



## **OIL INDIA LIMITED**

(A Govt. of India Enterprise)

### **CONTRACTS DEPARTMENT**

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### **INVITATION FOR EMPANELMENT/ENLISTMENT**

### **AGAINST INVITATION NO. O/96/2026-2027-SPF**

**for**

### **HIRING THE SERVICE OF SURFACE PRODUCTION FACILITY (SPF) PACKAGES**

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## **SECTION-I: FORWARDING LETTER/INTRODUCTION**

**Subject: Invitation for Empanelment of vendors against Invitation No. \_\_\_\_\_ for 'Hiring the services of Surface Production Facility (SPF) Packages'.**

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

\_\_\_\_\_

Dear Sir/Madam,

**1.0** OIL INDIA LIMITED (OIL), a “Maharatna” Category, Government of India Enterprise, is a premier oil Company engaged in exploration, production and transportation of crude oil & natural gas with its Headquarters at Duliajan, Assam. Duliajan is well connected by Air with nearest Airport being at Dibrugarh, 45 km away.

**2.0** In connection with its operations, OIL invites applications from competent and experienced **Indian registered/incorporated** Applicants/Firms through **OIL's Vendor Enlistment Portal** for empanelment **'Hiring the services of Surface Production Facility (SPF) Packages'**.

One complete set of Invitation covering the Pre-qualifying criteria and Scope of Work for hiring of above services is uploaded in OIL's Vendor enlistment portal. Applicants are invited to submit their most compliant application on or before the scheduled submission date and time through OIL's Enlistment portal. For ready reference, few salient points of the Invitation are highlighted below:

a)	Type of Invitation	:	Invitation for empanelment of vendors for future tenders for Hiring the services of Surface Production Facility (SPF).
b)	Application Submission Mode	:	Applications must be uploaded online on OIL's Vendor Enlistment portal. <b>Applications submitted through any other mode (e-mail/Fax/Physical copies, etc.) shall not be accepted.</b>
c)	Place of opening of enlistment applications	:	Office of <b>Chief General Manager-Contracts</b> Contracts Department, Oil India Limited, Duliajan -786602, Assam, India.
d)	Period of empanelment	:	Three (03) years from the date of issue of enlistment letter.
e)	Applications to be addressed to	:	Chief General Manager-Contracts, Contracts Department, Oil India Limited, Duliajan-786602, Assam, India

**3.0** “**Applicant**” referred to in this Invitation means the Vendor/Service Provider who submits/intends to submit their application against this invitation.

**4.0** OIL now looks forward to your active participation against the subject invitation.

Thanking you,

Yours faithfully,  
**OIL INDIA LIMITED**

**Sd/-**  
**(K.Doley)**  
**Manager- Contracts (Global)**  
**For Chief General Manager - Contracts**  
**FOR RESIDENT CHIEF EXECUTIVE**

**Date: 08.05.2026**

## **SECTION-II: INSTRUCTIONS TO APPLICANTS**

### **1.0 ELIGIBILITY OF THE APPLICANT:**

- 1.1 The eligibility of the applicant is listed under Section-III: PRE QUALIFYING CRITERIA of this Invitation.
- 1.2 Applicants shall bear all costs associated with the preparation and submission of applications. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the empanelment/enlistment process.

### **2.0 INVITATION DOCUMENTS:**

- 2.1 This Invitation includes the following:
  - i) Forwarding Letter
  - ii) Instruction to Applicants (ITA)
  - iii) Pre-Qualifying Criteria (PQC)
  - iv) Scope of Work (SOW)/Terms of Reference (TOR)
  - v) Proformas, Annexures, Exhibits etc.
- 2.2 The applicant is expected to examine all instructions, forms, terms and specifications in the Invitation. Failure to furnish all information required in the Invitation or submission of an application not substantially responsive to the Invitation in every respect will be at the Applicant's risk & responsibility and may result in the rejection of its application.
- 2.3 Applicants shall be deemed, prior to submitting their application, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

### **3.0 AMENDMENT OF INVITATION DOCUMENTS:**

- 3.1 At any time prior to the deadline for submission of application, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the Invitation through issuance of an Addendum(s)/Corrigendum(s)/Amendment(s).
- 3.2 The Addendum/Amendment will be uploaded in OIL's Vendor Enlistment Portal. The Company may, at its discretion, extend the deadline for submission of application. Applicants are expected to take the Addendum

into account in preparation and submission of their application. Applicants are to check from time to time the enlistment portal for any amendments to the documents before submission of their application. No separate intimation shall be sent to the applicants.

#### **4.0 PREPARATION OF APPLICATIONS:**

- 4.1 **Language of applications:** The bid prepared by the APPLICANT and all correspondence and documents relating to the **application** exchanged by the APPLICANT and the OIL shall be written in English language. Supporting documents and printed literature furnished by the APPLICANT may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of APPLICANT's country, in which case, for purposes of interpretation of the bid, the translation shall prevail.
- 4.2 **APPLICANT's/Agent's Name & address:** APPLICANTS should indicate in their **applications** their detailed postal address including the Fax/Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorized Agents in India, if any.
- 4.3 **Documents comprising the application:** The **application** to be uploaded by the APPLICANT in OIL's Vendor Enlistment Portal shall comprise of the following components:
- (A) Technical Bid (to be uploaded in 'Technical Attachments' tab)
    - a) Complete technical details of the services offered.
    - b) Documentary evidence established in accordance with PQC.
    - c) Statement of Non-compliance (if any) as per Proforma-D.

#### **5.0 DOCUMENTS ESTABLISHING APPLICANT'S ELIGIBILITY AND QUALIFICATIONS:**

These are listed in Section-II: PQC of the Invitation.

#### **6.0 MODIFICATION AND WITHDRAWAL OF APPLICATIONS:**

- 6.1 The Applicant after submission of applications may modify or withdraw its applications prior to final submission of the application. Withdrawal or modification of applications through physical correspondence shall not be considered and accepted.
- 6.2 No applications can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 6.3 No applications can be withdrawn in the interval between the deadline for submission of applications and the date of intimation by OIL about the applicant's status (Whether Accepted/Rejected).

**7.0 EXTENSION OF APPLICATION SUBMISSION DATE:**

Normally no request for extension of application Closing Date & Time will be entertained. However, OIL at its discretion, may extend the date of submission of Closing Date and/or Time due to any reasons.

**8.0 CONTACTING THE COMPANY:**

8.1 No Applicant shall contact Company on any matter relating to its application, from the time of the opening to the time the applicant is empanelled except as required by Company.

8.2 An effort by an applicant to influence the Company in the Company's evaluation, comparison or empanelment decisions may result in the rejection of their application.

**9.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY APPLICATION:**

Company reserves the right to accept or reject any or all applications and to annul the empanelment process and reject all applications, at any time prior to empanelment, without thereby incurring any liability to the affected applicant, or applicants or any obligation to inform the affected applicant of the grounds for Company's action.

**10.0 NOTIFICATION OF EMPANELMENT:**

10.1 Company will notify the successful applicant in writing by registered letter or by fax or E-mail that its application has been accepted.

10.2 The notification of acceptance of their application will constitute the empanelment of the applicant.

**11.0 IMPORTANT NOTES:**

- i After evaluation of the Applications received, a list of qualified service providers will be created as per OIL's eligibility criteria and all eligible vendors will be notified accordingly.
- ii. For service providers bidding as Joint Ventures (JVs) or utilizing other modes (Parent/Subsidiary) as specified in the pre-qualification criteria (BEC), the status of the JV or other arrangements should remain valid throughout the period of empanelment.
- iii. The empanelment of vendors does not guarantee of award of contract for the service. Evaluation and award of contract shall be done as per provisions of the respective tenders floated by OIL as and when services for 'Hiring the services of Surface Production Facility (SPF) Packages' are envisaged.

- iv. OIL reserves the right to (a) accept or reject any/all application) submitted by parties (b) cancel the process at any time without any liability and assigning any reason thereof.

## **PRE-QUALIFYING CRITERIA (PQC)**

### **1.0 VITAL CRITERIA FOR ACCEPTANCE OF APPLICATION:**

Enlistment applications should be complete in all aspects covering entire scope of work of items/services applied for and should conform to the technical specifications specified herewith, duly supported with technical catalogues/ literatures (soft copy), wherever applicable. Incomplete and non-conforming applications may be rejected.

### **2.0 ELIGIBILITY CRITERIA**

The applicant must be incorporated/constituted in India and must maintain more than or equal to 20% local content (LC) for the offered services.

Regarding calculation of local content and submission of documents during bidding & execution of contracts, provision of Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India as revised vide Order No. P45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoP&NG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any), shall be applicable.

The applicant must submit an undertaking to comply with the above in their enlistment application.

### **3.0 PRE-QUALIFYING CRITERIA:** The applicants interested for enlistment in the Vendor Enlistment portal should fulfill the following condition:

- 3.1 The bidder/applicant shall have the experience of successfully executed/completed services in any E&P Company (companies involved in the exploration and production of crude oil and natural gas) for providing and operating **Surface Production Facility (comprising of surface safety valve and choke manifold of minimum 10,000 psi rating and separator)** to produce oil/gas wells **continuously for a period of minimum 01 (One) year** under a single contract during the last **07 (Seven)** years reckoned from the date of submission of enlistment application.

OR

The bidder/applicant shall have the experience of successfully executed/completed services in any E&P Company (companies involved in the exploration and production of crude oil and natural gas) for providing and operating **Surface Production Testing Facility (comprising of surface safety valve and choke manifold of minimum 10,000 psi rating and Well Testing**

**separator) in minimum 05 (Five) nos. oil/gas wells during the last 07 (Seven) years from the submission of enlistment application.**

**3.1.1 DOCUMENTS TO BE SUBMITTED FOR ENLISTMENT APPLICATION:**

The following documents shall be submitted in support of experience for Enlistment:

A. Contract document/Letter of Intent (LOI)/ Letter of Award (LOA)/ Work Order showing detailed scope of work in line with clause 3.1,

and

B. Job Completion Certificate issued by client organization on their official letterhead, duly signed & sealed/SES (Service Entry Sheet)/ Certificate of Payment (COP)/ any other document showing:

- (i) Nature of job done and Work order no./Contract no.
- (ii) Volume/Quantum of Job done.
- (iii) Contract period and date of completion

3.2 Applicants who themselves do not meet the experience criteria as stipulated in Clause No. 3.1 above, can also quote under the categories listed below:

**3.2.1 APPLICATIONS FROM INCORPORATED JOINT VENTURE COMPANY**

(i) In case the applicant is Joint Venture Company, they must be registered in India and incorporated under the Companies Act 2013 and any amendment thereunder and shall comply to **Clause No. 1.0**. They should meet the technical qualification requirements as under:

(A) The JV on its own shall meet the experience criteria as per Clause No. 3.1.

OR

(B) Any member of the JV having a stake of at least 26% in the JV, on its own shall meet experience requirement as per Clause No. 3.1

Note:

A. In case of (ii) above, an undertaking from the Joint Venture partner, based on whose experience the JV seek qualification, shall be submitted with the application stating that they shall maintain minimum 26% shareholding in the JV during entire duration of the

empanelment and extension, if any, thereof, failing which application will be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already awarded.

- (B) The JV or its member (as the case may be) shall not rely on the experience of its supporting company/subsidiary/co-subsubsidiary/sister subsidiary /parent/ holding/affiliating/ associate company or through any other arrangement like technical collaborator for meeting the technical criteria.
  - (C) The documents establishing experience of the JV or its member (as the case may be) shall be submitted as per **Clause 3.1.1 above**.
  - (D) The documents showing the existing shareholdings of the JV Partners must be submitted.
- (ii) **Constitution of Joint Venture:** The members of the JV should not be more than three. If after submission of application, a JV leader effects any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the Joint Venture which had originally submitted the application, the application of such a JV shall be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already empanelled.
  - (iii) Indian applicants whose proposal for Joint Venture involves foreign equity participation or payment of royalty and / or lump sum for technical know-how and wherever Govt. approval is necessary, **are required to submit their application submitted to SIA/RBI along with the enlistment application** and copy of Govt. approval. Confirmation to this effect and declaration on the same should be provided as part of their technical offer. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
  - (iv) Members of the JV are not allowed to quote separately/independently against this Application. All the bids received in such case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

### **3.2.2 APPLICATIONS FROM CONSORTIUM OF COMPANIES:**

In case the applicant is a Consortium of Companies, the following requirements must be satisfied by the applicant:

- (a) Any member of the consortium on its own shall satisfy the minimum experience requirement as per Clause No. 3.1 above and should not rely on its consortium partners, subsidiary/parent company/co-subsubsidiary or through any other arrangement like Technical

Collaboration agreement for meeting the experience criteria.

- (b) Consortium applications shall be submitted with a Memorandum of Understanding (MoU) among the consortium members duly executed by the Authorized Executives of the consortium members and notarized. This MoU must accompany the application. The MoU must state that the Consortium Member on whose experience/strength the Consortium is applying, is bound to execute the full part of the contract which falls under/related to the experience submitted by them against Clause No. 3.1 of PQC above. Moreover, the MoU must clearly define the role/scope of work of each partner/member and should clearly define the leader of consortium. Memorandum of Understanding (MOU) must also state that all the members of consortium shall be jointly and severally responsible for discharging all obligations under the contract. However, the leader of the consortium must submit an undertaking along with the application towards unconditional acceptance of full responsibility for executing the 'scope of work' of this invitation document. In case of enlistment, such MOU shall be kept valid through the period of empanelment, including extensions, if any. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (c) Only the leader of the consortium shall register in the Vender Enlistment portal and submit application on behalf of the consortium. The other members of the consortium shall ratify all the acts and decisions of the leader of consortium, which are taken in connection with and/or during the evaluation of the tender and execution of the contract.
- (d) The leader of the consortium on behalf of the consortium shall coordinate with OIL during the period the application is under evaluation and he shall also be responsible for resolving dispute/ misunderstanding/ undefined activities, if any, amongst all the consortium members.
- (e) Any correspondence exchanged with the leader of consortium shall be binding on all the consortium/joint venture members.
- (f) In case of consortium bids, the application shall be signed/digitally signed by the leader of consortium. The power of attorney from each member authorizing the leader for signing and submission of application on behalf of individual member must accompany the application.
- (g) Documents/details submitted with the bid pertaining to qualification of the Applicant must be furnished by each partner/ member of consortium and should be complete in all respects clearly bringing up their experience especially in the

form of work in their scope.

- (h) The leader of the consortium must confirm unconditional acceptance of full responsibility of executing the “Scope of Work” of this tender. This confirmation must be submitted along with the technical bid.
- (i) **Constitution of Consortium:** The members of the consortium should not be more than 03 (Three). If during evaluation of application, a consortium leader proposes any alterations/changes in the constitution or replacement or inclusion or expulsion of any partner(s)/member(s) of the consortium which had originally submitted the application, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the application of such a consortium shall be liable for rejection. Similarly, under such a situation the empanelment shall be liable for termination, if already enlisted.
- (j) **Signing of Contract/Empanelment agreement:** In the event of award of contract to the consortium, the contract to be signed by all the members of the consortium and the liability of each one of them shall be jointly and severely.
- (i) Members of the consortium are not allowed to quote separately/independently against this application. All the bids received in such case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.
- (j) Certified copies (attested by Director/Company Secretary/Authorised Signatory) of Board resolutions/Partnership resolutions passed by respective Board of Directors of the companies/Partners of the LLP agreeing to enter into such consortium with each other for submission of bid for the NIT and also authorizing designated executives of each company/LLP to sign the MOU, to be provided along with the technical bid.
- (k) The MOU/Agreement should be legally valid i.e. it should be on a non-judicial stamp paper and notarized. In case of involvement of overseas bidder/consortium partner, the MOU/Agreement need not be on a non-judicial stamp paper, however it should be notarized.

**Note:**

- (1) Applicants to note that in case the contract is awarded based on the bid submitted as per Clause no. 3.2.1,3.2.2, 3.2.3 and 3.2.4 above in order to meet the commitment from the supporting firm based on whose technical experience the bidder has been qualified, the identified key

personnel as mentioned in “ANNEXURE- IDENTIFIED KEY PERSONNEL” (enclosed in Proformas) shall be from the supporting company/JV partner for the entire duration of the contract. **Applicants must submit an undertaking along with the enlistment application to comply with the same.**

(2) Applicants to note that “If any applicant (individual/Parent/Subsidiary/Sister-Subsidiary/Co-Subsidiary/ Joint Venture/Consortium) provides documents of jobs/contracts executed outside India against **PQC clause no. 3.1 above**, then OIL reserves the right to ask the applicant to get the aforesaid documents endorsed by Indian Embassy of the country where the job/contract was executed and it will be binding on the applicant to provide the same to OIL within stipulated time period.”

### **3.2.3 ELIGIBILITY CRITERIA IN CASE APPLICATION IS SUBMITTED ON THE BASIS OF THE TECHNICAL EXPERIENCE OF THE PARENT/SUBSIDIARY COMPANY**

Offers of those Applicants (other than JV) who themselves do not meet the experience criteria as stipulated in clause no. 3.1 above can also be considered provided the Applicant is a subsidiary company of the parent company [supporting company, which holds more than fifty percent of the paid-up equity share capital of the Applicant] who fulfils the experience criteria. Similarly, bid from parent company can also be considered on the strength of requisite experience of its subsidiary [supporting company, in which the Applicant holds more than fifty percent of the paid-up equity share capital]. However, the parent/subsidiary company (as the case may be) of the Applicant should on its own meet the experience as stipulated in the PQC and should not rely for meeting the experience criteria on its sister subsidiary/co-subsidiary company or through any other arrangement like Technical Collaboration agreement.

In case of Applicant who is a subsidiary company dependent upon the experience of the parent company or vice-versa with a view to ensure commitment and involvement of the parent/subsidiary company (Supporting Company) for successful execution of the contract, the participating Applicant should enclose a Parent/Subsidiary Agreement (as per **PROFORMA-Q**) between the parent and the subsidiary company or vice-versa and Parent/Subsidiary Guarantee (as per **PROFORMA-R**) from the parent/subsidiary company to OIL for fulfilling the obligation under the Agreement, along with the technical bid. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

### **3.2.4 IN CASE APPLICATION IS SUBMITTED ON THE BASIS OF THE TECHNICAL EXPERIENCE OF SISTER SUBSIDIARY/CO-SUBSIDIARY**

## **COMPANY**

Offers of those Applicants who themselves do not meet the technical experience criteria as stipulated in Clause No. 3.1 above can also be considered based on the experience of their Sister Subsidiary/Co-Subsidiary company (Supporting Company) within the ultimate parent/holding company subject to meeting the following conditions:

- (i) Provided that the sister-subsidiary/co-subsidiary company and the bidding company are both wholly owned subsidiaries of an ultimate parent/holding company either directly or through intermediate wholly owned subsidiaries of the ultimate parent/holding company or through any other wholly owned subsidiary company within the ultimate/holding parent company. Documentary evidence to this effect to be submitted by the ultimate parent/holding company along with the application. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (ii) Provided that the sister subsidiary/co-subsidiary company on its own meets the experience criteria stipulated in the BRC and not through any other arrangement like Technical Collaboration agreement etc.
- (iii) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding company for successful execution of the contract, the participating Applicant must submit an agreement, as per format furnished, between them, their ultimate parent/holding company, along with the application. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**

3.2.5 In the situations mentioned in Clause No. 3.4.2 and 3.4.3 above, following conditions are required to be fulfilled/documents to be submitted:

- (a) A certificate from the statutory Auditor of the bidding company to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificate should be duly concurred/endorsed by the Company Secretary or one of the Directors of the company concerned. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (b) The supporting company shall not be allowed to submit their separate/independent application against this invitation. In such case, all such applications shall be rejected. Also, applications having technical support from the same entity shall be rejected.

3.2.6 In case of situations mentioned in Clause 2.2.3 / 2.2.4 above, Applicants shall submit following:

- (i) Undertaking by the Supporting Company to provide an additional Performance Security (as per format and instructions enclosed), equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding company in case the bidding company is the successful Applicant. In cases, the Supporting Company do not have Permanent Establishment in India, the bidding company can furnish this additional Performance Security on behalf of the supporting company in addition to their own Performance Security as per tender. In such case, bidding company shall furnish an undertaking that their foreign based supporting company / ultimate parent company is not having any Permanent Establishment in India in terms of Income Tax Act of India. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (ii) Undertaking from the supporting company to the effect that in addition to invoking the Performance Security submitted by the Contractor, the additional BG provided by the supporting company shall be invoked by OIL due to non-performance of the Contractor. **Applicants must submit an undertaking along with the enlistment application to comply with the above.**
- (iii) Applicants quoting on the technical strength of Parent/Subsidiary Company (Supporting Company) should provide the respective services including key personnel for a minimum duration of 50% of the Contract period during execution of the contract. A declaration as per **Annexure-VIII** in this respect to be submitted as part of technical bid.

Note: (i) Applicant(s) quoting in collaboration/joint venture partnership/consortium with any firm are not allowed to quote separately/independently against this tender. The collaborator is also not allowed to quote separately /independently against this tender. All such bids including the partnership bids shall be summarily rejected against the tender.

**3.3 MOBILISATION TIME:** The mobilization is to be completed within 90 days from the date of issue of the Mobilization Notice, (at the tendering stage).

(The Applicants must confirm to comply with the mobilization time stipulated above).

**3.4 Vintage of Equipment Offered:**

- a) All major equipment offered i.e. Emergency Shutdown Valve, Choke Manifold, Separator and Surge Separator/Surge Vessel/ Surge Tank shall be of vintage not more than **07 (Seven) years** reckoned from the original date of submission of enlistment application. In support of the above-mentioned clause, the Applicant shall submit self-certification.
- b) In case the Bidder(s) is/are the owner of the offered Units, a certificate issued by the Owner/CEO/CFO of the bidder's organization confirming availability of the Units for deployment under this application shall be furnished along with the bid. Bidder should confirm that ownership of the equipment shall be in the name of the bidder by providing copies of Invoice/Purchase receipt etc.
- c) The Bidder who does not own any Units at the time of Bid Submission, may also bid with proposed purchase of Brand-New Unit(s). The bidder shall submit a scanned copy of certificate from the OEM/Supplier with Technical Specifications. This Certificate must be submitted along with Techno-Commercial (Un-Priced) bid. Further bidder shall submit a joint undertaking from OEM/Supplier & Bidder clearly stating compliance to mobilization time as mentioned in Clause No. 3.3 of BEC.
- d) The bidder who does not own any SPF Equipment at the time of bid submission, may also bid with Leased Units or Proposed Purchase of Units (Other than Brand New). However, sub-leased Units shall not be acceptable. Such Bid(s) required to be submit with Memorandum of Understanding (MOU)/Agreement of Lease/Purchase of Unit documents of the offered Equipment(s). The MOU/Agreement of Lease/Purchase of Unit shall be concluded with the owner of the units especially for this Tender clearly stating that the year of manufacture of offered major equipment (viz., Emergency Shutdown Valve, Choke Manifold, Separator and Surge Separator/Surge Vessel/ Surge Tank) is not older than 07 (Seven) years from the original date of submission of enlistment application, with documentary proof of ownership of the units. The period of the MOU/Agreement shall be kept valid for the entire period of contract including any extension thereof.
- d) In all cases, bidder shall categorically confirm that the equipment conforms to the Technical Specifications and shall meet the Technical requirements as per Scope of Work of this Tender.

**Note: In support of the above-mentioned clauses, the Applicant shall submit self-certification confirming to comply with all the above-mentioned sub-clauses in clause no. 3. 4 at the time of formal tender.**

**At the time of formal tender, the applicant shall submit the documents mentioned in the clauses 3.4 above duly verified and certified by OIL's empanelled Third-Party Inspection Agencies mentioned below.**

#### **4.0 FINANCIAL QUALIFICATION CRITERIA:**

Financial qualification criteria for the future tenders issued to empanelled vendors shall be governed by prevailing procurement guidelines.

#### **5.0 GENERAL:**

- 5.1 To ascertain the substantial responsiveness of the application, the Company reserves the right to ask the applicant for clarification in respect of clauses covered under PQC also and such clarifications fulfilling the PQC clauses in toto must be received on or before the deadline given by the Company, failing which the applications will be summarily rejected. Company is not obligated to seek any post-application clarification. However, clarifications if decided to be sought at the option of Company, the same shall be limited to the original submissions only and no independent fresh submission shall be called for/permitted.
- 5.2 If any of the clauses in the PQC contradict with other clauses of the Invitation for enlistment elsewhere, then the clauses in the PQC shall prevail.
- 5.3 Applicant(s) must note that requisite information(s)/financial values etc. as required in the PQC & Tender are clearly understandable from the supporting documents submitted by the Applicant(s); otherwise applications shall be rejected.
- 5.4 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the application sent by mail and will not entertain any correspondence in this regard.
- 5.5 The originals of such documents [furnished by applicant(s)] shall have to be produced by applicant(s) to OIL as and when asked for.
- 5.6 Applicants shall submit duly filled checklists on PQC & other relevant technical criteria as prescribed in the tender along with their application. If any applicant fails/declines to submit the same, their application shall not be considered for further evaluation.
- 5.7 **Land Border Sharing:** Applicants should submit an Undertaking that, their application is compliant to Order No. F.No. 6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from an applicant of a country which shares land border with India. [Submit undertaking as per Format A7.1 to A7.4]
- 5.8 **Document Authenticity Undertaking:** Applicants should note that Company (OIL) may verify authenticity of all the documents /certificates / information submitted by the applicant(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that applicant has submitted forged documents / certificates / information towards fulfilment of any of the tender / contract conditions, Company shall immediately reject the application of such applicant(s) or cancel / terminate the contract besides taking action as per OIL's Banning Policy available in the OIL's website. Accordingly, service provider/vendor to submit the Undertaking of authenticity of information/documents submitted as per **Proforma-J**.

**5.9** Applicants should not be under liquidation/bankruptcy/undergoing any insolvency resolution process as on date of submission of enlistment application. Applicants shall submit undertaking towards compliance of above as per **Appendix-1** along with the application. If any applicant declines to submit the above undertaking, their applications shall be liable for rejection.

**5.10** The applicant shall submit an undertaking/declaration as per format **A2**, confirming that they have read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the applicant shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The applicant shall also disclose details of all such allied entities, if any, as required under the Banning Policy.

**6.0 VERIFICATION AND CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES:**

6.1 Oil India Limited (OIL) has engaged the following 17 (Seventeen) Independent Inspection Agencies for a period of 04 (Four) years up to 06.06.2028 to verify the authenticity of documents required against BEC to be submitted by the bidders against the tender:

<b>Sl. No.</b>	<b>Name of Independent Inspection Agency</b>	<b>Contact E-mail ID</b>
i.	M/s. Alfred H Knight India Private Limited	a. <a href="mailto:rkjain@ahkgroup.com">rkjain@ahkgroup.com</a> ; b. <a href="mailto:Pradeep.mathur@ahkgroup.com">Pradeep.mathur@ahkgroup.com</a> ; c. <a href="mailto:info@ahkgroup.com">info@ahkgroup.com</a> ;
ii.	M/s. TUV India Private Limited	a. <a href="mailto:noida@tuv-nord.com">noida@tuv-nord.com</a> b. <a href="mailto:mumbai@tuv-nord.com">mumbai@tuv-nord.com</a> c. <a href="mailto:salim@tuv-nord.com">salim@tuv-nord.com</a>
iii.	M/s Conformity India International Private Limited	a. <a href="mailto:mktg@ciindia.in">mktg@ciindia.in</a>
iv.	M/s Ravi Energic Private Limited	a. <a href="mailto:baroda@ravienergic.com">baroda@ravienergic.com</a> b. <a href="mailto:tpia@ravienergic.com">tpia@ravienergic.com</a>
v.	M/s SGS India Private Limited	a. <a href="mailto:dhaval.vora@sgs.com">dhaval.vora@sgs.com</a> b. <a href="mailto:sgs.india@sgs.com">sgs.india@sgs.com</a>
vi.	M/s Assure Quality Management Certification Services Private Limited	a. <a href="mailto:aqmcs@aqmcs.com">aqmcs@aqmcs.com</a>
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. <a href="mailto:industrial_services@irclass.org">industrial_services@irclass.org</a> b. <a href="mailto:Bhavesh.satam@irclass.org">Bhavesh.satam@irclass.org</a>

viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. <a href="mailto:Shailesh.deotale@ind.tuv.com">Shailesh.deotale@ind.tuv.com</a> b. <a href="mailto:Kaushal.gohil@ind.tuv.com">Kaushal.gohil@ind.tuv.com</a> c. <a href="mailto:info@ind.tuv.com">info@ind.tuv.com</a> d. <a href="mailto:ravi.kumar@ind.tuv.com">ravi.kumar@ind.tuv.com</a>
ix.	M/s Gulf Lloyds (India) Limited	a. <a href="mailto:contact@gulflloyds.com">contact@gulflloyds.com</a> b. <a href="mailto:inspection@gulflloyds.com">inspection@gulflloyds.com</a>
x.	M/s Baltic Testing India Pvt. Ltd.	a. <a href="mailto:office@balticcontrolindia.com">office@balticcontrolindia.com</a>
xi.	M/s Sanmarg Engineering Validation & Assessment	a. <a href="mailto:Amitra@sanmargeva.com">Amitra@sanmargeva.com</a>
xii.	M/s Meenar Global Consultants LLP	a. <a href="mailto:sales@mgellp.in">sales@mgellp.in</a>
xiii.	M/s Rites Limited	a. <a href="mailto:nrinspn@rites.com">nrinspn@rites.com</a> b. <a href="mailto:info@rites.com">info@rites.com</a> c. <a href="mailto:sbu.ninsp@rites.com">sbu.ninsp@rites.com</a>
xiv.	M/s Bureau Veritas (India) Private Limited	a. <a href="mailto:bvindia.corporate@bureauveritas.com">bvindia.corporate@bureauveritas.com</a>
xv.	M/s TUV SUD South Asia Private Limited	a. <a href="mailto:Hemant.chavan@tuvsud.com">Hemant.chavan@tuvsud.com</a> b. <a href="mailto:Jayashree.rane@tuvsud.com">Jayashree.rane@tuvsud.com</a>
xvi.	M/s Adornment Engineers India Private Limited	a. <a href="mailto:jks@adornmentengineers.com">jks@adornmentengineers.com</a>
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. <a href="mailto:admin@tereinspections.com">admin@tereinspections.com</a> b. <a href="mailto:ashismallick@teregroup.com">ashismallick@teregroup.com</a> c. <a href="mailto:tenders@teregroup.com">tenders@teregroup.com</a>

**6.2** Bidders are required to have their following documents verified and certified by any one of the empanelled Independent Third-Party Inspection Agencies listed above:

- (i) Technical Criteria:
- a. Contract document/Agreement/ Letter of Intent (LOI)/Letter of Award (LOA)/ Work Order - as required under Clause No. 3.1.1 (A) of BEC.
  - b. Job Completion Certificate/ SES (Service Entry Sheet)/Certificate of Payment (COP) - as required under Clause No. 3.1.1 (B) of BEC.
  - c. Against Clause No. 3.2 : Documents such as Parent/Subsidiary Agreements, Joint Venture Agreements, Corporate/Parent/Supporting Company Guarantees, undertakings from supporting companies/JV partners, Statutory Auditor-certified documents establishing relationship and equity holding,

Additional Performance Security undertakings (as applicable), and other relevant documentary evidence, as stipulated in the respective clauses and prescribed proformas.

- (ii) General Requirement: Bidder's Certificate of Incorporation/ registration in India (as applicable).

The Inspection Certificate, duly issued by the selected agency, must be submitted along with the Technical Bid. All costs related to verification and certification by the Third-Party Inspection Agencies shall be borne solely by the respective bidders. Payments in this regard shall be made directly by the bidders to the Inspection Agencies. OIL shall not be held responsible for any payment-related dispute between the bidders and the inspection agencies.

- 11.3 **The verified and certified documents (As mentioned in Para 11.2 above) must be submitted along with the Technical Bids. Any bid submitted with un-verified supporting documents shall not be considered.** However, in case a bidder submits its bid along with all relevant supporting documents as per BEC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered, provided it is accompanied by an Undertaking by the Bidder on their official letterhead towards submission of the duly verified and certified copies and Inspection Certificate within Seven (07) days from the actual date of bid opening. **No reminders or clarifications will be issued by the Company in this regard, and failure to submit the verified/ certified documents within the stipulated time shall result in outright rejection of the bid, at the sole risk and responsibility of the bidder.**

- 11.4 The methodology of verification/certification of documents followed by the agencies is broadly as under, but not limited to:

- (a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC. The bidders must present all relevant documents to any of the empanelled third-party certifying agencies for verification/certification. The TPI Agencies shall verify the authenticity of the documents only. They will not verify whether the documents produced by the bidder are sufficient for meeting the requirements of the tender or not. Neither OIL nor the Inspection Agencies shall be responsible for the selection or appropriateness of the documents submitted for verification. It is entirely the bidder's responsibility to ensure that the appropriate documents are verified/certified in support of BEC compliance.
- (b) The concerned Independent Third-Party Inspection Agencies shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids.

- (c) On issuance of the Inspection Certificate to the bidder, TPI agency should share a copy of the same to concerned Purchase Officer through email directly (Email ID: karishma.doley@oilindia.in). OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required, at no extra cost to OIL. Verification/ Certification of documents by OIL's empanelled third-party inspection agencies shall not automatically make the bidder techno-commercially-acceptable or eligible for award of contract.

Notes:

- (i) If any documents, LOI/LOA/Orders/Contracts etc., submitted towards BEC are issued by Oil India Limited, such documents need not be verified by TPI agency.
- (ii) Undertaking from TPI Agency as per format (PROFORMA-XVII) enclosed should be submitted along with the Bid.
- (iii) In case of clarifications sought by OIL against BEC, supporting documents (historical in nature) to those submitted in the original bid will also have to be verified from the same TPI agency which has originally verified their bid documents. OIL shall categorically mention the documents that are to be submitted with TPI verification in the clarification sought. In case the bidder fails to submit the TPI verified documents, as sought by OIL, as part of their clarification, their offer will be liable for rejection.

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

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**SECTION-IV: TERMS OF REFERENCE (TOR)/ SCOPE OF WORK  
(SOW)/TECHNICAL SPECIFICATIONS**

**(This Scope of Work is only indicative in nature. However, the applicant must confirm their compliance with all the clauses mentioned below. The Scope of Work may vary at the time of actual tendering. Applicants to note the same)**

**1.0 INTRODUCTION:** This section establishes the scope and describes the specifications, instructions, standards and other documents including the specifications for any tools or equipment, which the Applicant shall satisfy or adhere to in the performance of the work. The application is for Hiring the services of SPF Packages.

**1.1 DEFINITION OF WORK:**

The contractor is required to provide services of Surface Production Facility (SPF) for carrying out necessary surface production operations in remotely located/cluster plinth wells in OIL's operational areas in Assam and Arunachal Pradesh. The SPFs are also intended to be used to test a few producing oil/gas wells as well as oil wells for reservoir study purpose as and when required by OIL. The necessary equipment and manpower required for the said services have been detailed in Appendix-I and Appendix-II, respectively. The details of Work/Services to be performed under the Contract are explained in the subsequent paragraphs.

**2.0 OIL/GAS WELL DETAILS:**

The bulk of the hydrocarbons discovered so far in the region are contained in Tipams of Miocene age, Barails of Oligocene age and the Lakadong + Therrias of Paleocene/ Eocene age. The presence of the producible oil/gas has also been established in younger Girujan-clay Formations of Upper Miocene age in some areas of Upper Assam basin.

Out of the wells drilled so far in the Upper Assam basin, some wells have penetrated the entire Tertiary sequence and other wells have been drilled down to Upper and/or middle parts of Barail formation of Oligocene age. Information obtained from these wells shows that except a few thin Paleocene/Eocene Limestone beds, the sediments are primary clastic in the Paleocene/Eocene times; rocks were deposited in marine environments which gradually graded into deltaic/fluviatile environments through Oligocene onwards.

The wells in which the SPFs will be used may be vertical wells or high angle deviated wells (S-bend, J-bend, horizontal). Well depths are in the range of 2000 – 6000 meters. Maximum working pressure will be of 10,000 psi and bottom hole temperature ranges between 70 to 125°C. Majority of the oil/gas wells are completed with 5.1/2" production casing and 2.7/8" OD tubing strings. Only a few wells are completed with 3½" OD tubing in 9.5/8" casing. Few new wells are to be completed with 3½" – 4.1/2" tubing in 7" – 9.5/8" casing. There is no open-hole completion. The existing non-associated gas wells are generally produced through individual surface production facilities like Indirect Heaters or Heater Separator Units; some are produced in OCSs (Oil Collecting Station) also.

No sour gas been encountered. **Presence of CO2 is around 0% - Max 10%. The wells are expected to be H2S free.**

During initial production testing of newly drilled wells, well streams having wide range of characteristics will be encountered. The likely range of characteristics of the well fluid is given below for design purpose:

a) Water content (Produced)	: 0% - 90%
b) API gravity of oil	: 20 Deg - 35 Deg (for oil), : 30° to 55° API (For Mainly Condensate)
c) Water specific gravity	: 1.02 - 1.08
d) Gas gravity	: 0.65 - 0.80 (Air = 1)
e) Pour Point of oil	: 27 Deg - 33 Deg C
f) Wax (Paraffin) content	: 10% maximum by volume
g) Sand /solid/silt content	: There may be some amount of sand/ silt/drilling fluid content in the well stream

### **3.0 SCOPE OF WORK:**

a. The Scope of Services under this Contract is broadly as:

- i) Production testing/operation of wells are under the scope of the service provider (Well completion, activation, etc. shall be done by OIL). As per advice from OIL, the contractor must carry out round the clock production through the SPF in shift basis and generate daily production reports.
- ii) Surface Production Facility shall consist of surface equipment, viz., Surface safety valve, choke manifold, Indirect bath heater, 2-phase separator (minimum) with liquid and gas flow meter, pumps (bowser loading, Chemical dosing pump etc.), ESD/PSD system to activate the surface safety valve remotely on automatic/manual mode, surface flow lines, produced fluid analysis, Data acquisition facilities etc., spares and any other materials required to perform surface production/testing operations. The Contractor shall have to provide these equipment/facilities as given in Appendix-I to undertake the required services.
- iii) The Contractor shall have to provide their competent/skilled manpower (personnel) as given in Appendix-II to undertake the above services.
- iv) To build facility set up for flaring of produced gas. The Company will provide the plot of land (*with an approach of approx. 1.5 m wide*), ROW/ROU and piping for setting up flare pit at approx. 90 meters from the well.

Note: Instances where construction of flare pit is not required, the cost of construction of flare pit (*comprising of consumables and labour charges*) shall be recovered from the contractor as per OIL's internal estimate.

- v) Measure and keep continuous record of produced fluid flow rates at facility, surface temperature & pressure at the well (Tubing, Casing & Annulus during testing/production) and/or separator pressure.
- vi) Collection of samples of well fluids for the necessary analysis. The contractor shall carryout basic sample analysis (oil-water content, salinity, API, Gas SG and pH) in well site using their equipment & consumables. Detailed sample analysis, Bottom-hole Pressure- Temperature, PVT sampling & analysis will be carried out by OIL.
- vii) To build facility for loading of produced liquid/fluid in bowsers for evacuation to OIL's designated areas. For ease of loading, OIL reserves the right to advise the contractor for maintaining the water temperature in indirect bath heater (IDBH) in a narrow range based on property of produced crude.
- viii) Loading of produced fluids in bowsers at SPF for dispatch to Company Designated Location from respective WHS/well site. The transportation of crude oil with tankers from respective well sites to Company Designated Location shall be OIL's responsibility.
- ix) OIL at its discretion may ask the contractor to divert the produced crude oil/gas through flowline to the nearby installation. Pumps for these (if supplied by OIL) shall have to be operated by the contractor without any additional cost. OIL shall provide necessary training on operation and routine inspection of the pump. Any major maintenance shall be in OIL's scope.

**b.** Nature of services for Surface Production/Testing Facility:

- i) Pre-Job planning and post job management
- ii) Flow initialization and testing of the well
- iii) Operation and maintenance of all surface equipment
- iv) Sample collection and analysis as per requirement from OIL's engineer
- v) System Inspection
- vi) Troubleshooting & rectification
- vii) Relief valve calibration
- viii) Periodic Hydraulic testing of all surface production equipment as per statutory norms
- ix) Any other service required to ensure an efficient & safe Production Operation.

**c.** Documents to be submitted shall include but not limited to: Equipment certification (Certification of Conformity) at the time of initial mobilization (in case of change of equipment, recertification for the new equipment is required), pressure test report, relief valve calibration report, P&ID and Surface production facility equipment lay out drawings, NDT report of the equipment (wherever applicable), Safe operating procedure (SOP) and well production/ testing report, as applicable.

- d. The deliverables of the Surface Production/Testing Facility are broadly but not limited to:
  - (i) Surface flow rate data acquisition. (Reservoir pressure & temperature survey and analysis will be carried out by OIL).
  - (ii) Representative produced fluid sample collection. Compositional analysis and PVT analysis will be carried out by OIL.
  - (iii) Final/Daily Report on Surface Production Data preparation & submission.
- e. Subject to availability, the contractor to use the un-evacuated/un-utilized natural gas as fuel in the burner of indirect bath heaters at SPF. OIL may also allow the contractor to use the said un-evacuated/un-utilized natural gas for generating electrical power at SPF, against request from the contractor. However, arranging of gas engine genset and provisioning of necessary filtration system for treating the available gas to match with the inlet fuel gas specifications of genset will be under the contractor's scope without additional cost to OIL. The operating day rate payable, in such case when natural gas is utilized for burner in the indirect heater and/or for electrical power generation, will be as guided in the SOR.

#### **4.0 GENERAL NOTES:**

- a. The Scope of Work under operation and maintenance of the equipment includes all that are required for safe, trouble-free, and uninterrupted operation as per appropriate industry practices. The Contractor shall undertake operation and maintenance (O&M) of the equipment forthwith after mobilization and shall be responsible for arranging all resources including competent manpower as per requirements of Indian Mines Act, its bye-laws & other legislations in force and all resources/facilities for continuous twenty-four hours operations on shift basis, employee insurance & benefits, public liability insurance, routine & scheduled maintenance of equipment including running repairs and provisioning of relevant spares and consumables in relation thereto.
- b. The Contractor shall maintain and preserve all records and documents relating to the performance of the Work mentioned in scope of work and anything else that may reasonably be required to preserve for a period of 3 (three) years from completion of this Contract.
- c. Supply of Tool/Equipment/Manpower/Consumables required for ensuring trouble free efficient operation for the assigned services is the sole responsibility of the Contractor.

**5.0 REFERENCE STANDARDS:** The total design and service shall be guided by the following reference standards wherever applicable –

- ✓ API Spec 5CT : Specifications for tubulars and threads
- ✓ API Spec 6A : Specifications for valves equipment and wellhead
- ✓ API Spec RP 17B : Recommended practice for flexible pipes
- ✓ API RP 44 : Recommended practice for sampling petroleum reservoir fluids
- ✓ API RP 520 : Recommended practice for sizing, selection and installation of pressure relieving devices
- ✓ API RP 521 : Recommended practice for pressure relieving and de-pressuring systems
- ✓ ASME-Section-VIII Div. I and II : Rules for construction of pressure vessels
- ✓ ANSI/ASME B 31.3 : Chemical plant and petroleum refinery piping
- ✓ API RP 54 : Recommended practice for Safety and health for oil & gas well drilling and servicing operation
- ✓ Relevant OISD, IBR, OMR, etc. standards and bye laws and regulations State & Central Pollution Control Boards (CPCB, APCCB) are to be strictly complied by the Contractor.

## 6.0 MANPOWER:

- a. The Contractor shall provide competent personnel with requisite experiences & qualifications as per the Appendix-II on round the clock basis. OIL reserves the right to decide for engagement of these personnel on the basis of verification of relevant documents prior to engagement.
- b. The Contractor shall furnish an undertaking along with the bid for providing the bio-data and supporting documents regarding academic qualification and experience of all the crew members to be deployed under the Contract as per Appendix- II.
- c. Personnel deployed should be conversant with relevant safety practices.
- d. The Facility In-charge shall head the team of Contractor's crew and shall carry out all the jobs in consultation with OIL's representative. He shall report to the office of the OIL's representative regularly and also as and when called for receiving instruction/resolving any issue on contractual obligation. He must be available at call.
- e. The Contractor may replace their personnel during their due off/ leave provided equivalent category of personnel is deployed and subject to verification of the relevant documents & acceptance from Company prior to engagement. The necessary documents for approval to be submitted at **least 15 days** ahead of engagement.
- f. The Contractor shall ensure that all the personnel shall have a **full medical examination** in accordance with accepted medical standard prior to engagement. In

Case of any medical emergency/treatment of contractor's personnel's, the contractor shall be responsible for their treatment, i.e., all such treatment cost has to be borne by the contractor.

- g. All the personnel as per Appendix-II should possess valid training certificates from approved agencies under International Safety Management Code in respect of **fire prevention and firefighting** and **first aid** in addition to medical fitness certificate.
- h. **Mines Vocational Training may be given by OIL**, contractor to provide the list of personnel eligible for attending the training at the time of mobilization.
- i. The Contractor shall be responsible for food, lodging and transportation of his personnel.
- j. Company reserves the right to disqualify a person in case of indiscipline, unfit due to medical reason, incompetence etc. to work under the Contract.
- k. Contractor may deploy additional personnel, if required, by taking prior approval from the Company. Such additional personnel shall be provided by the Contractor at their own cost.
- l. During the contract period, if there is a requirement of change of manpower in SPF, the Contractor shall obtain the necessary approval from OIL. For this, the Company (*i.e., controlling officer of respective SPF*) shall get the intimation/notice minimum 07 (seven) working days in advance along with justification for the intended change along with submission of all the required documents of the new person for necessary scrutiny. Deployment of any manpower without approval shall be dealt as per **Clause no. 16.0** and **Clause no. 9 (e) of SOR** of the Section-II: Special Condition of Contract.

#### **7.0 VINTAGE OF TOOLS/EQUIPMENT:**

All major equipment offered for this contract, i.e., Emergency Shutdown Valve/ Surface Safety Valve, Choke Manifold, Separator and Surge Separator/Surge Vessel/ Surge Tank shall not be manufactured **07 (seven) years** prior to the date of enlistment submission. Bidder has to provide self-declaration confirming to compliance to the same and confirm to submit relevant supporting document in support of vintage of equipment at the time of mobilization/tendering.

Health assessment report cum residual life certificate for SPF equipment from chartered engineer shall be submitted in case of vintage equipment.

#### **8.0 SAFETY, HEALTH, AND ENVIRONMENT:**

Contractor shall comply with applicable environmental laws and statutory regulations as applicable to Oil Mines in India.

The Contractor is required to provide all its personnel with Personal Protective Equipment as per international practice, which may include, as appropriate, but not limited to the following:

- Safety Helmet
- 100% cotton or fireproof overalls
- Safety Footwear
- Safety Goggles
- Other PPE, including gloves, hearing protection, safety belts etc.

#### **9.0 SUPPLY BASE:**

It will be the contractor's responsibility to maintain adequate space and utilities at their base in and around Duliajan for storage of their Equipment, Tools etc. and workshop needs. All costs associated with establishing and running such facility will be to the Contractor's account.

#### **10.0 TOOLS/EQUIPMENT/SPARES/CONSUMABLES:**

The Contractor shall provide tools/equipment for the complete services. The Contractor shall keep sufficient back up tools and equipment, spares & consumables ('O' rings, elastomers/rubber seals, redressing kits etc.), in order to ensure uninterrupted services. An indicative list with brief specification of tools and equipment are given in Appendix-I which shall be used for evaluation purpose. Any additional tools/equipment required to fulfil the scope of work but not covered in the list are also to be supplied by Contractor at no extra charge.

Provisioning of operational consumables such as Petroleum Oil & Lubricants (POL) etc. for smooth functioning of the SPFs will be under the contractor's scope. OIL will provide chemicals viz. Glycol, Methanol, De-Emulsifier, Flow improver etc. as and when required.

**A. SPECIFICATION OF SOME OF THE MAJOR TOOLS AND EQUIPMENTS:**

All equipment supplied for use upstream of and including the choke manifold are to be rated a minimum of 10,000 psi WP unless otherwise specified. All data headers and pressure bleed off points upstream of and including the choke manifold shall each be equipped with appropriate needle valves with 10,000 psi minimum pressure rating.

All equipment supplied for use downstream of the choke manifold up to the separator is to be rated to a minimum of 3000 psi and all the equipment supplied for use downstream of separator shall be 1500 psi unless otherwise specified.

The details of the required Surface Production Facility (SPF) Equipment and accessories suitable for 10,000 psi working pressure are as under:

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
(a)	<p><b>SURFACE SAFETY VALVE (SSV); Qty: 1 EA</b></p> <ul style="list-style-type: none"> <li>• Working Pressure 10,000 psi</li> <li>• Test pressure 15,000 psi</li> <li>• Hydraulically operated fail-safe to closed position</li> <li>• Shall be able to close in less than 25 seconds at operating pressure.</li> <li>• Shall be complete with a control system, with an interface to the Production Shut Down System (PSD) for emergency remote closure.</li> </ul>	
(b)	<p><b>INDIRECT BATH HEATER PACKAGE FOR HEATING OF PRODUCED FLUID; Qty: 1 EA</b></p> <ul style="list-style-type: none"> <li>• bath type Indirect Heater with diesel and natural gas fired burners (dual fuel),</li> <li>• minimum 2.0 MM BTU/Hr heating capacity,</li> <li>• the water temperature in bath heater shall be maintained at 60-80 deg. C during operation,</li> <li>• 24 hr. recording of the bath temperature using mechanical chart recorder or in DAQ system,</li> <li>• WP 10,000 psi for process/pressure coil,</li> <li>• minimum two passes for pressure coil through the heater for efficient heat transfer,</li> <li>• automatic fuel shut down valve activated by pilot light stoppage,</li> <li>• flame arrestor at burner air inlet (in case of natural Draft) or Necessary safety gears in case of Forced draft burners,</li> <li>• Dual fuel: diesel and natural gas. Natural gas shall be used wherever made available by OIL.</li> </ul>	
(c)	<p><b>PIPING PACKAGE</b></p> <p><b>Qty: as per requirement</b></p>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<ul style="list-style-type: none"> <li>• All piping should be of suitable size and length, and should be complete with elbows, straights, swivels and x-overs needed for connections.</li> <li>• All piping connection upstream of choke manifold to be high pressure piping suitable for 10,000 psi WP.</li> <li>• All piping connection downstream of choke manifold to upstream of separator to be medium pressure piping suitable for 3000 psi WP.</li> <li>• All piping connection downstream of separator, vent and relief lines, to be low pressure piping suitable for 1500 psi WP.</li> </ul>	
(d)	<p><b>DATA HEADER; Qty: 1 EA</b></p> <ul style="list-style-type: none"> <li>• 10,000 psi rated to be situated upstream of choke manifold.</li> <li>• Shall have sufficient points for pressure and temperature gauges (thermo- wells or strap-on thermo-transducers), electronic data acquisition sensors, sampling and injection, each equipped with appropriate needle valves.</li> </ul>	
(e)	<p><b>CHOKE MANIFOLD; Qty: 1 EA</b></p> <ul style="list-style-type: none"> <li>• Two flow paths, one with facilities to install and change fixed chokes and one with an adjustable choke. Each flow path shall have minimum two closing valves with bleed off facilities between the upstream and downstream valve, and ports for pressure measurement through pressure gauge and bleed off on both sides. Shall be frame / skid mounted.</li> <li>• Min 10,000 psi Working Pressure for all valves.</li> <li>• API 6A solid block Gate valves, Minimum 4 valve configuration</li> <li>• One full set of choke beans up to 64/64" &amp; choke bean wrench</li> <li>• Pressure gauges of following ranges to be made available:  0 – 10,000 psi,  0 – 5000 psi,  0 – 1000 psi,  0 – 500 psi &amp;  0 – 100 psi</li> </ul>	
(f)	<p><b>SURFACE PRESSURE &amp; TEMPERATURE RECORDER; Qty: 2 EA</b></p> <ul style="list-style-type: none"> <li>• Either mechanical or digital recorders should be made available, however, utilisation shall be at OIL's discretion.</li> <li>• Pressure to be tapped from ½" NPT needle valve box.</li> <li>• Temperature to be measured from ½ inch Autoclave weld neck pocket or strap- on thermo-transducer.</li> <li>• Provided with sufficient length of high pressure hose (10,000 psi WP) with 1/2" NPT connectors</li> </ul>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<ul style="list-style-type: none"> <li>• For mechanical recorders, chart drive, one revolution in 24 hrs.</li> <li>• For digital recorders data should be recorded versus time.</li> </ul>	
(g)	<p><b>WELL TEST SEPARATOR, MINIMUM 2-PHASE, DESIGN PRESSURE NOT LESS THAN 1440 PSI;</b></p> <p><b>Qty: 1 EA</b></p> <p>Separator shall be designed to suit the following operating conditions:</p> <p>a) <b>For gas well:</b> Liquid handling capacity – 0 to 100 KLPD (0 – 600 BPD) and Gas handling capacity – 30000 SCMD to 750000 SCMD at an operating pressure of 300 psi.</p> <p>b) <b>For oil well:</b> Liquid handling capacity – 10 to 300 KLPD (60 –1650 BPD) and Gas handling capacity – 2000 scmd to 100000 scmd at an operating pressure of 50 psi.</p> <p><b>Separator shall be complete with following features:</b></p> <ul style="list-style-type: none"> <li>• Pressure control system</li> <li>• Liquid level control system with liquid level glass</li> <li>• Positions for both data acquisition transducers and pressure and temperature gauges on vessel and gas &amp; oil lines.</li> <li>• Liquid and gas metering facilities to cover the full flow capacity range of the separator.</li> <li>• Suitable flow meters to measure liquid and gas flow rates</li> <li>• Sampling points at liquid and gas outlet lines</li> <li>• Manhole for internal visual inspection and cleaning</li> <li>• Inlet manifold shall enable by-pass to either oil or gas discharge line through equipped valves to isolate the vessel itself</li> <li>• Shall be equipped with two independent pressure relief devices, protecting the vessel against overpressure/rupture. Each individual device shall be capable of discharging the maximum well production rate in case of overpressure.</li> <li>• Vessel sizing calculation shall be provided at the time of mobilization.</li> </ul> <p>The separator shall bear ASME U-stamp. Necessary certificate from ASME shall be submitted at the time of mobilization.</p>	
(h)	<b>SURGE TANK; Qty: 1 EA</b>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<p>a) Shall have a capacity of minimum 80 bbls, two compartments.</p> <p>b) Shall be able to operate up to a pressure of minimum of 50 psi</p> <p>c) <b>LP gas meter to allow GOR calculation</b></p> <p>d) The following features shall be included:</p> <ul style="list-style-type: none"> <li>• Pressure control system</li> <li>• Externally mounted Liquid level glasses for visual inspection of liquid/gas interface or equivalent system</li> <li>• Shall be equipped with positions for analogue pressure and temperature measurement on vessel</li> <li>• Inlet manifold shall enable by-pass of fluid to oil discharge line. The manifold shall be equipped with sufficient valves to isolate the vessel itself.</li> <li>• Shall be equipped with pressure relief device, protecting the vessel against overpressure/ rupture.</li> </ul> <p>The separator shall bear ASME U-stamp. Necessary certificate from ASME shall be submitted at the time of mobilization.</p>	
(i)	<p><b>GAUGE TANK;</b></p> <p><b>Qty: 08 EA or Total usable storage capacity of 250 KL</b></p> <ul style="list-style-type: none"> <li>• Atmospheric working pressure</li> <li>• Minimum 200 bbls capacity each and shall be easily transportable during shifting</li> <li>• Calibrated dip sticks</li> <li>• Externally mounted sight glass or equivalent system</li> <li>• Inlet manifold.</li> <li>• Associated pipe fittings for inlet and outlet connections</li> <li>• Fitted with staircase, dip measuring device, valves etc.</li> <li>• Breather (pressure &amp; vacuum) valve</li> </ul>	
(j)	<p><b>OIL TRANSFER/LOADING PUMPS (tank evacuation); Qty: minimum 02 EA</b></p> <ul style="list-style-type: none"> <li>• Should be hooked up in the manifold of gauge tanks for direct suction and delivery to enable loading of bowsers.</li> <li>• Shall be capable of emptying tank at a rate of 50 kph, during operation.</li> </ul>	
(k)	<p><b>GAS BURNER FOR FLARING &amp; FLARE SET UP FACILITY; Qty: 1 EA</b></p> <ul style="list-style-type: none"> <li>• Shall be capable of complete combustion of up to 30 MMSCF/day gas without fall-out.</li> <li>• One (01) environment friendly gas flare shall be supplied. The burner design shall be such that flaring of hydrocarbons gas is smokeless, fallout- free and achieved at minimum noise levels.</li> </ul>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<ul style="list-style-type: none"> <li>• Noise level shall be within the range 45 – 55 db.</li> <li>• Minimum three head Burner</li> <li>• The flaring system shall be capable of flaring oil in case of emergency.</li> <li>• Includes remote electrical ignition system.</li> </ul>	
(l)	<p><b>AIR COMPRESSORS;</b>  <b>Qty: 100% redundancy for 24 hrs operation.</b></p> <ul style="list-style-type: none"> <li>• Should be able to supply sufficient quantity of air as per contractor's design requirement for efficient flaring &amp; all pneumatic control gears.</li> <li>• Complete with hoses and suitable end connection to connect with air line of burner</li> </ul>	
(m)	<p><b>OIL DIVERTER MANIFOLDS, 5 WAY; Qty: 01 EA</b></p> <ul style="list-style-type: none"> <li>• Minimum 05 points connection</li> <li>• Should have ball/plug valves to divert oil to flare or process equipment as required</li> <li>• Min working pressure 1440 psi.</li> </ul>	
(n)	<p><b>GAS DIVERTER MANIFOLDS, 3 WAY; Qty: 01 EA</b></p> <ul style="list-style-type: none"> <li>• Minimum 03 valves/points</li> <li>• Should have ball/plug valves to divert gas to flare.</li> <li>• Min working pressure 1440 psi.</li> </ul>	
(o)	<p><b>PRODUCTION SHUT DOWN (PSD)/EMERGENCY SHUT DOWN (ESD) SYSTEM; Qty: 01 EA</b></p> <p>Shall be capable of shutting in the well on the surface safety valve. Activation shall take place as automatic functions from sensors installed as mutually agreed using API RP 14C as a guideline, or by manual activation of PSD shut down panel located at the strategic places:</p> <p>I. <b>Manual push button</b> at Assembly Area, Separator Area, Storage Tank Area. A box with lid to avoid accidental activation of PSD or at mutually agreed positions.</p> <p>II. <b>High-low pilots for auto-mode</b> between (1) Upstream of Choke manifold, (2) Choke Manifold &amp; Separator (3) Separator &amp; Tank or at mutually agreed positions</p>	
(p)	<p><b>WELL FLUID SAMPLE TESTING EQUIPMENT;</b>  <b>Qty: 01 EA</b></p> <p>Complete with suitable equipment to measure the basic parameters of the well fluid sample, viz., oil-water content, temperature, liquid specific gravity/API, gas specific gravity, salinity, pH etc.</p>	
(q)	<p><b>SURFACE DATA ACQUISITION SYSTEM; Qty: 01 EA</b></p> <p>Complete with accessories &amp; provision for real time remote display, water in oil monitor, gas flowmeter (senior Daniel orifice type)</p>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<ul style="list-style-type: none"> <li>• Sensors for Pressure and temperature measurement, level transducers &amp; Cabling</li> <li>• Shall be capable for continuous monitoring of pressure and temperature at surface test tree. Flow rates for gas/liquid at separator. Pressure &amp; temperature in separator and its downstream. Water temperature in bath heater.</li> <li>• Sampling to be done every 1 min. The records in hard copy generated will be in every 15 mins, if required.</li> <li>• All sensors and metering devices shall have valid calibration.</li> </ul>	
(r)	<p><b>SAMPLE BOTTLES / SAMPLER, Qty: 01 SET EA</b>, complete with Labels and consumables.</p> <ul style="list-style-type: none"> <li>• Oil sample cans, 5 ltrs, IATA conforming – 10 nos.</li> <li>• Oil sample cans, 1 ltrs, IATA conforming – 20 nos.</li> <li>• Water sample bottles, 1 litre, plastic or glass – 10 nos.</li> </ul>	
(s)	<p><b>SAFETY EQUIPMENT; Qty: 01 SET EA</b></p> <ul style="list-style-type: none"> <li>• Sufficient quantity of Fire extinguishers (DCP &amp; CO2) at strategic locations</li> <li>• Trailer or Skid Mounted Fire Water Pump (Diesel Engine Driven) capable of developing 7 KSC pressure with provision for quick connection hose, 01 no.</li> <li>• Skid Mounted Water Storage Tank (36 Cu. M Minimum) with circulation facility, 01 no.</li> <li>• Portable Water-cum-foam monitor of 1750 lpm, 02 nos.</li> <li>• Firefighting water hoses of adequate length as per OISD</li> <li>• Weather proof storage for storing Firefighting accessories</li> <li>• Multi-Purpose Nozzle – 2 nos.</li> <li>• Inline Foam inductor – 1 no.</li> <li>• Foam branch line – 1 no.</li> <li>• Foam Compound – 200 liter</li> <li>• Foam Tank (If required)</li> <li>• Portable Multi gas detector</li> <li>• Personnel protective equipment</li> <li>• Windsock</li> <li>• Safety barricading tape</li> </ul>	
(t)	<p><b>TOOLS, CROSS-OVERS &amp; SPARES</b></p> <p>Includes all hand tools, all types of cross-overs, spare parts etc. required for uninterrupted surface production operations.</p>	
(u)	<p><b>Generating Set, Acoustically Enclosed; Qty: minimum 02 nos.</b></p> <ul style="list-style-type: none"> <li>• Shall be able to generate sufficient electrical power to run all the contractors' tools/ equipment and area</li> </ul>	

<b>SURFACE PRODUCTION TESTING EQUIPMENT (PER UNIT)</b>		
<b>S N</b>	<b>Equipment Specification</b>	<b>Bidder's Offer</b>
	<p>illumination or minimum 50 kVA each, whichever is higher</p> <ul style="list-style-type: none"> <li>• Shall be diesel engine driven.</li> </ul> <p><b>Note:</b> Subject to continuous availability and on contractor's request, OIL may allow the contractor to use the un-evacuated/un-utilized natural gas for power generation at SPF. However, arranging of gas engine gensets and provisioning of necessary filtration system for conditioning the natural gas to match with the inlet fuel specifications of gas genset will be under the contractor's scope without additional cost to OIL. In such scenario, minimum 01 (one) no. Gensets shall be Diesel engine driven and the contractor shall be solely responsible for supplying electrical power in the SPF for uninterrupted operation. When natural gas is used as fuel in the genset, the operating day rate payable, will be as guided in the SOR.</p> <ul style="list-style-type: none"> <li>• Shall be acoustically enclosed, complete with all ancillaries/ equipment including earthing materials, earthing pit and ground earthing for uninterrupted round the clock operation.</li> </ul>	
(v)	<p><b>CHEMICAL INJECTION PUMP; Qty: 01 EA</b></p> <ul style="list-style-type: none"> <li>a) Working pressure 10,000 psi</li> <li>b) Capable of injecting against full shut-in wellhead pressure.</li> <li>c) Shall be equipped with a pressure relief device, if maximum pump pressure is higher than the maximum working pressure of the component it is pumping in to.</li> <li>d) Shall be suitable for LFI, methanol &amp; glycol injection.</li> <li>e) Pumping capacity = 56 gallons per day @ 10,000 psi.</li> <li>f) Pump should be pneumatically driven positive displacement type.</li> <li>g) Pump to be provided with check valve.</li> <li>h) Provided with sufficient length of high-pressure hose (10,000 psi WP) with 1/2" NPT connectors.</li> </ul>	
(w)	<p><b>PRODUCTION MANIFOLD / HEADER (5 POINT, MIN 10,000 PSI WP); QTY: 01 EA</b></p> <p>Five (5) point production header/manifold (<b>block type construction is not acceptable</b>), each point fitted with plug/gate valves, which shall have the facility to receive 05 inlets (from individual wells). Also, each inlet line shall have check valves and ½" pressure measuring points. The pressure rating of the components in the manifold shall be as under:</p> <ul style="list-style-type: none"> <li>a. Working Pressure: 10,000 psi</li> <li>b. Test Pressure: 15,000 psi</li> </ul>	
	<p>ANY OTHER EQUIPMENT / TOOLS FOR SUCCESSFUL SURFACE TESTING SERVICE, BUT NOT MENTIONED ABOVE</p>	

**A. OPERATIONAL REQUIREMENT: SURFACE EQUIPMENT**

- a) The outlets of all pressure relief system/SRV shall be routed to the flare through suitable sized piping of appropriate pressure rating. It will be Contractor's responsibility to ensure that the relief system is suitably sized to discharge the maximum gas and/or liquid design flow rate.
- b) The interconnecting piping shall be laid and installed by the Contractor after due approval from the OIL engineer in charge at site. All piping shall be **safely anchored and secured**. When the piping installation has a change of pressure rating, the lower rated pipe shall be adequately protected against overpressure.
- c) All major equipment downstream of the choke manifold shall have the feature to be bypassed.
- d) Burning of hydrocarbons shall take place without any pollution to atmosphere. All effort shall be made to minimize smoke to air.
- e) All process control shall be local pneumatic control.
- f) All the surface equipment necessary for the job shall be skid mounted for ease of transportation and installation.
- g) Area illumination using FLP electrical lighting system/facility, earthing system and other ancillary equipment that are run on electrical power using soundproof generators (contractor's scope) are to be provided by the contractor.
- h) **Maintenance:** The contractor may be provided 01 day (24 hours) time in a calendar month to carry out necessary maintenance/repairing job subject to arrangement of necessary by-passing of the equipment to be repaired, without additional cost to OIL. During the period well(s) shall be on continuous production. Contractor shall take prior permission from the concerned engineer/Installation Manager/OIL's representative for availing scheduled maintenance. Cumulative servicing period cannot be brought forward to the next month(s).
- i) Safety Equipment/Services:
  - i. The Contractor shall observe all safety regulations in accordance with acceptable oilfield practices and applicable Indian Laws including provisions of Oil Mines Regulations, India, OISD & State Pollution Control Board. The Contractor shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care and caution in preventing fire, explosion and blow out.
  - ii. **DGMS approved Electrical & Instrumentation equipment** shall be acquired and used by the contractor, wherever applicable. Or, shall comply with the latest regulations issued by the authority.

**B. OPERATIONAL REQUIREMENT: SECURITY SERVICES**

The Contractor shall be wholly responsible for complete Security of their personnel, their surface well production package, Well Sites, Base Camp, etc. during ILM, operations, transit etc. and arrange suitable, complete and best Security services accordingly on round the clock basis for their personnel and equipment & other materials of the Company (handed over through proper documents) at well sites throughout the tenure of the contract. All security related issues shall be dealt with by the Contractor on their own including dealing with Government agencies. Suitable fencing with security gate & proper area lighting at well site will be the sole responsibility of the Contractor. **The Company will in no case be involved in security related issues.** The Contractor shall also be responsible for **safety and security of the Company’s personnel / equipment / tools / materials** etc. at the well site and shall provide best security services to them during the tenure of the contract.

Additionally, CCTV shall be installed for round the clock surveillance of critical areas of SPF Units, viz., entrance gate, bowser loading area, indirect heater, storage (gauge) tank area. The recorded CCTV footage shall be stored for minimum two weeks and contractor shall provide the same to OIL whenever asked for.

**NOTE:**

- a. **CIVIL jobs:** Initial site preparation and any civil jobs emerging due to movement of OIL’s equipment will be OIL’s scope.
- b. **Well Plinth civil works will be carried out by OIL.**
- c. Security & fencing will be solely under contractor’s scope.
- d. Safety & Emergency First Aid items as per Indian Oil Mines Regulations and OISD guideline to be kept in well site by the contractor.
- e. **Extra storage tanks if required will be provided by OIL.**
- f. Double electrical earthing strips per equipment should be provided.
- g. During activation well fluid coming out may be directed to the gauge tank bypassing separator & surge tank. **The tank evacuation will be OIL’s scope.**
- h. **FLARE PIT:** For flaring of produced gas during well testing/production, flare pit is a must in case of exploratory well or development wells where flow line connection to permanent set up is not possible.

**For preparation of flare pit following jobs needs to be carried out:**

<b>SL NO</b>	<b>PRACTICE FOLLOWED IN OIL</b>	<b>OIL’S SCOPE</b>	<b>CONTRACTOR’S SCOPE</b>
1)	Land measuring approx. area 30 m x 30 m with an approach road of 1.5 m breadth from the well plinth to flare pit.	√	
2)	Construct the flare pit covering the area of approx. Size: 20 m x 20 m by asbestos walling about 16 ft height		√

SL NO	PRACTICE FOLLOWED IN OIL	OIL'S SCOPE	CONTRACTOR'S SCOPE
3)	Make trestle approach road to the flare pit for lying of flare line as well as for walking in case of low-lying area		√
4)	Make earthen bundh around the flare pit area up to a height of 1.5 m to prevent crude oil overflowing to the neighbouring area of the flare pit in case of system malfunctioning or carryover		√
5)	Erect security fencing with jungle wire around the flare pit in order to avoid any cattle movement and touching of hot asbestos wall.		√
6)	i) Making of flare line using 4½” OD line pipe (or 2.7/8” OD tubing) from separator gas out let with flare manifold of 6” or 8” size having three / four nos. of 4” outlets ii) Anchoring of the flare manifold. iii) Make a trestle at the flare pit (if required). iv) In the event of non-availability of approach of desired width, contractor to fabricate & install conventional ground flare using OIL's supplied pipes. Necessary 4.1/2” OD line pipe (or 2.7/8” OD tubing) will be provided by OIL.		√

**QUALIFICATION AND EXPERIENCE OF PERSONNEL (per SPF):**

**1.0 SURFACE PRODUCTION FACILITY IN-CHARGE (SPFI): 1 NO.**

- 1.1 Person shall be minimum Graduate in Engineering with not less than **04 years'** relevance experience **or** Graduate in Science/Diploma in Engineering with minimum **07 years'** relevance experience in operation and maintenance of **Surface Production Operation/Testing**.
- 1.2 He should have adequate administrative skills to independently run the operation and manage a group of manpower deployed under him. Amongst these people, he should handle any industrial unrest scenario arising out of his subordinates.
- 1.3 The SPFI shall head the team of Contractor's crew and shall carry out all the jobs in consultation with OIL's representative. He shall report to the office of the OIL's representative regularly and also as and when called for receiving instruction/resolving any issue on contractual obligation.
- 1.4 To recommend surface well testing/production plan and equipment layout to OIL for approval.
- 1.5 The SPFI shall attend duty as and when the job demands and shall be available for 24 Hours and shall be in constant touch with the Company representatives stationed at well site.
- 1.6 He will be overall responsible for the trouble-free operation of the equipment.
- 1.7 He shall be responsible for all surface data acquisition.
- 1.8 SPFI will be responsible for Pre Job planning, design, operation, post job management, final test report preparation & submission, system inspection and maintenance of Surface Production Facility equipment.
- 1.9 He should have knowledge of Hazardous Area and be conversant with relevant Safety and Environment Regulations. In operation and maintenance of all the tools and tackles, machineries used for the operation. He should have experience to critical and emergency situation.

**2.0 SURFACE PRODUCTION SUPERVISORS (SPS): 1 no. per shift**

- 2.1 Person shall have minimum qualification of diploma in engineering with not less than **3 years** of relevance experience or passed 12th standard with minimum **07 years** of relevance experience in **Surface Production Operation/Testing**.
- 2.2 The person will be responsible for all the operation mentioned in Scope of Work.

- 2.3 The person is to report to SPFI for any abnormality in the operation.
- 2.4 He should be well versed with the latest testing/production technology, work procedures, in accordance with internationally recognized safe well testing/production methodology.

**3.0 OPERATOR: 02 nos. per shift**

- 3.1 The Surface Production Facility Operator shall have a minimum of **5 years** of experience in operating production/testing surface equipment **or** minimum educational qualification of diploma in engineering with not less than **2 years** of experience in E&P Sector.

**4.0 OTHER CREW MEMBERS:**

- 4.1 Personnel deployed by the Contractor other than the mentioned above, in any operation shall be conversant with oil field operation.
- 4.2 The Contractor should submit a list of personnel who are likely to be deployed for the subject services to OIL for approval. They should fulfil the above qualifications and experience.

- 5.0** The Contractor shall furnish a list of available personnel who will be deputed for providing services at the beginning of the contract along with necessary supporting documents to OIL for approval.

- 6.0** If the Contractor plans to change any personnel during execution of contract, the Contractor shall notify the Company (i.e., controlling officer of respective SPF) in advance along with justification for the intended change and submit requisite documents of the new person. The Company shall require a period of minimum 7 (seven) working days to scrutinize the documents. Change of manpower should be implemented only after approval from OIL.

**7.0 LIST OF KEY PERSONNEL:**

The following table shows the summary of list of competent personnel to be deployed by the Contractor per SPF unit:

<b>Sl. No.</b>	<b>Description</b>	<b>Nos.</b>
<b>1.</b>	Surface Production Facility In-Charge (SPFI)	1
<b>2.</b>	Surface Production Testing Supervisor, per shift	1
<b>3.</b>	Operator, per shift	2

**Note: Bidder/Applicant to provide confirmation to comply with all the above clauses mentioned in SOW at the time of tendering.**

**\*\*\*END OF SECTION-IV\*\*\***

**LIST OF PROFORMAS, EXHIBITS, APPENDICES, ETC. FOR THE TENDER**

*(Applicants are advised to submit all the proformas applicable to them and fill the table below)*

<b>Sl. No.</b>	<b>Proforma-No.</b>	<b>Form Description</b>	<b>Submitted (Yes/No/Not applicable)</b>
1.	<a href="#"><u>Proforma-D</u></a>	Statement of Non-Compliance (if any)	
2.	<a href="#"><u>Proforma-E</u></a>	Letter of Authorisation for attending Bid Opening format	
3.	<a href="#"><u>Proforma-F</u></a>	Letter of Authority format	
4.	<a href="#"><u>Proforma-H</u></a>	E-Remittance Form	
5.	<a href="#"><u>Proforma-J</u></a>	Format of Undertaking by Applicants towards submission of authentic information/documents	
6.	<a href="#"><u>Proforma-K</u></a>	Certificate of compliance to financial criteria	
7.	<a href="#"><u>Proforma-L</u></a>	Commercial Check List	
8.	<a href="#"><u>Proforma-Q</u></a>	Parent/Subsidiary Agreement	
9.	<a href="#"><u>Proforma-R</u></a>	Parent/Subsidiary Guarantee	
10.	<a href="#"><u>Proforma-S</u></a>	Sister subsidiary/Co-subsidiary company and the ultimate parent/holding company agreement	
11.	<a href="#"><u>Proforma-T</u></a>	Form of PBG by Supporting partner	
12.	<a href="#"><u>Proforma-U</u></a>	Declaration format	
13.	<a href="#"><u>Proforma-Y</u></a>	Technical Evaluation Sheet for BEC	
14.	<a href="#"><u>Proforma-Z</u></a>	Undertaking from TPI agency	
15.	Proforma-A7.1	Undertaking towards compliance of provisions for restrictions on procurement from a applicant of a country which shares land border with India	
16.	Proforma-A7.2	Undertaking for works involving possibility of sub-contracting	
17.	Proforma-A7.3	Additional Undertaking by applicant in cases of Specified Transfer of Technology (ToT)	
18.	<a href="#"><u>Appendix-1</u></a>	Declaration about Applicant's Financial Standing	
19.	ANNEXURE-K	ANNEXURE- IDENTIFIED KEY PERSONNEL	
20.	<a href="#"><u>Appendix-2</u></a>	Declaration that applicant is not under Holiday List/Delisted/Blacklist/Debarred in OIL	

**STATEMENT OF NON-COMPLIANCE (IF ANY)**

**(Only exceptions/deviations to be rendered)**

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

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

**Signature of Applicant:** \_\_\_\_\_

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

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

**PROFORMA-E**

**PROFORMA LETTER OF AUTHORISATION FOR ATTENDING APPLICATIONS  
OPENING**

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

Sir,

**SUB:** Hiring the services of Well Servicing Unit consisting of Coiled Tubing Unit (CTU), Nitrogen Pumping Unit (NPU), Fluid Pumping Unit (FPU) with heating facility and other related accessories.

I/We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorised to represent us during bid opening on our behalf with you against IFB for **Hiring the services of SPF Packages.**

Yours Faithfully,

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

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

**Signature of Applicant:** \_\_\_\_\_

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

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

**PROFORMA LETTER OF AUTHORITY**

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

Dear Sir,

**SUB:** \_\_\_\_\_

We \_\_\_\_\_ of \_\_\_\_\_  
Confirm that Mr. \_\_\_\_\_  
\_\_\_\_\_ (Name and Address) is authorised to represent us to Bid, negotiate  
and conclude the agreement on our behalf with you against IFB for '**Hiring the  
services of SPF Packages** for any commercial/ Legal purpose etc.

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

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

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

Yours faithfully,

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

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

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

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

**Format of undertaking by Applicants towards submission of authentic information/documents (To be typed on the letter head of the applicant)**

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

Date \_\_\_\_\_

**Sub: Undertaking of authenticity of information/documents submitted against the tender for “Hiring the services of SPF Packages”**

**To,  
The CGM-Contracts (HoD)  
Contracts Department,  
OIL, Duliajan**

**Sir,**

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

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

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

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name :

Designation :

Phone No.

Place :

Date :

(Affix Seal of the Organization here, if applicable)

**COMMERCIAL CHECK LIST**

**Applicant's Name:** \_\_\_\_\_

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

<b>Sl. No.</b>	<b>Description</b>	<b>Applicant's Confirmation</b>
1.	Application structure	
2.	Applicant's name and address:	
3.	It is noted that deviations to Terms & Conditions shall lead to rejection of offer, as specified in the invitation.	
4.	Whether Mobilization and Completion period of contract is complied?	
5.	Confirm that you have submitted all documents as mentioned in the Tender/Annexures.	
6.	Confirm acceptance to all terms & conditions of the Invitation.	
7.	Confirm that all correspondence must be in English Language only.	
8.	Indicate Name & Contact No. (Telephone/Fax/E-mail) of person signing the bid.	Name: Contact No.: Fax: Email:
17.	Confirm that all Bank charges associated with Applicant's Bank shall be borne by Applicant.	
18.	Please indicate the following: (i) PAN No. (ii) GST Regn. No.	
19.	Confirm that you have duly filled up and submitted the Technical Evaluation Sheet for BEC	

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**FORMAT OF AGREEMENT BETWEEN APPLICANT AND THEIR PARENT COMPANY/SUBSIDIARY COMPANY/SISTER-SUBSIDIARY/CO-SUBSIDIARY/MEMBER OF SAME NETWORK OR MEMBER OF SAME GLOBAL FIRM (As the case may be)**

**(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)**

This agreement made this \_\_\_ day of \_\_\_ month \_\_\_ year by and between M/s \_\_\_\_\_ (Fill in the Applicant's full name, constitution and registered office address) hereinafter referred to as applicant on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Parent Company/Subsidiary Company) hereinafter referred to as "Parent Company/Subsidiary Company/Sister-Subsidiary/Co-Subsidiary/Member of same network or Member of same global firm (Delete whichever not applicable)" of the other part:

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s \_\_\_\_\_ (Applicant) intends to bid against the said tender and desires to have technical support of M/s \_\_\_\_\_ [Parent Company/Subsidiary Company -(Delete whichever not applicable)] and whereas Parent Company/Subsidiary Company (Delete whichever not applicable) represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the applicant for successful execution of the contract, if awarded to the applicant.

Now, it is hereby agreed to by and between the parties as follows:

1. M/s. \_\_\_\_\_ (Applicant) will submit an offer to OIL for the full scope of work as envisaged in the tender document as a main applicant and liaise with OIL directly for any clarifications etc. in this context.
2. M/s. \_\_\_\_\_ (Parent Company/Subsidiary Company (Delete whichever not applicable) undertakes to provide technical support and expertise, expert manpower and procurement assistance and project management to support the applicant to discharge its obligations as per the Scope of work of the tender/ Contract for which offer has been made by the Parent Company/Subsidiary Company (Delete whichever not applicable) and accepted by the applicant.
3. This agreement will remain valid till validity of applicant's offer to OIL including extension if any and till satisfactory performance of the contract in the event the contract is awarded by OIL to the applicant.

4. It is further agreed that for the performance of work during contract period applicant and Parent Company/Subsidiary Company (Delete whichever not applicable) shall be jointly and severally responsible to OIL for satisfactory execution of the contract.

5. However, the applicant shall have the overall responsibility of satisfactory execution of the contract awarded by OIL.

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

For and on behalf of  
(Applicant)

For and on behalf of  
(Parent Company/Subsidiary Company (Delete whichever not applicable))

M/s.  
Witness:

M/s.  
Witness:  
1) 1)  
2) 2)

**PARENT COMPANY/SUBSIDIARY COMPANY GUARANTEE (*Delete whichever not applicable*)**

**(TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)**

**DEED OF GUARANTEE**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... hereinafter called “the Guarantor” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assigns.

WHEREAS

M/s Oil India Limited, a company duly registered under the Companies Act 1956, having its Registered Office at Duliajan in the State of Assam, India, hereinafter called “OIL” which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assigns, invited tender number ..... for ..... on ..... M/s ..... (mention complete name), a company duly organized and existing under the laws of ..... (insert jurisdiction/country), having its Registered Office at ..... (give complete address) hereinafter called “the Company” which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successor and permitted assigns, have, in response to the above mentioned tender invited by OIL, submitted their bid number ..... to OIL with one of the condition that the Company shall arrange a guarantee from its parent company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by OIL at any stage. The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Company for successful execution of the same.

The Company and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical and such other supports as may be necessary for performance of the work relating to the said tender.

Accordingly, at the request of the Company and in consideration of and as a requirement for OIL to enter into agreement(s) with the Company, the Guarantor hereby agrees to give this guarantee and undertakes as follows:

1. The Guarantor (Parent Company/ **Subsidiary Company** (*Delete whichever not applicable*) unconditionally agrees that in case of non-performance by the Company of any of its obligations in any respect, the Guarantor shall, immediately

on receipt of notice of demand by OIL, take up the job without any demur or objection, in continuation and without loss of time and without any cost to OIL and duly perform the obligations of the Company to the satisfaction of OIL.

2. The Guarantor agrees that the Guarantee herein contained shall remain valid and enforceable till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Company.

3. The Guarantor shall be jointly with the Company as also severally responsible for satisfactory performance of the contract entered between the Company and OIL.

4. The liability of the Guarantor, under the Guarantee, is limited to the 50% of the annualized contract price entered between the Company and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Company.

5. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations hereunder.

6. The Guarantor also agrees that this Guarantee shall be governed and construed in accordance with the laws in force in India and subject to the exclusive jurisdiction of the courts of ....., India.

7. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

8. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Parent Company/Subsidiary Company (Delete whichever not applicable))

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

Signature \_\_\_\_\_

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

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

Common seal of the Company: \_\_\_\_\_

Witness:

1. Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Address \_\_\_\_\_

**FORMAT OF AGREEMENT BETWEEN APPLICANT, THEIR SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY AND THE ULTIMATE PARENT/HOLDING COMPANY OF BOTH THE APPLICANT AND THE SISTER SUBSIDIARY/CO-SUBSIDIARY** (Strike out whichever is not applicable between Ultimate Parent and Holding Company. Similarly strike out whichever is not applicable between Sister Subsidiary and Co-subsidiary Company)

(IN CASE OF INDIAN APPLICANT TO BE EXECUTED ON STAMP PAPER OF REQUISITE VALUE AND NOTORISED)

This agreement made this \_\_\_ day of \_\_\_ month \_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in Applicant's full name, constitution and registered office address) hereinafter referred to as "Applicant" of the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address of Sister Subsidiary/Co-subsidiary Company of the Applicant) herein after referred to as "Sister Subsidiary/ Co-subsidiary" of the second part and M/s. \_\_\_\_\_ (Fill in the full name, constitution and registered office address of the Ultimate Parent/Holding Company's of both the subsidiaries) hereinafter referred to as "Ultimate Parent/ Holding Company" of the third part.

WHEREAS

M/s. Oil India Limited (hereinafter referred to as OIL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s. \_\_\_\_\_ (Applicant) intends to bid against the said tender and desires to have a technical support of M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) and Sister Subsidiary/Co-subsidiary Company represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the services as required by the applicant for successful execution of the contract, if awarded to the applicant.

Now, it is hereby agreed to by and between all the three parties as follows:

1. M/s. \_\_\_\_\_ (Applicant) will submit an offer to OIL for the full scope of work as envisaged in the tender document.
2. M/s. \_\_\_\_\_ (Sister Subsidiary/Co-subsidiary Company) undertakes to provide technical support and expertise and expert manpower, material, if any, to support the applicant to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the applicant.
3. This agreement will remain valid till validity of applicant's offer to OIL including extension if any and also till satisfactory performance of the contract in the event the bid is accepted and contract is awarded by OIL to the applicant.
4. Sister Subsidiary/ Co-subsidiary Company unconditionally agrees that in case of award of contract to the Applicant, if the Applicant is unable to execute the contract, they shall, immediately on receipt of notice by OIL, take up the job without any demur or objection, in continuation without loss of time and without any extra cost to OIL and duly perform the obligations of the Applicant/Applicant to the satisfaction of OIL.

5. The Ultimate Parent/Holding Company also confirms and undertakes that the commitment made by the Sister Subsidiary/ Co-subsidiary company in providing the technical support and technical expertise and expert manpower to support the applicant for execution of the contract are honoured.
6. The Ultimate Parent/Holding Company also takes full responsibility in getting the contract executed through the Sister subsidiary/ Co-subsidiary company in case the Applicant/Applicant is unable to execute the contract.
7. In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Applicant)

M/s.  
Witness

- 1)
- 2)

For and on behalf of  
(Sister Subsidiary/ Co-  
subsidiary)

M/s.  
Witness

- 1)
- 2)

For and on behalf of  
(Ultimate Parent /  
Holding Company)

M/s.  
Witness

- 1)
- 2)

**Note:** In case of contracts involving - (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance of any equipment, as the bidding company can draw on the experience of their multiple subsidiary sister/Co-subsidiary company (ies) specializing in each sphere of activity, i.e. (a) manufacture/supply (b) installation and commissioning (c) servicing and maintenance, therefore, in that case, the above format shall be signed by all the sister/Co-subsidiary company(ies) and necessary modifications may be made in the above format to include all sister subsidiaries.

**FORM OF PERFORMANCE BANK GUARANTEE BY SUPPORTING COMPANY**

**To**  
**M/s OIL INDIA LIMITED (OIL)**  
**CONTRACTS DEPARTMENT**  
**DULIAJAN, ASSAM, INDIA, PIN-786602**

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

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

AND WHEREAS we have agreed to give the **"ULTIMATE PARENT/SUPPORTING COMPANY"**, such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors on behalf of the **"ULTIMATE PARENT/SUPPORTING COMPANY"**, up to a total of (Amount of Guarantee in figures) \_\_\_\_\_ (in words \_\_\_\_\_), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Applicant / **ULTIMATE PARENT/SUPPORTING COMPANY** before presenting us with the demand.

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

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

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

Address of the Controlling Office of the BG issuing Bank:

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

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

Designation \_\_\_\_\_

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

Address \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

**Note:**

The Bank Guarantee issuing bank branch shall ensure the following:

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

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

**Note: The above message/intimation shall be sent through SFMS by the BG issuing bank branch to ICICI BANK LTD., Duliajan Branch; IFS Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602.**

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

**DECLARATION FORMAT**

[On Applicant's Letter Head]

To,

M/s OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN-786602

Dear Sir,

This has reference to your Tender No. \_\_\_\_\_ Dated ..... 20\_\_ on the  
subject .....

We.....(Name of the Company) confirm that we will provide the  
services including the key personnel of the Subsidiary/Parent /Sister Subsidiary/Co-  
subsidiary company/JV Partner (strike out whichever is not applicable) on whose  
strength we are meeting the tender's Technical requirement as per the tender  
qualifying criteria.

Signature

(Name & Designation of Authorized person)

PROFORMA-Y

**TECHNICAL EVALUATION SHEET FOR PQC**

**Applicant's Name:** \_\_\_\_\_

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
1.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
40.					
41.					
42.					
43.					
44.					
45.					
46.					
47.					
48.					
49.					
50.					
51.					
52.					
53.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
54.					
55.					
56.					
57.					
58.					
59.					
60.					
61.					
62.					
63.					
64.					
65.					
66.					
67.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
68.					
69.					
70.					
71.					
72.					
73.					
74.					
75.					
76.					
77.					
78.					
79.					
80.					
81.					

Sl. No.	Clause No. of PQC	Description	Compliance		Applicant to indicate Relevant Page No. of their Bid to support the remarks/ compliance
82.					
83.					
84.					
85.					
86.					
87.					
88.					

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

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

Sir,

**SUB:**

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

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

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

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

Thanking you,

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

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

**UNDERTAKING TOWARDS COMPLIANCE OF PROVISIONS FOR RESTRICTIONS ON PROCUREMENT FROM APPLICANT OF A COUNTRY WHICH SHARES LAND BORDER WITH INDIA**

**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_, have read the clause regarding restrictions on procurement from a applicant of a country which shares a land border with India; we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**UNDERTAKING FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING**  
**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant of a country which shares a land border with India and on sub-contracting to Applicants from such-countries, we certify that we are not from such a country/or if from such a country, have been registered with the Competent Authority and will not sub-contract any work to a Applicant from such countries unless such Applicant is registered with the Competent Authority. We hereby certify that we fulfil all requirements in this regard and is eligible to be considered. *[wherever applicable, evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**ADDITIONAL UNDERTAKING BY APPLICANT IN CASES OF SPECIFIED TRANSFER OF TECHNOLOGY(ToT)**

**(On Applicant's Letter Head)**

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant having Transfer of Technology (ToT) arrangement. We certify that we do not have any ToT arrangement requiring registration with the competent authority.

OR

We, M/s \_\_\_\_\_ , have read the clause regarding restrictions on procurement from a applicant having Transfer of Technology (ToT) arrangement. We certify that we have valid registration to participate in this procurement. *[Evidence of valid registration by the Competent Authority shall be attached]*

Yours faithfully,

For (type name of the firm here)

Signature of Authorised Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

**DECLARATION ABOUT APPLICANT'S FINANCIAL STANDING**

**(On Applicant's Letter Head)**

**To,  
CGM-CONTRACTS  
OIL INDIA LIMITED  
DULIAJAN - 786602**

**Sub:** Undertaking/Declaration regarding financial standing.

**Ref: Invitation no. O/96/2026-2027-SPF for 'Hiring the services of Surface Production Facility (SPF) Packages**

We, \_\_\_\_\_ (name of applicant), hereby confirm that:

(1) We are neither bankrupt nor undergoing any insolvency resolution process or liquidation or bankruptcy proceeding under any law.

**(OR)**

(2) No insolvency resolution process or liquidation or bankruptcy proceeding is initiated under any law against us.

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

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

\_\_\_\_\_  
(Name & Signature of the authorised signatory of the applicant)

**DECLARATION FORMAT**

(as per Notes to BEC Clause No. 2.3)

[On company's Letter Head]

To,

M/s OIL INDIA LIMITED,  
CONTRACTS DEPARTMENT,  
DULIAJAN, ASSAM, INDIA, PIN-786602

Dear Sir,

This has reference to your Tender No. .... Dated ..... 20\_\_ on the subject  
.....

We.....(Name of the Company) confirm that in order to meet the  
commitment from the supporting firm based on whose technical experience we have  
been qualified, we will engage/deploy the services of identified key personnel as  
mentioned in "ANNEXURE- IDENTIFIED KEY PERSONNEL" from the supporting  
company/JV partner for the entire duration of the contract.

Signature

(Name & Designation of Authorized person)

**DECLARATION THAT APPLICANT IS NOT UNDER HOLIDAY LIST/DELISTED/BLACKLISTED/DEBARRED**

To,  
M/s. OIL INDIA LIMITED

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**Invitation No.:** O/96/2026-2027-SPF

**Sub:** Undertaking/Declaration regarding Holiday List, debarment etc.

**Ref:** Tender No. \_\_\_\_\_

- a) We, \_\_\_ (Name of the applicant) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website <https://www.oil-india.com/banning-policy> and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.
- b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring us/them from carrying on business dealings with OIL.
- c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

Sl. No.	Name	Address	PAN No.	GST No.	OIL Vendor Code

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

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

\_\_\_\_\_  
(Name & Signature of the authorised signatory of the applicant)

**\*\*\*END OF PROFORMAS/ANNEXURES/APPENDICES\*\*\***