Transport Supplier nor his/her servants, agents, nominees, contractors or sub-contractors shall have any liability or responsibility whatsoever to whomsoever (including the owner) for loss of or damage to the equipment and/or loss to the property of the Company irrespective of how such loss or damage is caused unless caused by willful or gross negligence of the Transport Supplier or his/her servants, agents, nominees, assignees, contractors and sub-contractors. The Company shall protect, defend, indemnify and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.4 Neither the Transport Supplier nor his/her servants, agents, nominees, assignees, contractors, sub-contractors shall have any liability or responsibility to whomsoever for injury to, illness, or death to any employee of the Company, irrespective of how such injury, illness or death is caused unless caused by willful or by gross negligence by or his/her servants, agents, nominees, assignees, contractors or sub-contractors and assignees and hold harmless the Transport Supplier from and against such loss or damage and any suit, claim or expense resulting there from.

14.5 INDEMNITY AGREEMENT:

14.6 The Transport Supplier agrees to protect, defend, indemnify and hold the Company harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, costs, liens and judgment of every kind and character, without limit, which may arise in favour of the Transport Supplier's employees, agents, contractors and sub-contractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations / services contemplated hereby, regardless of whether or not the said claims, demands or causes of action arise out of negligence or otherwise, in whole or in part, or other faults.

14.7 The Company agrees to protect, defend, indemnify and hold the Transport Supplier harmless from and against all claims, suit, demands, and causes of action, liabilities, expenses, costs, liens and judgment of sever kind and character, without limit. Which may arise in favour of the Company's agents, contractors and sub-contractors or their employees on account of bodily injury, death or damage to personnel/property as a result of the operations contemplated hereby regardless of whether or not the said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part, or other faults.

14.8 INDEMNITY APPLICATION:

The indemnities given herein above, whether given by the Company or the Transport Supplier 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.

14.9 INSURANCE:

The Transport Supplier shall arrange comprehensive insurance to cover all risks in respect of their personnel, materials equipment and vehicle(s) belonging to the Transport Supplier or his/her contractors or sub-contractors during the currency of the agreement and shall provide certificates of such insurance.

15.0 TAXES & LEVIES:

15.1 Corporate taxes and other duties including Income-Tax arising out of this agreement shall be borne by the Transport Supplier as per the laws that may be in force from time to time.

15.2 Company shall withhold Income tax as per rates, which may be in force from time to time as may be applicable to the operational services under this agreement.

16.0 ASSIGNMENT:

16.1 The Transport Supplier shall not assign his/her rights, duties and obligations arising under this agreement and sublet to any third person or party except in respect of payments to be received by Transport Suppliers, if acceptable to the Company.

17.0 SUB-CONTRACT:

17.1 The Transport Supplier shall not sub-contract all or any part of the work envisaged under this Agreement.

18.0 STATUTORY OBLIGATIONS:

TENDER NO: DCT3884P17

18.1 The Transport Supplier shall bear all other expenditure, which may be deemed necessary or required towards fulfillment of his/her obligations under the Statutory Acts during the tenure of this service agreement.

19.0 SET OFF CLAUSE:

"Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

20.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:

If it is found that a bidder has furnished fraudulent information / documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

21.0 LIQUIDATED DAMAGES FOR DELAY IN PLACEMENT/ MOBILISATION OF EQUIPMENTS/ VEHICLES AND/OR COMPLETION OF WORKS AND SERVICES: Liquidated Damages will be applicable @0.5% of the contract value per week or part thereof, for delay in placement of vehicle(s)/ equipments(s) for Company's services/ Contract mobilization/completion date subject to a maximum ceiling of 7.5% of first year Contract value including mobilization cost, if any (for Hiring the services of Cranes) / 7.5% of estimated total contract value (for Hiring the services of vehicles / equipments other than Cranes).

IN WITNESS whereof the parties hereinto set there hands and seals the day and year first above written.

SIGNED, SEALED AND DELIVERED.

For and on behalf of
MR.....
(Contractor)

For and on behalf of
OIL INDIA LIMITED
(Company)

Signature:

Signature:

Name:

Name:

In the presence of:

In presence of:

1.

1.

2.

2.

(End of Part I)

Part-II
Schedule of Quantity/Rates (SOQ/SOR)

1. SCHEDULE OF SERVICES: Hiring services of 23 nos. of readily available TATA Sumo (Non-AC) /Bolero (Non-AC) vehicles of vintage not more than two years as on 01.01.2017 with all standard fittings and accessories for OIL's operational areas in Assam and Arunachal Pradesh for a period of 02 (two) years.

2.1 Model of the Vehicle : Readily available TATA Sumo (Non-AC) /Bolero (Non-AC). However, there is no restriction regarding vehicles with AC/Non-AC and/or 2WD/4WD. However, the rates shall be same for vehicles with AC/Non-AC and/or 2WD/4WD. Also, all types of vehicles shall be considered at par during evaluation. However, in the case of AC Vehicle(s), AC has to be dismantled before / at the time of placement of the vehicle(s).

2.2 Vintage of Vehicle(s) : Make of the vehicle must be on or after 01.01.2015.

3. Tenure of Agreement : 02 (two) Years from the date of placement of the vehicle extendable by another 1 (one) year, if required (at the sole option of OIL).

4. Area of operations : OIL's operational areas in Assam and Arunachal Pradesh.

5.0 Bid Opening Date : Not Applicable for this Tender.

5.1 Lottery date : Will be Informed nearer the time through OIL's website.

6. Tendered Cost of Fuel per Litre : RS.62.23.

7. ~~Rated consumption of fuel~~ : *****

8. Mobilization Period : To be placed as per Schedule given in Annexure A or as mentioned in LOA (Minimum 15 days from LOA date will be given for Mobilization).

9. Periodic inspection / test : a) On initial placement; and
b) Every three months thereafter or as and when considered necessary by the Company Engineer during the tenure of Agreement.

10. Normal hours/timings of duty / day : As may be stipulated by the Company's Engineer.
(Subject to change depending upon the requirement).

11. SCHEDULE OF SERVICE, UNITS, QUANTITIES & RATES:-

Item No.	Description	Year wise Rates (Rs.)		
		Year 2017	Year 2018	Year 2019
10	Fixed Charge per Month per Vehicle	29,960.00	30,914.89	31,653.32
20	Running Charge per KM at HSD price Rs.62.23/ lit	7.17	7.17	7.17
30	Drivers Single OT 01/hr. (Beyond 8 th hour & up to 9 th hour)	21.25	21.25	21.25
40	Drivers Double OT 01/hr. (Beyond 9 th hour)	102.75	110.25	117.75
50	Night Halting Charge per Halt (Outstation)	350.00	350.00	350.00

11.1 The Fixed Charge per month is inclusive of the following as below:

a) Vehicle for 24 hours with services of driver for 08(eight) hours normal duty every day which is inclusive of wages of regular driver, relief driver for rest day, holiday and other emoluments like bonus etc. as per MoS dated 24.01.2014.

b) The offered Fixed Charges include all **liabilities including statutory liabilities** but is exclusive of PF, ESI, cost of uniform of the driver & applicable Service Tax.

11.2 The Overtime rates for Driver per hour shall be guided as follows:

- a) The normal duty hours will be for 08(eight) hours every day.
- b) For services beyond 8(eight) hours normal duty up to 9th (ninth) hour in a day, OT is payable at the ordinary rate of wages per hour (i.e. Single OT per hour) and for services availed beyond 9th (ninth) hour in a day, OT is payable at double the rate of wages per hour (i.e. Double OT per hour).

11.3 Service Tax, if applicable, shall be to the Company's account. However, Service Tax portion payable directly by the Service Provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.

Contractors are required to raise monthly Service Tax Invoices for reimbursement of Service Tax against the contract. In absence of Service Tax Invoices, Service Tax will not be reimbursed and the consequences of the same shall entirely rest upon the Contractor.

12. The Bidder(s) / Contractor(s), should undertake to pay monthly wages to his/ her/their crew/staff engaged under this contract as per provisions of MOS dated 24.01.2014, copy of which is available at the office of DGM-Contracts. Wage rates are given below:

Monthly Wages of Driver:

Description	Year wise Rates(Rs.)		
	Year 2017	Year 2018	Year 2019
Monthly Wage of Driver (for 8 hrs. daily duty) (Inclusive rest day Wages, Exclusive PF & ESI)	11,184.42	11,964.42	12,744.42

Note: The wage component in the above rates is based on Govt. of India notified wages and MoS dated 24.01.2014. Any revision in the Govt. of India notified rates will accordingly be considered during the pendency of the contract. **The rates of wages shall accordingly be revised /amended from time to time against such revision as notified by Govt. of India.**

13. The above rates shall be fixed and firm for the entire tenure of the contract and shall be binding on both the parties. No changes in these rates shall be allowed under any circumstances during the tenure of this service agreement except in respect of the following:-

(a) Variation in the offered running charges will be effective provided fuel (Diesel) price changes plus or minus 5% (Five percent) over the tendered HSD price of Rs.62.23 per litre. Subsequent variations in running charges will be effective once the fuel (Diesel) price decreases or increases by another 5% over the existing fuel price and so on i.e. for every 5% (or more) decrease or increase in existing fuel price there will be change in running charge accordingly. For any Diesel price variation within 5% of the prevailing rate less (fuel price in a particular time) there will not be any change in running charge. The variation will be calculated @ Rs. 0.10/Km (excluding service tax) for variation of Rupee 1.00 per litre of fuel price.

(b) Reimbursement, recovery on account of subsequent increase / decrease in road tax / insurance / or any other taxes and duties (including service tax if any) will be allowed subject to satisfactory documentary evidence. For reimbursement / recovery of the above, the basic values of different parameters per month for the years 2017, 2018 & 2019 are given below:

Insurance (2017/2018/2019) = Rs. 2,261.44/ Rs. 1,970.09/ Rs. 1,710.52

Road tax, Fitness ,Pollution (2017/2018/2019) = Rs. 661.77/Rs. 661.77 /Rs. 661.77

(c) If desired, Company may extend the contract beyond two years with 10% reduction for the period of 03rd year & further 05% reduction beyond 03rd year extension, if any on fixed Charge excluding the wage component and such extension shall be binding on part of the contractor.

14.0 The payment of monthly Salary/ Wages to the Driver(s) must be made through A/C payee Cheque / online Bank Transfer by the contractor. The contractor must also submit certificate(s) (declaration/s as per format may be seen at the office of the DGM-Contracts or DGM-Transport) duly signed by both the contractor & Driver(s) along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the wages to driver(s) as mentioned in Para-12,SOQ (Part-II)above.

(End of Part II)

Part-III
SCC (Special Conditions of Contract)

Hiring services of 23 nos. of readily available TATA Sumo (Non-AC) /Bolero (Non-AC) vehicles of vintage not more than two years as on 01.01.2017 with all standard fittings and accessories for OIL's operational areas in Assam and Arunachal Pradesh for a period of 02 (two) years.

- 1.0 Allocation of vehicle and the primary location of the vehicles as per priority no. of draw of lots (lottery) shall tentatively be as under:

Priority No.	Primary Location
No. 01-17	Duliajan
No. 18 to No. 20	Moran
No. 21 to No. 23	EPA /Digboi / Manabhum
No. 24 to Last No. Acceptable offer	Waiting List

Note : In case of deletion/removal of any Applicant's name due to any reason from the priority list for award of contract (from sl. No. 01 to 23) then the same will be filled up from waiting list in serial manner.

- 2.0 No mutual transfer of base station i.e. Duliajan / Digboi / Moran /AP etc, will not be entertained after the placement of the vehicle. However, Company reserves the right to place the vehicles at any place of Company's operational areas in Assam and Arunachal Pradesh depending upon the operational exigencies.
- 3.0 Present requirement of vehicles under this tender is 23 nos. However, depending on Company's requirement more vehicles (type and primary location shall be as per Company's requirement) may be hired in future from the priority list under this tender which shall remain valid till 1(one) year from the date of lottery.
- 4.0 Vehicle should be fitted with all standard fittings like foot-step, reverse gear alarm, fog lights etc.
- 5.0 In case of equivalent model, same will be considered if it is found acceptable by OIL. In such cases OIL's decision will be the final decision.
- 6.0 Contractor should be personally present at the time of placement of the vehicle.
- 7.0 Driver or drivers engaged by the contractor should be of good character, discipline and in good health. If the driver or drivers indulges in any theft, or other unlawful activities, action will be taken as per the law of the land. If the vehicle is seized by the Police or any other law enforcing agency for such activities, while on company's duty, it will be the responsibility of the contractor to deal with the matter. The Contractor must provide Medical Fitness Certificate of the Driver from Govt. Recognised medical officer/Govt. Registered medical practitioner at the time of placement or during any change of Driver.
- 8.0 In company's opinion, if a driver is not attending duty properly or having bad credentials or found involved in theft or any other unlawful activities including drunken driving, he may not be issued any entry pass. In that event the contractor has to remove the driver on getting advice from the company.
- 9.0 Contractor shall faithfully discharge his obligations under all applicable laws in respect of this contract as well as the motor vehicles act/rules etc. and keep the vehicle and the employee therein fully covered of all risks and accidents. The contractor shall engage as many numbers of drivers as may be necessary to maintain uninterrupted supply of service of the vehicle for 8 hours daily or if necessary beyond the said period for seven days a week.
- 9.1 Vehicle will be fitted with 2(two) red reflectors (width:50mm) each on both sides at their rear under rule 104 of Central Motor Vehicle Rule(CMVR)1989 and also directive from Office of Commissioner of Transport, Govt. of Assam, vide letter No.: CST.RS/01/2010/399,Dtd.:23/04/2012.
- 10.0 Crew /Driver should always wear proper uniform while attending duties.
- 11.0 Notwithstanding with any clause of the contract, it will be terminated on account any one of the following

situation –

- a) Deteriorated mechanical condition of the vehicle.
- b) Frequent shutdown due to non-availability of fuel etc.
- c) During the currency of the contract, if it is found that the contractor submitted any false statement / document in the application / tender document.
- d) Vehicle must be owned and registered in the name of the contractor during the entire tenure of the contractual period including extension period, if any. Change of ownership of vehicle at any time during the tenure of the contract period will automatically lead to termination of the contract.

- 12.0 Company reserves the right to change the base station of the vehicle operation whenever necessary.
- 13.0 Entry passes for OIL's protected areas will be recommended to the appropriate authority, only for 2(two) persons against this contract i.e one for the driver & the other for the contractor or his authorised representative.
- 14.0 On placement of vehicle, the speedometer and odometer will be sealed by the Transport department against any tampering. If at any time, the seal is found broken or damaged or tampered with, the contractor will be issued a letter asking for explanation. If the reply is not satisfactory, the contract is liable to be terminated.
- 15.0 Refund of security deposit, outstanding monthly bill or any claim for reimbursement on account of increase in Road Tax etc. must be made within 2(two) months from the date of release of the vehicle. Any belated claim will not be entertained.
- 16.0 Payment shall be made for the days / kilometreage actually logged on Company's duties as per instructions of the Company's Engineer and as reflected in the Daily Log Book.
- 17.0 For the days or part thereof when the services envisaged under this agreement are disrupted due to default / shut down etc. clause nos. 1.27 and 1.32 of Part I of the agreement will be applicable.
- 18.0 In case of any situation not provided under this Agreement, the Company's Engineer or any other person authorised on his / her behalf by the Company, shall have the right to decide upon any further claim on the facts and circumstances, which shall be binding upon the Transport Supplier.
- 19.0 TERMS OF PAYMENT :
- 19.1 On receipt of the Monthly statement-cum-kilometrage Bill the Company's Engineer shall verify the same with the Daily Log Book and forward the same after making adjustment as may be necessary to the Finance Department of the Company for Payment. The Bill must be accompanied with the following:
- i) Daily Log Book in original for the month.
 - ii) Statutory compliance statement as per prescribed format of OIL & the declaration as per format regarding payment of salary/wages to driver/drivers.
 - iii) To enclose a copy of the cheque as a proof of payment to the driver as salary for the previous month with respective Account Nos. of deposit & receipt of acceptance by the driver.
- 19.2 Company shall pay the Transport Supplier during the term of the contract the amounts due from time to time calculated according to the rates of payment set out hereof and in accordance with the other provisions of this agreement.
- 19.3 Payment of monthly bills, if undisputed, shall be made within 30(Thirty) days following the date of receipt of the same by the Company. The company shall within 30(Thirty) days of receipt of invoice notify the Transport Supplier or any item under dispute, specifying the reasons thereof, in which event, the disputed amount may be withheld till settlement of the dispute, but payment shall be made for the undisputed portion on or before the due date.

20.0 For the purpose of payment for the service rendered the Transport Supplier shall:

i) Accept as final and daily logbook which must be signed on a daily basis by the Company's Engineer. Any deletions and/or over writings on the Daily Log Book must be avoided as far as practicable and if such deletions and over writings are incidenced, the same must be countersigned by the Company's Engineer, otherwise the Monthly kilometreage Statement-cum-bill shall not be accepted. Logbook sheets must be made out in triplicate, in prescribed format of OIL, of which second copy be retained by the Transport Supplier for preparing the monthly kilometreage statement-cum-bill only at the end of each month. The original should be sent to Accounts Department and the first copy be retained by user / Transport department.

ii) A) Prepare monthly kilometreage statement-cum-bill and submit the same to the Company's Engineer for verification within 10(Ten) days following the last date of the month. The monthly kilometreage statement-cum-bill must be accompanied with a certificate every month as per prescribed format of OIL towards his/her compliance with the Statutory Acts affecting the operation of this Service Agreement. The monthly bill should be claimed every month as mentioned. The Company will take one month time to process the same. The contractor shall not be allowed to accumulate monthly bills. If the monthly bill is not claimed (for any particular month) within the next two months, the payment will get lapsed. The Company shall be at liberty not to make or process such belated monthly bill.

B) The monthly kilometreage statement-cum-bill must include a factual record based on daily log sheet for services rendered as per instructions of the Company's Engineer, i.e. for Company duty only and should exclude for payment the following:-

----- kilometreage and time involved for refuelling is in excess of 5(Five) kms. Or time taken is more than 30(Thirty) minutes. In case a vehicle is allocated for operation in Arunachal Pradesh, Company may have to supply fuel for the vehicle allocated against written request of the contractor and security money deposited for this purpose due to non availability of public fuelling station in near by area (within 5Km range).

----- Such hours/days or part thereof as may be involved on standby per month where time taken for routine servicing and maintenance exceeds 48(Forty Eight) hours (2 days).

----- Such hours/days or part thereof as may be involved in any month when the vehicle(s) was/were shut down due to default or otherwise.

C) Accept such adjustments on the monthly kilometreage statement-cum-bill as the Company's Engineer may make on account of all or any of the following:-

a) Deductions for defaults / shut downs not shown correctly:

b) Deductions for liquidated damages & penalty for shut downs:

c) Deductions for penalties in case of breach of contract:

d) Adjustment of kilometreage and corrections as per Clause 5.11 of Part-I under General Terms and Conditions of Transport Contract.

e) Such other adjustments as the Company's Engineer shall consider necessary as per the requirements of the situation prevailing, the Company's decision in which regard shall be final.

21.0 Before engaging any driver at the time of initial placement or subsequently, the driver's name should be cleared by Transport department for credentials etc.

22.0 If required, the Company may fit "GPS tracking system" at its own cost in the vehicle and the contractor shall not have any objection to it.

23.0 Under no circumstances, the vehicle should carry out / involve in any unlawful activities / duties. In the event of any such case, the contractor will be held responsible for the consequences.

24.0 The wages etc. due to the driver(s) ,as per provisions of MoS dated 24.01.2014 ,must be paid in full in time, as

mentioned in the agreement through A/C payee cheque . The contractor must also submit a certificate(declaration as per format may be seen at the office of the DGM-Contracts or DGM-Transport) duly signed by both the contractor & Driver(s) along with the monthly statement-cum-kilometerage bill of each subsequent month in support of payment of the wages to driver(s) as mentioned in Para-12 Part-II(SOQ) .

- 25.0 Regular due payments to the driver(s) is/are to be made before expiry of the 7th day of every month as per THE PAYMENT OF WAGES ACT, 1936,irrespective of release monthly bill cum statement from the company.
- 26.0 Company reserves the right to extend the contract beyond two years at its own discretion. In case of such extension, the fixed charge shall be reduced by 10% for the period of 03rd year & further 05% beyond 03rd year extension, if any excluding the wage part and such extension shall be binding on part of the contractor.
- 27.0 Contractors undertake to comply with the provisions of MoS dated 24.01.2014 signed before the ALC(C), Dibrugarh between the Motor Workers Union (MWU) and the Undivided Dibrugarh District Trade & Transport Contractors Association (UDDTTCA) and witnessed by representatives of OIL Management.
- 28.0 Halting Charge is payable only when a vehicle has to stay overnight at a place other than the base station of the vehicle .In such case no overtime shall be payable after actual duty hours for overnight stay hours.
- 29.0 Parking fees, Permit charges etc. as applicable will be reimbursed subject to submission of necessary requisite /vouchers in original.
- 30.0 Any claim of damages to the vehicle while on company duty must be submitted within 2(two) months from the date of incident. Belated claim shall not be entertained for settlement for whatever the reasons thereof.
- 31.0 Contractor shall have to submit details with his / her coloured photograph as per format in Annexure-I and Annexure - II.
- 32.0 The final agreement shall consist of Part-I (General Conditions of Contract-GCC), Part- II (SOQ) , Part-III (Special Conditions of Contract-SCC) , Part IV(Safety Measures-SM) and the Annexure.

33.0 APPLICABLE TERMS AND CONDITIONS DUE TO IMPLEMENTATION OF MOS DATED 24.01.2014:

- (a) An annual increase in the daily rate of wages will be made effective from 01.01.2014 onwards till expiry of contract as below :-
LMV/HMV Drivers (Skilled) : Rs. 30.00 per day
- (b) In the event of the applicable minimum wages as notified by the Central Govt. exceeding the prevalent daily wages for Drivers, the daily wages will be suitably enhanced so as to cover the applicable minimum daily rate of wages notified by the Govt. of India.
- (c) The Drivers will be entitled for bonus @ 8.33% of the daily wages subject to the wages ceiling under the Payment of Bonus Act, 1965 which has been included along with the monthly wages.
- (d) The Driver is entitled for a weekly day of rest after working for 06(six) consecutive days from the contractor engaging them and the contractor shall ensure reliever driver to run the services of the hired vehicles during the rest day.
- (e) The Driver will be extended 03(three) national holidays and 02(two) festival holidays in a calendar year by the contractor. National Holidays means 26th January, 15th August & 2nd October. Festival holidays to be observed by the driver will have to be declared in writing to DGM-Contracts / DGM-Transport by the contractor within one week before commencement of the contract.
- (f) The Driver will be granted 18(eighteen) days annual leave with wages by the contractor which will be non-cumulative and non-encashable. The annual leave with wages can be availed 03(three) times in a calendar year.
- (g) The Driver will be extended 05(five) days of casual leave by the contractor in a calendar year which will be non-cumulative and non-encashable. The casual leave cannot be combined with annual leave and cannot be availed for more than 03(three) days at a time.

- (h) **The contractor shall deposit the PF and EPF with the PF authorities positively on or before the 15th day of the subsequent month and will submit the PF and EPF deposit receipt to the Company. On production of the receipt, the amount will be reimbursed to the contractor. For compliance to the provisions of the EPF & MP Act, the contractor will approach the concerned PF authorities.**
- (i) The Driver will be insured for an amount of Rs 03(Three) Lakhs under Group Personal Accident Policy (GPAP) by the contractor for coverage under Employees Compensation Act, 1923. The annual premium will be reimbursed to the contractor by the Company on production of documentary evidence.
- (j) The Driver will be provided uniform and shoes by the contractor and the expenditure towards the same will be reimbursed to the contractor by the Company on submission of documents / proof of receipt as given below:-
- | | | |
|------|--|------------------------|
| (i) | 02(two) sets of uniform per year @ Rs 1500.00 x 2) | : Rs 3,000.00 |
| (ii) | 01(one) pair of shoe per year @ Rs 500.00) | : Rs 500.00 |
| | Total | : Rs 3,500.00 per year |
- (k) The monthly disbursement of wages to the Driver by the contractor will be made latest by 10th day of the subsequent month. The mode of disbursing the monthly wages to the Drivers by the contractor will be through account payee cheques or bank transfer / e-remittance as may be agreed upon mutually amongst themselves. The contractor will have to issue proper wages slip to the Driver containing therein all the requisite details such as income and deductions, if any.
- (l) The Driver will be extended the benefits under the Employees State Insurance (ESI) Act.
- (m) The Driver engaged by the contractor will be extended medical treatment in OIL Hospital at Duliajan in the event of any work accident arising out of the employment and in the course of employment.
- (n) The Drivers will not be engaged by the contractor on the following grounds :-
- (i) On attaining the age of 60(sixty) years.
 - (ii) *The person is found medically unfit.
 - (iii) For any riotous behavior and indiscipline.
 - (iv) Any person with adverse records.

*Note:

i) The contractor will submit a Medical Fitness Certificate every 02(two) years in respect of the Driver engaged by him/her.

ii) In case of any contradiction between “Applicable Terms and Conditions due to Implementation of MoS dated 24.01.2016” and any other clause of the Tender, then Applicable Terms and Conditions due to Implementation of MoS dated 24.01.2016 will prevail.

(End of Part III)

Part IV

**To
DGM-CONTRACTS
Oil India Limited
DULIAJAN-786602**

SUB: SAFETY MEASURES

Description of work/service:

Hiring services of 23 nos. of readily available TATA Sumo (Non-AC) /Bolero (Non-AC) vehicles of vintage not more than two years as on 01.01.2017 with all standard fittings and accessories for OIL's operational areas in Assam and Arunachal Pradesh for a period of 02 (two) years.

Sir,

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

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

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

i) _____

ii) _____

iii) _____

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

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

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

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

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

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

GENERAL HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS:

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

2. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness has to be DGMS approved. Necessary supportive document shall have to be

submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (OIL) for providing the same. OIL will provide the safety items, if available. But in turn, OIL will recover the actual cost of the items by deducting from Contractor's Bill. . However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him in the mines use the proper PPE while at work. All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.

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

4. The contractor shall provide a copy of the SOP to the person designated by the mine owner who shall be supervising the contractor's work.

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

6. Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the mine owner a site specific code of practice in line.

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

8. The contractor shall submit to DGMS returns indicating - Name of his firm, Registration number, Name and address of person heading the firm, Nature of work, type of deployment of work persons, Number of work persons deployed, how many work persons hold VT Certificate, how many work persons undergone IME and type of medical coverage given to the work persons.

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

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

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

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

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

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

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

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

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

18. Records of daily attendance, accident report etc. are to be maintained in Form B, E, J (as per Mines Rules 1955) by the contractor.
19. A contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.
20. A contractor employee must, while at work, cooperate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.
21. Contractor's arrangements for health and safety management shall be consistent with those for the mine owner.
22. In case Contractor is found non-compliant of HSE laws as required company will have the right for directing the contractor to take action to comply with the requirements, and for further non-compliance, the contractor will be penalized prevailing relevant Acts/Rules/Regulations.
23. When there is a significant risk to health, environment or safety of a person or place arising because of a non-compliance of HSE Measures Company will have the right to direct the contractor to cease work until the non-compliance is corrected.
24. The contractor should prevent the frequent change of his contractual employees as far as practicable.
25. The contractor should frame a mutually agreed bridging document between OIL & the contractor with roles and responsibilities clearly defined.
26. For any HSE matters not specified in the contract document, the contractor will abide the relevant and prevailing Acts/rules/regulations/ pertaining to Health, Safety and Environment.

(Seal)

Yours Faithfully

Date _____

Shri/Smti _____
FOR & ON BEHALF OF CONTRACTOR

(End of Part IV)

Priority No. wise Placement Dates and Primary Locations

Priority No.	Date of Placement	Primary Location
01	11.03.2017	Duliajan
02	20.03.2017	Duliajan
03	29.03.2017	Duliajan
04	11.07.2017	Duliajan
05	11.07.2017	Duliajan
06	11.07.2017	Duliajan
07	17.07.2017	Duliajan
08	24.07.2017	Duliajan
09	14.08.2017	Duliajan
10	21.08.2017	Duliajan
11	21.08.2017	Duliajan
12	19.09.2017	Duliajan
13	23.09.2017	Duliajan
14	23.09.2017	Duliajan
15	25.09.2017	Duliajan
16	27.09.2017	Duliajan
17	01.10.2017	Duliajan
18	01.10.2017	Moran
19	04.10.2017	Moran
20	04.10.2017	Moran
21	09.10.2017	EPA /Digboi / Manabhum
22	10.10.2017	EPA /Digboi / Manabhum
23	21.10.2017	EPA /Digboi / Manabhum