ऑयल इंडिया
OIL INDIA

CONTRACT SECTION, PHQ NOONMATI

DATE: **3rd July 2026**

CORRIGENDUM – 3 FOR OIL'S GEM TENDER NO. GEM/2026/B/7616568 Dated 03.06.2026

I. The terms, conditions and specifications of Bidding Document stand modified to the extent indicated under column "MODIFICATIONS/ ADDITIONS/ DELETIONS". All other terms & conditions, stipulations, specifications etc. of Bidding Document including Amendments, if any, issued earlier shall remain unaltered.

Sl. No.	Part of Bidding Document	Tender Document Reference	MODIFICATIONS/ ADDITIONS/ DELETIONS
1	INSTRUCTON TO BIDDERS (ITB) OF TENDER DOCUMENT	Clause No. 12.2(b) of ITB Pg (6 of 244)	Following is added at the end of Clause No. 12.2(b) of ITB of tender: EMD/ Bid Security shall be in favour of OIL and shall also be acceptable in the form of Insurance Surety Bonds in addition to the modes mentioned above. EMD-Insurance Surety Bond shall be submitted in the prescribed PROFORMA-XI B format as enclosed herewith (on non-judicial stamp paper of requisite value, as per Indian stamp act, purchased in the name of the Insurance company) and the same shall be from general insurance companies registered with Insurance Regulatory and Development Authority of India (IRDAI) and shall be as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI). Insurance surety bond will not be accepted if the underlying assets/ commitment are/is outside India. ***EMD- Insurance Surety Bond shall be valid for 03 months beyond the bid validity [i.e., 07 months from Final Bid due date].***

II. SUBMISSION DEADLINE OF TENDER NO. GEM/2026/B/7616568 IS EXTENDED UPTO **11.07.2026 (9:00 AM)**

All other terms & conditions, stipulations, specifications etc. of Bidding Document including Amendments, issued earlier shall remain unaltered.

****

PROFORMA-XI B

PROFORMA OF "INSURANCE SURETY BOND" FOR "BID SECURITY"

(To be stamped in accordance with the Stamp Act)

<table>
<tr><td rowspan="5">To
M/s OIL INDIA LIMITED,
Address: CONTRACTS DEPARTMENT,
OIL INDIA LIMITED
PIPELINE HEADQUARTERS
NARENGI GUWAHATI
PIN-781171</td><td>Insurance Surety Bond (ISB) No.</td><td></td></tr>
<tr><td>Date of ISB</td><td></td></tr>
<tr><td>ISB Valid up to (Expiry date)</td><td></td></tr>
<tr><td>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</td><td></td></tr>
<tr><td>Stamp Sl. No./e-Stamp Certificate No.</td><td></td></tr>
</table>

WHEREAS, (Name of Bidder) ____________________ (hereinafter called "the Bidder") has submitted their offer Dated ________ for the provision of certain services (hereinafter called "the Bid") against OIL INDIA LIMITED, Guwahati, Assam, India (hereinafter called the Company's) Tender No. ___________KNOW ALL MEN BY these presents that we _______________ (Name & address of the "Insurer") having our registered office at _________ (hereinafter called " Insurer "), its successors and assignees, unconditionally and irrevocably undertake to pay forthwith to the Company an amount of Rs.………………………………………… (Rupees ………………….. only) (hereinafter referred to as the "Surety Bond") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder, if the Bidder shall fail to fulfil or comply with all or any of the conditions mentioned below or referred in the Tender document in this regards.

Any such written demand made by the Company stating that the Bidder is in default of the due and faithful fulfilment and compliance with the aforesaid conditions shall be final, conclusive and binding on the Surety Insurer.

SEALED with the said Insurer this ___day of ___________20___________

THE CONDITIONS of these obligations are:

1. If the Bidder withdraws their Bid within its original/extended validity; or
2. The Bidder modifies/revises their bid suomoto; or
3. The Bidder does not accept the contract; or
4. The Bidder does not furnish Performance Security Deposit within the stipulated time as per tender/contract; or
5. If it is established that the Bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice.

NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Bidder or the Surety Insurer or any absorption, merger or amalgamation of the Bidder or the Surely Insurer with any other person.

2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.

3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.

4. Notwithstanding anything contained herein:

   a) The Insurer's liability under this Insurance Surety Bond shall not exceed (currency in figures) . . . . (currency in words only) . . . . .

   b) This Insurance Surety Bond shall remain in force upto ____________and any extension(s) thereof; and

   c) The Surety insurer shall be released and discharged from all liability under this Insurance Surety Bond unless a written claim or demand is issued to the insurer on or before the midnight of …………………(indicate date of expiry of claim period which includes minimum **three months** from the expiry of this Insurance Surety Bond) and any extension(s) thereof. If a claim has been received by us within the said date, all the rights of Company under this Insurance Surety Bond shall be valid and shall not cease until we have satisfied that claim.

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this __________day of ____________20___at ___________.

Witness:	**Issuing Authority:**
…………………………………………… (Signature)	………………………………………………… (Signature of the Authorised Signatory)
…………………………………………… (Name)	………………………………………………… (Name)
…………………………………………… (Designation & official address)	………………………………………………… (Designation with Insurer Stamp)

Authorised Vide
Power of Attorney No………………
Date……………………………

INSTRUCTIONS FOR FURNISHING "BID SECURITY DEPOSIT" BY "INSURANCE SURETY BOND"

a) The Insurance Surety Bond shall be from an Insurer as per guidelines issued by Insurance Regulatory and Development Authority of India (IRDAI).

b) The Company shall be the Creditor, the Bidder shall be the Principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.

c) The Insurance Surety Bond should be on Non-Judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.

d) The expiry date and values should be arrived at in accordance with instructions provided in the “Forwarding Letter” of the Tender.

e) The Insurance Surety Bond by bidders will be given from Insurer as specified in the Tender.

f) A letter from the issuing insurer of the requisite Insurance Surety Bond confirming that the said Insurance Surety Bond / all future communication relating to the Insurance Surety Bond shall be forwarded to the Purchaser at its address as mentioned at "ITB".

g) Bidder must indicate the full postal address of the Insurer along with the Insurer 's E-mail / Phone from where the Insurance Surety Bond has been issued.

h) Bidder must indicate Name, Address, Contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom / where the Surety Bond can be got confirmed by the Company.

ऑयल इंडिया
OIL INDIA

CONTRACT SECTION, PHQ NOONMATI

DATE: **24th JUNE 2026**

CORRIGENDUM – 2 FOR OIL'S GEM TENDER NO. GEM/2026/B/7616568
Dated: 03-06-2026

I. The terms, conditions and specifications of Bidding Document stand modified to the extent indicated under column "MODIFICATIONS/ ADDITIONS/ DELETIONS". All other terms & conditions, stipulations, specifications etc. of Bidding Document including Amendments, if any, issued earlier shall remain unaltered.

Sl. No.	Part of Bidding Document	Tender Document Reference	MODIFICATIONS/ ADDITIONS/ DELETIONS
1	BID EVALUATION CRITERIA (BEC-BRC) OF TENDER DOCUMENT	Pg (36 to 75 of 244)	Existing BEC-BRC of Tender No. GEM/2026/B/7616568 stands replaced with the provisions mentioned in attached **Annexure BEC-BRC** to this amendment
2	SCOPE OF WORK (SOW) OF TENDER DOCUMENT	Pg (76 to 116 of 244)	Existing SOW of Tender No. GEM/2026/B/7616568 stands replaced with the provisions mentioned in attached **Annexure SOW** to this amendment
3	SPECIAL TERMS & CONDITIONS (STC) OF TENDER DOCUMENT	Pg (117 to 126 of 244)	Existing STC of Tender No. GEM/2026/B/7616568 stands replaced with the provisions mentioned in attached **Annexure SCC** to this amendment
4	SCHEDULE OF RATES (SOR) OF TENDER DOCUMENT	Pg (127 to 135 of 244)	Existing SOR of Tender No. GEM/2026/B/7616568 stands replaced with the provisions mentioned in attached **Annexure SOR** to this amendment

II. SUBMISSION DEADLINE OF TENDER NO. GEM/2026/B/7616568 IS EXTENDED UPTO **09.07.2026 (2 PM)**

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN UNCHANGED IN THE ABOVE TENDER

****

BID EVALUATION CRITERIA (BEC)

1.0 GENERAL CONFORMITY:

The bid shall conform generally to the full scope of work, specifications and terms & conditions given in this Tender document. Bids shall be rejected in case the Equipment and Services offered do not conform to the required parameters stipulated in the technical specifications/Scope of Work. Notwithstanding the general conformity of the bid to the stipulated specifications/ Scope of Work, the following requirements will have to be particularly met by the Bidders, without which the same will be considered as non-responsive and rejected.

2.0 ELIGIBILITY CRITERIA:

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

Regarding calculation of local content and submission of documents during bidding & execution of contracts, provision of **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. P-45021/2/2017-PP (BE-II) dated 16th September 2020 (and as amended time to time) with modifications as notified vide MoPNG Order No. FP20013/2/2017-FP-PNG-Part**(4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any) shall be applicable.

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

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

(a) The bidder must provide the specific **percentage (%) of local content** in their bid, without which the bid is liable for rejection being non-compliant.

(b) The Bidder shall submit an undertaking from the authorized signatory of bidder having the Power of Attorney along with the bid specifying the LC Percentage and such undertaking shall become a part of the contract, if awarded [**Proforma-P**].

(c) The aforesaid undertaking of the bidder shall also be supported by a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) giving the percentage of local content.

(d) Bidder to submit a copy of their Certificate of Incorporation/ Registration in India.

3.0 TECHNICAL EVALUATION CRITERIA:

3.1 **EXPERIENCE CRITERIA**: The following minimum criteria should be met by the Bidder failing which their bid/offer will be rejected:

3.1.1 The Bidder must be a Core handling and preservation Service Provider and shall have successfully provided “similar services” in at least fifteen (15) oil/gas wells, during the last seven (7) years, reckoned from the Original Bid Closing Date. Additionally, the Bidder shall have handled and processed a cumulative minimum of one hundred fifty (150) meters of oil and gas cores during the last seven (7) years, reckoned from the Original Bid Closing Date.

Definition of Similar service

'Similar Services' mentioned above means providing comprehensive core handling, preservation, and/or core transportation services.

3.1.2 **KEY PERSONNEL**: The bidder must confirm to deploy the required number of qualified, experienced and competent personnel as per requirements defined in **Clause no 4.0**. An Undertaking towards the same must be submitted along with the Un-priced Techno-commercial Bid.

3.2 **<u>Note to Clause No. 3.1 above:</u>**

3.2.1 For proof of requisite experience (Clause no. 3.1.1 above), the following documents must be submitted along with the bid:

a. Contract document/ Letter of Intent (LOI)/Letter of Award (LoA)/ Work Order showing detailed scope of work

AND

b. End of Well Report(s)/Well Completion Report/Job Completion Certificate/SES (Service Entry Sheet)/ Certificate of Payment (COP) or any other document showing:

(i) Quantum of Job Done

(ii) Nature of Service

(iii) Work order no./Contract no.

(iv) Period of Service with contract start date and end date.

3.2.2 In case requisite experience is against **<u>OIL's Contract</u>**, the bidder need not submit requisite documentary evidence but must categorically specify OIL's Contract Number and date against which they have executed the work.

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

3.2.4 Work executed by a bidder for its own organization/subsidiary/Joint Venture cannot be considered as experience for the purpose of meeting BEC.

3.2.5 Bids submitted for part of the work will be rejected.

3.2.6 In the event that the Bidder does not possess in-house facilities for carrying out desorption studies (onsite gas content determination) on core samples, either wholly or partially, the Bidder may enter into a pre-tender tie-up (MoU/Agreement) with a competent third-party service provider for subcontracting the required portion of the services. However:

a) The Bidder must possess all other required facilities and services in-house, except those specifically covered under the pre-tender tie-up.

b) The Bidder shall submit a valid copy of the MoU/Agreement along with documentary proof of the third-party's technical capability and experience of minimum of 2 years for onsite gas content determination/desorption studies.

c) The Bidder shall remain fully responsible for the quality, performance, and contractual compliance of the subcontracted services

3.3 Bids of those bidders who themselves do not meet the experience criteria as stipulated in Clause No. 3.1 of the tender, can also quote under the categories listed below provided the primary bidder complies to 'Clause No. 2.0' w.r.t being incorporated in India and maintaining more than or equal to 20% local content for the offered services.

3.3.1 ELIGIBILITY CRITERIA IN CASE BIDS ARE SUBMITTED ON THE BASIS OF TECHNICAL EXPERIENCE OF THE PARENT/SUBSIDIARY COMPANY:

Offers of those bidders who themselves do not meet the experience criteria as stipulated in clause no. 3.1 above can also be considered, provided the bidder is a wholly owned subsidiary company of the parent company [supporting company] who meets the requisite experience criteria or parent company can also be considered on the strength of its wholly owned subsidiary [supporting company] who meets the requisite experience criteria. However, the parent/subsidiary company of the bidder should on its own meet the experience as stipulated in the BEC 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 bidder 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 bidder should enclose an Parent/Subsidiary Agreement **(Proforma-Q)** between the parent and the subsidiary company or vice-versa and Parent/Subsidiary Guarantee **(Proforma-R)** from the parent/ subsidiary company to OIL for fulfilling the obligation under the Agreement, along with the technical bid.

3.3.2 ELIGIBILITY CRITERIA IN CASE BID IS SUBMITTED ON THE BASIS OF TECHNICAL EXPERIENCE OF SISTER-SUBSIDIARY/CO-SUBSIDIARY COMPANY:

Offers of those bidders who themselves do not meet the technical experience criteria stipulated in 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:

(a) 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 parent/holding company.

(b) Provided that the sister subsidiary/co-subsidiary company on its own meets the technical experience criteria laid down in Clause 3.1 above and not through any other arrangement like technical collaboration etc.

(c) Provided that with a view to ensure commitment and involvement of the ultimate parent/holding company for successful execution of the contract, the participating bidder must submit an agreement, as per format furnished vide **Proforma-S**, between them & their ultimate parent/holding company, along with the technical bid.

Notes: In the situations mentioned in Clause No. 3.3.1 and 3.3.2 above, the supporting company shall not be allowed to submit their separate/independent bid against this tender. In such case, all such bids shall be rejected. Also, bids having technical support from the same entity shall be rejected. Further, bidders shall submit the following:

i. Undertaking should be submitted by the Supporting Company to provide additional Performance Security (as per format and instructions enclosed as **Proforma-T**) equivalent to 50% of the value of the Performance Security which is to be submitted by the bidding company in case the supported bidding company is the successful bidder.

ii. In cases where Supporting Company do not have Permanent Establishment in India, the bidding company can furnish Performance Security equivalent to 150% of the value of the Performance Security which is to be submitted by the bidding company. In such case bidding company shall furnish an undertaking that their Supporting Company is not having any Permanent Establishment in India in terms of Income Tax Act of India.

iii. Undertaking from the supporting company to the effect that in addition to invoking the performance security submitted by the bidder, the performance security provided by supporting company shall be invoked by OIL due to non-performance of the bidder.

iv. A certificate from the Statutory Auditor of the bidding company/ Certificate from a practicing Chartered Accountant, 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.

The above certificate should not be more than 30 days old as on the original bid closing date.

Bidders quoting under the categories as mentioned under Clause nos. 3.3.1 and 3.3.2 above 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 **PROFORMA-U** in this respect to be submitted as part of the technical bid.

3.3.3 BIDS FROM INDIAN JOINT VENTURE COMPANY:

i. In case the bidder is Joint Venture Company, they must be registered in India and incorporated under the Companies Act 1956/Companies Act 2013 and any amendment thereunder and shall comply to Clause No. 2.0 above. 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 (B) above, an undertaking from the Joint Venture partner, based on whose experience the JV seeks qualification, shall be submitted with the techno commercial bid stating that they shall maintain a minimum 26% shareholding in the JV till the execution of the contract, if awarded.

B. Experience of the JV or its member (as the case may be) relying on the experience of its supporting company/ subsidiary/ co-subsidiary/sister subsidiary /parent /holding /affiliating/associate company or through any other arrangement like technical collaborator for meeting the technical criteria shall not be considered for evaluation.

C. Documents showing the existing shareholdings of the JV Partners must be submitted along with the bid.

ii. **Constitution of Joint Venture:** The members of the JV should not be more than three. If after submission of bid, 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 bid, the bid of such a JV shall be liable for rejection.

iii. Members of the JV are not allowed to quote separately/independently/or through any other arrangement like part of any other 'JV/Subsidiary/ Parent company/Sister-subsidiary/Co-subsidiary' against this tender. All the bids received in such a case shall be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

3.3.4 BID FROM CONSORTIUM OF COMPANIES:

In view of the nature of work involved as covered by the Bidding Documents, it is anticipated that some of the intending bidders may pool their resources and experiences to form Consortia.

i. The Leader of the Consortium shall comply to Clause No. 2.0 above and the Leader or any member of the Consortium should meet the minimum experience requirement as per BEC Clause 3.1 above for proof of requisite experience against BEC Clauses 3.1 above, the Leader of the Consortium shall submit relevant documents in line with BEC clause 3.1 above.

ii. The Leader of the Consortium must submit Bid on behalf of the Consortium of Bidders. A Memorandum of Understanding (MOU) between the Consortium members duly executed by the CEO/Authorized person and certified by the competent authority of the respective organization of the consortium members and notarized must accompany the Bid, which should clearly define the role/scope of work of each partner/member and should clearly define the Leader of the Consortium. A **Memorandum of Understanding (MOU)** must also state that all the members of the 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 technical Bid towards unconditional acceptance of full responsibility for executing the "Scope of Work" of this bid document. In case of award, such MOU shall be kept valid through the entire contract period, including extensions, if any.

iii. Only the Leader of the Consortium should register in the GeM portal and submit Bid on behalf of the Consortium. The other members of the Consortium shall ratify all the acts and decisions of the Leader of the Consortium, which are taken in connection with and/or during the evaluation of the Tender and execution of the Contract.

iv. The Bid Security shall be in the name of the Leader of the Consortium on behalf of the Consortium with specific reference to the consortium bid and name & address of consortium members. Similarly, the Performance Security shall be in the name of the Leader on behalf of the Consortium.

v. The Leader of the Consortium, on behalf of the Consortium, shall coordinate with OIL during the period the Bid is under evaluation, as well as during the execution of works, in the event the Contract is awarded, and he shall also be responsible for resolving the dispute/ misunderstanding/ undefined activities, if any, amongst all the Consortium members.

vi. Any correspondence exchanged with the Leader of the Consortium shall be binding on all the consortium members.

vii. Payment shall be made by OIL only to the Leader of the Consortium towards the fulfilment of contract obligations. OIL may consider direct payment to individual consortium members within the same vertical, provided the consortium, so formed is complied with the terms of the Circular No. 07/2016 dated 07th March 2016 issued by the Central Board of Direct Taxes (CBDT). Besides, for direct payment required for their part of scope of works, the same should be clearly indicated in the bid as well as MoU along with member-wise details of price break-up.

viii. In the case of Consortium bids, the Bid shall be digitally signed by the

Leader of the Consortium. A power of attorney from each member authorising the Leader to sign and submit the Bid on behalf of the individual member must accompany the Bid offer.

ix. Documents/details pertaining to the qualification of the Bidder must be furnished by each partner/ member of the Consortium complete in all respects, along with the Bid clearly bringing up their experience, especially in the form of work in their scope.

x. CONSTITUTION OF CONSORTIUM: If during the evaluation of the Bid, 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 Bid, to drive some advantages/benefits based on any development(s) having come to his knowledge at any time, the Bid of such a consortium shall be liable for rejection.

xi. SIGNING OF CONTRACT: In the event of the award of the Contract to the Consortium, the Contract is to be signed by all the members of the Consortium, and the liability of each one of them shall be jointly and severally.

xii. Members of the Consortium are not allowed to quote separately/independently against this Tender. All the bids received in such cases will be summarily rejected. Further, all bids from parties with technical support from the same Principal shall be rejected.

xiii. Certified copies (attested by the Director/Company Secretary) of Board resolutions passed by the respective Board of Directors of the companies (Consortium leader and members) agreeing to entering into such Consortium with each other for submission of Bid for the NIT and authorizing designated executives of each Company to sign in the MOU to be provided along with the technical Bid.

xiv. 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 an overseas bidder/consortium partner, the MOU/Agreement should be duly attested by the Indian Embassy, where the MOU is signed / Notarized by the Notary where the MOU is signed.

Note to Clause 3.3.1, 3.3.2, 3.3.3 and 3.3.4 above:

The bidder who does not meet the technical experience criteria on their own and are bidding on the technical experience/strength of supporting company (JV Partner/ parent/ subsidiary/consortium partner/ sister subsidiary/ co-subsidiary, as applicable) must deploy all the key personnel for performing the job. An undertaking to this effect shall be submitted along with the technical bid.

In addition to above, a declaration is required from bidder whether bidding is done with own experience or JV Partner/ parent/ subsidiary/consortium partner/ sister subsidiary/ co-subsidiary, as applicable.

Note for Clause no. 3.1 and 3.3 above:

i. The following work experience will also be taken into consideration:

If the bidder is executing work mentioned under Clause 3.1 above, which is still running and the quantum/period executed prior to original bid closing date is equal to or more than the minimum prescribed quantum/period in BEC. For proof of work experience against Para i. Above, to satisfy

a. work defined above

b. minimum prescribed period

c. prescribed period of 07 years,

Bidder(s) must submit the Contract Document/LoA/Work Order showing details of work along with breakup of executed work and its period executed within the prescribed period of 07 (seven) years reckoned from the original bid closing date. The executed work clearly specifying the period and quantity must be certified by the end user or a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number).

ii. In case requisite experience is against OIL's Contract, the bidder need not submit requisite documentary evidence but must categorically specify OIL's Contract Number and date against which they have executed the work.

iii. Only Letter of Intent (LOI)/Letter of Award (LOA) or Work Order(s) or Job Completion Certificate are not acceptable as evidence of experience.

iv. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume/period, as stipulated under Clause Nos. 3.1 will only be treated as acceptable experience.

v. Work (as per Clause no. 3.1) executed by a bidder for its own organization/subsidiary/Joint Venture cannot be considered as experience for the purpose of meeting BEC.

vi. Bids submitted for part of the work will be rejected.

vii. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 3.1.

4.0 MANPOWER DEPLOYMENT

4.1 Consultant shall deploy an integrated Team of Project Manager for existing core, Senior Wellsite Core Technicians, Geologist for Future Core (Conventional and unconventional core), Core Technician/ Support Staff/ Helpers etc. with required experience to perform different activities under the contract efficiently as provided in SoW and BEC/BRC

4.2 The manpower to be deployed for Core handling by the Consultant shall be as under:

a) **Project Manager (Existing Core handling):** The Consultant shall deploy one (01) Project Manager during the existing core handling of the project duration. The Project Manager shall be responsible for overall planning, deployment, coordination, execution, supervision of manpower and equipment's, and delivery of the assignment in accordance with the existing core handling Scope of Work, technical standards, timelines, quality standards and HSE requirements acceptable to OIL. The Project Manager must be present during the final discussions/presentations, including the final project presentation. The Project Manager shall be a qualified Master's degree holder in Geology, Earth Sciences/bachelor's degree in petroleum engineering, or a related discipline from a recognized university/institute with a minimum of 10 years of relevant experience in core handling including wellsite for both conventional and unconventional cores in various conventional and shale gas & sedimentary basins across the globe along with core processing, and coordination of multidisciplinary geological activities and must have experience in at least two (02) projects involving core handling and related services. Relevant documentary evidence supporting the above experience must be submitted with the bid.

b) **Senior Wellsite Core Technician (s) for Future Core:** The Consultant shall deploy minimum three (03) Senior Wellsite Core Technician (s) with a minimum of 5 years' of hands-on experience in wellsite core handling, preservation, packing, and/or desorption analysis globally. The Senior Wellsite Core Technician (s) shall be a qualified Diploma or bachelor's degree holder in Geology, Chemistry, Petroleum Engineering/ Engineering, or related technical discipline from a recognized college/ university/institute. Documentary evidence of the Senior Geologist's qualifications and relevant experience must accompany the bid.

c) **Geologist for Future Core (Conventional Core)**: The Consultant shall deploy minimum one (01) Geologist for Future Core (Conventional Core) with a minimum of 10 years' experience in description and interpretation of conventional reservoir core studies and sedimentological interpretation globally. The expert must have experience in detailed core description and lithological logging, preparation of graphic lithologs and core description reports, interpretation of depositional environments and reservoir characteristics. The Geologist for Future Core (Conventional Core) shall be a qualified Master / MTech degree holder in Geology / Applied Geology from a recognized university/institute. Relevant documentary evidence supporting the required experience must be submitted with the bid.

d) **Geologist for Future Core (Unconventional Core)**: The Consultant shall deploy minimum one (01) Geologist for Future Core (Unconventional Core) with a minimum of 10 years' experience in description and interpretation in shale, coal, tight reservoir, or other unconventional core analysis globally. The expert must have experience in Shale and unconventional core description and interpretation, Integration of desorption, geochemical, and sedimentological data, Preparation of shale core description and evaluation reports, support log-to-core correlation and shale potential assessment. The Geologist for Future Core (Unconventional Core) shall be a qualified Master / MTech degree holder in Geology / Applied Geology from a recognized university/institute. Relevant documentary evidence supporting the required experience must be submitted with the bid.

e) **Senior Core Technicians for Existing Core Handling:** The Consultant shall deploy a minimum of three (03) Senior Core Technician (s) for existing core handling with a minimum of 5 years' of relevant experience in independently core handling, packing and supervising all activities as per standard norms of recognized international standards globally. The Senior Core Technician (s) shall be a qualified Bachelor/Master's degree holder in Geology / Chemistry / Earth Sciences or related discipline from a recognized university/institute. Documentary evidence of the Senior Geologist's qualifications and relevant experience must accompany the bid.

f) **Core Technician/ Support Staff/ Helpers (s)**: The Consultant shall deploy required Core Technician/ Support Staff/ Helpers (s), skilled and trained in handling geological samples and have relevant experience in lifting, packing, loading/unloading, and logistics support of geological samples. They have to provide required assistance to senior technicians and geologists during field and core repository activities. Supporting documentary evidence of the required experience must be submitted with the bid.

Table 1:Relevant Experience of Team Members**

Key Team Members	Description of Team Members	Minimum number of		
		Team Members	Experience (years)	Projects completed
Project Manager for Existing Core handling	The Project Manager shall be a Master's degree in Geology, Earth Sciences/bachelor's degree in petroleum engineering, or a related discipline with a minimum of 10 years of professional experience in core handling including wellsite for both conventional and unconventional cores globally.	1	10	2
Senior Wellsite Core Technicians for Future Core	The Senior Wellsite Core Technician (s) shall be a qualified Diploma or bachelor's degree holder in Geology, Chemistry, Petroleum Engineering/ Engineering, or related technical discipline with a minimum of 5 years' of hands-on experience in wellsite core handling, preservation, packing, and/or desorption analysis globally.	3	5	1
Geologist for Future Core (Conventional Core)	The Geologist for Future Core (Conventional Core) shall be a qualified Master / MTech degree holder in Geology / Applied Geology with a minimum of 10 years' experience in description and interpretation of conventional reservoir core studies and sedimentological interpretation globally.	1	10	1
Geologist for Future Core (Unconventional Core)	The Geologist for Future Core (Unonventional Core) shall be a qualified Master / MTech degree holder in Geology / Applied Geology with a minimum of 10 years' experience in description and interpretation in shale, coal, tight reservoir, or other unconventional core analysis globally.	1	10	1
Senior Core Technician for Existing Core handling	The Senior Core Technician (s) for existing core handling shall be a qualified Bachelor /Master's degree holder in Geology / Chemistry / Earth Sciences or related discipline with a minimum of 5 years' of relevant experience in independently core handling, packing and supervising all	3	5	1

Key Team Members	Description of Team Members	Minimum number of		
		Team Members	**Experience (years)**	**Projects completed**
	activities as per standard norms of recognized international standards globally.			

** **The core team members proposed for the required services shall remain mutually exclusive and no dual role shall be assigned during the execution of the respective core services. However, upon successful completion of service for Relocation and Management of existing conventional core & Drill Cuttings samples, the concerned team members may be deployed to on call services for Future Core handling, processing and Transportation.**

4.3 The names of the core team members along with their biodata/experience certificates/profile /educational qualification with certificates (in attached format as ANNEXURE-4) must accompany the bid/quote. The personnel fulfilling the experience criteria mentioned in BEC and approved by OIL shall only be allowed for execution of the job.

4.4 Core Team Members mentioned in Table 1 should be exclusively mentioned without any dual jobs/roles for the service.

4.5 Any additional team member, not specified above, may also be engaged as per the requirement for the completion of the Study.

4.6 All the relevant documents clearly supporting the above-mentioned experience should be duly attested/vetted by the CEO/Country Head/Chief Operating Officer of the organization. The educational qualification details and its proof is also to be provided for all the proposed members for the project.

4.7 During the course of execution of the work, OIL shall have the right to seek change of any project team member, engaged in carrying out the work under the contract, if his/her performance is not up to OIL's satisfaction.

4.8 Any change of personnel during the tenure of the contract is generally not allowed. Replacement of the personnel shall only be considered in special cases like resignation, dismissal from the Company or demise etc. In such cases the personnel must be replaced by another competent person having equal or more experience than the personnel to be replaced. Acceptance and rejection in this regard will be solely on OIL's discretions.

4.9 All the team members including the Project Manager must be a regular fulltime employee of the Service Provider or consultant or via its dedicated manpower service provider at the time of mobilization. Documentary evidence supporting it must be submitted for all the team members prior to mobilization.

4.10 An undertaking from the bidder in regard that in the event of award, Service Provider shall deploy the requisite resources as mentioned above, is to be submitted as a part of the offer.

4.11 The team as mentioned above in Clause No. 4.2 must qualify the minimum experience mentioned above. To support it, the bidder shall furnish detailed bio-data/experience certificates/technical papers etc. of all the team members as mentioned in Clause No. 4.2. The documents submitted in this regard, have to be certified and authenticated by the CEO or Equivalent of the company. The experience mentioned for the team members should be reckoned from the original bid closing date.

5.0 INITIAL MOBILIZATION & INTERIM RE-MOBILIZATION PERIOD:

The bidders must confirm their compliance in their 'technical' bid to complete the mobilization within 03 (three) weeks from the date of issuance of the Mobilization Notice by OIL for Relocation and Management of existing conventional core & Drill Cuttings samples and within 04 (four) weeks for on call services of Future Core handling, processing and Transportation. The Kick-off Meeting to be held at CoEES, OIL Office, Guwahati, after issuing the mobilization notice. Offers without confirmation of stipulated mobilization time or with mobilization time more than 03 (three) weeks will be summarily rejected. The bidder shall confirm compliance of this in their technical bid.

The bidder shall explicitly confirm their compliance in their "Technical" bid to the following mobilization & interim re-mobilization periods for **On Call Basis Service (Future Core Handling including Mineral core)** pertaining to wellsite core handling and preservation services.:

(i) **Initial Mobilization Period**: **30 (thirty) days** from the date of issuance of mobilization notice.

(ii) **Interim Re-mobilization Period**: **15 (fifteen) days** from the date of issuance of re-mobilization notice.

(iii) **Mobilization of Personnel/experts**: **10 (ten) days** from date of issuance of Notice.

Offers indicating mobilization & interim re-mobilization period of more than aforementioned period will be rejected.

The bidder must confirm their compliance in their "Technical" bid to the following mobilization periods for **existing Core and Drill-Cuttings** inventory, curation and relocation services

(i) **Initial Mobilization Period**: **21 (twenty-one) days** from the date of issuance of mobilization notice.

(ii) **Mobilization of Personnel/experts**: **10 (ten) days** from date of issuance of Notice

6.0 FINANCIAL EVALUATION CRITERIA:

6.1 Annual Financial Turnover from operation of the bidder during any of preceding 03 (Three) financial/accounting years from the original bid closing date should be at least **INR 7,53,82,740.**

6.2 Net worth of the bidder must be **Positive** for the preceding financial/accounting year from the original bid closing date.

6.3 In case the bidder is a subsidiary company (should be a wholly owned subsidiary of the parent/ultimate parent/holding company), who does not meet financial criteria by itself and submits bid based on the financial strength of its parent/ultimate parent/holding company, then documents need to be submitted along with the technical bid in support of the following:

6.3.1 The parent/ ultimate parent / holding company (supporting company) should meet the Financial Evaluation Criteria stipulated in Clause Nos. 6.1 & 6.2 above.

6.3.2 Corporate Guarantee (**PROFORMA-XIX**) on parent/ultimate parent/holding company's (supporting company) letter head signed by an authorized official undertaking that they would financially support their subsidiary company for executing the project/job in case the same is awarded to them, and

6.3.3 A certificate from the statutory Auditor of the bidding company ~~as well as~~ or of the parent/ultimate/ holding parent company (supporting company) to establish the relationship and equity percentage holding between bidding company and the supporting company. The certificates should be duly certified by the Company Secretary or one of the Directors of the company concerned.

6.3.4 The above certificate should not be more than 30 days old as on the original bid closing date.

6.4 In case of bid from Consortium of Companies, any one of the consortium member shall have an annual financial turnover from operation of minimum **INR 7,53,82,740.00** and other members of the consortium shall have an annual financial turnover from operation of minimum **INR 3,76,91,370.00**, during any of the preceding 03 (Three) financial/accounting years reckoned from the original bid closing date.

6.5 All the consortium members shall meet the financial criteria as indicated above on their own and shall not rely on the strength of their parent/ultimate parent/holding company to meet the financial criteria.

Otherwise, their bid shall be categorically rejected.

6.6 If the Bidder is an Incorporated Joint Venture (JV) and does not meet financial criteria (BEC Clause Nos. 6.1 & 6.2) by itself, it can submit the bid based on the financial strength of its JV member having more than 50% stake in the JV Company and the following needs to be complied/submitted:

(i) The member having more than 50% stake in the JV should meet the Financial Evaluation Criteria stipulated in Clause Nos. 6.1 & 6.2 above.

(ii) Corporate Guarantee (PROFORMA-XXIII) on the letter head of the member having more than 50% stake in the JV signed by an authorized official undertaking that they would financially support their JV company for executing the project / job in case the same is awarded to them.

(iii) A certificate from the Statutory Auditor of the JV on the shareholding pattern of JV. The certificate should be duly concurred/ endorsed by the Company Secretary or one of the Directors of the company concerned or Managing/Authorized partner of the LLP. Note: The above certificate should not be more than 30 days old as on the original bid closing date.

(iv) An undertaking from the Joint Venture partner, based on whose experience the JV seek financial qualification, shall be submitted with the techno commercial bid stating that they shall maintain more than 50% shareholding in the JV till execution of the contract is accomplished.

Note:

i. Annual Financial Turnover of the bidder from operations shall mean: "Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91).

ii. Net worth shall mean: "Share capital + Reserves created out of profits and securities Premium – Aggregate value of accumulated losses (excluding revaluation reserves) – deferred expenditure – Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation"

<u>Notes to BEC Clause 6.0 above</u>:

a. For proof of Annual Turnover from operation, Net worth & Working Capital, any one of the following documents/photocopies must be submitted along with the bid:

(i) Audited Balance Sheet along with Profit & Loss account.

OR

(ii) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), as per format prescribed in the tender.

Note :

i. **Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.**

ii. In case the Audited Balance sheet and Profit Loss Account submitted along with the bid are in currencies other than INR, the bidder shall have to convert the figures in equivalent INR considering the prevailing conversion rate on the date on which the Audited

Balance Sheet and Profit & Loss Account is signed. A CA Certificate is to be submitted by the bidder regarding converted figures in equivalent INR. Else, the Audited Balance Sheet and Profit & Loss Account shall be evaluated by considering the BC selling rate declared by State Bank of India (on the date on which the Audited Balance Sheet and Profit & Loss Account is signed) for conversion to INR.

b. Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the original bid closing date/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) and the Financial Statements of the preceding financial/accounting year are not available with the bidder, then the financial turnover of the previous three financial /accounting years excluding the preceding financial/accounting year will be considered. In such cases, the Net worth & Working Capital of the previous financial/accounting year excluding the preceding financial/accounting year will be considered. However, the bidder has to submit an undertaking in support of the same along with their technical bid as per **Proforma-IXA**.

c. In case the bidder is a Central Govt. /PSU/State Govt. undertaking /Semi-State Govt. undertaking or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidence for the same.

d. In case the bidder is a Government Department, they are exempted from submission of document mentioned under para a. and b. above.

e. Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned above in Para 6.1-6.6.

7.0 **COMMERCIAL EVALUATION CRITERIA**

7.1 The bids are to be submitted in single stage under Two Bid System i.e., Un-priced Techno-Commercial Bid and Price Bid together. The Un-priced techno-commercial bid (or technical bid) must comprise of all the technical documents substantiating the previous experience, financial & technical credentials of the bidder and any other document as asked for in the bid document.

7.2 Bidder shall furnish **Bid Security** along with Bid. The amount and validity of bid security should be as specified in the Introduction. Bid security shall be furnished as a part of 'Technical Bid". Any bid not accompanied by a proper bid security will be rejected. Bidder shall submit original document to the address as specified within BCD before Bid opening date and time, otherwise Bid will be rejected. A scanned copy of this document should also be uploaded along with the Un-priced bid. Bidder shall furnish Bid Security as referred in Relevant Section of the Bid document and should reach the Company (i.e. OIL) before due date of closing. Any bid for which bid security is not received before due Date of Bid Closing will be rejected.

7.3 Validity of the bid shall be minimum **120 days**. Bids with lesser validity will be rejected. Bids received with validity of offer less than **120 days** from Bid Closing Date will be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in **PROFORMA-I**

7.4 The bidders must enter an all-inclusive price (including GST) against the "OFFER PRICE" field while creating their response against the tender in GeM portal. Computation of the above-mentioned all-inclusive price must be done as per the Price Bid Format. The duly filled Price Bid Format indicating the Unit Rates and GST rate in the provided space, shall have to be furnished by the bidders to the buyer, at the designated place of the GeM Portal.

Note: The breakup of the quoted / offered price, as per the prescribed Price Bid Format **MUST NOT** be uploaded with the technical bid; otherwise, the bid **shall be rejected straightway.**

7.5 The quantities shown against each item in the BOQ shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual Quantity consumed, as the case may be.

7.6 The price quoted by the successful bidder must be firm during the performance of the contract and not subject to variation on any account except as mentioned in the bid document. Any bid submitted with adjustable price quotation other than the above will be treated as nonresponsive and rejected.

7.7 Bid Security Declaration must be uploaded in technical bid in case of exemption from submission of Bid Security. The detailed guidelines for exemption of the Bid security is mentioned in ITB of tender.

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

7.9 Bids shall be typed or written in indelible ink.

7.10 Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initiated by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

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

7.12 Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:

I. Firm price
II. Bid Security
III. Period of validity of Bid
IV. Price Schedule
V. Performance Bank Guarantee / Security deposit

VI. Delivery / Completion Schedule
VII. Scope of work
VIII. Guarantee of material / work
IX. Liquidated Damages clause
X. Tax liabilities
XI. Arbitration / Resolution of Dispute Clause
XII. Force Majeure
XIII. Applicable Laws
XIV. Specifications
XV. Integrity Pact
XVI. Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

7.13 There should not be any indication of price in the Un-priced Techno-Commercial Bid. A bid will be straightway rejected if this is given in the Un-priced Techno- Commercial Bid.

7.14 The **Integrity Pact** is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed in the tender document. This Integrity Pact Proforma has been duly signed digitally by OIL's competent signatory. The Proforma has to be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who sign the Bid.

7.15 Only one bid against a party offering individually as well as under Proprietorship/Partnership firms shall be accepted. In case any bidder is found to have submit separate bids under proprietorship as well as under any Partnership firm then the acceptable bid made in the name of the Partnership firm will only be considered for further evaluation.

7.16 Bidders should not be under liquidation/bankruptcy/undergoing any insolvency resolution process as on Bid Closing date. Bidders shall submit undertaking towards compliance of above as per the prescribed formats (Appendix-D) along with the bid.

7.17 The bidder shall submit an undertaking/declaration as per APPENDIX-E 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 bidder shall confirm that neither they nor any of their forementioned 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 bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy."

7.18 Bidders shall submit duly filled checklists on BEC & other relevant technical criteria as prescribed in the tender along with their technical bid. If any bidder fails/declines to submit the same, their bid shall not be considered for further evaluation.

8.0 VERIFICATION BY INDEPENDENT INSPECTION AGENCIES:

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

2.0 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:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. Alfred H Knight India Private Limited.	a. rkjain@ahkgroup.com b. pradeep.mathur@ahkgroup.com c. info@ahkgroup.com
ii.	M/s. TUV India Private Limited	a. noida@tuv-nord.com b. mumbai@tuv-nord.com c. salim@tuv-nord.com
iii.	M/s Conformity India International Private Limited	a. mktg@ciindia.in
iv.	M/s Ravi Energic Private Limited	a. baroda@ravienergic.com b. tpia@ravienergic.com
v.	M/s SGS India Private Limited	a. dhaval.vora@sgs.com b. sgs.india@sgs.com
vi.	M/s Assure Quality Management Certification Services Private Limited	a. aqmcs@aqmcs.com
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. industrial_services@irclass.org b. Bhavesh.satam@irclass.org
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.deotale@ind.tuv.com b. Kaushal.gohil@ind.tuv.com c. info@ind.tuv.com d. ravi.kumar@ind.tuv.com
ix.	M/s Gulf Lloyds (India) Ltd.	a. contact@gulflloyds.com b. inspection@gulflloyds.com
x.	M/s Baltic Testing India Pvt. Ltd.	a. office@balticcontrolindia.com
xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com

		b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com
xvi.	M/s Adornment Engineers India Private Limited	a. jks@adornmentengineers.com
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. admin@tereinspections.com b. ashismallick@teregroup.com c. tenders@teregroup.com

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

(i) Technical Criteria: (as per tender requirement) (Documents to be specified referring to BEC Clause Numbers)

(ii) Financial Criteria: Line of Credit, if incorporated in the Tender

(iii) General Requirement: Bidder's Certificate of Incorporation, if applicable.

(iv) Additional Documents: (as per tender requirement)

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.

4.0 **The verified and certified documents (As mentioned in Para 3.0 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.**

5.0 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 empaneled 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: balen_bharali@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 empaneled third-party inspection agencies shall not automatically make the bidder techno-commercially-acceptable or eligible for award of contract.

6.0 The verification/certification by the TPIAs is not required in the following cases:
a) Bidder's self-declared undertakings, Audited Balance Sheet & Profit-loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency.
b) If any documents LOI/LOA/Orders/Contracts etc. are submitted towards BEC experience criteria which are issued by Oil India Limited, such documents need not be verified by TPI agency.
c) In case of refloated tenders, if the earlier tender was cancelled and refloated within a period of 6 (six) months, and the same document still meets the revised BEC of the refloated tender. In such cases, the bidder shall submit the previously verified/certified documents (against the cancelled tender) along with the bid against the refloated tender. Any new document, if called for, must be freshly verified/certified by a TPIA.

Notes:

(i) Undertaking from TPI Agency as per format (**PROFORMA-Z)** enclosed should be submitted along with the Bid.

(ii) 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.

9.0 PRICE EVALUATION CRITERIA:

The bids conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to the Evaluation Criteria mentioned above will be considered for Price Evaluation as per criteria given below:

9.1 Bidders are required to quote for all the items as per Price Bid Format and submit the Financial Breakup at the designated place of tender in GeM portal; otherwise, the offer of the bidder will be straightway rejected.

9.2 It is to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameters, as the case may be.

9.3 If there is any discrepancy between the unit price and the total price, the total price will prevail and the unit price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

9.4 The bidders are advised not to offer any discount/rebate separately and to offer their prices after considering discount/rebate, if any.

9.5 Conditional and unsolicited discounts will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, an unsolicited discount without any condition will be considered for computing the contract price.

9.6 The inter-se-ranking of the techno-commercially qualified bidders will be determined on the overall lowest cost basis (L-1 offer) i.e. considering the Total quoted price inclusive of all liabilities and GST.

9.7 In the case of the identical overall lowest offered rate by more than 01 (one) bidder, the selection will be made in accordance with GeM GTC.

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

9.9 Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.

9.10 Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to L-1 bidder, subject to application of Purchase Preference Policy as mentioned in the Clause 9.0 below.

9.11 Bidders must comply with the limits indicated against each of the following rates:

i. **Total Initial Mobilization charges (for equipment as well as personnel)** shall not exceed **0.5% of the total quoted value in the Price Bid Format.**

ii. **Total Final De-Mobilization charges (for equipment as well as personnel)** should not be less than **0.5%** of the total quoted value in the Price Bid Format.

iii. **Total Interim mobilization charges (for equipment as well as personnel)**

should not exceed **1.5%** of total quoted value in the Price Bid Format.

iv. **Total Interim De-mobilization charges (for equipment as well as personnel)** should not exceed **1.5%** of total quoted value in the Price Bid Format.

Standby Charges for equipment and Personnel shall be 60% of the Operating Day Rate charges of Equipment and Personnel respectively.

10 **PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises (MSE) falling within the price band of L1+15% and Purchase Preference Policy Linked with Local Content (PP-LC) falling within the price band of L1+20% shall be applicable to this tender

10.10 PURCHASE PREFERENCE TO MSE BIDDERS:

Purchase Preference to Micro and Small Enterprises is applicable to this tender. Bidders seeking benefits under Purchase Preference Policy (MSE) shall have to be registered for that item under the NIC group code under Udyam Registration or UAM.

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

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

Documentation required to be submitted by MSEs: Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. **CGDL-E-26062020-220191** dated **26.06.2020** and Amendment vide Gazette Notification no. **CG-DL-E-16062021-227649** dated **16.06.2021** and No. **CG-DL-E-19012022-232763** dated **19.01.2022** and **CG-DL-E-06052022-235600** dated **06.05.2022** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, and any amendment thereof.

The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender has to submit Udyam Registration Number with Udyam Registration Certificate along with the technical bid for availing the benefits applicable to MSEs.

Note: In case bidding MSE is owned by Schedule Caste or Schedule Tribe or Woman entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST/Woman entrepreneur should also be enclosed.

The price matching for participating in MSE bidders shall be done in the following order of preference:

a) SC/ST Women- owned MSEs
b) SC/ST owned MSEs
c) Women-owned MSEs
d) Other MSEs

10.20 PURCHASE PREFERENCE POLICY (PPP-MII):

Purchase preference under 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. P-45021/2/2017-PP (BE-II) dated September 2020 (and as amended time to time) with modifications as notified vide MoPNG 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 for this tender. Bidders to check the provisions of the Notifications for their eligibility to bid and seek benefits for Purchase preference, accordingly. The margin of purchase preference shall be 20%.

Contract (s) shall be awarded against this tender subject to concurrent application of Public Procurement Policy for MSE Order 2012 and PP(MII) Order 2017 as per Order No. F.1/4/2021-PPD dated 18.05.2023 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto.

Note: Services under this tender is not splitable.

10.30 CONCURRENT APPLICATION OF PURCHASE PREFERENCE POLICIES:

The quantities under this tender are non-splitable for applicability of Public Procurement Policy for MSE Order 2012 and PP(MII) Order 2017 as per Order No. F.1/4/2021-PPD dated 18.05.2023 issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Govt. of India and any subsequent amendment thereto. Bidders are advised to refer to the said Order for further detail. In case of concurrence application of Purchase Preference Policies, the preference order shall be as mentioned below:

Preference Order	Category of Bidder
1st Preference	MSE Class-I Local Supplier
2nd Preference	MSE but Non- Class-I Local Supplier
3rd Preference	Non-MSE but Class-I Local Supplier
4th Preference	Non-MSE Non- Class-I Local Supplier

11.0 GENERAL:

11.1 In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will, however, be accepted in the clauses covered under BEC/BRC.

11.2 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received on or before the deadline given by the company, failing which the offer will be will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.

11.3 If any of the clauses in the BEC/BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC/BRC shall prevail.

11.4 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC & Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.

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

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

11.7 The following Clauses with all its sub-clauses should be agreed in toto, failing which the bid will be rejected. To this effect Bidder shall submit an undertaking along with the Technical Bid.

a) Performance Security Clause
b) Force Majeure Clause
c) Termination Clause
d) Settlement of disputes Clause
e) Liquidated Damages Clause.

f) Acceptance of Jurisdiction and applicable law.
g) Tax liabilities clause.
h) Insurance clause.
i) With holding clause.
j) Liability clause.
k) Set off clause

11.8 All bidders are required to mandatorily submit the checklist on BEC (Bid Evaluation Criteria) and other relevant technical criteria as outlined in the tender document, along with their bids. However, in case a bidder submits their bid without a completely filled checklist, will render the bid liable for rejection and will not be considered for further evaluation.

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

PROFORMA-Z

PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY

(to be submitted on official letter head)

TO
M/s OIL INDIA LIMITED

Sir,

SUB: OIL's Tender No_______________

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

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

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

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

Thanking you,

Authorised Person's Signature:______

Name: _________________________________

____

APPENDIX – I: Experience Statement of BIDDER

Conventional & Shale Core Handling and Preservation Services

Sl. No.	Contract No.	Name of client	Place of operation contract	Depth Range	Jobs/ Analysis Carried out	Commencement date of contract	Completion date of contract
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

[**N.B:** Please attach relevant page of Contract/Work-order as above, clearly showing the Scope of Work and also a certificate issued by Client evidencing job completion/ payment.]

Annexure BEC-BRC

BIO-DATA OF KEY PERSONNEL

(To be furnished by the BIDDER)

1. Nationality :

2. Date of Birth:

3. Designation :

4. Name :

<u>Work Experience (Similar jobs) of the personnel:</u>

Sl. No.	Name of The Company worked for	Designation /Post held	Duration Period	Job Profile			
				Area of Operation	Name of the Client	Name of Project / Well	Type of analysis / jobs
1.							
2.							
3.							
4.							
5.							
6.							

Annexure BEC-BRC
PROFORMA-P

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

We, ________________________ (Name of the bidder) have submitted Bid against Tender No. __________________ dated _____________ for **Hiring of service for Relocation, handling, and comprehensive management of core and drill-cutting samples from various OIL facilities to the Centralized Core Repository at Guwahati, Assam.** We hereby undertake that we meet the mandatory minimum local content requirement as per the 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**.

The percentage of Local Content in the bid is ______ %.

For and on behalf of ________________________________

Authorized signatory ________________________________

Name ________________________________

Designation ________________________________

Contact No. ________________________________

FORMAT OF AGREEMENT BETWEEN BIDDER 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 Bidder's full name, constitution and registered office address) hereinafter referred to as bidder 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 _________________(Bidder) 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 bidder for successful execution of the contract, if awarded to the bidder.

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

1. M/s.____________(Bidder) will submit an offer to OIL for the full scope of work as envisaged in the tender document as a main bidder 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 bidder 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 bidder.

3. This agreement will remain valid till validity of bidder'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 bidder.

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

5. However, the bidder 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 (Bidder)	For and on behalf of (Parent Company/Subsidiary Company (Delete whichever not applicable)
M/s. Witness: 1) 2)	M/s. Witness: 1) 2)

Annexure BEC-BRC

PROFORMA-R

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 _________________

Witness:

2. Signature _______________

 Full Name _______________

 Address _______________

Annexure BEC-BRC

PROFORMA-S

FORMAT OF AGREEMENT BETWEEN BIDDER, THEIR SISTER SUBSIDIARY/CO-SUBSIDIARY COMPANY AND THE ULTIMATE PARENT/HOLDING COMPANY OF BOTH THE BIDDER 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 BIDDER 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 Bidder's full name, constitution and registered office address) ___________ hereinafter referred to as "Bidder" of the first part and M/s. ___________ (Fill in full name, constitution and registered office address of Sister Subsidiary/Co-subsidiary Company of the Bidder) 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. ___________(Bidder) 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 bidder for successful execution of the contract, if awarded to the bidder.

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

1. M/s._______(Bidder) 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 bidder to discharge its obligations as per the Scope of work of the tender / Contract for which offer has been made by the bidder.

3. This agreement will remain valid till validity of bidder'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 bidder.

4. Sister Subsidiary/ Co-subsidiary Company unconditionally agrees that in case of award of contract to the Bidder, if the Bidder 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 Bidder/Contractor 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 bidder 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 Bidder/Contractor 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 (Bidder)	For and on behalf of (Sister Subsidiary/ Co-subsidiary)	For and on behalf of (Ultimate Parent / Holding Company)
M/s.	M/s.	M/s.
Witness	Witness	Witness
1)	1)	1)
2)	2)	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.

Annexure BEC-BRC

PROFORMA–T

FORM OF PERFORMANCE BANK GUARANTEE BY SUPPORTING COMPANY

To
M/s OIL INDIA LIMITED (OIL)
CONTRACTS DEPARTMENT
GUWAHATI, ASSAM, INDIA, PIN-781171

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

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

AND WHEREAS we have agreed to give the **"ULTIMATE PARENT/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 Contractor / **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 Contractor shall in any way cease us from any liability under this guarantee, and we hereby waive notice of such change, addition or modification.

This guarantee is valid until the __________________day of __________________.

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

A. Issuing Bank:

BANK FAX NO:

BANK EMAIL ID:

BANK TELEPHONE NO:

IFSC CODE OF THE BANK:

B. Controlling Office:

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

SIGNATURE AND SEAL OF THE GUARANTORS ____________________

Designation ____

Name of Bank ________________________________

Address _____________________________________

Witness _______________

Address ________________

____

Date: ____________

Place: ____________

Note:

The Bank Guarantee issuing bank branch shall ensure the following:

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

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

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.

PROFORMA-U

DECLARATION FORMAT

(as per BEC Clause No. 3.1.4) [**On Bidder's Letter Head**]

To,

M/s OIL INDIA LIMITED,
CONTRACTS DEPARTMENT,
GUWAHATI, ASSAM, INDIA, PIN-781171

Dear Sir,

This has reference to your Tender No. .... Dated...........20___on the subject for **Hiring of service for Relocation, handling, and comprehensive management of core and drill-cutting samples from various OIL facilities to the Centralized Core Repository at Guwahati, Assam**

We..................................(Name of the Company) confirm that we will engage/deploy the services including the key personnel of the Subsidiary/Parent

/Sister Subsidiary/Co-subsidiary company experience (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-XIX

PARENT/ULTIMATE PARENT/HOLDING/PROMOTER COMPANY'S CORPORATE GUARANTEE TOWARDS FINANCIAL STANDING
(Delete whichever not applicable)

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

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 (hereinafter referred to as OIL) has invited offers vide their Tender No. ____________ for ________________ and M/s _________________(Bidder) intends to bid against the said tender and desires to have Financial support of M/s _______________[Parent/Ultimate Parent/Holding/Promoter Company (Delete whichever not applicable)] and whereas Parent/Ultimate Parent/Holding/Promoter 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 Financial support as required by the bidder for qualifying and successful execution of the contract, if awarded to the bidder.
Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:
1. The Guarantor confirms that the Bidder is a 100% subsidiary of the Guarantor / The Guarantor confirms that the Guarantor has more than 50% share in the bidder company (in case of newly formed company as stipulated in BEC Clause No. 5.4).

2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.

3. The Guarantor has an **annual financial turnover** of equal to or more than **INR 6.80 Crores** during any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.

4. **Net worth** of the Guarantor is **positive** for preceding financial/ accounting year.

6. The Guarantor undertakes to provide financial support to the Bidder for executing the project/job, in case the same is awarded to the Bidder.

The Guarantor represents that:

(a) This 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 Bidder.

(b) The liability of the Guarantor, under the Guarantee, is limited to the 50% of the total contract price entered between the Bidder and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.

(c) This Guarantee has been issued after due observance of the appropriate laws in force in India.

(d) 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 New Delhi, India.

(e) This Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

(f) 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 and on behalf of (Bidder)	For and on behalf of (Parent/Ultimate Parent/Holding/ Promoter Company (Delete whichever not applicable)
Witness: 1. 2.	Witness: 1. 2.

PROFORMA-XXII

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

(INDIAN BIDDERS ARE REQUIRED TO EXECUTE 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 / ***100% 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 ________________
Witness:	Name ________________
1. Signature ________________	Designation ________________
Full Name ________________	Common seal of the
Address ________________	Company________
Witness:	
2. Signature _______________	
Full Name _______________	
Address _______________	

PROFORMA-XXIII

JOINT VENTURE COMPANY'S CORPORATE GUARANTEE TOWARDS FINANCIAL STANDING

(TO BE EXECUTED ON COMPANY'S LETTER HEAD)

DEED OF GUARANTEE

THIS DEED OF GUARANTEE executed at ……….. this …….. day of ……… by M/s ……………………….. [Name of JV member with more than 50% stake] 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 (hereinafter referred to as OIL) has invited offers vide their Tender No. _____________ for _________________ and M/s _________________[Name of the incorporated Joint Venture Company] intends to bid against the said tender based on the financial strength of M/s _________________ [Complete Name of JV member with more than 50% stake] and whereas M/s __________________ [Complete Name of JV member with more than 50% stake] represents that they have gone through and understood the requirements of subject tender and are capable and committed to provide the Financial support as required by the bidder for qualifying and successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed by the Guarantor to give this Guarantee and undertakes as follows:

1. The Guarantor confirms it hold (in percentage, should be more than 50%) stake in the M/s __________________ [Name of the incorporated Joint Venture Company].
2. The Guarantor agrees and confirms to provide the Audited Annual Reports of any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
3. The Guarantor have an annual financial turnover of minimum INR …….. during any of the preceding 03(three) financial/accounting years reckoned from the original bid closing date.
4. **Net worth** of the Guarantor is minimum INR …….. for the accounting year preceding the original bid closing date.
5. The Guarantor undertakes to provide financial support to ……. [Name (s) of other JV members] for executing the project/job, in case the same is awarded to the M/s ___________________ [Name of the incorporated Joint Venture Company].

   The Guarantor represents that:

(a) This 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 …… [Name of the incorporated Joint Venture Company].

(b) The liability of the Guarantor, under the Guarantee, is limited to the 50% of the contract price entered between the M/s ___________________ [Name of the incorporated Joint Venture Company] and OIL. This will, however, be in addition to the forfeiture of the Performance Guarantee furnished by the Bidder.

(c) This Guarantee has been issued after due observance of the appropriate laws in force in India.

(d) 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 New Delhi, India.

(e) This Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.

(f) 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 and on behalf of the bidder M/s ………	For and on behalf of M/s ……… (Name of JV member with more than 50% stake)
<u>Witness:</u> 1. 2.	<u>Witness:</u> 1. 2.

SCOPE OF WORK/TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS

1.0 PREAMBLE:

OIL INDIA LIMITED (OIL), a Government of India "MAHARATNA" category CPSE under the Ministry of Petroleum and Natural Gas, is a premier up-stream E&P Company engaged in exploration, production, transportation of crude oil and natural gas and production of LPG. OIL also has a presence in the downstream sector with a majority equity stake in Numaligarh Refinery in Assam. OIL has its Registered Office and its Field Headquarters at Duliajan and its Pipeline Headquarters at Guwahati, Assam, while the Corporate Headquarter is in Noida, Uttar Pradesh.

The Centre of Excellence for Energy Studies (CoEES) is an R&D centre of OIL located in Guwahati, Assam. The Centre has been recognized as a research centre by the Department of Scientific and Industrial Research (DSIR) under the Ministry of Science and Technology, Government of India. The Centre focuses on multidisciplinary studies in the field of Geological modelling, Reservoir Engineering, Enhanced Oil Recovery (EOR), Petroleum Systems Modelling, Geochemistry, Sedimentology, Unconventional Hydrocarbons, Critical Mineral Exploration, Geothermal Exploration etc.

To support its operational requirements and strengthen scientific research capabilities, OIL is in the process of establishing a Centralized Core Repository with advanced geological laboratory facilities at Guwahati, Assam. This state-of-the-art facility will function as the central storage, management, and research hub for conventional and unconventional oil & gas cores, mineral cores, drill cuttings, and other geological samples. OIL planning to relocate and consolidate all existing core and drill-cutting samples presently stored at its facilities in Assam (Duliajan and Guwahati), Rajasthan (Jodhpur), Andhra Pradesh (Kakinada), Odisha (Bhubaneswar), along with all future conventional, unconventional, and mineral cores and drill cuttings generated from its Pan-India operations, into the Centralized Core Repository at Guwahati.

In line with OIL's long-term strategy for systematic acquisition and evaluation of subsurface cores from onshore and offshore areas across India, including ML/PEL/OALP/NELP/DSF blocks for conventional and unconventional hydrocarbon prospects as well as mineral cores from critical mineral blocks, it is proposed to implement a centralized Pan-India contract for engaging experienced and reputed service providers. The scope of the contract shall cover end-to-end handling of existing and future cores, including auditing, relocation, wellsite core handling, processing, preservation, transportation, and on-site/laboratory analysis. Upon recovery of cores from the subsurface to the well plinth, or receipt of cores from designated mineral exploration agencies or OIL, as well as for existing cores stored at regional repositories, the empaneled service provider shall be responsible for standardized handling, detailed analysis, safe transportation, and systematic storage of the cores at the Centralized Core Repository.

In view of the above, OIL is planning to invite bids through an open tendering process for engagement of a competent and experienced service provider for the relocation, handling, and comprehensive management of core and drill-cutting samples from various OIL facilities to the Centralized Core Repository at Guwahati, Assam. The scope of work shall include relocation and consolidation of existing cores and drill cuttings, handling, processing, and transportation of future cores, integrated core and drill-cutting management, provision of wellsite core handling and on-site/laboratory analysis services, and deployment of suitably qualified and skilled manpower.

2.0 SCOPE OF WORK:

2.1 Relocation of Existing Conventional Cores

A total of approximately 4,270 m of conventional cores **(refer Annexure-I**) will need to be relocated from the store facilities based in Jodhpur, Kakinada, Bhubaneswar, Duliajan and Guwahati to the new facility in Guwahati, Assam. This includes around 2,200 m from Duliajan, 910 m from Jodhpur, 80 m from Kakinada, 80 m from Bhubaneswar, 600 m from E&D Directorate, New Delhi and 400 m from CoEES, Guwahati to Centralized Core Repository, Guwahati.

Most cores are 3.5-4 inches in diameter and currently stored in old aluminum/tin or wooden core boxes of approximately 1 m in length. Considering the varying types of existing core boxes, it is necessary to standardize the storage system by using uniform plastic core storage boxes along with plastic pallets (**refer Annexure-III** for the specifications of core boxes and **Annexure-IV** for plastic pallets).

2.2 Relocation of Existing Drill Cuttings

The drill cuttings consist of both washed and unwashed samples, stored in a total of approximately 2,36,000 packets/bottles **(refer Annexure-I).** Given the wide variation in container types, it is necessary to standardize the storage system into a uniform container of Plastic bottles and Crate (**refer Annexure-V and VI)** for specification of drill cutting bottles and crate.

2.3 Future Core Handling and Processing Requirements

Future cores handling and processing, including on-site core retrieval, stabilization, marking, cutting, plug extraction, processing, preservation, and packaging, along with safe transportation to the Centralized Core Repository at Guwahati, Assam, with deployment of required skilled manpower.

The details regarding the types, quantities, and total volumes of materials to be processed, inventoried, handled, packed, and transported are provided in **Annexure-I**. Additionally, the projected service requirements for future conventional core, and mineral cores for next 3 years are outlined in **Annexure-II.**

3.0 Services Required

The following services are required:

PART-I: Relocation and Management of Existing Conventional Core and drill cutting samples

3.1 Core Relocation from Regional Repositories of OIL to Centralised Core Repository, Guwahati

Services include:

a. Auditing available cores and procuring all meta-data, especially well name, core depth, formation and associated details at regional core repositories
b. Entering core information into Information Management System (IMS) Database of bidder
c. Capturing photographic evidence of cores in their existing/original boxes using standard digital camera of atleast 1000 DPI
d. Core Curation: Core orientation marking, depth verification. Re-boxing the cores into new plastic core boxes as per OIL specifications, with proper labelling and markings
e. Packing loose/delicate core pieces securely to avoid breakage and movement. Use of cushioning, spacers, moisture control packs wherever

needed

f. Photography of core (using standard digital camera of atleast 1000 DPI) in new plastic core boxes prior to transportation
g. Stacking not more than six (6) core boxes height on pallet - hence 48 cores/pallet. Strapping and shrink-wrapping pallets for safe movement
h. Transport of pallets to the Centralized Core Repository, Guwahati using metal container trucks with shock-proof handling and GPS tracking
i. Unload pallets and remove any packing materials. Inspection of damage and Replacement of damaged boxes with new plastic boxes
j. Measurement of core box weights, entry of all data related to core along with QR code into IMS system
k. Generating, printing and securing QR code label for each core box and updating IMS
l. The Bidder shall place the core boxes at designated racking locations on new plastic pallets as per the approved layout plan, using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the final rack/shelf location.
m. Transfer from Bidder's IMS database to OIL's IMS Database and verification.

3.2 Drill Cuttings Relocation from Regional Repositories of OIL to Centralised Core Repository, Guwahati

Services include

a. Auditing available drill cuttings and verifying metadata including well name, well number, depth intervals, lithology remarks (if available), storage condition and associated details at regional repositories
b. Entering drill cuttings information into Information Management System (IMS) Database of
a. bidder
c. Capturing photographic evidence of drill-cuttings samples packets in their existing/original storage containers with standard digital camera with atleast 1000 DPI
d. Repacking drill-cutting samples into standard new plastic bottles as per OIL specifications
e. Generating, printing and securing QR code label for each drill cutting bottle and updating IMS
f. Packing up to 28 drill-cutting bottles into each new plastic crate
g. Generating, printing and securing QR code label for each drill cuttings crate and updating IMS
h. Photography of drill cuttings (standard digital camera with atleast 1000 DPI) in new plastic cuttings crate prior to transportation
i. Stacking crates on pallets (maximum 7 crates per stack, i.e., approx. 980 drill-cutting samples per pallet). Securing pallets with shrink wrap/straps to prevent movement
j. Transporting all pallets to Centralised Core Repository at Guwahati using metal container trucks with shock-proof handling and GPS tracking
k. Unloading pallets, remove any packing materials and disposal of waste/packing materials
l. Inspection of damage. Replacing damaged bottles and crates with new ones as required
m. Weight measurement, entry of all data related to drill cuttings along with QR code into IMS system
n. Entering drill cuttings information into IMS Database
o. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets, using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location.

p. Transfer from Bidder's IMS database to OIL's IMS Database and verification.

3.3 Miscellaneous Services

a. The bidder shall supply plastic core boxes for conventional and unconventional oil and gas cores strictly in accordance with the specifications provided in **Annexure-III**. All core boxes supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications.
b. The bidder shall supply plastic pallets for core & drill cutting storage strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
c. The bidder shall supply drill-cuttings storage plastic bottles strictly in accordance with the specifications provided in **Annexure-V**. All bottles supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
d. The bidder shall supply plastic crates strictly in accordance with the specifications provided in **Annexure-VI**. All crates supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
e. Supply of all packing and cushioning materials
f. Provision of shock-resistant arrangements; pallets must be fitted with shock absorbers / shock-loggers / tilt indicators
g. Ensuring transport drivers and handling labour are trained for handling geological samples
h. Use of covered and clean vehicles to protect samples from moisture, heat, and physical damage
i. Providing complete chain-of-custody documentation for sample movement
j. Provision of transit insurance & handling insurance for sample safety
k. Maintaining hazard-free & compliant work practices as per OIL HSE policy
l. Deployment of adequate skilled manpower, forklifts, scanners, label printers, PPE etc.
m. Daily progress reporting and weekly reconciliation with OIL officials
n. Provision of secure temporary data backup until OIL IMS handover completed
o. Bidder's responsibility for clean-up and waste disposal at both ends at OIL designated area (Wellsite & Centralized Core Repository)

PART-II: On-Call Services

4.0 On-Call Services for Future Core Handling, On-Site Analysis, Stabilization, Processing, Preservation, Plugging & Transportation

OIL is planning to acquire conventional cores approximately **1,485 meters of core (refer Annexure-II)** in 130 number of identified wells (for example 53 number in Main producing area of Assam and Arunachal Pradesh, 6 number in Frontier Basin of NE India, 37 numbers in Rajasthan and Cambay, 13 number in Onshore Mahanadi Basin Project, 11 number in Offshore Krishna Godavari Basin and 10 number from Rest of India) in Pan India. These wells are spread across Assam, Arunachal Pradesh, Nagaland, Mizoram, Tripura, Rajasthan, Cambay, Odisha, Andhra Pradesh and any other place within India. The conventional cores will be taken both in Shale Section and Conventional reservoir section with a diameter of the core in the range of 3.5 inch to 4 inches. The disposable inner barrel will be of aluminium metallurgy/Fibre Glass Material. OIL is also planning to acquire Mineral cores from awarded Mineral Blocks within India.

OIL is also planning to acquire Mineral cores of approximately 93,000 meters **(refer Annexure-II)**

The volume of cores may be extended or reduced based based on the actual drilling program and exploration requirements. It is proposed to conduct a number of onsite and offsite shale specific studies on these cores to evaluate gas/oil in place and other required parameters for evaluating shale gas/oil potential of awarded blocks. The requirement of volume of coring and onsite and offsite core studies in individual wells may vary depending on exploration and development plan.

The service provider should be capable of core processing (core handling, preservation, onsite core gamma, core slabbing, cutting of plugs, core photography).

4.1 Overall Service Modules

I. Core Handling, On-site Analysis and Preservation at Wellsite:

i. Provide services for both conventional (Oil & Gas), unconventional (CBM/ shale/tight reservoirs) and Mineral core as per OIL requirement

ii. The bidder shall mobilize a fully equipped, self-contained mobile core processing unit along with required manpower and tools for:

a. Core handling and preservation
b. Canister Desorption studies for unconventional cores
c. Sample labelling, documentation, packing and transport to Centralized Core Repository at Guwahati

iii. Safe handling, packing, and transportation of critical mineral cores to the Centralized Core Repository at Guwahati.

iv. The overall scope of work includes

a. Core handling at wellsite/critical minerals block
b. On-site analysis for unconventional core
c. Stabilization, Processing, Preservation and Plugging
d. Packing and Shipment to Centralized Core Repository, Guwahati
e. Supply of trained manpower, tools, consumables and logistics

II. Services at Wellsite

i. Proper Core Handling after recovery (after pulling out from borehole to surface) at the wellsite to prevent contamination, mechanical damage, or alteration of fluid content

ii. Core Preparation including cutting into 1 meter length (or as directed by OIL)

iii. Proper Core Marking i.e. depth intervals on the box and on the core/core barrel along with orientation marking on the cores/ inner tubes

iv. Plugging of core and analysis for lithology, hydrocarbon shows and fluorescence study

v. Proper sealing of core by wrapping in plastic film or aluminium foil to minimize fluid loss.
For unconsolidated or friable cores, resin or wax coating to be applied

vi. Placement of foam spacers/cushioning inside core boxes to prevent movement and ensure safe transport

vii. Measurement of Spectral Gamma Log by handheld equipment

viii. Analysis of unconventional core at wellsite (Canister Desorption)

ix. To provide all necessary equipment, technical personnel and services for receiving, cutting, orientation & extraction of core, marking, QR code, packing, transportation, basic analysis and storage at core repository, IMS and other activities as per OIL's requirement

III. Core Handling Equipment & Consumables

The bidder shall mobilize all required equipment, tools, consumables, and safety gear for core handling, including but not limited to the following:

i. Gypsum, Resin or foam or Teflon/plastic shim stabilization to secure / preserve the one (1) meter cores in the inner tube as per OIL's requirement
ii. Foam to secure the one-meter core in the packing box to avoid damage during transportation
iii. 2" masking tapes, Red and black indelible markers, PPE etc.
iv. Circular/Pneumatic Air Saw as per OIL's requirement
v. Core plugging/pucking tool & accessories
vi. Handheld Core Spectral Gamma tool (latest type)
vii. Toolbox (hammers, nails etc.)
viii. Any other material, consumable and tools as required
ix. Core layout/worktables with minimum capacity to hold 27 metres of core required during core processing
x. Drill Press with 1 inch and 1.5inch bits for consolidated core plugging
xi. Wax bath and accessories for plug samples preservation
xii. Preservation of whole unconventional core upto1 foot in length with wax bath and accessories
xiii. Adequate accessories like extra saw blades, preservation material etc. to execute the onsite job
xiv. Mobile Unit for Canister Desorption Analysis or as decided by OIL (wherever applicable).
xv. Lighting, tarpaulin, and environmental control sheets (for outdoor work if required)
xvi. Calibrated measuring tapes/scales, core orientation accessories
xvii. Supply of core boxes and pallets as per **Annexure- III & IV**
xviii. Any additional consumables as required to execute the job

4.2 Details Service requirements for Conventional Cores

i. Core handling, preservation and transportation:

a. All cores to be properly cleaned, wiped, photographed standard digital camera with atleast 1000 DPI and catalogued after retrieving them from core barrel
b. Recording Spectral Gamma log with proper orientation
c. Preparation of field core log including core intervals, recovery percentage, inventory of core pieces and other associated data of each core section
d. The service provider will mobilize necessary equipment, core boxes and accessories for cutting the cores into prescribed length
e. The inner barrel (Aluminum/Fiber or equivalent) to be properly marked, cut in 1m length (or as directed by OIL), labelled and sealed with flexible end rubber caps and clamps and packed in a proper manner to minimize exposure to atmosphere and moisture
f. Core orientation marking, depth verification. Boxing the cores along with inner barrel with proper labelling and markings.
g. Generating, printing and securing QR code label for each core box and entering data into IMS
h. Photographic evidence standard digital camera with atleast 1000 DPI of core with boxes prior to transportation
i. Packing loose/delicate core pieces securely to avoid breakage and movement. Use of cushioning, spacers, moisture control packs wherever needed
j. Stacking not more than six (6) core boxes height on pallet - hence 48 cores/pallet. Strapping and shrink-wrapping pallets for safe movement (photographic evidence required)
k. Transport of pallets to the Centralized Core Repository, Guwahati using metal container trucks with shock-proof handling and GPS tracking

(photographic evidence required)

l. Unloading pallets and removing any packing materials
m. Unboxing of core, removing from inner barrel, cleaning and drying of cores
n. Weight measurement, entry of all data related to core along with QR code into IMS system and verification
o. Slabbing of core into 1/3, 2/3 or as per standard procedure (slabbing machine will be provided by OIL)
p. Boxing of core in new core plastic box. The specifications of boxes as per **Annexure-III**
q. Display core in the Core Display & Study room for basic core analysis
r. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets (specifications of pallets as per **Annexure-IV**), using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location
s. Transfer from Bidder's IMS database to OIL's IMS Database and verification
t. The services under point no. l to s shall be carried out immediately after arrival of cores at Centralised Core Repository, Guwahati.

ii. Basic core Analysis at Centralized Core Repository, Guwahati:
Preliminary Core Description

a. The service provider shall carry out Preliminary Core Description for each core received at the Centralized Core Repository, Guwahati. The bidder shall prepare a detailed core description accompanied by graphic litholog at a vertical scale of 1:50, or as directed by OIL. The description shall comprehensively document lithology, fluorescence characteristics, sedimentary structures, textural parameters, colour variation, visual porosity, fossil content/bioturbation, diagenetic features, natural fractures, hydrocarbon shows (if applicable), and any other attributes considered essential for accurate geological interpretation. Additional observations shall be recorded based on visual inspection and field data, including natural fracture characteristics, cleat development (in coal), qualitative organic richness indications, desorption behaviour (if applicable), and any visible geomechanical features.
a. The composite litholog shall integrate handheld Spectral Gamma data and available wireline/LWD logs provided by OIL to allow meaningful core-log correlation. High-resolution core photographs (box view and slab view) must be included to support visual interpretation, along with depth markers, orientation indicators, and any notable geological observations.
b. A core description report summarizing facies types, depositional environment, reservoir characteristics, and key geological observations shall be submitted to OIL within fifteen (15) days after arrival of the core at Centralised Core Repository and considering 18-36 m length of core. For any additional amount of core description, a timeline will be agreed upon mutually. The report shall include graphical logs, tabulated descriptions, photographs, and a summary of relevant observations sufficient for initial reservoir and geological evaluation. All digital logs, photographs, and descriptive data shall be archived in both soft and hard copies (three copies) as per OIL's prescribed format and uploaded into OIL's Information Management System (IMS).
c. The bidder shall ensure that all core description activities follow industry-standard core analysis protocols, maintain full sample integrity, and strictly adhere to OIL's HSE, QA/QC and data management procedures at all times.

iii. Miscellaneous Services

Services include at each regional repository of spheres

a. The bidder shall supply plastic core boxes for cores strictly in accordance with the specifications provided in **Annexure-III**. All core boxes supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications.
b. The bidder shall supply plastic pallets for core strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
c. Supply of all packing and cushioning materials
d. Provision of shock-resistant arrangements; pallets must be fitted with shock absorbers / shock-loggers / tilt indicators
e. Ensuring transport drivers and handling labour are trained for handling geological samples
f. Use of metal containers and clean vehicles to protect samples from moisture, heat, and physical damage along with GPS tracking system
g. Providing complete chain-of-custody documentation for sample movement
h. Provision of transit insurance & handling insurance for sample safety
i. Maintaining hazard-free & compliant work practices as per OIL HSE policy
j. Deployment of adequate skilled manpower, forklift, scanners, label printers, PPE etc.
k. Daily progress reporting and weekly reconciliation with OIL officials
l. Provision of secure temporary data backup until OIL IMS handover completed
m. Bidder's responsibility for clean-up and waste disposal at both ends at OIL designated place (Wellsite & Centralized Core Repository)

4.3 Details Service requirements for Future Unconventional Core:

i. Core handling at wellsite:

The service provider shall undertake systematic handling, preservation and documentation of unconventional core at well-site as per industry's best practices:

a. All cores to be properly cleaned, wiped, photographed with standard digital camera of atleast 1000 DPI and catalogued after retrieving them from core barrel
b. Cut whole core samples of 1-foot length or as directed by OIL and carry out Canister Desorption studies at every 3 to 5 m interval or as decided by OIL to have direct measurement of total gas content of selected core samples
c. During desorption measurements at wellsite as well as in the laboratory of bidder, the canister will be maintained at reservoir temperature or average mud circulating temperature.
   The expected temperature and pressures of the target zone will be provided by OIL
d. Core samples will be photographed with standard digital camera of atleast 1000 DPI, gross lithology of core pieces to be recorded before placing them in canisters
e. While desorbed gas measurements will be made in the wellsite for initial few days, service provider may shift the canisters to base laboratory of bidder once gas desorption rate becomes sufficiently low so that no significant data is missed during period of transportation
f. Provision of carrying out desorption studies on number of samples, ensure availability of sufficient number of canisters or as decided by OIL at well site
g. Bidder to maintain a capacity of carrying out minimum 40 - 45 canisters at site and laboratory.

ii. Basic core Analysis at Wellsite (Canister Desorption Analysis):

a. Standard industry practices to conduct the analysis for a reliable measurement of lost, desorbed and residual gas with an objective of direct measurement of total gas content of selected core sample.
b. Ensure availability of sufficient number of canisters at well site, as desorption studies shall planned to carry out in number of samples or as decided by OIL.
c. Transportation of canister from wellsite to base laboratory of bidder for further studies
d. Prepare field core log including core intervals, recovery percentages, gross lithologies and inventory of core pieces with photographed with standard digital camera of atleast 1000 DPI for each piece with boxes as well as make arrangements to record all required coring/other parameters for evaluation of lost and desorbed gas content required for measurement of total gas content in selected shale samples.
e. Desorption studies initiated at well site to be continued subsequently at the base laboratory of bidder as per standard norms
f. After completion of the desorption studies, samples shall be weighed and photographed with standard digital camera of atleast 1000 DPI. Samples shall then be crushed for residual gas analysis and subsequently preserved.
g. A report needs to be submitted by the service provider within 15 days after completion of the desorption analysis. TOC/ Proximate Analysis data to be provided by OIL for the desorption samples.

iii. Core preservation and transportation:

a. All cores to be properly cleaned, wiped, photographed standard digital camera with atleast 1000 DPI and catalogued after retrieving them from core barrel
b. Recording Spectral Gamma log with proper orientation
c. Preparation of field core log including core intervals, recovery percentage, inventory of core pieces and other associated data of each core section
d. The service provider will mobilize necessary equipment, core boxes and accessories for cutting the cores into prescribed length
e. The inner barrel (Aluminium/Fibre or equivalent) to be properly marked, cut in 1m length (or as directed by OIL), labelled and sealed with flexible end rubber caps and clamps and packed in a proper manner to minimize exposure to atmosphere and moisture
f. Core orientation marking, depth verification. Boxing the cores along with inner barrel with proper labelling and markings.
g. Preserve the whole core pieces by wrapping with saran wrap followed by aluminium foil, labelled and dipped in wax, as per standard operating practice, or any other suitable method
h. Preservation of core with wax/mylar for future use as per standard by OIL.
i. Generating, printing and securing QR code label for each core box and entering data into IMS
j. Photographic evidence standard digital camera with atleast 1000 DPI of core with boxes prior to transportation
k. Packing loose/delicate core pieces securely to avoid breakage and movement. Use of cushioning, spacers, moisture control packs wherever needed
l. Stacking not more than six (6) core boxes height on pallet - hence 48 cores/pallet. Strapping and shrink-wrapping pallets for safe movement (photographic evidence required)
m. Transport of pallets to the Centralized Core Repository, Guwahati using metal container trucks with shock-proof handling and GPS tracking (photographic evidence required)
n. Unloading pallets and removing any packing materials
o. Unboxing of core, removing from inner barrel, cleaning and drying of cores
p. Weight measurement, entry of all data related to core along with QR code into IMS system and verification

q. Slabbing of core into 1/3, 2/3 or as per standard procedure (slabbing machine will be provided by OIL)
r. Boxing of core in new core plastic box. The specifications of boxes as per **Annexure-III**
s. Display core in the Core Display & Study room for basic core analysis
t. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets (specifications of pallets as per **Annexure-IV**), using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location.
u. Transfer from Bidder's IMS database to OIL's IMS Database and verification
v. The services under point no. l to s shall be carried out immediately after arrival of cores at Centralised Core Repository, Guwahati.

iv. Basic core Analysis at Centralized Core Repository, Guwahati: Preliminary Core Description

a. The service provider shall perform Preliminary Core Description for each core received at the Centralized Core Repository, Guwahati. A detailed core description shall be prepared along with graphic litholog at a vertical scale of 1:50, or as directed by OIL. The description shall include lithology, grain size and texture, colour variation, sedimentary structures, mineralogical observations, visual porosity, fossil content/bioturbation (if present), diagenetic features, natural fractures, bedding orientation, hydrocarbon shows (if applicable), and any other geological attributes required for accurate reservoir characterization. Additional observations shall be recorded based on visual inspection and field data, including natural fracture characteristics, cleat development (in coal), qualitative organic richness indications, desorption behaviour (if applicable), and any visible geomechanical features.
b. The composite litholog shall incorporate handheld Spectral Gamma data and relevant wireline/LWD logs provided by OIL to facilitate core–log correlation. High-resolution photographed with standard digital camera of atleast 1000 DPI (box-view and slab-view) shall be provided, with proper depth markings, orientation indicators and other significant geological observations
c. A Preliminary Core Description Report summarizing lithofacies, reservoir features, depositional environment, and key geological interpretations shall be submitted to OIL within fifteen (15) days after arrival of the core at Centralised Core Repository, Guwahati considering 18-36 m length of cores. The report shall include graphic logs, descriptive tables, photographic documentation, and a concise summary of observations suitable for preliminary reservoir evaluation. All descriptive data, graphic logs, and photographs shall be submitted in both soft and hard copies (three copies) and uploaded to OIL's Information Management System (IMS), in the format prescribed by OIL
d. The bidder shall ensure that all core description activities follow industry-standard core analysis protocols, maintain full sample integrity, and strictly adhere to OIL's HSE, QA/QC and data management procedures at all times.

v. Requirement for Basic core Processing at Wellsite:

a. Mobile Unit fitted with all necessary equipment and required manpower for carrying out desorption studies, core preservation (wax), core handling and other related activities at well site.
b. Selected samples shall be cut, desorbed for gas content analysis and selected cores to be preserved and packed for future analysis before their transportation to the laboratory for further studies
c. Mobilize necessary equipment for preservation (mylar/wax) of selected core samples at well site with minimum loss of time, before transporting them to their base laboratory facility

vi. Miscellaneous Services

Services include at each regional repository of spheres

a. The bidder shall supply plastic core boxes for cores strictly in accordance with the specifications provided in **Annexure-III**. All core boxes supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications.
b. The bidder shall supply plastic pallets for core strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
c. Supply of all packing and cushioning materials
d. Provision of shock-resistant arrangements; pallets must be fitted with shock absorbers / shock-loggers / tilt indicators
e. Ensuring transport drivers and handling labour are trained for handling geological samples
f. Use of metal containers and clean vehicles to protect samples from moisture, heat, and physical damage along with GPS tracking system
g. Providing complete chain-of-custody documentation for sample movement
h. Provision of transit insurance & handling insurance for sample safety
i. Maintaining hazard-free & compliant work practices as per OIL HSE policy
j. Deployment of adequate skilled manpower, forklift, scanners, label printers, PPE etc.
k. Daily progress reporting and weekly reconciliation with OIL officials
l. Provision of secure temporary data backup until OIL IMS handover completed
m. Bidderr responsibility for clean-up and waste disposal at both ends at OIL designated place (Wellsite & Centralized Core Repository)

4.4 On-Call Services for Future Conventional and unconventional Core Handling & Transportation from Regional Repositories/Wellsite of OIL to Centralised Core Repository, Guwahati

i**. Services include:**

a. Auditing available cores and procuring all meta-data, especially well name, core depth, formation and associated details
b. Entering core information into Information Management System (IMS) Database of bidder
c. Capturing photographic evidence of cores in their existing/original boxes using standard digital camera of atleast 1000 DPI
d. Core Curation: Core orientation marking, depth verification. Re-boxing the cores into new plastic core boxes as per OIL specifications, with proper labelling and markings
e. Packing loose/delicate core pieces securely to avoid breakage and movement. Use of cushioning, spacers, moisture control packs wherever needed
f. Photography of core (using standard digital camera of atleast 1000 DPI) in new plastic core boxes prior to transportation
g. Stacking not more than six (6) core boxes height on pallet - hence 48 cores/pallet. Strapping and shrink-wrapping pallets for safe movement
h. Transport of pallets to the Centralized Core Repository, Guwahati using metal container trucks with shock-proof handling and GPS tracking
i. Unload pallets and remove any packing materials. Inspection of damage and Replacement of damaged boxes with new plastic boxes
j. Measurement of core box weights, entry of all data related to core along with QR code into IMS system
k. Slabbing of core into 1/3, 2/3 or as per standard procedure (slabbing machine

will be provided by OIL)

l. Generating, printing and securing QR code label for each core box and updating IMS
m. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets, using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location.
n. Transfer from Bidder's IMS database to OIL's IMS Database and verification.

ii. Basic core Analysis at Centralized Core Repository, Guwahati:
Preliminary Core Description

a. The service provider shall carry out Preliminary Core Description for each core received at the Centralized Core Repository, Guwahati. The bidder shall prepare a detailed core description accompanied by graphic litholog at a vertical scale of 1:50, or as directed by OIL. The description shall comprehensively document lithology, fluorescence characteristics, sedimentary structures, mineralogical observations, textural parameters, colour variation, visual porosity, fossil content/bioturbation, diagenetic features, natural fractures, bedding orientation, hydrocarbon shows (if applicable), and any other attributes considered essential for accurate geological interpretation. Additional observations shall be recorded based on visual inspection and field data, including natural fracture characteristics, cleat development (in coal),qualitative organic richness indications, desorption behaviour (if applicable), and any visible geomechanical features.
b. The composite litholog shall integrate handheld Spectral Gamma data and available wireline/LWD logs provided by OIL to allow meaningful core-log correlation. High-resolution core photographs (box view and slab view) must be included to support visual interpretation, along with depth markers, orientation indicators, and any notable geological observations.
c. A core description report summarizing facies types, depositional environment, reservoir characteristics, and key geological observations shall be submitted to OIL within fifteen (15) days after arrival of the core at Centralised Core Repository and considering 18-36 m length of core. For any additional amount of core description, a timeline will be agreed upon mutually. The report shall include graphical logs, tabulated descriptions, photographic documentation, and a concise summary of observations suitable for preliminary reservoir evaluation. All digital logs, photographs, and descriptive data shall be archived in both soft and hard copies (three copies) as per OIL's prescribed format and uploaded into OIL's Information Management System (IMS).
d. The bidder shall ensure that all core description activities follow industry-standard core analysis protocols, maintain full sample integrity, and strictly adhere to OIL's HSE, QA/QC and data management procedures at all times.

iii. Miscellaneous Services

Services include at each regional repository of spheres

a. The bidder shall supply plastic core boxes for cores strictly in accordance with the specifications provided in **Annexure-III**. All core boxes supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications.
b. The bidder shall supply plastic pallets for core strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality

requirements and shall be supplied as per OIL's approved specifications

c. Supply of all packing and cushioning materials
d. Provision of shock-resistant arrangements; pallets must be fitted with shock absorbers / shock-loggers / tilt indicators
e. Ensuring transport drivers and handling labour are trained for handling geological samples
f. Use of metal containers and clean vehicles to protect samples from moisture, heat, and physical damage along with GPS tracking system
g. Providing complete chain-of-custody documentation for sample movement
h. Provision of transit insurance & handling insurance for sample safety
i. Maintaining hazard-free & compliant work practices as per OIL HSE policy
j. Deployment of adequate skilled manpower, forklift, scanners, label printers, PPE etc.
k. Daily progress reporting and weekly reconciliation with OIL officials
l. Provision of secure temporary data backup until OIL IMS handover completed
m. Bidder's responsibility for clean-up and waste disposal at both ends at OIL designated place (Regional Core Repository / Wellsite & Centralized Core Repository)

4.5 Details service requirements for Future Mineral Core from Mineral Block/Regional core repository:

i. Mineral Core handling and preservation:

a. All cores to be properly cleaned, wiped, photographed with standard digital camera of atleast 1000 DPI and catalogued after retrieving from borehole or receiving from designated exploration company's core repository
b. Preparation of field core log including core intervals, recovery percentage, inventory of core pieces and other associated data of each core section. The service provider will mobilize necessary equipment, core boxes and accessories for cutting the cores into prescribed length
c. Lighting, tarpaulin, and environmental control sheets (for outdoor work if required)
d. QR label printing device and handheld QR scanner
e. Calibrated measuring tapes/scales, core orientation accessories
f. Core orientation marking, depth verification. Boxing the cores with proper labelling and markings.
g. Generating, printing and securing QR code label for each core box and entering data into IMS
h. Photographic evidence with a standard digital camera of at least 1000 DPI of core with boxes prior to transportation.
i. Core layout/worktables with minimum capacity to hold 27 metres of core required during core processing
j. Packing loose/delicate core pieces securely to avoid breakage and movement. Use of cushioning, spacers, moisture control packs wherever needed
k. Stacking not more than six (6) core boxes height on pallet - hence 48 cores/pallet. Strapping and shrink-wrapping pallets for safe movement (photographic evidence required)
l. Transport of pallets to the Centralized Core Repository, Guwahati using metal container trucks with shock-proof handling and GPS tracking system
m. Unloading pallets and removing any packing materials
n. Unboxing of core, cleaning and drying
o. Weight measurement, entry of all data related to core along with QR code into IMS system
p. Slabbing of cores, as per the size and specifications required by OIL, wherever applicable
q. Boxing of core in new mineral core plastic box (specification as **Annexure-VII**)

r. Display core in the Core Display & study room
s. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets (specifications of pallets as per **Annexure-IV**), using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location
t. Transfer from Bidder's IMS database to OIL's IMS Database and verification.
u. The services under point no. n to u shall be carried out immediately after arrival of cores at Centralised Core Repository, Guwahati

ii. Miscellaneous Services

a. The bidder shall supply plastic core boxes for Mineral cores strictly in accordance with the specifications provided in **Annexure-VII**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
b. The bidder shall supply plastic pallets for core strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
c. Supply of all packing and cushioning materials
d. Provision of shock-resistant arrangements; pallets must be fitted with shock absorbers / shock-loggers / tilt indicators
e. Ensuring transport drivers and handling labour are trained for handling geological samples
f. Use of covered and clean vehicles to protect samples from moisture, heat, and physical damage along with GPS system
g. Providing complete chain-of-custody documentation for sample movement
h. Provision of transit insurance & handling insurance for sample safety
i. Maintaining hazard-free & compliant work practices as per OIL HSE policy
j. Deployment of adequate skilled manpower, forklifts, scanners, label printers, PPE etc.
k. Daily progress reporting and weekly reconciliation with OIL officials
l. Provision of secure temporary data backup until OIL IMS handover completed
m. Bidder responsibility for clean-up and waste disposal at both ends at OIL designated place (Mineral block site & Centralized Core Repository)

4.6 Details service requirements for Future Mineral Core at Centralised Core Repository:

i. Mineral Core handling and preservation:

a. Unboxing of core, cleaning and drying
b. Weight measurement, entry of all data related to core along with QR code into IMS system
c. Slabbing of cores, as per the size and specifications required by OIL, wherever applicable
d. Boxing of core in new mineral core plastic box (specification as **Annexure-VII**)
e. Display core in the Core Display & study room
f. The Bidder shall move the drill cutting crates to the designated storage area and place them in the racking system on new plastic pallets (specifications of pallets as per **Annexure-IV**), using its own manpower and handling equipment (including forklifts and allied facilities), and shall update the IMS with the new storage location.
g. Transfer from Bidder's IMS database to OIL's IMS Database and verification.

ii. Miscellaneous Services

a. The bidder shall supply plastic core boxes for Mineral cores strictly in accordance with the specifications provided in **Annexure-VII**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications

b. The bidder shall supply plastic pallets for core strictly in accordance with the specifications provided in **Annexure-IV**. All pallets supplied shall conform to the prescribed material, dimensional, load bearing, and quality requirements and shall be supplied as per OIL's approved specifications
c. Maintaining hazard-free & compliant work practices as per OIL HSE policy
d. Deployment of adequate skilled manpower, forklifts, scanners, label printers, PPE etc.
e. Daily progress reporting and weekly reconciliation with OIL officials
f. Provision of secure temporary data backup until OIL IMS handover completed
g. Bidder responsibility for clean-up and waste disposal at both ends at OIL designated place (Centralized Core Repository)

5.0 Transportation of Core samples from wellsite / Mineral Block to Centralized Core Repository Facility at Guwahati:

a. The service provider shall ensure safe and secure transportation of all core samples collected from the wellsite and Mineral Block to the Centralized Core Repository at Guwahati, Assam, after proper packing in approved core boxes and pallets to avoid any physical/mineralogical damage, moisture exposure, or contamination during transit.
b. Transportation may be required periodically from Pan-India locations, or as directed by OIL, depending on drilling schedules and operational requirements.
c. All packaging, handling, loading/unloading, and transportation procedures shall comply with OIL's approved SOPs, including those mentioned under **Point 4.1 & Point 4.2, point 4.3, Point 4.4., Point 4.5. and Point 4.6.**
d. Covered metal container vehicles with GPS tracking, shock absorbers/shock-loggers, and necessary security arrangements shall be deployed for transportation.
e. The service provider shall maintain full chain-of-custody documentation, transport insurance, and transit logs for each shipment
f. A well-wise/ Mineral block site transportation completion report along with packing list, QR-code log, and receipt acknowledgment at the repository shall be submitted to OIL after delivery of each consignment.

6.0 RESPONSIBILITY MATRIX FOR MATERIAL & SERVICES

a.

Sl No	DESCRIPTION	PROVIDED BY		AT COSTS OF	
		Bidder	Company	Bidder	Company
1	**TRANSPORTATION**				
1.1	Mobilization of Bidder's Equipment to the Company Core Repository/Warehouse / Wellsite/Mineral Blocks	X		X	
1.2	Mobilization of Bidder's Personnel to the Company Core Repository/Warehouse / Wellsite/Mineral Blocks	X		X	
1.3	Local Transportation of Bidder's Personnel	X		X	
1.4	Local Transportation of Bidder's Equipment from Company Warehouse to Rig Wellsite/Mineral Block or	X		X	
1.5	Loading / Unloading of Bidder's Equipment / Tools / Spares etc. at Company Warehouse / Wellsite/ Other designated site where Company facilities are available		X		X
1.6	Loading / Unloading of Bidder's Equipment / Tools / Spares etc. at Company Warehouse / Wellsite/ Other designated site where Company facilities are not	X		X	
2	**MAINTENANCE SERVICES**				
2.1	Maintenance of all Bidder's Equipment	X		X	
3	**STORAGE & OTHER FACILITIES**				
3.1	Reasonable space at Company's Warehouse/Rig for Bidder's maintenance of Equipment & supplies where Company facilities are available		X		X
3.2	Reasonable space at Company's Warehouse/Rig for Bidder's maintenance of Equipment & supplies where Company facilities are not available	X		X	
3.3	Water,Electricity, Cranage/forklift for Equipment at Company's warehouse / site where Company facilities are available		X		X
3.4	Water,Electricity, Cranage/forklift for Equipment at Company's warehouse / site where Company facilities are not available	X		X	
4	**HOUSING, CATERING & MEDICAL SERVICES**				
4.1	Project Office for Bidder in India	X		X	
4.2a	Accommodation for Bidder's Personnel	X		X	
4.2b	Accommodation and Food for Bidder's Personnel at rig	X		X	
4.3	Emergency medical treatment for Bidder's personnel including emergency hospitalization	X		X	

4.4	Emergency Medical evacuation from Rig to the Bidder base / nearest hospital where Company facilities are		X		X
4.5	Emergency Medical evacuation from Rig to the Bidder base / nearest hospital where Company facilities are not	X		X	
4.6	Medical attention and other requirements of the Bidder's personnel onshore and while traveling	X		X	
4.7	All personnel safety equipment for Bidder's personnel	X		X	
5	**LICENCES & PERMITS**				
5.1	Permits, licenses and necessary consents, certificates required for Bidder's Equipment	X		X	
5.2	Passports, Visas, Work Permits, and related documentation required to maintain the Bidder's	X		X	
5.3	Port charges including Wharfage and demurrage, if incurred in respect of import of Bidder's Equipment	X		X	
5.4	Corporate Registration, documentation and fees for Bidder to operate in India for the performance of this	X		X	
5.5	Arrangement for the clearance of Bidder's Equipment through Customs including obtaining Duty Exemption Certificate issued by the Operator subject to such Bidder's imported Equipment/ Tools / Spares complying with applicable Customs Notifications	X		X	
5.6	Necessary Documents on Bidder's Equipment necessary to secure Custom's Clearance for the same	X		X	
5.7	Block / DEC transfer of Equipment / tools / Spares etc.	X		X	
6	**OTHER SERVICES**				
6.1	All engineering and procurement services during mobilization and demobilization	X		X	
6.2	Correcting deficiencies of BIDDER Equipment during mobilization	X		X	
7	**INSPECTION**				
7.1	Pre / Post Mobilization	X		X	

b. All tools, tackles, equipment, and consumables required for execution of the work shall be arranged and mobilized by the Bidder at its own cost. The tools and equipment deployed shall be of standard, proven, and industry-accepted technology. The Bidder shall ensure that all core handling and related procedures strictly conform to API RP 40 standards and shall demonstrate adherence to applicable sector-specific Quality Management Systems.
c. Transportation of the Bidder's personnel to the wellsite and regional core repository shall be arranged by the Bidder at its own cost. For future offshore locations, the Bidder shall mobilize personnel up to the Helibase or Shore Base, as advised by OIL.
d. The Bidder shall deploy all requisite equipment and materials directly to the regional core repository /wellsite/ future onshore/offshore location. All en-route expenditures, including transportation, insurance, taxes, duties, and statutory levies, shall be borne solely by the Bidder. For future offshore locations, the Bidder shall mobilize materials and equipment up to the Company-designated Shore Base, and personnel up to the Helibase or Shore Base, as instructed by OIL.
e. For conventional, unconventional and Mineral cores of onshore wells/Mineral Blocks, bidder shall transport cores directly to the Centralised Core Repository, Guwahati. For unconventional core analysis of onshore wells, the Bidder shall arrange transportation of recovered samples along with equipment, material and personnel from the wellsite to the Bidder's Laboratory for further analysis. For conventional, unconventional and Mineral cores of offshore wells/Mineral Blocks, OIL shall provide transportation facilities for recovered cores, samples, equipment, and personnel only up to the Shore Base/Helibase under the supervision of the Bidder's wellsite coordinator. Thereafter, transportation of cores from the Shore Base/Helibase to the Centralised Core Repository, Guwahati and transportation of samples for unconventional core analysis at the Bidder's Laboratory shall be arranged by the Bidder at its own cost.
f. The Bidder shall maintain the necessary inventory of its equipment, tools, and consumables in its own designated baskets or tool bins at the wellsite
g. All Bidder personnel shall strictly observe applicable oilfield safety rules and practices and shall wear appropriate Personal Protective Equipment (PPE) at all times during operations.
h. The Bidder shall be capable of mobilizing a minimum of three (3) teams, each comprising required personnel, equipment, and consumables, simultaneously for existing core and drill-cutting handling and transportation. For future core handling services, the Bidder shall be capable of mobilizing at least two (2) fully equipped mobile units simultaneously with requisite manpower for wellsite operations, including canister desorption studies. The Bidder shall also be capable of mobilizing a third unit, if required, and shall be paid at rates applicable to other units.
i. The Bidder shall, at its own cost, transfer all analyzed cores and samples from its laboratory to the Centralized Core Repository at Guwahati upon completion of the required studies and submission of the Final Interpretation Report, as per OIL's instructions.

j. The Bidder shall make its own arrangements for boarding, lodging, food, water, and medical facilities for its personnel deployed for handling and transportation of existing cores at OIL's existing/centralised core repositories. For wellsite, OIL will provide accommodation at wellsite/base for Bidder personnel. Food will be provided, wherever possible, however the cost will be borne by the bidder. In case OIL is unable to provide food at wellsite, Bidder has to arrange for the same.

7.0 COMPANY'S (OIL) RESPONSIBILITIES:

a. Mobile crane facility at well site and at shore base for loading, off-loading and handling of Bidder's tools/equipment and recovered cores at surface in the well site.
b. Electricity to be provided for Bidder's well site lab/equipment.
c. Security to be provided at well site as per laid down policy of OIL.

8.0 Deployment of Bidder's personnel:

i. Personnel for Core and drill cuttings

Position	Minimum No.	Qualification & Experience	Responsibility
Project Manager for Existing Core handling	1	Master's degree in Geology, Earth Sciences/bachelor's degree in petroleum engineering, or a related discipline from a recognized university/institute **Minimum 10 years** of prior relevant experience in core handling including wellsite for both conventional and unconventional cores in various conventional and shale gas & sedimentary basins across the globe along with core processing, and coordination of multidisciplinary geological activities.	i. Overall project coordination and execution of the contract ii. Interface with OIL for technical, operational, HSE, and contractual matters iii. Ensuring compliance with Scope of Work, timelines, quality standards,and HSE requirements iv. Planning, deployment, and supervision of manpower and equipment v. Submission of progress reports, compliance documents, and deliverables
Senior Wellsite Core Technicians for Future Core	3 (Each team have to be constituted with minimum 1 senior wellsite core technician)	Diploma or bachelor's degree in Geology, Chemistry, Petroleum Engineering/ Engineering , or related technical discipline from a recognized college/ university/institute	i. Wellsite core handling, orientation marking, and depth verification ii. Execution of canister desorption studies for unconventional cores iii. Core cutting, stabilization, preservation, and packing iv. Core photography,

Position	Minimum No.	Qualification & Experience	Responsibility
		Minimum 5 (five) years of hands-on experience in wellsite core handling, preservation, packing, and desorption analysis	documentation, and preparation of field core logs v. Safe handling and movement of cores and samples
Geologist for Future Core (Conventional Core)	1	Master / MTech degree in Geology/Applied Geology from a recognized university /institute Minimum 10 (ten) years of experience in description and interpretation of conventional reservoir core studies and sedimentological interpretation	i. Detailed core description and lithological logging ii. Preparation of graphic lithologs and core description reports iii. Interpretation of depositional environments and reservoir characteristics iv. Reporting and data submission at the Centralized Core Repository
Geologist for Future Core (Unconventional Core)	1	Master / MTech degree in Geology/Applied Geology from a recognized university/institute Minimum 10 (ten) years of experience in description and interpretation in shale, coal, tight reservoir, or other unconventional core analysis.	i. Shale and unconventional core description and interpretation ii. Integration of desorption, geochemical, and sedimentological data iii. Preparation of shale core description and evaluation reports iv. Support log-to-core correlation and shale potential assessment
Senior Core Technician for Existing Core handling	3 (Each team have to be constituted with minimum 1 senior core technician for Existing Core)	Bachelor/Master's degree in Geology / Chemistry / Earth Sciences or related discipline from a recognized university/institute. Minimum 5 (five) years of relevant experience in independently core handling, packing and supervising all activities as per standard norms-recognized international standards.	i. Supervision and execution of core handling, curation, packing ii. Quality control and validation of data iii. Coordination between repository and OIL teams iv. QR code generation and labelling of cores and drill cuttings v. Data entry, validation, and updating of IMS/database vi. Documentation control, data backup, and reporting vii. Coordination with OIL for data handover and verification

Core Technician/ Support Staff/ Helpers	As required	Skilled personnel trained in handling geological samples Relevant experience in lifting, packing, loading/unloading, and logistics support.	i. Manual handling of core boxes and drill cutting samples ii. Packing, palletizing, loading, and unloading operations iii. Assisting technicians and geologists during field and repository activities

ii. During the existing Core and Drill cuttings handling and transportation service, the bidder shall deploy three numbers of team, and each team should be comprising of minimum 03 (three) no. of Field staff for smooth operation (One Senior Wellsite Core Technician as supervisor and two Core Technician). Bidder can also deploy additionally other support staff/helper as per requirement.

iii. During well site job of Future Core service, the bidder shall deploy a team comprising of minimum 03 (three) no. of Field staff for smooth operation (One Senior Wellsite Core Technician as Supervisor and two Core Technician). Bidder can also deploy additionally other support staff/helper as per requirement.

iv. Additional Requirements

a. All personnel deployed under the contract shall be adequately trained and certified in Health, Safety and Environment (HSE), approved core handling Standard Operating Procedures (SOPs), material preservation techniques, defensive driving awareness, and Information Management System (IMS) data handling prior to deployment at site.

b. During execution of the work, OIL shall have the right to seek change of any project team member, engaged in carrying out the work under the contract, if his/her performance is not up to OIL's satisfaction.

c. The names of the core team members along with their biodata/experience certificates/profile /educational qualification with certificates must accompany the bid/quote. The personnel fulfilling the experience criteria mentioned in BEC and approved by OIL shall only be allowed for execution of the job.

d. Any change of technical personnel during the tenure of the contract is generally not allowed. Replacement of the personnel shall only be considered in special cases like resignation, dismissal from the Company or death etc. In such cases the personnel must be replaced by another competent person having equal or more experience than the personnel to be replaced. Acceptance and rejection in this regard will be solely on OIL's discretions.

e. All personnel shall possess valid medical fitness certificates issued by a competent authority and shall use industry-standard Personal Protective Equipment (PPE) at all times during execution of the work.

f. The bidder shall ensure that all deployed personnel are covered under valid insurance policies, including but not limited to:

   a. Personal accident insurance

   b. Medical insurance

   c. Workmen compensation (as applicable)

   d. Third-party liability insurance (where required)

g. Mobilization and demobilization of manpower to and from the wellsite, repository, laboratory, or any other designated location shall be the **sole responsibility of the bidder**, including all associated logistics and statutory compliances.

h. The bidder shall submit training records, experience certificates, and competency details of all deployed personnel to OIL for review and approval prior to deployment and whenever replacements are proposed.

i. The bidder shall maintain timesheets, site attendance records, and duty rosters for all deployed personnel, which shall be made available to OIL for inspection and audit as and when required.

j. All activities shall be carried out in strict compliance with OIL's HSE, QA/QC, data integrity, and data security protocols, as well as applicable statutory and regulatory requirements

k. Ensuring mandatory insurance coverage for all deployed personnel and vehicles/equipment used for execution of the work.

l. The bidder shall ensure adherence to confidentiality and data protection requirements, and no technical data, photographs, or records related to OIL's operations shall be shared with any third party without prior written approval from OIL.

9.0 Timeline:

A. Existing Core and Drill-Cutting Relocation Services:

a. The total duration for execution of existing core and drill cutting relocation services shall be up to 12 weeks from completion date of mobilization in all respects, in line with the approved work programme.
b. A tentative timeline phase wise has been given below (Table –1). However, the bidder may provide revised activity wise break-up of proposed project timeline as per it's understanding during the kick-off meeting in consultation with OIL without affecting the total project timeline of 12 weeks.
c. The bidder shall mobilize manpower, equipment, and logistics within 3 weeks from the date of mobilization notice issued by Company. Mobilization notice may either be issued with LOA or issued separately.
d. The bidder shall deploy a minimum of three (3) teams, each comprising of minimum one (1) core technician, simultaneously at different work centres/spheres to meet the stipulated timelines.
e. The sphere-wise timeline for relocation of existing cores shall be as follows:
f. Table–1: Timeline for Relocation of Existing Cores and Drill Cuttings

Phase	Description	Tentative Duration
I-A	Relocation of existing cores and drill cuttings from Duliajan and neighbouring area (Assam)	10 weeks
I-B	Relocation of existing cores and drill cuttings from Rajasthan (Jodhpur)	4 weeks
I-C	Relocation of cores and drill cuttings from remaining spheres (Kakinada, Bhubaneswar, New Delhi, Guwahati, etc.)	Within overall 12 weeks
II	Inspection, reconciliation, IMS updating, and final placement at Centralized Core Repository, Guwahati	Concurrent with Phase I
III	Final reporting, milestone certification, and closure	1 week

g. All relocation activities from all spheres shall be completed within 12 weeks from the effective date of mobilization.
h. The jobs may be called off at the end of any phase at OIL's discretion in which

case, the payment will be made for the actual Work done till the date of termination

i. The job shall be deemed complete only after successful relocation, verification, IMS updation and acceptance of all cores and drill-cutting samples by OIL at the Centralized Core Repository, Guwahati.

j. Upon submission of the Final Report and closure of the project, the Service Provider shall provide post-submission support and assistance for an additional period of three (3) months for clarification of the report, addressing any technical queries raised by OIL, and providing necessary support for IMS data updating, as required.

B. On-Call Basis Services (Future Core Handling):

a. The on-call basis services for future core handling, including wellsite and laboratory services for conventional, unconventional, and mineral cores, shall be executed as and when required by OIL, in alignment with approved drilling schedules and operational priorities.

b. The on-call service contract shall remain valid for a period of five (5) years from the completion of the mobilization of Existing Core and Drill-Cutting Relocation Services.

c. OIL shall issue an on-call work intimation/work order to the Service Provider specifying the scope of work, location, tentative schedule, and expected duration of services. Such intimation shall normally be issued at least twenty-one (21) days in advance, except in cases of operational exigencies.

d. Upon receipt of on-call intimation, the Service Provider shall confirm readiness and mobilize manpower, equipment, and consumables within the stipulated notice period, so as not to impact drilling or coring operations.

e. Mobilization to the wellsite or designated location shall be completed as per the schedule communicated by OIL, and services shall commence immediately upon core recovery or as instructed by OIL.

f. The duration of on-call services for each well or location shall depend on the extent of coring, type of reservoir (conventional/unconventional), and scope of on-site and off-site analysis, and shall be completed within the time frame approved by OIL for that specific call-off.

g. Demobilization of manpower and equipment shall be carried out after completion of the assigned on-call services and upon written clearance from OIL.

h. OIL reserves the right to modify, defer, or cancel any on-call requirement at any stage without financial liability for unexecuted services.

i. Failure of the Service Provider to mobilize within the stipulated notice period for on-call services, without reasons acceptable to OIL, shall be treated as non-performance and dealt with as per the terms and conditions of the contract.

j. The on-call assignment shall be deemed complete only after successful execution of services, submission of deliverables, IMS data updation, and acceptance by OIL.

k. Post completion of each on-call assignment, the Service Provider shall provide necessary support for data reconciliation, reporting, and IMS updating, as required by OIL.

10.0 DURATION OF CONTRACT:

10.1 The contract which includes Existing Core and Drill-Cutting Relocation Services, shall be initially awarded for the requirements of about 3670 meters of core and 2,50,00 nos of drill cuttings from regional repositories to Centralised Core Repository, Guwahati which to be completed within Twelve (12) weeks period from completion date of mobilization in all respects.

10.2 The contract which includes On-Call Basis Services for Future Core Handling and transportation and Mineral core transportation, shall be initially awarded for the requirements of about 130 nos. of future wells for unconventional and conventional reservoir cores and 93,000 of Mineral Core transportation which is estimated to be completed within **Five (5)** year's period from completion of date of mobilization of service under point no **"10.1"** in all respects. The well numbers and amount of Mineral core may vary based on requirement in due course of time. Company has the right to interim demobilize and interim remobilize Contractor's Equipment multiple times during this period.

10.3 However, in case at the time of culmination of the contract any well site activity, analysis of core, integration, interpretation, assessment work are in progress, the period of contract will stand automatically extended, on same terms, conditions and rates, till completion of all planned activities under progress at the end of the five-year period.

11.0 **MOBILIZATION PERIOD:** The bidder must be able to mobilize their tools/ equipment/personnel/ consumables/ accessories, spares and all other necessary materials required for providing Field Core processing & Handling Services at the well site for on call services of Future Core handling, processing and Transportation within 30 (thirty) days from the date of issue of Initial mobilization notice by the Company. Mobilization Notice for tools/ equipment/personnel/ consumables/ accessories, spares and all other necessary materials by the Company may be through written notice, e-mail or telephone.

Interim Demobilization & Remobilization for On call basis for future core: In the event of Interim Demobilization of equipment, tools, personnel etc. from well site after completion of jobs in a particular well, the bidder must be able to re-mobilize their tools/equipment/personnel and all other necessary materials to the next well site within 15 (fifteen) days of Interim Remobilization notice issued by the Company at any time during the contractual validity.

12.0 DE-MOBILIZATION: Demobilization of resources shall be completed by Contractor within 15 (fifteen) days of expiry/termination of the contract or notice for demobilization. The contractor will ensure that demobilization of resources is completed within the aforesaid period. No charge whatsoever will be payable from the date of notice to demobilize.

13.0 **TENTATIVE VOLUME OF SERVICES:**

For the purpose of computation of charges for **Existing Core and Drill-Cutting Relocation Services, On-Call Basis Services for Future Core Handling** and Future Mineral Core Handling and Transportation services, the estimated workload envisaged for the entire Contract period is provided line item-wise in the Price Bid Format.

The estimated workload (Period of hiring, estimated quantity etc.) mentioned in the Price Bid Format is indicative and is for the purpose of bid evaluation and estimation of Contract cost only. Payment shall be made for units/events and quantity actually hired/ mobilized subject to the number of units/events / quantities awarded and work actually done.

14.0 **HEALTH SAFETY AND ENVIRONMENT:**

The Bidder shall submit the safety manual and operating procedure (SOP) manual in advance to the Company for review and comment. The Bidder shall also submit a tool preventive maintenance system. Bidders also need to submit their Corporate HSE policy. Bidder has to strictly follow all the HSE rules and regulations and follow safety rules practiced internationally. MSDS sheets for all the chemicals that may be used in the core processing and analysis should be available with the Bidder.

15.0 **POLLUTION CONTROL:**

Bidder undertakes that substances or rubbish in any form originating from Bidder's equipment shall not be dumped or discharged at, or around the job location. However, in the event of such dumping or discharge by Bidder, Bidder shall immediately assume all responsibility for the cost of the removal of items, substances or rubbish so dumped or discharged and for any resulting pollution or contamination in any form, in the well site and the surrounding area.

16.0 **INSPECTION AND CERTIFICATES:**

Bidder shall acknowledge that Company may inspect Bidder's tools and equipment at any time during the execution of the Contract. The bidder shall acknowledge that the Company's inspectors may require carrying out random testing of the tools used for its operation.

Annexure-I

Service requirements for Existing Cores and Drill Cuttings of OIL

CONVENTIONAL CORE		
BASIN	**SPHERE**	**Total core volume in meter**
UPPER ASSAM BASIN	DULIAJAN	2200
RAJASTHAN BASIN	RAJASTHAN	910
KG BASIN	KAKINADA	80
MAHANADI BASIN	BHUBANESWAR	80
UPPER ASSAM BASIN	GUWAHATI	400
Other Basin (New Delhi)	New Delhi	600
TOTAL		**4270**
DRILL CUTTINGS		
BASIN	**SPHERE**	**Total packets/bottles**
UPPER ASSAM BASIN	DULIAJAN	1,50,000
RAJASTHAN BASIN	RAJASTHAN	55,000
KG BASIN	KAKINADA	10,000
MAHANADI BASIN	BHUBANESWAR	21,000
TOTAL		**2,36,000**

Annexure-II

On call Service requirements for future conventional core of OIL:

SPHERE	**Tentative Volume of Conventional Cores (m)**	**Place of origin**
Duliajan, Assam	450 (45 wells)	Duliajan
Northeast	36=2	Tripura
	36=2	Dima Hasao
	72=8	Arunachal Pradesh
	36=2	Meghalaya
Rajasthan	36=2	Cambay
	360=35	Jodhpur
Orissa	189=13	Bhubaneshwar
Andhra Pradesh	135=11	Kakinada
Rest of India	135=10	Others
Potash Critical Mineral Core	40000	Hanumangarh District, Rajasthan
Graphite Critical Mineral Core	3000	Keyi Panyor District, Arunachal Pradesh
Mineral Core from Rest of India	50000	Others
Total		**1,485 m (Conv. Core) 93,000m (Critical Mineral Core)**

Annexure-III

Specifications of Plastic Core Box for (3.5 inch) Conventional/Unconventional Core

Sl. No.	Parameter	Description	Remarks
1.0	Type of product	Plastic Core Tray 2 Row – upto 100 mm (diameter) Core Sample **(Ref. Fig. A)**	Inner height of the core tray should be sufficient enough to avoid contact with core tray lid / when stacked
2.0	Type of raw material	Virgin PP, UV stabilized	UV Stabilized with test certificate to be submitted
3.0	Core capacity	2.0 meter per tray. (Each row holds 1.0 meter of core, with recess for ease of access to remove the core)	
4.0	Number of ergonomic and robust lifting handles on all sides of tray	02 handles on each side of tray	Total 8 handles for easy lifting
5.0	No sharp edges, non-magnetic & chemically inert, impervious to sulfides, UV stable, non-corroding	Yes	Certificate to be submitted
6.0	Overall length of core tray	Should be sufficient enough to ensure proper handling of the core tray while lifting and transportation. Should not exceed 1100 mm	
7.0	Width of core tray	Sufficient enough to ensure that core will remain in place while shifting and transportation. Should not exceed 300 mm	
8.0	Height of core tray	Inner height should be sufficient enough to avoid contact with lid / when stacked. Minimum inner height of core tray 110 mm	
9.0	Minimum wall thickness	Wall thickness should be sufficient enough so that there is no sagging / bending / failure of the core tray fully loaded with heavy core in different formations.	Minimum Wall Thickness of the tray should be above 1.75 mm

10.0	Lid (Number of lids may vary and differ from the number of core trays)	Separate PP lid with proper locking arrangement with the core tray. The inner surface of the lid should not rub against the core when closed / stacked. Should seal to avoid contamination	
11.0	Core separator	Should be suitably designed to have provision for marking the depth of borehole and it should not displace while movement / transportation	
12.0	Core tray label / ID tag with space to labelling	Preprinted ID plate / label indicating borehole and project	Label shall include Box no…….

Sl. No.	**Parameter**	**Description**	**Remarks**
	QR Code	details with space to labelling QR Code	Project/Area/Basin … Borehole/Well No… Depth From……… To……..
13.0	Drainage holes	Drainage holes at suitable locations	
14.0	Drainage hole plugs (Number of plugs may vary and differ from the number of drainage holes)	Compatible with the drain holes	
15.0	Column support	Provision in the tray for Column Locking support rods of steel for column locking of tray stacks for storage and transportation To provide Steel support rods with locking system for locking 24 core boxes safely in each bay of racking system	Robust Powder coated steel support rods and provision for them to be inserted along with built-in reinforcement in the core tray. Each tray has 4 (four) hole (minimum 10 mm diameter) to insert steel support rods.

16.0	Test report*	To be provided as per below 1. Polymer Identification. 2. UV Stabilisation properties 3. Density 4. Tensile Strength 5. Compressive Strength 6. Izod Impact strength 7. Dimensions (Length / width / height) 8. Thickness of walls (minimum) 9. Durability	Material of the core tray should have the following physical and chemical properties: 1. Polymer Identification: Polypropylene 2. Density Minimum: 890 kg/m^2 3. Tensile Strength at break/fracture (Minimum): 20 N/m^2 4. Compressive Strength (Minimum): 20 N/mm^2 5. IZOD Impact Strength (min.): 12 kJ/m^2 6. Core box should withstand minimum 300 kg weight
17.0	OIL Logo	OIL logo and OIL name shall be imprinted on the core box.	

*UV Stabilization report is acceptable for a period of two years and other test reports are acceptable for a period of one year from the date of issuance from recognized lab like CIPET.

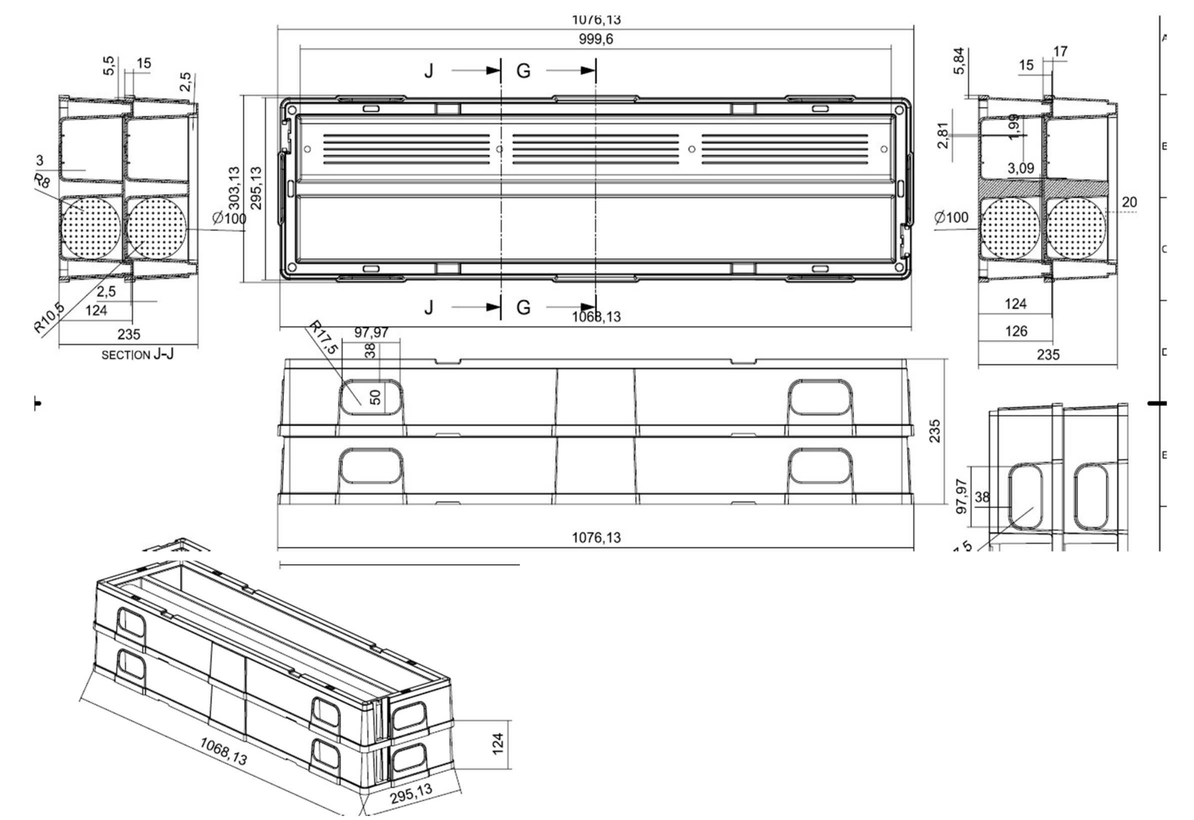


Fig. A: Sketch Diagram showing stackable Core tray boxes

Annexure-IV

Specification of Pallet for Conventional/Unconventional core, Mineral core and drill cutting boxes

Sl. No.	Parameter	Description	Remarks
1.0	Type of product	**Plastic Pallet** –size upto 1200 mm X 1100 mm X 150 mm **(Ref. Fig. B)** Strong & reusable pallets. Usable for storage, racking and movement of goods. Easy to clean. To keep provision of Forklift entry from 1200 mm side.	Provision of Forklift entry from 1200 mm side. Customized Moulded Pallets with durability, versatility, and sustainability.
2.0	Type of raw material	High Grade plastic /durable / UV stabilized, Moulded Plastic Pallets should be of premium virgin plastic as the primary raw material	UV Stabilized with test certificate to be submitted
3.0	Pallet capacity	For conventional/unconventional cores, at least (4x6) =24 boxes or 48-meter cores per pallet to be accommodated (each row holds 4 core boxes upto 6 rows, with recess for ease of access to remove the core boxes). In case of mineral core, at least (3x12) = 36 boxes or 180 m of cores per pallet can be stacked (each row holds 3core boxes upto 12 rows, with recess for ease of access to remove the core boxes) Similarly for drill cuttings, 5x7=35 crates can be stored on the pallet with a capacity of 840 nos. of drill cutting samples bottles	The pallet should withstand upto 1800 kg weight in static and dynamic condition The pallet has been crafted with precision through the advanced process of moulding and the pallets have to offer exceptional strength while remaining lightweight. The pallet should be designed to withstand the rigors of various industries, resistant to chemicals, ensuring longevity and reliability in storage and transportation Test certificate to be submitted
4.0	Test Report*	To be provided as per below Pallet Load test report to be provided	The pallet should withstand upto 1800 kg weight in static and dynamic condition
5.0	OIL Logo	OIL logo and OIL name shall be imprinted on the pallet	

*Test report is acceptable for a period of two years and other test reports are acceptable for a period of one year from the date of issuance from recognized lab like CIPET

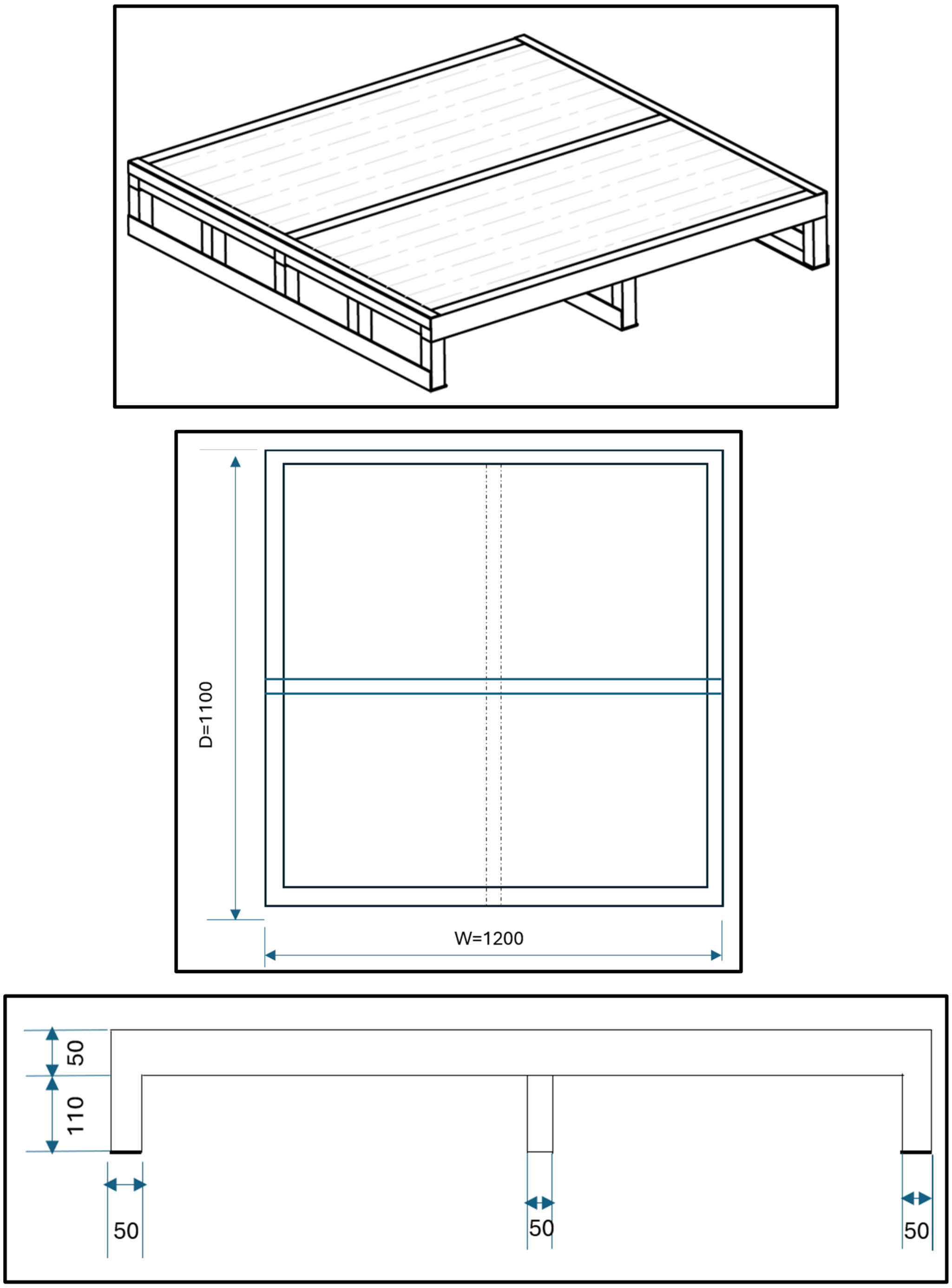
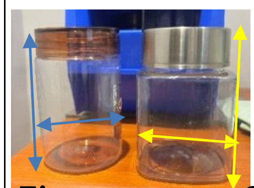


Fig. B: Sketch Diagram showing stackable Mineral Core tray boxes

Annexure-V

Specification Plastic Bottle/container for drill cuttings storage

Sl.No	Shape	Material	Length cm	Width Cm	Height Cm	Container capacity Volume/ weight	Photograph of Plastic bottle
1.0	Square/ Round transparent Plastic container /b ottle with lid **(Ref. Fig. C)**	High grade Plastic polyethylene Terephthalate (PET) and other plastics / strong light weight having long durability for storage purposes Waterproof bottle, clear and transparent, easy and efficient to transport	8.2	8.2	10.0	500 gm	 **Fig. C Transparent plastic bottle /container**
2.0	Test Report *	The bottle should withstand upto 1 kg weight in static and dynamic condition					

*Test report is acceptable for a period of two years and other test reports are acceptable for a period of one year from the date of issuance from recognized lab like CIPET

Annexure-VI

Specification Plastic Crate for storage drill cuttings bottles

Sl. No.	Shape	Material	Length cm	Width Cm	Height Cm	Container capacity Volume/ weight	Photograph of Plastic Crate with partition
1.0	Rectangular, Plastic container with **partition** and lid **stackable** on plastic Pallet **(Ref. Fig. D)**	High grade virgin PP having longtime durability for storage purpose Waterproof Lightweight yet highly durable, UV resistant Resistant to corrosion, moisture, and chemicals.	60.0	40.0	12.5	At least 24 bottles (8.2x8.2) in one Crate	 **Fig. D: Plastic crate /container with partition**
2.0	Test Report *	The crate should withstand minimum 400 kg weight in static and dynamic condition					
3.0	Crate label / ID tag with Space to labelling QR Code	Preprinted ID plate / label and Space to labelling QR Code indicating borehole and project details					Label shall include Box no……. Project/Area/Basin ………………… Borehole/Well No.……………….. Depth From……… To………..
17	OIL Logo	OIL logo and OIL name shall be imprinted on the crate					

*Test report is acceptable for a period of two years and other test reports are acceptable for a period of one year from the date of issuance from recognized lab like CIPET

Annexure-VII

Specifications of Plastic Core Box for (2.0 inch) Mineral Core

Sl. No.	Parameter	Description	Remarks
1.0	Type of product	Plastic Core Tray 5 Row – upto 47.6 mm (diameter) Core Sample **(Ref. Fig. E)**	Inner height of the core tray should be sufficient enough to avoid contact with core tray lid / when stacked
2.0	Type of raw material	Virgin PP, UV stabilized	UV Stabilized with test certificate to be submitted
3.0	Core capacity	5.0 meter per tray. (Each row holds 1.0 meter of core, with recess for ease of access to remove the core)	
4.0	Number of ergonomic and robust lifting handles on all sides of tray	02 handles on each side of tray	Total 8 handles for easy lifting
5.0	No sharp edges, non-magnetic & chemically inert, impervious to sulfides, UV stable, non-corroding	Yes	Certificate to be submitted
6.0	Overall length of core tray	Should be sufficient enough to ensure proper handling of the core tray while lifting and transportation. Should not exceed 1100 mm	
7.0	Width of core tray	Sufficient enough to ensure that core will remain in place while shifting and transportation. Should not exceed 380 mm	
8.0	Height of core tray	Inner height should be sufficient enough to avoid contact with lid / when stacked. Minimum inner height of core tray 70 mm	
9.0	Minimum wall thickness	Wall thickness should be sufficient enough so that there is no sagging / bending / failure of the core tray fully loaded with heavy core in different formations.	Minimum Wall Thickness of the tray should be above 1.2 mm
10.0	Lid (Number of lids may vary and differ from the number of core trays)	Separate PP lid with proper locking arrangement with the core tray. The inner surface of the lid should not rub against the core when closed / stacked. Should seal to avoid	

		contamination	
11.0	Core separator	Should be suitably designed to have provision for marking the depth of borehole and it should not displace while movement / transportation	
12.0	Core tray label / ID tag and space to labelling QR Code	Preprinted ID plate / label indicating borehole and project details and space to labelling QR Code	Label shall include Box no……. Project/Area/Basin … Borehole/Well No……………
Sl. No.	**Parameter**	**Description**	**Remarks**
			Depth From……… To………..
13.0	Drainage holes	Drainage holes at suitable locations	
14.0	Drainage hole plugs (Number of plugs may vary and differ from the number of drainage holes)	Compatible with the drain holes	
15.0	Column support	Provision in the tray for Column Locking support rods of steel for column locking of tray stacks for storage and transportation To provide Steel support rods with locking system for locking 36 core boxes safely in each bay of racking system	Robust Powder coated steel support rods and provision for them to be inserted along with built-in reinforcement in the core tray. Each tray has 4 (four) hole (minimum 10 mm diameter) to insert steel support rods.
16.0	Test report*	1. Polymer Identification. 2. UV Stabilisation properties 3. Density 4. Tensile Strength 5. Compressive Strength 6. Izod Impact strength 7. Dimensions (Length / width / height) 8. Thickness of walls (minimum) 9. Durability	Material of the core tray should have the following physical and chemical properties: 1. Polymer Identification: Polypropylene 2. Density Minimum: 890 kg/m^2 3. Tensile Strength at break/fracture (Minimum): 20 N/m^2 4. Compressive Strength (Minimum) : 20 N/mm^2 5. IZOD Impact Strength (min.): 12 kJ/m^2 6. Core box should

			withstand minimum 600 kg weight
17	OIL Logo	OIL logo and OIL name shall be imprinted on the core box.	

*UV Stabilization report is acceptable for a period of two years and other test reports are acceptable for a period of one year from the date of issuance from recognized lab like CIPET.

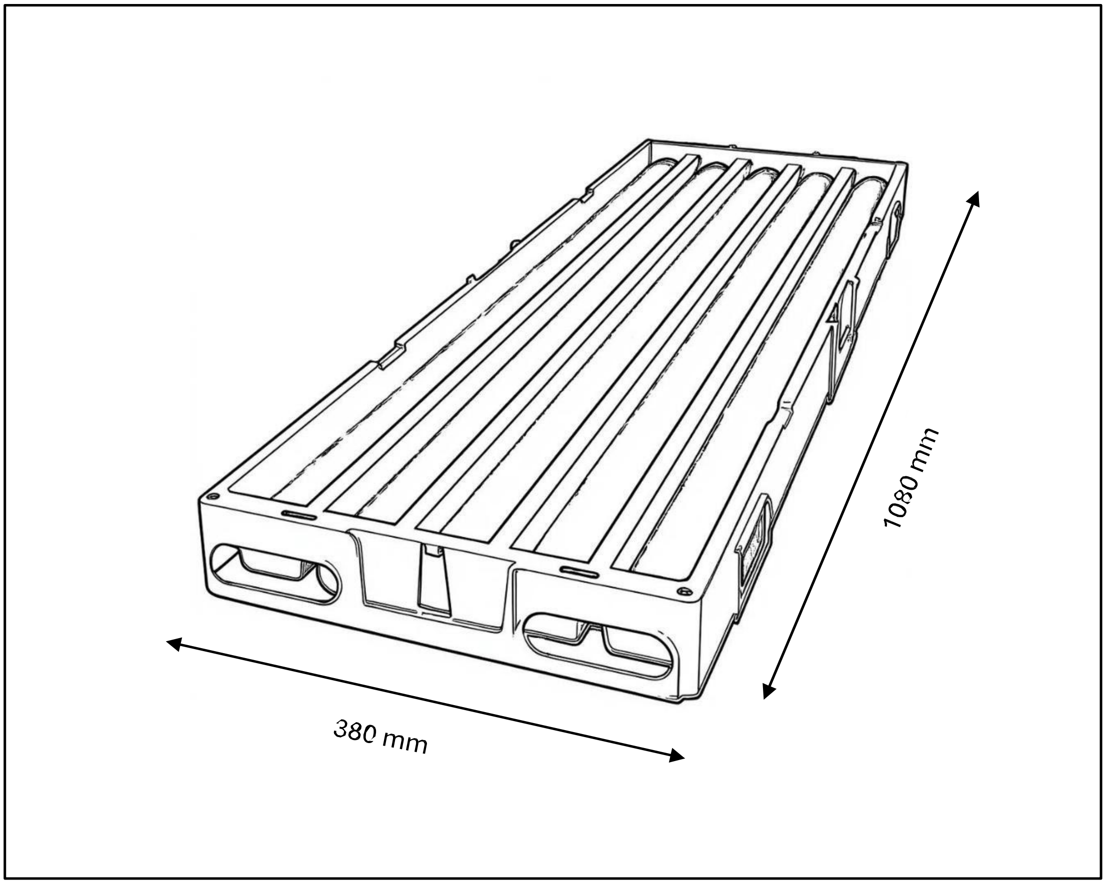


Fig. E: Sketch Diagram showing stackable Mineral Core tray boxes

SPECIAL TERMS & CONDITIONS (STC)

SECTION-II: SPECIAL CONDITIONS OF CONTRACT

The following Clauses of SCC shall supplement and/or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

Sl. No.	Terms of part-1 GCC	Clauses
1	**Applicability Definition & Interpretation**	All clauses in the General Conditions of Contract [GCC] shall apply to all transactions except as otherwise stated in the Special Conditions of Contract [SCC] and/or BEC/BRC. Furthermore, in the event if there is any conflict between the principal text of the Agreement and the Appendixes, the Principal text will prevail. • "**Approval**" as it relates to Company, means written approval. • "**Base Location**" means where the Bidder will establish camp for their equipment and personnel. The Bidder has to carry out maintenance for the equipment in the base camp. • "**Company's items**" means the equipment, materials and services, which are to be provided by Company at the expense of Company. • "**Contractor's items**" means the materials and services, which are to be provided by Bidder to carry out the job satisfactorily which, are listed under terms of reference and technical specifications in Section - II. • "**Company's Personnel**" means the personnel to be provided by OIL or OIL's contractor (other than the Contractor executing this Contract). The Company representatives of OIL and Consultant deployed by OIL for supervision of operations are also included in the Company's personnel. • "**Contractor's personnel**" means the personnel as mentioned under terms of reference and technical specification in Section - II, to be provided by Bidder to conduct operations hereunder. • "**Contractor's representatives**" means such persons duly appointed by the Bidder to act on Bidder's behalf and notified in writing to the Company. • "**Day**" means a calendar day of twenty-four (24) consecutive hours beginning at 06:00 hrs. and ending at 06:00 hrs. • "**Facility**" means and includes all property of Company owned or hired, to be made available for services under this Contract and as described in this agreement. • "**Operating Area**" means those OIL's nominated areas in Assam and Arunachal Pradesh, OALP/DSF/NELP blocks in Assam and Arunachal Pradesh, Nagaland, Tripura, Meghalaya, Rajasthan, Odisha, Andhra Pradesh, Gujrat and rest of India where Oil's Operations will be carried out. • "**Site**" means the land and other places, on/under/in or through which the works are to be executed by the Bidder and any other land

		and places provided by the Company for working space or any other purpose as designated hereinafter as forming part of the Site. • "**Work**" means each and every activity required for the successful performance of the services described in Section II, the Terms of Reference.
2	**Mobilization & related Clauses of GCC**	The mobilization of Tools & equipment, accessories, consumables and personnel, as specified in this Contract, should be completed by Contractor within 21 (twenty-one) days from the date of issuance of the Mobilization Notice by OIL for Relocation and Management of existing conventional core & Drill Cuttings samples and within 30 (thirty) days for on call services of Future Core handling, processing and Transportation from issue of Mobilization notice by HOD of the respective Project, OIL. Mobilization shall be deemed to be completed when Contractor's tools/ equipment (tested/ calibrated to its rated specifications) and Contractor's Personnel are placed at the nominated location in readiness to commence Work as envisaged under the Contract, duly certified by the **Company's representative**. **NOTE**: The succeeding day of issue of mobilization notice shall be counted as day 1 for the purpose of Mobilization period. • However, Company reserves the right to de-mobilize/re-mobilise the equipment and manpower for an intervening period not less than **15 days**, if situation so arises. • All mobilisations (including interim remobilization) would be deemed complete after receipt and acceptance by HOD of the respective Project, OIL on inspection of field unit with all required materials and manpower at the well site. Upon arrival at the notified well site within the stipulated time, service provider should inform HOD of the respective Project, OIL for carrying out inspection. OIL requires notice of 24 (twenty-four) hours for taking up inspection/on-hire survey. The same shall be completed within another 24 (twenty-four) hours. Operating or standby day rate (as the case may be) shall be applicable only after the equipment and manpower are found acceptable to Company on inspection.
3	**Duration of contract**	The contract duration will be of Twelve (12) weeks for Existing Core and Drill-Cutting Relocation Services and for On-Call Basis Services for Future Core Handling and transportation and Mineral core transportation will of five (05) year's period. However, Company reserves the right to have extension of another year on same rates, terms & conditions at the discretion of Company.
4	**Records, Reports & Inspection**	Contractor shall acknowledge that Company may inspect Contractor's tools and equipment at any time during the execution of the Contract. Contractor shall acknowledge that Company's inspectors may require carrying out random testing of the tools used for its operation
5	**Association of Company's Personnel**	The company's nominated Representative(s) will be associated with supervision & guidance of the work to be carried out by the Contractor throughout the operations. The Contractor shall execute the intended services under the contract in a cost-effective way with professional competence and in an efficient workman-like manner and provide Company with a standard of work customarily provided by reputed Contractors to major international oil companies in the petroleum industry.

6	**Provision of Personnel and Facilities**	• The personnel to be deployed by the Contractor for job execution at site must have the requisite experience as detailed herein and should be proficient in English. On Company's request, Contractor shall remove and replace at their own expenses any of their personnel whose presence is considered undesirable in the opinion of the Company. • The Contractor shall be responsible for and shall provide for all requirements of their personnel and of their sub-contractor, if any, including but not limited to their insurance, transportation (both air and land transportation), vacation, salaries and all amenities, termination payment and all immigration requirement and taxes, if any, payable in India or outside at no extra charge to the Company. • Company will provide preliminary first aid services as available at well site free of charge to Contractor's personnel. • Bidder shall furnish the list of equipment proposed to be deployed with type, year of manufacture and make with supporting documents along with their offer.
7	**Labour**	The recruitment of the labour shall be met from the areas of operation and wages will be according to the rates prevalent at the time which can be obtained from the District Authorities of the area. The facilities to be given to the labourers should conform to the provisions of labour laws as per Contract Labour (Regulation & Abolition) Act, 1970.
8	**Safety**	• Contractor shall follow all safety norms as prevalent in the petroleum industry globally and also observe such safety regulations in accordance with acceptable oilfield practice and applicable Indian laws such as Mines safety rules etc. • Contractor shall take all measures reasonably necessary to provide safe working conditions and shall exercise due care & caution in preventing fire, explosion and safe handling of chemicals at all times. • Contractor shall provide the Personal Protective Equipment (PPE) to their personnel and ensure strict use. • Safety and security of Contractor's resources including equipment, materials & stores will be the sole responsibility of the Contractor. Company will not handle/operate any of Contractor's equipment and materials at site with or without permission, unless it is considered otherwise necessary to safeguard life/property.
9	**Protection of Environment**	In performance of the Contract, the Contractor shall carry out the services with due regard to concerns with respect to protection of the environment and conservation of natural resources and shall in particular comply with the requirements of applicable laws and the reasonable requirements of the Government from time to time.
10	**Confidentiality of Information :**	All information obtained by Contractor in the conduct of operations and the information/maps provided by the Company to the Contractor shall be considered confidential and shall not be divulged by Contractor or its employees to anyone other than the Company's personnel. This obligation of Contractor shall be in force even after termination of the Contract.

11	**Obligation of the Contractor:**	• Contractor at their cost shall arrange clearance of all their equipment, spare parts, consumable, etc. from customs and port authorities in India. Company will provide all reasonable assistance but the responsibility for clearance will rest with the Contractor. Any demurrage in this process will be at Contractor's cost. • Contractor shall arrange for inland transportation of all equipment, related spares & consumables from the port/yard to the place of work and back at the end of the work at their own expense. Contractor shall carry sufficient stocks of these items for uninterrupted operation throughout the contractual period. • Contractor shall keep their equipment in good working order all throughout. • In case the Contractor imports the equipment/consumables etc. on re-export basis, the Contractor shall ensure for re-export of the equipment and all consumables and spares (except those consumed during the Contract period) and complete all documentation required. Company will issue necessary certificates etc. as required. • Any other works required for efficient and successful execution of work shall be carried out by the Contractor except those enumerated under the obligations of the Company defined below. • The Contractor shall furnish the list with Biodata of key personnel proposed to be deployed prior to the commencement of work. The biodata shall include the name, nationality, qualification, experience and passport details of the person. • The Contractor's personnel must be sound enough to provide the above services in international standard, failing which Company reserves the right to ask for removal of any Contractor's Personnel with reasonable notice. • Contractor shall comply with Indian Laws and regulations of Government of India but not limited to laws in respect of inland travel, use of wireless sets, maps and charts, entry regulations, security restrictions, foreign exchange, work permits, import of equipment, employment of Indian nationals etc.
12	**Company's Requisites**	• Contractor shall, prior to mobilization, furnish to Company a list of all personnel who are to perform the Services. The list shall show each person's qualifications, details of work history and previous employment with dates, training courses attended, and copies of all pertinent certifications. Personnel must be fluent in written and spoken English. • If the Contractor plans to change any personnel from the list, the Contractor shall notify Company in advance of the intended change and give Company the above-mentioned particulars of the new person. • Company reserves the right to reject any person on such list, and any subsequent changes to the list.

13	**Food, Accommodation, Transportation and Medical Facility at Base and at Wellsite**	• During well site activities, food and accommodation will be arranged by the contractor at its cost for the contractor's personnel. • Contractor will arrange transportation of their personnel & equipment to and from well site to their base office at their own cost. • The Contractor shall arrange for medical facilities for their personnel. However, OIL may provide services of OIL Hospital while working in Assam as far as possible in emergency case on payment basis.
14	**Area of Operation**	The Company reserves the right to deploy the contractor for services in its nominated oil-field areas in Assam and Arunachal Pradesh, OALP/DSF/NELP blocks in Assam and Arunachal Pradesh, Nagaland, Tripura, Meghalaya, Rajasthan, Odisha, Andhra Pradesh, Gujrat and rest of India where Oil's Operations will be carried out.
15	**Wellsite Activities**	• Drilling activity being around the clock activity, service provider will have to carry out required operations/ activities on 24 (twenty-four) hours basis after mobilisation/remobilisation. • The service provider will establish a mobile facility unit at the well site within the mobilization period as per the terms of the contract. This mobile facility unit should be self-sufficient for meeting the requirements of the proposed onsite operations and studies with water baths, (or any other arrangement necessary for maintaining the canister temperature at the desired level), desorbed gas measurement unit and core sample weight measurements etc. Power supply and crane for lifting will be provided by OIL. • While OIL will provide separate space for storing the core samples and for carrying out the core preservation operations, the mobile laboratory unit of the service provider should be able to cater the requirements for canister gas measurements and for storing the water baths, weighing scale and all other accessories. • Core cutter, equipment for waxing and preservation of whole cores, desorption canisters with all required accessories, packing materials, storing boxes and all other related items will be made available at well site by the service provider well in advance. • All materials like desorption canisters, PC/laptop, printers, cutters, rubber end caps, consumables, stores items, spares, labels, markers etc. to be available, as per requirement. Availability of spares, maintenance of the tools, equipments and machineries are the sole responsibility of the service provider. • Service provider to ensure that the technical crew deputed at the well site is experienced and at least one of the technical persons in each shift has minimum 03 (three) years of prior experience in independently handling and supervising all activities as per standard norms. • Service provider to arrange for periodic transportation of cores, desorption canisters and other materials to base laboratory as well as OIL's core storage for preservation and initiation of other studies. Standard norms to be followed for packing/ transportation/ storing of all cores and plugs. • Daily report to be submitted for all studies and activities being performed at well site, field lithology reports, sample catalogues,

		photographs etc. to be submitted with full details, calculations, interpretation etc. • For tests and activities being performed at the base and specialized labs (viz., spectral gamma ray, core photography, desorption studies, residual gas, generation of adsorption isotherms etc.), weekly reports to be submitted with details of data and progress. Service provider to ensure submission of final reports at the earliest in a time bound manner. • Some of the preserved whole core samples/ slabbed cores/ plugs may have to be sent to other laboratories in India or abroad, for specialized studies. The entire process of proper labeling, packing and sending with full details would be done by the service provider. In such cases services of only reputed couriers is to be used. • OIL personnel may visit the laboratory, from time to time, for discussions, to oversee the progress of the analytical work and data generation. • All the data, analysis, correlation and interpretation results would be kept strictly confidential. The details would not be quoted anywhere without the written permission of OIL. • Number of samples, as mentioned above, are estimated quantities only and may vary depending on the actual core recovery and several other factors. • For desorption studies, payment would be made for the actual number of samples for which all the gas content studies are successfully completed and GIP evaluated. For all others activities and studies, payment would be made only for actual number of samples successfully analysed/ handled/ preserved/ studied, as per the technical requirements. • If due to quality aspect or any other reason, any of the studies or analytical procedure is repeated, it would be considered as a single study/ analysis and payment would be made accordingly. • After completion of studies, as per scope of work, all cores, pucks, plugs etc. should be transported to any of the designated OIL premises/core-storage, as per instructions of OIL. These core samples should be properly labelled, packed, put in suitable boxes and transported in a safe manner so that the cores and samples are not damaged during transportation.
16	**Inter Location Movement (ILM)**	Inter Locational Movement (movement of Contractor's equipment/materials from one location to another) shall be the sole responsibility of Contractor. However, Company will provide requisite transport (Truck/Trailor and Crane services) free of cost, but the shifting will be under supervision of Contractor's authorised representative only. No charges shall be payable by Company for such Interlocation movement.
17	**Break Down of Equipmen t**	During operation if Contractor's equipment fails to work, then no charges shall be payable until the faulty equipment is rectified/replaced and certified by OIL or evidenced by demonstration of operation in actual test or use where the failure took place.

18	**Bidder's employee (s)**	• OIL shall have the right to request Bidder in writing to replace any employee(s) whose presence is considered by the OIL to be detrimental to its interests. The bidder shall replace such employee(s) within the maximum period of fifteen (15) days. The decision of OIL shall be final in this regard and the OIL shall make no payment to the Bidder for such a replacement. However, if the Employees is not replaced within 15 days from the time of notice, no payment shall be payable for the period beyond fifteen (15) days up to the time the employee is replaced. • The Bidder's coordinator should have a good knowledge of the equipment and services being offered and should be available whenever required by OIL for better coordination. The Bidder should nominate their coordinator before commencement of the contract and subsequent change if any would be allowed only with the consent of OIL (HOD of the respective Projects, OIL). A written request would be required for the same.
19	**Payments**	No advance payment shall be made to the Contractor. OIL shall make payment at the end of each calendar month within 30 working days of receipt of the clear (undisputed) invoice/ claim of jobs complete during the month. Charges for Initial Mobilisation/Interim demobilisation & Interim remobilization and Final demobilisation shall be paid by Company against separate invoices at the end of each such activity. No interest shall be payable by OIL on any delayed payment/disputed claim. Payment for the laboratory studies / sample analysis would be made on the basis of actual number of samples on which the studies have been carried out.
20	**Responsibility of Bidder at Bidder's Cost:**	• To and Fro Transport for the Bidder's personnel and belongings required under this Contract upto the Drillsite/Rig/shore base. • Office accommodation and facilities as required by Bidder for his use. • Insurance, Workmen's Compensation and social security schemes for its crew to cover statutory liabilities, as per laws of India. • Insurance of Bidder's equipment/material during mob/demob and throughout the contract period. • Transportation of core samples from well site to their base lab and returning the same to OIL along-with study reports thereof. • Initial mobilisation, inter-location movement, interim mobilisation & remobilization and final demobilisation of all equipment and manpower of Contractor as per provisions herein.
21	**Liability of Surface Pollution**	Bidder shall assume all liabilities of surface pollution to the extent caused by bidder and resulting from spillage or dumping of solvents/Petrochemical substances or pollutants which the bidder brings to the work-site for use in connection with the work or services performed under the contract but not to any other extent.
22	**Performance Security**	Contractor must submit a performance security amounting to **5% of the contract value** within **30 (Thirty) days from the date of issuance of Letter of Award (LOA).**

23	**De-Mobilization**	Demobilization shall be completed by Contractor within **15 days** of expiry/termination of the contract. After the completion of work, all equipment, accessories etc. brought into India on re-export basis shall be re-exported by Contractor except consumables and spares, which were consumed during the course of job execution under the contract. In case of failure to do so in the allotted time hereof except under circumstances relating to Force Majeure, Company reserves the right to withhold the estimated amount equivalent to the customs duty and/or penalty leviable by customs on such default in re-export from Contractor's final settlement of bills. In the event all/part of the equipment etc. are transferred by Contractor within the country to an area where no nil customs duty is applicable and/or sold to a third party after obtaining permission from Company and other appropriate government clearance in India, then Contractor shall be fully liable for payment of the custom duty.
24	**Terms & Provision of Personnel facilities**	All expenses related to Bidder's personnel facilities of the during the tenure of the contract (including lodging, travel, miscellaneous expenses, etc.) are to be borne by the Bidder
25	**Warranty and remedy of defects**	Not Applicable
26	**Technical Advisor and Interpreter, Laboratory Staff & Field Staff:**	(A) Technical Advisor and Interpreter (B) Laboratory Staff (C) Field Staff For details of qualification, number and associated requirements of the key personnel please refer section "Manpower Requirement" under Scope of Work
~~**27**~~	~~**Sub-Contracting/ Assignment**~~	~~Not Allowed~~
28	**Address details for submission of invoice**	All invoices are to be uploaded through Vendor Invoice Management (VIM) portal only via the following link https://vim.oilindia.in/velocious-portal-app/. The invoices need to be addressed to the following: GM (CoEES) - HoD Centre of Excellence for Energy Studies Oil India Limited, Guwahati, Asssam-781005 Email: ranjitd@oilindia.in

29	**Interim De-mobilization and Re-mobilization**	• The Company reserves the right to demobilize/re-mobilise the equipment and manpower temporarily from site when there shall be a need for temporary suspension of Company's core handling & related activities for operational reasons, or any other reason deemed fit to the company and again remobilize the same with due notice. • All mobilisations (including interim remobilization) would be deemed complete after receipt and acceptance by HOD of the respective Project, OIL on inspection of field unit with all required materials and manpower at the well site. Upon arrival at notified well site within the stipulated time, service provider should inform HOD of the respective Project, OIL for carrying out inspection. OIL requires notice of 24 (twenty-four) hours for taking up inspection/on-hire survey. The same shall be completed within another 24 (twenty-four) hours. Operating or standby day rate (as the case may be) shall be applicable only after the equipment and manpower are found acceptable to Company on inspection. • In case of Interim Demobilisation, Contractor must remobilize all its resources at the notified site on receipt of remobilization notice from Company.
30	**Abnormally High Unit Rates/Abno r mally Low Unit Rates (AHR/ALR items):**	Against tender for item-rate contracts where the quoted rate is above (+)/below (-) 50% (Fifty Percent) of Company's estimated rate, such items quoted by the successful bidder shall be considered as Abnormally High Rate/Abnormally Low Rate (AHR/ALR) items. Company reserves the right to negotiate rates of all such AHR items, in addition to any other items of the tender as may be considered appropriate, before award of contract. Also, the successful bidder shall provide the analysis of rates quoted for AHR/ALR items to justify the reasonability, if requested by Company. Bidder shall confirm acceptance to the reduced item rates agreed during negotiation and payment shall be based on the agreed rates. The Contractor shall obtain prior permission from Company's Engineer in-charge/Project Manager (Company's designated officer for job supervision during execution) before executing any quantity in excess, in case the quantities against such AHR items exceed the specified quantities provisioned in the Scheduled of Rate (SOR)/Bill of Quantity (BOQ). Payment of AHR items in excess of quantities stipulated in SOR/BOQ shall be made at the least/lowest of the following rates: (a) Rates as per SOR (quoted/agreed by the contractor) (b) Rate of the item which shall be derived as follows: (i) Based on rates of machine and labour as available from the contract (which includes contractor's supervision, profit, overheads and other expenses). (ii) In case above rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, materials and labour plus 15% (max) to cover contractor's supervision, profit, overhead & other expense.

SCHEDULE OF RATES (SOR)

A. Description of Service: Hiring of service for the relocation, handling, and comprehensive management of core and drill-cutting samples from various OIL facilities to the Centralized Core Repository at Guwahati, Assam. The scope of work shall include relocation and consolidation of existing cores and drill cuttings, handling, processing, and transportation of future cores, integrated core and drill-cutting management, provision of wellsite core handling and on-site/laboratory analysis services, and deployment of suitably qualified and skilled manpower.

B. Relocation of Existing Conventional Core and drill cutting samples Conventional Cores:

A total of approximately 4,270 m of conventional cores **(refer Annexure-I)** will need to be relocated from the store facilities based in Jodhpur, Kakinada, Bhubaneswar, Duliajan and Guwahati to the new facility in Guwahati, Assam. This includes around 2,200 m from Duliajan, 910 m from Jodhpur, 80 m from Kakinada, 80 m from Bhubaneswar, 600 m from E&D Directorate, New Delhi and 400 m from CoEES, Guwahati to Centralized Core Repository, Guwahati.

Most cores are 3.5 inches in diameter and currently stored in old aluminium or wooden core boxes of approximately 1 m in length. Considering the varying types of existing core boxes, it is necessary to standardize the storage system by using uniform plastic core storage boxes along with plastic pallets (refer **Annexure-III** for the specifications of core boxes and **Annexure-IV** for plastic pallets).

Drill Cuttings:

The drill cuttings consist of both washed and unwashed samples, stored in a total of approximately 2,36,000 packets/bottles **(refer Annexure-I).** Given the wide variation in container types, it is necessary to standardize the storage system into a uniform container of Plastic bottles and Crate **(refer Annexure-V)** for specification of drill cutting bottles and crate.

C. On-Call Services for Future Core Handling, On-Site Analysis, Stabilization, Processing, Preservation, Plugging & Transportation

OIL is planning to acquire conventional cores approximately 1,485 meters of core (refer Annexure-II) in 130 number of identified wells (for example 53 number in Main producing area of Assam and Arunachal Pradesh, 6 number in Frontier Basin of NE India, 37 numbers in Rajasthan and Cambay, 13 number in Onshore Mahanadi Basin Project, 11 number in Offshore Krishna Godavari Basin and 10 number from Rest of India) in Pan India. These wells are spread across Assam, Arunachal Pradesh, Nagaland, Mizoram, Tripura, Rajasthan, Cambay, Odisha, Andhra Pradesh and any other place within India. The conventional cores will be taken both in Shale Section and Conventional reservoir section with a diameter of the core in the range of 3.5 inch to 4 inches. The disposable inner barrel will be of aluminium metallurgy/Fibre Glass Material. OIL is also planning to acquire Mineral cores from awarded Mineral Blocks within India.

OIL is also planning to acquire Mineral cores of approximately 93,000 meters (refer Annexure-II)

The volume of cores may be extended or reduced based based on the actual drilling program and exploration requirements. It is proposed to conduct a number of onsite and offsite shale specific studies on these cores to evaluate gas/oil in place and other required parameters for evaluating shale gas/oil potential of awarded blocks. The requirement of volume of coring and onsite and offsite core studies in individual wells may vary depending on exploration and development plan.

The service provider should be capable of core processing (core handling, preservation, onsite core gamma, core slabbing, cutting of plugs, core photography).

- **Main Producing Area (MPA):** 9 to 27 m core to be acquired in **53 no.** of wells for conventional and unconventional reservoir analysis= 522 m
- **Rajasthan and Cambay Basin:** 9 to 27 m core to be acquired in **37 no.** of wells for conventional and unconventional reservoir analysis= 396 m
- **Mahanadi Basin Project (MBP) + Krishna Godavari Basin (KGB):** 9-18 m core in each well (onshore and offshore) for **24 no.** of wells for conventional and shale prospect analysis = Total 324 m
  (Note: A total 24 (fourteen) no. of wells to be drilled in MBP & KGB, out of which 16 (eight) no. of wells onshore and 8 no. of wells offshore. The cores to be acquired in onshore wells will be analysed for both conventional reservoir and shale prospect, however, the cores to be acquired in offshore wells will be analysed for conventional reservoir only. Accordingly, the total length of the conventional core to be analysed for both Conventional Reservoir and Shale prospectivity will be 324m.)
- **Frontier Basin (FB):** 9 to 18 m core to be acquired in **6 no.** of wells for conventional reservoir and shale prospect analysis= 108 m
- **Rest of India:** 9 to 18 m core to be acquired in **10 no.** of wells for conventional reservoir and shale prospect analysis= 135 m
  (Note: A total of 630 m core to be acquired for both MPA and FB)

2.0 Existing Core and Drill cuttings Handling and Transportation services (refer Proforma B1)

Sl. No.	Services	Units	Total Quant it y
A	**Mobilization and Demobilization charge - Personnel, equipments and Consumables**		
1	Mobilization & Demobilization of Personnel - per team of 3 people	Lumpsum per event/unit	3
B	**Handling/Inventory/repacking charges- cores and drill cuttings**		
1	Handling/Inventory/repacking of cores etc	Per meter	4600
2	Handling/repacking of drill cuttings etc	Per sample	2,50,000
C	**Transportation from OIL's existing sphere to Centralized Core Repository, Guwahati Charges- Conventional cores and Drill cuttings**		
C.1	**Transportation of Cores**		
1	Duliajan to CCR, Guwahati	Lumpsum per event	4
2	Guwahati to CCR, Guwahati	Lumpsum per event	1
3	Rajasthan to CCR, Guwahati	Lumpsum per event	2
4	Kakinada, Andhra Pradesh & Bhubaneswar, Orissa to CCR, Guwahati	Lumpsum per event	2
5	New Delhi to CCR, Guwahati	Lumpsum per event	1
C.2	**Transportation of Drill cuttings**		
1	Duliajan to CCR, Guwahati	Lumpsum per event	3

2	Rajasthan to CCR, Guwahati	Lumpsum per event	2
3	Kakinada, Andhra Pradesh & Bhubaneswar, Orissa to CCR, Guwahati	Lumpsum per event	2
D	**Unpacking, inventory and arrange charges- cores and drill cuttings at CCR, Guwahati**		
1	Unpacking,inventory and arrange cores at CCR, Guwahati	Each	4600
2	Unpacking, inventory and arrange cuttings at CCR, Guwahati	Each	2,50,000
E	**Bar coding, Hardware, Software and Core Library IMS charges**		
1	Barcode Printer and generator along with software	Each	2
2	USB Barcode Scanner	Each	5
3	Industrial Weatherproof Thermal Transfer (Polypropylene) Labels (White color)	Each of 5000	50
4	WAX/RESIN THERMAL TRANSFER RIBBONS	Each of 5000	50
5	Inventory Management Software with 3 users license	Each	1
F	**Manpower charges**		

Sl. No.	Services	Units	Total Quant it y
1	3 nos of Senior Onsite Technician	Lumpsum per month	3
2	6 nos of Onsite Technician	Lumpsum per month	3
3	1 no Project Manager for Onsite Support	Lumpsum per month	3
G	**Consumables charges**		
1	Core Boxes as per SOW	per box	2300
2	Pallet as per SOW	per pallet	520
3	Drilling Cutting Bottles	per bottle	3,50,000
4	Drilling Cutting Storage Crate	per crate	14600
5	Miscellaneous Consumables	Lumpsum	1

Note:

(i) The items referred above are to be read in conjunction with Scope of Work & Schedule of Rates as detailed in this Tender.

(ii) Total Mobilization and De - Mobilization charges including Equipment and Personnel shall not exceed 0.5% of the total quoted value in the Price Bid Format **"Proforma B1"**.

(iii) The rates for any other service not specified above but if requisitioned by Company in writing during the currency of contract, shall be charged as per Contractor's standard price schedule as in vogue, subject prior written agreement of such rates by Company.

(iv) Bidders shall take note of the prevailing customs notifications including the latest amendment vide gazette Notification No. 02/2022-Customs dated 01.02.2022 while quoting their prices. Bidder should consider concessional Customs Duty only for those items appearing in List-33 therein. Items of their import other than those appearing in List-33 of the said gazette notification shall be considered as duty payable on merit basis in their respective bid.

3.0 On Call Basis Future Core Handling, Transportation, Preservation and Analysis services (refer Proforma B2)

3.1 Mobilization and Demobilization charges: Equipment for Field Core Processing and Personnel:

S. No.	Services	Units	Total Quantity
A	**Mobilization and Demobilization charges: Equipment for Field Core Processing and Personnel**		
1	Initial Mobilization of Field Unit and all other equipment at Firs Location in Pan India (such as either in Assam, Tripura, Nagaland Arunchal Pradesh, Meghalaya, Andhra Pradesh, Rajasthan, Gujrat, Oriss and rest of India)	Lumpsum per unit	3
2	Final Demobilization of Field Unit & all other equipment afte completion of the well in Pan India (such as either in Assam, Tripura Nagaland, Arunchal Pradesh, Meghalaya, Andhra Pradesh, Rajasthan Gujrat, Orissa and rest of India)	Lumpsum per unit	3
3	Interim Demobilization of Field Unit & all other equipment charges to/from wellsite/contractor's base per unit	Lumpsum per unit	130
4	Interim Remobilisation of Field Unit & all other equipment charges to/from wellsite/contractor's base per unit	Lumpsum per unit	130
5	Initial Mobilization charges for personnel (3personnel) per unit	Lumpsum per unit	3
6	Interim Demobilization for Personnel (3 personnel) per unit	Lumpsum per unit	130
7	Interim Mobilization for Personnel (3personnel) per unit	Lumpsum per unit	130
8	Final Demobilization charges for Personnel (3 personnel) per unit	Lumpsum per unit	3

Note:

(i) **Mobilization**:

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

(ii) De-Mobilization:

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

Customs Authorities.

(iii) Interim De-mobilization:

Shall mean the temporary removal of Field Core Processing Equipment and manpower to/from wellsite/contractor's Base-Facility.

(iv) Interim Remobilisation:

Shall mean rendering the equipment fully manned and equipped ready to begin work to/from contractor's Base-Facility / wellsite.

(v) Charges for Initial Mobilisation shall be payable for the mobilisation at the very first location under the contract. Similarly, the charges for Final Demobilisation shall be payable against demobilisation of equipment & manpower from the last location after completion of jobs under the contract.

(vi) **Total Initial Mobilization charges (for equipment as well as personnel)** shall not exceed **0.5%** of the total quoted value in the Price Bid Format **"Proforma B2"**.

(vii) **Total Final De-Mobilization charges (for equipment as well as personnel)** should not be less than **0.5%** of the total quoted value in the Price Bid Format **"Proforma B2"**.

(viii) **Total Interim Mobilization Charges (for equipment as well as personnel)** should not exceed **1.5%** of total quoted value in the Price Bid Format **"Proforma B2"**.

(ix) **Total Interim De-mobilization charges (for equipment as well as personnel)** should not exceed **1.5%** of total quoted value in the Price Bid Format **"Proforma B2"**.

3.2 Operating and Standby Day (Well site):

S. No.	Services	Units	Total Quantity
B	**Operating and standby Day Rate (Well site)**		
1	Operating Day Rate for personnel deployed at well site (3 personnel) per unit	per day	624
2	Standby Day Rate for personnel deployed at well site (3 personnel) per unit	per day	390
3	Operating Day Rate per unit and equipment (Requirement of Canister, as advised by OIL)	per day	624
4	Standby Day Rate per unit and equipment (Requirement of Canister, a advised by OIL)	per day	390

Note:

(i) **Operating Day Rate:** Daily allowance for the use of equipment, personnel, or services.

(ii) Note:

- 2 days during Core acquisition + 4 days for processing, preservation, Desorption analysis and core analysis at wellsite = 6 days for each unconventional reservoir coring
- 2 days during Core acquisition + 2 days for processing, preservation, core analysis at wellsite= 4 days for each conventional reservoir coring
- Considering 20% extra days due to down hole coring complications for Operating Day Rate
- 3 standby days are considered for each well due to potential surface and sub-surface.

(iii) **Standby Charges** for equipment and Personnel is **60%** of the Operating Day Rate charges Equipment and Personnel respectively as per **"Proforma B2"**.

3.3 Field Core Processing:

S. No.	Services	Units	Total Quantity
C	**Field Core Processing**		
1	Core handling, marking, orientation, preparation (cutting) into 1mt sections or similar and packing, core end photography including rubbe caps and clamps etc.	per meter	1485
2	Running Hand Held Core Gamma (Total and Spectral)	per meter	1485
3	Foam/Teflon Stabilization	per meter	1485
4	Cutting Horizontal or Vertical plugs from consolidated core (1" or 1.5 dia) using air/water and preservation using Wrap & Seal technique in molten strippable coating	per plug	1485
5	Canister Desorption Studies at Reservoir/Avg. Mud Temperature (including Field lithology description and photography of Core before placing in cannister)	each	180
6	Collection of Desorbed Gases in Gas sampling bags/syringes/ITubes	each	180
7	Wax preservation of 1 foot whole core sample (Rental included) (Wax/Mylar Preservation at Wellsite inclusive of thermal wrap)	each	240
8	Transportation of all Cores from well site to OIL COEES lab using Standard Core transportation boxes within Northeast	Lumpsum per event	75
9	Transportation of all Cores from well site to OIL COEES lab using Standard Core transportation boxes from rest of India excluding North East	Lumpsum per event	65

10	Detailed Core Description - (Scale 1:50) Preparation of a detailed sedimentological log. Information on log includes documentation of lithologies, textures, fossil assemblages, sedimentary structures, porosity and perm or log data (when available), recommendations of sample candidates for thin section petrography, SEM analysis, and XRD analysis. Final Report should integrate Sedimentological interpretation with logs, thin section petrography, SEM and XRD analysis data. The thin section petrography, SEM and XRD analysis will be provided by OIL.	per meter	1485
11	Core extrusion from Inner Core Barrel (cleaning, orientation and marking)	per meter	1485
12	Core Slabbing (2/3; 1/3, 1/4, 3/4) sections with water/KCL water	per meter	1485

Note:

- S. No. 1 & 2: Total length of the core.
- S. No.3: Required for Conventional Reservoir Cores
- S. No. 4: Required for Conventional Reservoir Cores
- S. No.5: Three no. of canister desorption for each 9 m of core.
- S.No.6: S. No. 5
- S. No.7: Required for unconventional prospect only
- S. No. 8 & 9 Considering each well after completion of well site jobs.

3.4 Consumables

S. No.	Services	Units	Total Quantity
1	Core Boxes as per SOW	per box	1500
2	Pallet as per SOW	per pallet	65

Notes:

a. The items referred above are to be read in conjunction with Scope of Work & Schedule of Rates as detailed in this Tender.

b. The rates for any other service not specified above but if requisitioned by the Company in writing during the currency of contract, shall be charged as per Contractor’s standard price schedule as in vogue, subject prior written agreement of such rates by Company.

c. Bidders shall take note of the prevailing customs notifications including the latest amendment vide gazette Notification No. 02/2022-Customs dated 01.02.2022 while quoting their prices. Bidder should consider concessional Customs Duty only for those items appearing in List-33 therein. Items of their imports other than those appearing in List-33 of the said gazette notification shall be considered as duty payable on merit basis in their respective bid.

5.0 On Call Basis Future Mineral Core Handling and Transportation services (refer Proforma B3)

Sl. No.	Services	Units	Total Quantity
A	**Mobilization and Demobilization charge - Personnel, equipments and Consumables**		
1	Mobilization & Demobilization of Personnel - team of 3 people	Lumpsum per event/unit	1
B	**Handling/Inventory/repacking charges- Mineral cores**		
1	Handling/Inventory/packing of Mineral cores	Per meter	93000
C	**Transportation from OIL's existing sphere to Centralized Core Repository, Guwahati Charges- Mineral cores**		
C	**Transportation of Mineral Cores**		
1	Pan India to CCR, Guwahati	Lumpsum per event	12
D	**Unpacking, inventory and arrange charges- Mineral cores at CCR, Guwahati**		
1	Unpacking, inventory and arrange cores at CCR, Guwahati	Per meter	93000
E	**Bar coding, Hardware and Core Library IMS charges**		
1	Bar coding, scanner, printer and IMS service	Per meter	93000
F	**Manpower charges**		
1	1 no of Senior Onsite Technician	Lumpsum per event	12
2	2 nos of Onsite Technician	Lumpsum per event	12
G	**Consumables charges**		
2	Mineral Core Boxes as per SOW	per box	10000
3	Pallet as per SOW	per pallet	300

Note:

a. The items referred to above are to be read in conjunction with Scope of Work & Schedule of Rates as detailed in this Tender.
b. Total Mobilization and De - Mobilization charges including Equipment and Personnel shall not exceed 0.5% of the Total quoted value in the Price Bid Format **"Proforma B3"**.
c. The rates for any other service not specified above but if requisitioned by Company in writing during the currency of contract, shall be charged as per Contractor's standard price schedule as in vogue, subject to the prior written agreement of such rates by the Company.
d. Bidders shall take note of the prevailing customs notifications including the latest amendment vide gazette Notification No. 02/2022-Customs dated 01.02.2022 while quoting their prices. Bidder should consider concessional Customs Duty only for those items appearing in List-33 therein. Items of their imports other than those appearing in List-33 of the said gazette notification shall be considered as duty payable on merit basis in their respective bid.

6.0 PRICE BID EVALUATION:

Price Bids will be evaluated on the overall lowest cost to OIL (L-1 offer) basis i.e. considering the total quoted price in Proforma- B1, B2 and B3 for all services including GST.

7.0 SCHEDULE OF PAYMENT:

a. The contractor shall raise the invoice for the mobilization charges when the tools/ equipment/personnel/ consumables/ accessories, spares and all other necessary materials required for providing Field Core processing & Handling Services are ready at site for starting the job as certified by Company authorized representative after verification/inspection.

b. For existing core and drill cuttings including handling/Inventory/repacking, Transportation, unpacking, inventory and arrange, Bar coding, Hardware, Software and Core Library IMS, manpower charges etc. The contractor shall raise the invoice after completing service each calendar month as per actual work carried out and certified by OIL.

c. For on call basis future conventional and unconventional core handling job of a well including Operating and Standby day rate of personnel, Field Core Processing, analysis, transportation to Centralised Core Repository, unpacking, inventory and arrange, Bar coding, Hardware, Software and Core Library IMS etc. The contractor shall raise the invoice after completing the service as per actual work carried out and certified by OIL.

d. For on call basis future conventional and unconventional core handling job at Regional Repositories/Wellsite of OIL including Operating day rate of personnel, transportation to Centralised Core Repository, unpacking, inventory and arrange, Bar coding, Hardware, Software and Core Library IMS etc. The contractor shall raise the invoice after completing the service as per the actual work carried out and certified by OIL.

e. For on call basis future Mineral core handling job of a Mineral Block including handling/Inventory/repacking, Transportation, unpacking, inventory and arrange, Bar coding, Hardware, Software and Core Library IMS, manpower charges etc. The contractor shall raise the invoice after completing the service as per actual work carried out and certified by OIL.

f. For on call basis future Mineral core handling job at Centralised Core Repository including, unpacking, inventory and arrange, Bar coding and Core Library IMS, manpower charges etc. Contractor shall raise the invoice after completing the service as per actual work carried out and certified by OIL. (Serial no. D to G of Proforma-B3 shall be applicable)

g. All the invoices shall be raised as per the Schedule of Rates and Price Bid Format on an actual basis.

h. The contractor must raise all the invoices through OIL's Vendor Invoice Management portal.

Section-III:

GENERAL CONDITIONS OF CONTRACT (GCC)

1.0 APPLICABILITY, DEFINITION & INTERPRETATION

1.1 Applicability

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

1.2 Definition & Interpretation

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

1.2.1 COMPANY/OIL/Operator:

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

1.2.2 CONTRACTOR:

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

1.2.3 Contract:

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

1.2.4 Site:

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

1.2.5 COMPANY's Site Representative/Engineer:

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

1.2.6 Sub-Contract:

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

1.2.7 Sub-Contractor:

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

1.2.8 Contractor's Representative:

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

1.2.9 Contract Price/Value:

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

1.2.10 Firm price:

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

1.2.11 Service/Works/Operations:

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

1.2.12 Equipment/Materials/Goods:

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

1.2.13 Drawings:

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

1.2.14 Specifications:

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

1.2.15 Engineer In-charge (EIC):

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

1.2.16 Inspectors:

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

1.2.17 Tests:

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

1.2.18 Approval:

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

1.2.19 Day:

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

1.2.20 Month:

Shall mean a calendar month as per Gregorian calendar.

1.2.21 Year:

Shall mean calendar year as per Gregorian calendar.

1.2.22 Working day:

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

1.2.23 Bid/offer:

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

1.2.24 Guarantee:

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

1.2.25 Mobilization:

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

1.2.26 De-mobilization:

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

1.2.27 Willful Misconduct:

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

1.2.28 Gross Negligence:

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

1.2.29 Criminal Negligence:

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

1.2.30 GST Legislations:

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

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

2.0 CONTRACT DOCUMENT:

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

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

2.3 Amendment in CONTRACT: No Amendment of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto. OIL shall not be bound by any printed conditions, provisions in the CONTRACTOR's BID, forms of acknowledgement of CONTRACT, invoice and other documents which purport to impose any condition at variance with or supplement to CONTRACT.

3.0 WAIVERS AND AMENDMENTS:

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

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

4.0 CONTRACT TIMELINE:

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

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

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

5.0 SCOPE OF WORK/CONTRACT:
Scope of the CONTRACT shall be as defined in the CONTRACT, specifications, drawings and Appendices.

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

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

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

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

6.4 Comply with all applicable statutory obligations specified in the contract.

6.5 CONTRACTOR shall be deemed to have satisfied himself before submitting their bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

6.6 CONTRACTOR shall be deemed, prior to submitting their bids, to have satisfied themselves about the weather conditions, working culture in the area, socio-political environment, safety & security aspects, law & order situation and law of the land, and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

6.7 CONTRACTOR shall give or provide all necessary supervision during the performance of the services and as long thereafter within the warranty period as COMPANY may consider necessary for the proper fulfilling of CONTRACTOR's obligations under the contract.

7.0 GENERAL OBLIGATION OF COMPANY:
COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

7.1 Pay CONTRACTOR in accordance with terms and conditions of the contract.

7.2 Allow CONTRACTOR access, subject to normal security and safety procedures, to all areas as required for orderly performance of the work as specified in the Scope of Works of the contract or work connected therewith.

7.3 Perfor m all other obligations required of COMPANY by the terms of this contract.

8.0 DUTIES AND POWER/AUTHORITY:

8.1 OIL's site representative/engineer:
The duties and authorities of OIL's site representative/engineer are to act on behalf of OIL for:

(a) Overall supervision, co-ordination and Project Management at site.

(b) Proper and optimum utilization of equipment and services.

(c) Monitoring of performance and progress

(d) Commenting/countersigning on reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.

(e) He shall have the authority, but not obligation at all times and any time to inspect/test/examine/verify any equipment machinery, instruments, tools, materials, personnel, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However, this shall not construe to imply an acceptance by the inspector. Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.

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

8.2 CONTRACTOR's representative:

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

(b) Representative(s) shall liaise with OIL's representative/engineer for the proper co-ordination and timely completion of the works and on any matter pertaining to the works.

(c) Representative(s) shall extend full co-operation to OIL's representative/inspector/engineer in the manner required by them for supervision/inspection/observation of equipment, material, procedures, performance, reports and records pertaining to works.

(d) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

9.0 Personnel to be deployed by contractor:
CONTRACTOR warrants that it shall provide competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently.

9.1 The CONTRACTOR should ensure that their personnel observe all statutory safety requirement including those prescribed by the COMPANY. Upon COMPANY's written request, CONTRACTOR, entirely at its own expense, shall remove immediately any personnel of the CONTRACTOR determined by the COMPANY to be unsuitable and shall promptly replace such personnel with personnel acceptable to the COMPANY. Replacement personnel should be mobilized within 15 days from the date of issuance of notice without affecting the operation of the COMPANY.

9.2 The CONTRACTOR shall be solely responsible throughout the period of the contract for providing all requirements of their personnel including but not limited to, their transportation to & fro from field site, enroute/ local boarding, lodging, personal protective gear & medical attention etc. COMPANY shall have no responsibility or liability in this regard.

9.3 However, COMPANY shall provide available medical assistance/facilities to CONTRACTOR's Personnel in case of emergency at its own establishment on chargeable basis.

9.4 CONTRACTOR's key personnel shall be fluent in English language (both writing and speaking).

10.0 PERFORMANCE SECURITY:

10.1 On receipt of notification of award from the COMPANY, the CONTRACTOR shall furnish the Performance Security to COMPANY within 1 (one) months from the date of issue of LOA for an amount specified in the Forwarding Letter and Letter of Award (LOA) as per Proforma-F and must be in the form of a Bank Draft/Cashier's cheque/Banker's cheque*/ NEFT/RTGS/Electronic fund transfer to designated account of OIL# or Fixed Deposit Receipt (account OIL INDIA LIMITED) or irrevocable Bank Guarantee from Any schedule Indian Bank or Any Branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of domestic CONTRACTOR/service provider.

10.2 Bank Guarantee issued by a Bank, amongst others, must contain the following particulars of such bank:

Full address.
Branch Code.
Code Nos. of the authorized signatory with full name and designation.
Phone Nos., Fax Nos., E-mail address.

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

10.4 The Performance Security shall be denominated in the currency of the contract.

10.5 The Performance Security specified above must be valid for the entire duration of the Contract and claim period should be valid for a minimum of 03 (three) months beyond the contract period. The Performance Security will be discharged by COMPANY not later than 30 days following its expiry of claim period. In the event of any extension of the Contract period, Bank Guarantee should be extended by CONTRACTOR by the period equivalent to the extended period.

10.6 The Performance Security shall be encashed by COMPANY on account of CONTRACTOR's failure to fulfil its obligations under the Contract and/or non-performance/un-satisfactory of the Contractor. Company shall not be required to proof any loss or damage on account of Contractor's non-performance/un-satisfactory performance.

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

10.8 Failure of the successful Bidder to comply with the requirements of clause 10.0 shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security. In such an eventuality, action will be initiated as per the Banning Policy of OIL in vogue.

#*Subject to credit in OIL's account within prescribed time*

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

In the event CONTRACTOR fails to honour any of the commitments entered into under this agreement, and/or in the event of termination of the contract under provisions of Integrity Pact and/or in respect of any amount due from the CONTRACTOR to OIL, OIL shall have unconditional option under the guarantee to invoke the above bank guarantee and claim the amount from the bank. The bank shall be obliged to pay the amount to OIL on demand.

11.0 SIGNING OF CONTRACT:

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

12.0 CLAIMS, TAXES & DUTIES:

12.1 Claims:

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

12.2 Notice of claims:

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

12.3 Taxes:

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

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

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

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

12.3.5 Prior to start of operations under the contract, the CONTRACTOR shall furnish the COMPANY with the necessary documents, as asked for by the COMPANY and/or any other information pertaining to the contract, which may be required to be submitted to the Income Tax authorities at the time of obtaining "No Objection Certificate" for releasing payments to the CONTRACTOR.

12.3.6 Corporate income tax will be deducted at source from the invoice at the specified rate of income tax as per the provisions of Indian Income Tax Act as may be in force from time to time and COMPANY will issue TDS Certificate to the CONTRACTOR as per the provisions of Income Tax Act.

12.3.7 Corporate and personnel taxes on CONTRACTOR shall be the liability of the CONTRACTOR and the COMPANY shall not assume any responsibility on this account.

12.3.8 All local taxes, levies and duties, sales tax, octroi, etc. on purchases and sales made by CONTRACTOR shall be borne by the CONTRACTOR.

12.3.9 CONTRACTOR shall provide all the necessary compliances/invoice/ documents for enabling OIL to avail Input tax credit benefits in respect of the payments of GST which are payable against the CONTRACT. The CONTRACTOR should provide tax invoice issued under GST legislations for the goods and Services (indicating GST). Payment towards the components of GST shall be released by OIL only against appropriate documents i.e.: Tax Invoice/Bill of entry for availing input tax credit (as applicable).

12.3.10 The tax invoices as per above provisions should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:

(i) Name, Address and the GST Registration Number (under the relevant Tax Rules) of the Service Provider (CONTRACTOR).

(ii) Name and Address and GST Registration Number of the Service Receiver (Address of OIL).

(iii) Description, Classification and Value of taxable service/goods and the amount of applicable tax (CGST, SGST, IGST, UTGST and cess).

12.3.11 In case of imported goods, CONTRACTOR/supplier is required to provide original Bill of Entry or copy of Bill of Entry duly attested by Custom authority.

12.3.12 The CONTRACTOR should mention the Place of supply in the invoice raised under GST Law.

12.3.13 OIL would not accept any invoice without its GSTIN mentioned on the invoice

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

12.4 Goods and Services Tax:

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

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

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

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

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

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

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

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

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

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

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

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

12.5 Anti-profiteering clause

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

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

13.0 CUSTOMS DUTY, IF APPLICABLE: NOT APPLICABLE

14. INSURANCE:

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

a) The Contractor shall, at his own expense, arrange appropriate comprehensive insurance (All-risks insurance cover with suitable limit as per International Standard) to cover all risks assumed by the Contractor under this Contract in respect of its equipment, tools including but not limited to well equipment & tools, any other belongings, and personnel during the entire period of this Contract including extensions thereof.

b) The Contractor shall also carry adequate insurance cover against damage/loss to third party/person/property.

c) The Contractor at his cost shall arrange, secure, and maintain insurance as may be necessary and to its full value for all such amounts to protect the works-in-progress from time to time and the interest of Company against all risks as detailed herein subject to the satisfaction of the Company and irrespective of acceptance of the Work.

d) The responsibility to maintain adequate insurance coverage at all times during the period of the Contract shall be that of the Contractor alone and OIL will have no liability on this account. The Contractor's failure in this regard shall not relieve him of any of his responsibilities & obligations under the Contract.

e) All costs on account of insurance liabilities covered under the Contract will be to the Contractor's account.

14.2 Deductible:

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

14.3 The Contractor shall require all of its sub-Contractor to provide such of the foregoing insurance coverage as Contractor is obliged to provide under this Contract and inform the Company about the coverage prior to the commencement of agreements with its sub- Contractors.

14.4 All insurance taken out by Contractor, or their sub-contractor shall be endorsed to provide that the underwriters waive their rights of recourse on the Company and to the extent of the liabilities assumed by Contractor under this Contract.

14.5 Waiver of subrogation:

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

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

14.6 Loss Payee Clause:

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

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

14.7 Additional Assured:

"Oil India Limited" is to be included as Additional Assured in the Insurance Policies (except in case of Workmen's Compensation/Employer's Liability insurance).

14.8 Certificate of Insurance:

Before commencing performance of the CONTRACT, CONTRACTOR shall furnish OIL with ce1tificates of insurance indicating:

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

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

14.9 If any of the above policy expire or/are cancelled during the term of this CONTRACT and CONTRACTOR fails for any reason to renew such policies, OIL in no case shall be liable for any loss/damage occurred during the term when the policy is not effective. Furthermore, a penal interest @ 1 % of the Total contract value shall be charged towards not fulfilling of the contractual obligations. Notwithstanding above, should there be a lapse in any insurance required to be taken by the Contractor for any reason whatsoever, loss/damage claims resulting therefrom shall be to the sole account of Contractor.

14.10 The Contractor on demand from the Company shall furnish the Insurance Policy having detail terms and conditions, with respect to any Certificate of Insurance submitted to the Company.

14.11 On account payment to OIL in case of claim

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

14.12 The CONTRACTOR shall at all times during the currency of the contract provide, pay for and maintain the following insurance amongst others:

(i) **Employees Compensation (EC) Policy or Employer's Liability Policy insurance** as required by the laws of the country of origin of the employee.

(ii) **Commercial General Liability Insurance:** Commercial General Public Liability Insurance covering liabilities including contractual liability for bodily injury, including death of persons, and liabilities for damage of property. This insurance must cover all operations of CONTRACTOR required to fulfil the provisions under this Contract.

(iii) **Comprehensive General Automotive Liability:** Automobile Public Liability Insurance covering owned, non-owned and hired automobiles used in the performance of the work hereunder, with bodily injury limits and property damage limits shall be governed by Indian Insurance Regulations.

(iv) **Carrier's Legal Liability Insurance:** Carrier's Legal Liability Insurance in respect of all CONTRACTOR's items to be transported by the CONTRACTOR to the site of work, for physical loss or destruction of or damage to goods or merchandise, while in transit.

(v) **Public Liability Act Policy:** Public Liability Act Policy, if applicable, covering the statutory liability arising out of accidents occurring during the currency of the contract due to handling hazardous substances as provided in the Public Liability Insurance Act 1991 and the Rules framed there under. In case there is no usage of hazardous substance, the Contractor should provide an undertaking during mobilization as per format enclosed regarding non-inclusion of hazardous substances within the ambit of the contract.

(vi) **Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY):** CONTRACTOR shall, ensure that all his/its personnel deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of 0IL.

Note: This will be applicable for only Indian citizens and within the prescribed age group defined under the scheme for the insurance coverage.

(vii) Anv other insurance policy set forth in the SCC.

15.0 LIABILITY:

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

15.2 The CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such loss or damage and any suit, claim or expense resulting there from. Neither COMPANY nor its servants, agents, nominees, assignees, CONTRACTORs, sub-CONTRACTORs shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the CONTRACTOR and/or of its CONTRACTORs or sub-CONTRACTOR irrespective of how such injury, illness or death is caused and even if caused by the negligence of COMPANY and/or its servants, agents nominees, assignees, CONTRACTORs and sub-CONTRACTORs. CONTRACTOR shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from.

15.3 The CONTRACTOR hereby agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs for loss or damage to the equipment of the CONTRACTOR and/or its sub-CONTRACTORs and/or their employees when such loss or damage or liabilities arises out of or in connection with the performance of the contract limited to the CONTRACTOR’s liabilities agreed to under this Contract.

15.4 The CONTRACTOR hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs for injury to, illness or death of any employee of the CONTRACTOR and of its CONTRACTORs, sub-CONTRACTORs and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract limited to the CONTRACTOR’s liabilities agreed to under this Contract.

15.5 Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, CONTRACTORs or sub-CONTRACTORs shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of the COMPANY and/or their CONTRACTORs or sub-CONTRACTORs, irrespective of how such loss or damage is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs. The COMPANY shall protect, defend, indemnify and hold harmless CONTRACTOR from and against such loss or damage and any suit, claim or expense resulting there from.

15.6 Except as otherwise expressly provided herein, neither CONTRACTOR nor its servants, agents, nominees, assignees, CONTRACTORs, sub-CONTRACTORs shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of the COMPANY and/or of its CONTRACTORs or sub-CONTRACTORs irrespective of how such injury, illness or death is caused and even if caused by the negligence of CONTRACTOR and/or its servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs. COMPANY shall protect, defend indemnify and hold harmless CONTRACTOR from and against such liabilities and any suit, claim or expense resulting there from.

15.7 The COMPANY agrees to waive its right of recourse and further agrees to cause its und erwriters to waive their right of subrogation against CONTRACTOR and/or its underwriters, servants, agents, nominees, assignees, CONTRACTORs and sub-CONTRACTORs for loss or damage to the equipment of COMPANY and/or its CONTRACTORs or sub-CONTRACTORs when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

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

16.0 **LIMITATION OF LIABILITY**:

a) Notwithstanding any other provisions herein to the contrary, except only in cases of willful misconduct and/or criminal acts and/or criminal negligence, neither the CONTRACTOR nor the COMPANY (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY’s right to forfeit the Performance Bank Guarantee(s) in terms of the contract.

b) Notwithstanding any other provisions incorporated elsewhere in the contract, the aggregate liability of the CONTRACTOR in respect of this contract, whether under Contract, in tort or otherwise, shall not exceed 100% of the Contract Price (if not specified otherwise in SCC), provided however that this limitation shall not apply to the cost of repairing or replacing defective equipment by the CONTRACTOR, or to any obligation of the CONTRACTOR to indemnify the COMPANY with respect to Intellectual Property Rights.

c) COMPANY shall indemnify and keep indemnified CONTRACTOR harmless from and against any and all claims, costs, losses and liabilities in excess of the aggregate liability amount in terms of clause (b) above.

17.0 LIABILITY OF UNION GOVERNMENT OF INDIA:

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

18.0 CONSEQUENTIAL DAMAGE:

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

19.0 RISK PURCHASE:

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

20.0 INDEMNITY AGREEMENT:

20.1 Except as provided hereof CONTRACTOR agrees to protect, defend, indemnify and hold COMPANY harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of CONTRACTOR’s employees, agents, CONTRACTORs and sub-

CONTRACTORs or their employees or in favour of any third party(is) on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

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

21.0 INDEMNITY APPLICATION:

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

22.0 ROYALTY PATENTS:

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

23.0 WARRANTY AND REMEDY OF DEFECTS:

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

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

24.0 SUBCONTRACTING/ASSIGNMENT:

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

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

25.0 RECORDS, REPORTS AND INSPECTION:

The CONTRACTOR shall, at all times during the currency of the contract, permit the COMPANY and its authorized employees and representatives to inspect all the Work performed and to witness and check all the measurements and tests made in connection with the said work. The CONTRACTOR shall keep an authentic, accurate history and logs including safety records of each service item with major items consumed, which shall be open at all reasonable times for inspection by the COMPANY's designated representatives and its authorized employees. The CONTRACTOR shall provide the COMPANY's designated representatives with a daily written report, on form prescribed by the COMPANY showing details of operations during the preceding 24 hours and any other information related to the said services requested by the COMPANY whenever so requested. The CONTRACTOR shall not, without COMPANY's written consent allow any third person(s) access to the said information or give out to any third person information in connection therewith.

26.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:

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

a) possessed by the CONTRACTOR, as evidenced by the CONTRACTOR's written records, before receipt thereof from the COMPANY which however the CONTRACTOR shall immediately inform to COMPANY; or

b) required to be disclosed by the CONTRACTOR pursuant to an order of a court of competent jurisdiction or other governmental agency having the power to order such disclosure, provided the CONTRACTOR uses its best efforts to provide timely notice to COMPANY of such order to permit COMPANY an opportunity to contest such order subject to prior permission from COMPANY.

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

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

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

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

i) is, at the time of disclosure, known to the public which CONTRACTOR shall immediately inform COMPANY;
ii) is lawfully becomes at a later date known to the public through no fault of CONTRACTOR subject to CONTRACTOR's undertaking that no information has been divulged by them to the public;
iii) is lawfully possessed by CONTRACTOR before receipt thereof from COMPANY which should be immediately informed to COMPANY;
iv) is developed by CONTRACTOR independently of the information disclosed by COMPANY which should be shared with the COMPANY;
v) CONTRACTOR is required to produce before competent authorities or by court order subject to prior permission from COMPANY;

27.0 REMUNERATION AND TERMS OF PAYMENT:

27.1 COMPANY shall pay to the CONTRACTOR during the term of the Contract the amount due from time to time calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in the Contract. All payments will be made in accordance with the terms hereinafter described.

27.2 Request for payment/part payment to third party i.e. other than the party on whom the contract has been awarded will not be entertained by OIL under any circumstances.

27.3 MANNER OF PAYMENT: All payments due by COMPANY to CONTRACTOR hereunder shall be made at CONTRACTOR’s designated bank. Bank charges, if any will be on account of the CONTRACTOR.

27.4 Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to CONTRACTOR written notice of objection to any item or items the validity of which COMPANY questions.

27.5 INVOICES: Mobilization charges will be invoiced only upon completion of mobilization as certified by COMPANY representative and CONTRACTOR is ready at site for starting the services/operation. Payment of mobilization charges shall be made within 45 days following the date of receipt of undisputed invoices by COMPANY.

27.6 CONTRACTOR shall send invoice to COMPANY on the day following the end of each month for all daily or monthly charges due to the CONTRACTOR.

27.7 CONTRACTOR will submit 02 (Two) sets of all invoices duly super scribed `Original' and `copy' as applicable to the COMPANY for processing payment. Separate invoices for the charges payable under the contract shall be submitted by the CONTRACTOR for foreign currency and Indian currency.

27.8 Payment of monthly invoices, if undisputed, shall be made within 30 days following the date of receipt of invoice by COMPANY.

27.9 COMPANY shall within 30 days of receipt of the invoice notify the CONTRACTOR of any item under dispute, specifying the reasons thereof, in which event, payment of the disputed amount may be withheld until settlement of the dispute, but payment shall be made of any undisputed portion on or before the due date. This will not prejudice the COMPANY's right to question the validity of the payment at a later date as envisaged in clause no. 27.4 above.

27.10 The acceptance by CONTRACTOR of part payment on any billing not paid on or before the due date shall not be deemed a waiver of CONTRACTOR's rights in any other billing, the payment of which may then or thereafter be due.

27.11 Payment of Final demobilization charges shall be made if applicable within 45 days on receipt of invoice by COMPANY accompanied by the following documents from the CONTRACTOR:

a) Audited account up to completion of the Contract.
b) Tax audit report for the above period as required under the Indian Tax Laws.
c) Documentary evidence regarding the submission of returns and payment to taxes for the expatriate personnel engaged by the CONTRACTOR or by its sub-CONTRACTOR.
d) Proof of re-export of all items including the unutilized spares and consumables (excepting consumables consumed during the contract period) and also cancellation of re-export bond if any.
e) Any other documents as required by applicable Indian Laws.

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

27.12 CONTRACTOR shall maintain complete and correct records of all information on which CONTRACTOR's invoice are based upto 02 (two) years from the date of last invoice. Such records shall be required for making appropriate adjustments or payments by either party in case of subsequent audit query/objection.

28.0 PAYMENT OF COMMISSION/FEE/REMUNERATION OF INDIAN AGENT /CONSULTANT/REPRESENTATIVE/RETAINER/ASSOCIATE OF FOREIGN PRINCIPAL (APPLICABLE IN ICB TENDERS ONLY):

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

29.0 DETAILS OF STATUTORY PAYMENTS LIKE EPF AND ESI ETC.

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

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

(i) Copy of PF-ECR duly stamped by the designated Bank, alongwith a print of the digitally signed PDF data sheet of the ECR, as proof of payment, each month, details of this PDF data sheet shall be verified by the appropriate authority (i.e. Payment Making Authority) in the COMPANY from the official website of EPFO (http://www.epfindia.gov.in).

(a) Copy of the online challan endorsed/stamped by the designated bank as proof of receipt of payment towards monthly contribution of ESI contribution.
(b) Copy of Return of contribution in respect of ESI for each contribution period of the six months i.e. for the contribution period ended 30th Sept and the contribution period ended 31st March.

(ii) As an Annexure to each EPF-ECR and ESI Challan(s), CONTRACTOR shall also furnish the follo wing Certificates:

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

(if applicable), Gratuity (if applicable), to all his contractual workmen, failing which CONTRACTOR's Bank Guarantee/Security Deposit may be withheld by OIL.

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

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

30.0 <u>TIMELY MOBILISATION AND LIQUIDATED DAMAGES:</u>

a) Time is the essence of this Contract. If the CONTRACTOR fails to mobilize and deploy the required manpower/equipment and/or fails to commence the operation within the period specified as specified under mobilization clause under SCC, OIL shall have, without prejudice to any other right or remedy in law or contract including sub clause (b) below, the right to terminate the contract.

b) If the contractor is unable to mobilize/deploy and commence the operation within the period specified in sub clause (a) above, it may request OIL for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, OIL may at its discretion, extend the period of mobilization and shall recover from the CONTRACTOR, as an ascertained and agreed Liquidated Damages, a sum equivalent to @ 0.5% of contract value including mobilization cost, per week or part thereof of delay subject to maximum of 7.5% of the Contract Price.

c) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by OIL on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.

d) LD will be calculated on the basis of Total Contract value [(if not specified otherwise in SCC] excluding duties and taxes, where such duties/taxes have been shown separately in the contract. However, the applicable GST on the LD shall have to be borne by the CONTRACTOR. Accordingly, the liquidated damages shall be recovered from the CONTRACTOR along with applicable GST.

31.0 FORCE MAJEURE:

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

Upon occurrence of such cause, the party claiming that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 72 (Seventy-Two) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.
Should ‘force majeure’ condition as stated above occurs and should the same be notified within 72 (Seventy-two) hours after its occurrence the `force majeure' rate (if specified in the SCC of the Contract) shall apply for the first 15 (fifteen) days for each such occasion.

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

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

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

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

32.0 SET-OFF:

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

33.0 WITHHOLDING:

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

COMPANY from loss on account of:

33.1 For non-completion of jobs assigned as per Scope of Work/Terms of Reference.

33.2 Defective work not remedied by CONTRACTOR.

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

33.4 Failure of CONTRACTOR to pay or provide for the payment of salaries/ wages, contributions, taxes or enforced savings with-held from wages etc. with respect to personnel engaged by the CONTRACTOR.

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

33.6 Any failure by CONTRACTOR to fully reimburse COMPANY under any of the indemnification provisions of this Contract. If, during the progress of the work CONTRACTOR shall allow any indebtedness to accrue for which CONTRACTOR, under any circumstances in the opinion of COMPANY, may be primarily or contingently liable or ultimately responsible and CONTRACTOR shall, within five days after demand is made by COMPANY, fail to pay and discharge such indebtedness, then COMPANY may during the period for which such indebtedness shall remain unpaid, with-hold from the amounts due to CONTRACTOR, a sum equal to the amount of such unpaid indebtedness.

33.7 Withholding will also be effected on account of the following:

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

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

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

34.0 APPLICABLE LAWS:

The Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the sole and exclusive jurisdiction of Courts situated in Guwahati and Principal Bench of Guwahati High Court.

This Agreement including all matter connected with this Agreement, shall be governed by the laws of India (both substantive and procedural) for the time being in force and shall be subject to exclusive jurisdiction of Courts, mentioned hereinabove. Foreign companies, operating in India or entering into Joint ventures in India, shall also be governed by the laws of India and shall be subject to sole and exclusive jurisdiction of above Courts.

The CONTRACTOR shall ensure full compliance of various Indian Laws and Statutory Regulations, as stated below, to the extent applicable, as stated below, but not limited to, in force from time to time and obtain necessary permits/licenses etc. from appropriate authorities for conducting operations under the Contract:

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

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

35.0 LABOUR LAWS:

i) CONTRACTOR shall comply with the provisions of various labour related laws, including but not limited to the Code of Wages, 2019, Employee Provident Fund and Miscellaneous Provisions Act 1952, COMPANY's Liability Act 1938, Employees' Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961 and Contract Labour (Regulation and Abolition) Act 1970, Employment of Children Act 1938, Employees' State Insurance Act, 1948 or any modifications/amendment thereof or any other law relating thereto and rules made there under from time to time.

ii) No Labour below the age of eighteen [18] years shall be employed on the work.

iii) CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the work.

iv) CONTRACTOR shall at his expense comply with all labour laws and keep the COMPANY indemnified in respect thereof.

v) CONTRACTOR shall pay equal wages for men and women in accordance with applicable Labour laws.

vi) If the CONTRACTOR is covered under the Contract Labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority [i.e. office of the Labour Commissioner] by payment of necessary prescribed fee and the deposit, if any, before starting the work under the Contract. Such fee/deposit shall be borne by the CONTRACTOR.

vii) CONTRACTOR must obtain the PF Code from the concerned PF Authority under Employees Provident Fund and Miscellaneous Provisions Act, 1952. Similarly, CONTRACTOR must obtain ESI Code under Employees State Insurance Act.

viii) CONTRACTOR being the employer of the lab ours/personnel to be engaged under the contract shall be liable to pay gratuity to the lab ours/personnel as per the provision of the Payment of Gratuity Act, 1972 and accordingly, shall keep the COMPANY indemnified in respect thereof. If however, COMPANY requires to pay gratuity to such labour(s) as per the direction of the competent authority under the Act, COMPANY shall recover such amount from the outstanding dues payable to the CONTRACTOR under the contract or any other contract(s).

ix) CONTRACTOR shall furnish to Engineer in Charge the distribution return of the number & description, by trades of the work people employed on the works. CONTRACTOR shall also submit on the 4th& 19th of every month to Engineer in Charge a true statement showing in respect of the 2nd half of the preceding month & the 1st half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 on Rules made there under and the amount paid to them.

x) Engineer in Charge shall on a report having been made by an inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.

xi) The CONTRACTOR shall indemnify the COMPANY against any payments to be made under and for the observance of the provisions of the aforesaid acts without prejudice to his right to obtain indemnity from his sub-CONTRACTOR.

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

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

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

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

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

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

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

38.0 POLLUTION AND CONTAMINATION:

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

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

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

39.0 STATUTORY VARIATION/NEWLY ENACTED LAW:

39.1 All duties, taxes except otherwise specified in the Contract as applicable on the closing date of bid submission as per relevant acts and rules shall be in CONTRACTOR’s account. Variation in case of custom duty on CIF value declared by the bidder shall be to COMPANY account.

39.2 In the event of introduction of any new legislation or any amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body, which becomes effective after the date of submission of Price Bid or revised price bid, if any, for this CONTRACT and which results in increased/decreased cost of the works under the CONTRACT through increased/decreased liability of taxes and/or duties, required to be paid by the CONTRACTOR, (other than personnel and Corporate taxes), the Parties shall agree to a revision in pricing to reflect such change subject to the production of documentary proof to the satisfaction of the COMPANY/CONTRACTOR as applicable to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority (applicable when disputed by COMPANY) & the courts wherever levy of such taxes/duties are disputed by COMPANY/CONTRACTOR.

39.3 Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date during the extended period will be to the CONTRACTOR's account, where delay in completion/mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes/duties paid on input services/inputs) after the contractual completion/mobilization date will be to COMPANY's account.

39.4 The Contract Price and other prices given in the Schedule of Prices are based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, COMPANY will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied/imposed by the concerned authorities. However, in such an event, COMPANY will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.

39.5 Notwithstanding the provision contained in Clause-39.1 to 39.4 above, the COMPANY shall not bear any liability in respect of:

i. Personal taxes on the personnel deployed by CONTRACTOR, his sub-CONTRACTOR/sub-sub-CONTRACTORs and Agents etc.

ii. Corporate taxes and Fringe benefit tax in respect of CONTRACTOR and all of their sub-CONTRACTORs, agents etc.

iii. Other taxes & duties including Customs Duty and GST in addition to new taxes etc. in respect of sub-CONTRACTORs, vendors, agents etc. of the CONTRACTOR.

iv. Any liability on the CONTRACTOR, which was accrued under the old law or contract, which the CONTRACTOR is obligated to pay either to the COMPANY or to the Government Authority.

39.6 In order to ascertain the net impact of the amendment/ revisions/enactment of various provisions of taxes/duties, the CONTRACTOR is liable to provide following disclosure to COMPANY:

v. Details of each of the input services used in relation to providing service to COMPANY including estimated monthly value of input service and GST tax amount.

vi. Details of Inputs (material/consumable) used/required for providing service to COMPANY including estimated monthly value of input and GST paid/payable on purchase of inputs.

39.7 The above provisions would be applicable only in case of variation in rate of taxes and duties on supply of services to OIL and not applicable on taxes and duties on input (goods and services) towards such services.

39.8 Any claim or reduction on account of change in law shall be accompanied with undertaking that the provisions of anti-profiteering clause under GST Act have been complied with.

40.0 SEVERABILITY:

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

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

The information and documents furnished by the bidder/CONTRACTOR in respect of the tender/contract are accepted by COMPANY to be true and genuine. However, if it comes to the no tice of the COMPANY anytime either during the pendency of the tender or after award of the contract or after completion the contract that a Bidder/CONTRACTOR furnished fraudulent document/false information in relation to the subject tender/contract or committed any misconduct, appropriate action shall be taken against the Bidder/CONTRACTOR for debarment/banning of the bidder/CONTRACTOR from participating in any future tender of the COMPANY in terms of the COMPANY's Banning Policy, 2017 besides making the CONTRACTOR liable for other penal action including termination of ongoing contract(s) at his/her risk and peril. In such event, the Bid Performance Security in respect of ongoing contract(s) shall be forfeited by the COMPANY.

42. SETTLEMENT OF DISPUTES AND ARBITRATION:

42.1 If dispute of any kind whatsoever shall arise between the company and the contractor in connection with or arising out of the contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the facilities, whether during the progress of the facilities or after their completion and whether before or after the termination, abandonment or breach of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve any such dispute or difference by mutual consultation, then the dispute may be settled through Settlement Advisory Committee (SAC). In the event, a dispute remains unsettled then Arbitration/ other remedies available under the applicable laws may be availed by the Contractor.

42.2 **Resolution of Dispute through SAC:**

a) OIL has framed the Conciliation Rules 2020 in conformity with Part III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation.

b) If the parties fail to resolve such a dispute or difference by mutual consultation as per clause no. 42.1, the dispute, if the parties agree, may be referred to conciliation in accordance with OIL Conciliation Rules 2020 as amended from time to time. A copy of the said Rules has been made available on OIL's Website i.e. www.oil-india.com

c) Where the invitation for conciliation has been accepted by the other party, the parties shall attempt to settle such dispute(s) amicably under OIL conciliation Rules 2020.

d) Parties shall invoke arbitration clauses only after exhausting the option of conciliation as an Alternative Dispute Resolution Mechanism. For the purpose of this clause, the option of conciliation shall be deemed to have been exhausted, even in case of rejection of conciliation by any of the pa1 1ies.

42.3 **Arbitration (Applicable for Suppliers/Contractors other than PSU and MSME):**

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

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

3. The number of arbitrators and the appointing authority will be as under:

Claim amount. (excluding claim for interest and counter claim, if any)	**Number of Arbitrator**	**Appointing Authority**
Up to Rs.25.00 Lakh	Not applicable	Not applicable
Above Rs.25.00 Lakh Up to Rs.5 Crore	Sole Arbitrator from the panel of Arbitrators' List maintained by OIL	Mutually to be decided by the Parties

4. The Parties agree that dispute involving claims below Rs. 25 lakhs and above Rs. 5 crores shall not be subject matter of Arbitration but subject to the exclusive jurisdiction of the Court(s) situated at New Delhi.

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

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

7. Parties agree and undertake that neither shall be entitled for any pre- reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void. Parties agree that a claim for any such interest shall not be considered and shall be void. The Arbitrator or Tribunal shall have no right to award pre-reference or pendent-lite interest in the matter.

8. The arbitral tribunal shall complete the proceedings, make and publish the award within time stipulated in the Arbitration and Conciliation Act, I 996(as amended from time to time)

9. If after commencement of the arbitration proceedings, the parties agree to settle the dispute mutually or refer the dispute to conciliation, the arbitrators shall put the proceedings in abeyance until such period as requested by the parties. Where the proceedings are put in abeyance or terminated on account of mutual settlement of dispute by the parties, the fees payable to the arbitrators shall be determined as under:
   a) 20% of the fees if the claimant has not submitted a statement of claim.
   b) 40% of the fees if the pleadings are complete.
   c) 60% of the fees if the hearing has commenced.
   d) 80% of the fees if the hearing is concluded but the award is yet to be passed.

10. Each party shall be responsible to make arrangements for the travel and stay etc. of the arbitrator appointed by it. Claimant shall also be responsible for making arrangements for travel and stay of the Presiding Arbitrator and the expenses incurred shall be shared equally by the parties. In the case of sole arbitrator, both parties shall equally share all expenditures that may be required to be incurred.

11. The fees and other administrative/secretarial expenses of the arbitrator(s) shall not exceed the model fee as stipulated in the Schedule of the Act and such expenses shall be equally borne by the parties.

12. The seat and venue of the arbitration proceeding shall be New Delhi.

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

I. If the Parties fail to resolve such a dispute or differences by Mutual Consultation/Good Faith Discussions, such disputes or difference shall be taken up by either party for resolution through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD) as mentioned in OPE Office Memorandum No. 05/0003/2019-FTS- I 0937 dated 14.12.2022 issued by Department of Public Enterprises, Ministry of Heavy Industries and Public Enterprises, Government of India and its further clarifications, modifications and amendments, issued from time to time.

2. A party wishing to commence arbitration proceedings shall invoke Arbitration Clause and refer the dispute(s) to AMRCD with a copy to the other party. The notice invoking arbitration shall specify all the points of dispute with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.

3. Upon such reference, the dispute shall be decided by the Competent Authority appointed under the AMRCD, whose decision shall bind the parties finally and conclusively. The parties in the dispute will share equally the cost of the arbitration as intimated by the Arbitrator.

42.5 **Arbitration (Applicable to Micro, Small and Medium Enterprise)**

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

42.6 **Exclusions**

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

i) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision to initiate any proceedings for suspension or debarment or banning or decision to suspend or to ban or to debar business dealings with the bidder/CONTRACTOR and/or with any other person involved or connected or dealing with bid/contract/bidder/CONTRACTOR.

ii) Any claim, difference or dispute relating to, connected with or arising out of OIL's decision under the provisions of Integrity Pact executed between OIL and the Bidder/CONTRACTOR.

iii) Any claim, difference or dispute relating to, connected with or arising out of

OIL's decision to comply with any order or directive of any statutory or government authority.

43.0 COMPLETION OF CONTRACT:

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

44.0 TERMINATION:

44.1 **Termination on expiry of the contract**: This Agreement shall be deemed to have been automatically terminated on the expiry of the contract period unless OIL has exercised its option to extend this contract in accordance with the provisions, if any, of this contract.

44.2 **Termination of contract for death**: If the CONTRACTOR is an individual or a proprietary concern and the individual or the proprietor dies or if the CONTRACTOR is a partnership concern and one of the partners dies then unless, the COMPANY is satisfied that the legal heir of the individual or the proprietary concern or the surviving partners are capable of carrying out and completing Contract, the COMPANY is entitled to cancel the Contract for the uncompleted part without being in any way liable for any compensation payment to the estate of the deceased CONTRACTOR and/or to the surviving partners of the CONTRACTOR's firm on account of the cancellation of Contract. The decision of the COMPANY in such assessment shall be final & binding on the parties. In the event of such cancellation, the COMPANY shall not hold the estate of the deceased CONTRACTOR and/or the surviving partners of CONTRACTOR's firm liable for any damages for non-completion of the Contract.

44.3 **Termination on account of Force Majeure**: Unless the contract provides otherwise, either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article-31.0 above.

44.4 **Termination on account of insolvency**: In the event that the CONTRACTOR or its collaborator or its guarantor at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt or under the process of insolvency or liquidation, then the COMPANY shall, by a notice in writing have the right to terminate the Contract and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

However, COMPANY shall be at liberty to give the Receiver or Liquidator or Insolvency Professional Manager, as appointed by the Competent Court/Tribunal, the option of carrying out the Contract subject to its technical & financial competence and his providing a guarantee for due and faithful performance of the Contract.

44.5 **Termination for Unsatisfactory Performance**: If the COMPANY considers that, the perfor mance of the CONTRACTOR is unsatisfactory, or not as per the provision of the Contract, the COMPANY shall notify the CONTRACTOR in writing and specify in details the cause of dissatisfaction. The COMPANY shall have the option to terminate the Contract by giving 15 days' notice in writing to the CONTRACTOR, if CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the COMPANY. In the event CONTRACTOR rectifies its non-performance to the satisfaction of the COMPANY, the option of termination may not be exercised by the COMPANY. If however CONTRACTOR repeats non-performance subsequently, COMPANY shall exercise the option to terminate contract by giving 07 days' notice. Such CONTRACTOR shall be put on holiday as per the Banning Policy of OIL [available at www.oil-india.in].

44.6 **Termination due to change of ownership and Assignment**: In case the CONTRACTOR's rights and/or obligations under this Contract and/or the CONTRACTOR's rights, title and interest to the equipment/ material, are transferred or assigned without the COMPANY's written consent, the COMPANY may at its option, terminate this Contract. COMPANY shall not be however under any obligation to accord consent to the CONTRACTOR for change of ownership & assignment of the contract.

44.7 If at any time during the term of this Contract, breakdown of CONTRACTOR's equipment results in CONTRACTORs being unable to perform their obligations hereunder for a period of 15 successive days, COMPANY at its option, may terminate this Contract in its entirely or partially to the extent non-performance, without any further right or obligation on the part of the COMPANY, except for the payment of money then due. No notice shall be served by the COMPANY under the condition stated above.

44.8 **Termination for delay in mobilization**: CONTRACTOR is required to mobilize complete equipment along with crew for commencement of services at the specified site within the maximum allowed number of days from the date of LOA/Notice for Mobilization as specified in the special conditions of contract. If the CONTRACTOR (successful bidder) fails to complete the mobilization as above, OIL shall have, without prejudice to any other clause of the CONTRACT, the right to terminate the contract.

44.9 Notwithstanding any provisions herein to the contrary, the Contract may be terminated at any time by the COMPANY on giving 30 (thirty) days written notice to the CONTRACTOR due to any other reason not covered under the above Article from 44.1 to 44.8 and in the event of such termination the COMPANY shall not be liable to pay any cost or damage to the CONTRACTOR except for payment of services as per the Contract upto the date of termination.

44.10 **Consequence of Termination**: In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

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

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

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

45.0 TO DETERMINE THE CONTRACT:

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

46.0 WITHOUT DETERMINING THE CONTRACT:

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

47.0 ERRING/DEFAULTING AGENCIES:

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

48.0 MISCELLANEOUS PROVISIONS:

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

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

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

48.4 Key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel or any other justified situation in which case the replaced person should have equal experience and qualification, which will be again subject to prior approval, by the COMPANY.

CONTRACT SECTION, PHQ NOONMATI
OIL INDIA LIMITED

DATE: **13th JUNE 2026**

OIL'S GEM TENDER NO. GEM/2026/B/7616568 Dated: 03-06-2026

SERVICES: RELOCATION, HANDLING, AND COMPREHENSIVE MANAGEMENT OF CORE AND DRILL-CUTTING SAMPLES FROM VARIOUS OIL FACILITIES TO THE CENTRALIZED CORE REPOSITORY AT GUWAHATI, ASSAM

REPLIES TO PRE-BID QUERIES FOR

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
1	GENERAL CONDITIONS OF CONTRACT (GCC); CLAUSE 32.0 (Pg 159 of 244)	SET-OFF:	Request to delete this clause	Tender conditions prevail. Bidder shall comply with the tender document.
2	GENERAL CONDITIONS OF CONTRACT (GCC); CLAUSE 16.0 (Pg 151 of 244)	LIMITATION OF LIABILITY	Notwithstanding any other provisions ~~except only in cases of wilful misconduct and/or criminal acts~~: a) Notwithstanding any other provisions herein to the contrary, ~~except only in cases of Willful misconduct and/or criminal acts and/or criminal negligence~~, neither the CONTRACTOR nor the COMPANY (OIL) shall be liable to the other, whether in Contract, tort, or otherwise, for any consequential loss or damage, loss of	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			use, loss of production, or loss of profits or interest costs, provided however that this exclusion shall not apply to any obligation of the CONTRACTOR to pay Liquidated Damages to the COMPANY and/or COMPANY's right to forfeit the Performance Bank Guarantee(s) in terms of the contract.	
3	GENERAL CONDITIONS OF CONTRACT (GCC); CLAUSE 23.0 (Pg 153 of 244)	WARRANTY AND REMEDY OF DEFECTS	[Delete provision and replace with the following]: Warranty: Add the following: The Contractor shall promptly commence to re-perform in accordance with the Contract, at its sole cost and expense, any Services which have not been performed in accordance with the terms of the Contract, provided that the Contractor is notified by Company prior to Contractor's employyes departure from the worksite. TRAINING AND TRAINING MATERIALS ARE PROVIDED "AS IS," WITH ALL FAULTS, AND WITHOUT WARRANTIES OF ANY KIND AND ARE FOR INFORMATIONAL PURPOSES ONLY Contractor's warranty and remedy obligations are predicated on Company doing the following as to any reported	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			warranty claim: (1) reporting the issue to the Contractor in writing within the relevant warranty period; (2) furnishing the Contractor with such information and assistance about the issue and use of the Products as the Contractor may reasonably request; (3) Company making appropriate employees or contractors available to work with the Contractor's support representative(s); and (4) verification by the Contractor of the alleged non-conformity. The foregoing is Seller's only obligation, and OIL's only remedy, for breach of warranty hereof.	
4	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)	Payment Timelines	Bidder request for 30 days payment term instead of 45 days as per standard OIL payment terms. Reference OIL contract no. 6122061	Tender conditions prevail. Bidder shall comply with the tender document.
5	Successful bidder has to submit Performance Security amount as mentioned in Forwarding Letter, within 30 thirty days from the	PERFORMANCE SECURITY:	Bidder request to allow to submit the Performance Security within 45 days from the date of issue of Letter of Award (LOA)	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
	date of issue of Letter of Award (LOA).			
6	Table 1:** Core Team members should be mutually exclusive, any dual role by a single member of the core team is not allowed. (Pg 45 of 244)	BEC, MANPOWER DEPLOYMENT	Bidder requests clarity.	The core team members proposed for the required services shall remain mutually exclusive and no dual role shall be assigned during the execution of the respective core services. However, upon successful completion of an existing core service, the concerned team member may be deployed to on call basis future core services.
7	The bidders must confirm their compliance in their ‘technical’ bid to complete the mobilization within 03 (three) weeks from the date of issue of Letter of award (LOA). Day of kick-off meeting at CoEES, OIL office, Guwahati will be considered as commencement of mobilization. (Pg 45 of 244)	BEC, INITIAL MOBILIZATION & INTERIM RE-MOBILIZATION PERIOD:	Bidder requests clarity.	The bidders must confirm their compliance in their ‘technical’ bid to complete the mobilization within 03 (three) weeks from the date of issuance of the Mobilisation Notice by OIL

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
				The Kick-off Meeting to be held at CoEES, OIL Office, Guwahati, after issuing the mobilization notice.
8	The bidder shall explicitly confirm their compliance in their "Technical" bid to the following mobilization & interim re-mobilization periods for On Call Basis Service (Future Core Handling including Mineral core) pertaining to wellsite core handling and preservation services.: (i) Initial Mobilization Period: 21 (twenty-one) days from the date of issuance of mobilization notice. (ii) Interim Re-mobilization Period: 15 (fifteen) days from the date of issuance of re-mobilization notice. (iii) Mobilization of Personnel/experts: 10 (ten) days from date of issuance of Notice. Offers indicating mobilization & interim re-mobilization period of	BEC, INITIAL MOBILIZATION & INTERIM RE-MOBILIZATION PERIOD:	Bidder request 30 days for initial mobilization period.	Agreed for 30 days for initial mobilization period for On Call Basis Service (Future Core Handling including Mineral core).

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
	more than aforementioned period will be rejected. The bidder must confirm their compliance in their "Technical" bid to the following mobilization periods for existing Core and Drill-Cuttings inventory, curation and relocation services (i) Initial Mobilization Period: 21 (twenty-one) days from the date of issuance of mobilization notice. (ii) Mobilization of Personnel/experts: 10 (ten) days from date of issuance of Notice.			
9	Total Initial Mobilization charges (for equipment as well as personnel) shall not exceed 0.5% of the total quoted value in the Price Bid Format. Total Final De-Mobilization charges (for equipment as well as personnel) should not be less than 0.5% of the total quoted value in the Price Bid Format. (Pg 54 & 55 of 244)	BEC, PRICE EVALUATION CRITERIA:	The Total initial Mobilization Charges of the TOOLS/EQUIPMENT/CONSUMABLES WITH ALL ACCESSORIES and PERSONNEL should not exceed 7.5% of the total quoted value in the Price Bid. However, the total Mobilization charges if quoted in excess of 7.5% of the total quoted value in the Price Bid, the excess amount shall be paid at the end of the Contract. The total De-Mobilization charges of the TOOLS/EQUIPMENT/CONSUMABLES WITH ALL ACCESSORIES and PERSONNEL should not be less than 2% of the total quoted value in the Price Bid. However, the	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			De-mobilization charges if quoted in deficit or less than 2% of the total quoted value in the Price Bid, the differential amount will be kept on hold from the 1st invoice onwards and the same will be paid at the end of the Contract along with Demobilization charges.	
10	Canister Desorption Studies at Reservoir/Avg. Mud Temperature (including Field lithology description and photography of Core before placing in cannister) (Pg 132 of 244)	Field Core Processing	Bidder request the following: In the event that the Bidder does not possess in-house facilities for onsite core analysis, either in whole or in part, the Bidder may enter into a pre-tender tie-up for the subcontracting of the required part or the complete onsite core analysis services, provided that the Bidder has all other required services in-house, except those for which the pre-tender tie-up has been made. In case of a pre-tender tie-up, the bidders should execute a legally enforceable MOU/Agreement valid for the entire duration of the contract, including extension, if any. Copies of the same should be furnished along with the technical Bid. The Tie-up partner should have minimum experience for the specific scope of work for which the tie-up has been made.	OIL will review and revert.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
11	6.0 RESPONSIBILITY MATRIX FOR MATERIAL & SERVICES	SOW	Bidder request clarity	OIL will review and revert.
12	Mineral Core	SOW	Please provide the area of operation for mineral core	Mentioned in the Scope of Work of Tender documents.
13	4.9 All the team members including the Project Manager must be a regular fulltime employee of the Service Provider at the time of award of Contract. Documentary evidence supporting it must be submitted for all the team members prior to mobilization.	BEC clause (4.9)	We request to amend this clause. OIL should allow Bidder to employ manpower either as a regular fulltime employee or via its dedicated manpower service provider.	OIL will review and revert.
14	Introduction Point No. (viii) : Mobilization Period: 21 (twenty-one) days from the date of issuance of mobilization notice; (Page 1)	Mobilization Period	We kindly request Oil India to revise the initial mobilization period from the currently stipulated three (3) weeks to six (6) weeks to facilitate the successful deployment of resources. For subsequent mobilizations, a period of four (4) weeks may be considered acceptable. Rationale: A six (6) week mobilization period is required for the initial deployment to ensure smooth and effective resource mobilization. Thereafter,	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			subsequent mobilizations can be completed within four (4) weeks.	
15	Introduction : Page 2; PBG (xii), Amount of Performance Security	Performance Security	Please revise the Amount of Performance Security to “3% of the Annualized Contract Value.” Rationale: In line with Tender No. GEM/2026/B/7407086 for the provision of similar coring services, we request that the Performance Security be revised to 3%. The currently stipulated 5% Performance Security is significantly high and not align with the similar tender from other locations, particularly for a long-term contract. Furthermore, we request Oil India Limited to calculate the Performance Security based on the Annualized Contract Value rather than the Total Contract Value, in accordance with the provisions of the "Oil’s Manual for Procurement of Consultancy and Other Services", considering the long-term nature of this tender. Linking the Performance Bank Guarantee (PBG) to the Annualized Contract Value would also ensure consistency between short-term and long-term contracts.	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			Otherwise, calculating the PBG on the Total Contract Value imposes a disproportionately high financial burden on service providers committed to delivering long-term, sustainable services to Oil India Limited. Accordingly, we kindly request Oil India Limited to revise the Performance Security requirement to 3% of the Annualized Contract Value.	
14	Introduction : Page 2; PBG (xii), Amount of Performance Security	Performance Security	Furthermore, considering the non-committed nature of the scope of work, we request Oil India to link the Performance Security requirement to the actual call-out or Purchase Order (PO) value, means change the "performance security to 3% of the Purchase order/call-out value." Rationale: The scope of work under the current tender is non-committed, and the actual volume of work can vary significantly, as experienced during our previous contracts with Oil India. In such circumstances, it is challenging and commercially unfair for bidders to bear the cost of furnishing Performance Security based on the full contract value when the realization of the work is not guaranteed.	Tender conditions prevail. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			In some cases, the actual executed work has been less than 25% of the awarded contract value, making it difficult for our management to justify participation in future Oil India tenders. We therefore request Oil India to consider this proposal from a fairness and commercial viability perspective and accept the Performance Security requirement based on the actual call-out/PO value rather than the contract value.	
15	ITB Clause No. 30.0 MOBILISATION AND ADVANCE PAYMENT Pg 20	30.0 MOBILISATION AND ADVANCE PAYMENT:	We respectfully request Oil India to consider allowing an interest-free advance of at least 50% towards consumables and transportation costs. These expenses constitute our operating costs and must be paid upfront to our vendors to ensure the uninterrupted execution of the contract. We would further like to clarify that this request is solely intended to cover these upfront expenditures. We are not seeking any advance payment for wellsite services or any other service-related activities under the contract. In view of the above, we kindly request Oil India to consider and approve a partial	Tender conditions prevail. Bidder shall comply with the tender document

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			advance payment limited exclusively to consumables and transportation costs.	
16	BEC-BRC 5.0 On Call Basis Service (Future Core Handling including Mineral core) pertaining to wellsite core handling and preservation services.: Page 45	INITIAL MOBILIZATION & INTERIM RE-MOBILIZATION PERIOD	We kindly request Oil India to provide a tentative timeline for the first wellsite service call-out (means month and year). This information is essential for us to plan the mobilization of our equipment and personnel in advance, ensuring timely deployment and the successful execution of Oil India's wellsite core handling objectives without any delay.	As and when required after mobilisation.
17	6.0 FINANCIAL EVALUATION CRITERIA, Page: 47	Additional	We respectfully request Oil India to permit bidders to qualify and submit bids based on the financial strength of their Joint Venture (JV) partner, in line with the established practice followed by Oil India in previous tenders. While the present tender allows bidders to rely on the technical experience of a JV member for qualification purposes, the corresponding provision permitting reliance on the financial strength of a JV member appears is missing in this tender. We request Oil India to kindly incorporate the standard JV financial qualification clause in this tender.	OIL will review and revert.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			For ease of reference, the standard clause permitting qualification based on the financial strength of a JV member, as included in Oil India IFB No. CDG0589P26	
18	GENERAL QUERY	Lead Time Requirement for Plastic Core Boxes and Plastic Crates in Compliance with SOW Specifications	We respectfully request Oil India to allow a lead time of four (4) months from the date of issuance of the Letter of Award (LOA). <u>Rationale:</u> The manufacturing, tooling, molding, and testing processes for the plastic core boxes and core pallets required under the Scope of Work (SOW) requires a lead time of approximately four months. This period is essential to ensure that the products are manufactured, tested, and delivered in full compliance with the specified technical requirements. Accordingly, sufficient lead time of 4 months is required to complete the production of the plastic core boxes and core pallets and to ensure successful project execution from the outset of the contract.	Tender conditions prevail. Bidder shall comply with the tender document
19	SOW 9.0 (A) Timeline: Existing Core and Drill-Cutting Relocation Services,	9.0 (A) Timeline	We respectfully request Oil India to revise the total duration for the execution of the existing core and drill cutting relocation services from 12 weeks to 20 weeks.	Tender conditions prevail. Bidder shall comply with the tender document

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
	The total duration for execution of existing core and drill cutting relocation services shall be up to 12 weeks from completion date of mobilization in all respects, in line with the approved work programme. Page: 99		Accordingly, we request that all relevant sub-clauses and Table–1 be amended to reflect the revised execution period of 20 weeks. Rationale: The current timeline of 12 weeks is not practically achievable. Transportation of cores from Rajasthan to Guwahati alone requires approximately four weeks for vehicle mobilization and transit. In addition, adequate time is required for planning, coordination, loading, unloading, inventory verification, and the safe and efficient execution of the relocation activities. Therefore, a total execution period of 20 weeks is essential for completion of SOW.	
20	SOW 9.0 (B) On-Call Basis Services (Future Core Handling), Page: 100	Tentative timeline for Future Core Handling	For future core handling jobs, we kindly request Oil India to provide a tentative schedule indicating the expected timeframe of such activities, specifically the anticipated month and year of execution. This advance information will enable us to plan and mobilize equipment and personnel in a timely manner, ensuring smooth and efficient execution of the services.	As and when required after mobilisation.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
21	Respective Core Inventory	Respective Core Inventory	Kindly provide the current inventory of cores available at each location for the purpose of physical verification.	Kindly check the Tender document under Scope of Work.
22	Clause 4.9, of BEC-BRC All the team members including the Project Manager must be a regular fulltime employee of the Service Provider at the time of award of Contract. Documentary evidence supporting it must be submitted for all the team members prior to mobilization. Page: 49	Relevant Experience of Team Members	We kindly request OIL India Limited to revise Clause 4.9 of the Scope of Work (Page 49) as follows (Required changes are highlighted with bold) : "All the team members, including the Project Manager, shall be a regular fulltime employee **or consultant** of the Service Provider at the time of **mobilsation**. Documentary evidence supporting it must be submitted for all the team members prior to mobilization."	OIL will review and revert.
23	BEC Clause No. 3.1.1 (a) The Bidder must be a Core handling and preservation Service Provider and shall have a minimum of seven (7) years' experience in providing core handling and preservation services reckoned from the Original Bid Closing Date.	EXPERIENCE CRITERIA	Your tender prescribes a minimum experience period of 7 years in providing core handling and preservation services reckoned from the Original Bid Closing Date. We would like to respectfully submit our request for relaxation of the stipulated BRC experience requirement of minimum 7 years to minimum 5 years. We believe that reducing the requirement to 5 years would still ensure participation of technically competent and capable	OIL will review and revert.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
			service providers without compromising the quality, safety, or performance standards expected by OIL. The proposed relaxation would also encourage wider participation, enhance competition, and provide OIL with the opportunity to obtain the required services at more competitive rates, thereby ensuring better value for money. Petropath Fluids India Ltd., remains fully committed to meeting all technical, operational, HSE, and contractual requirements stipulated in the tender. In view of the above, we kindly request OIL to consider relaxing the BRC experience clause from 7 years to 5 years, thereby enabling us to participate in the bidding process.	
24	Clause 4.9 of BEC-BRC All the team members including the Project Manager must be a regular fulltime employee of the Service Provider at the time of award of Contract. Documentary	Manpower Deployment	Original Tender Condition: "All the team members including the Project Manager must be a regular fulltime employee of the Service Provider at the time of award of Contract". Query / Request: "We respectfully request OIL to remove the 'regular full-time employee' mandate. Due to the specialized	OIL will review and revert

ऑयल इंडिया
OIL INDIA

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
	evidence supporting it must be submitted for all the team members prior to mobilization. Pg 49		and intermittent 'on-call' nature of the 5-year future core handling scope, service providers typically operate by deploying highly qualified contractual manpower. Forcing a 'regular full-time employee' clause creates a massive and unnecessary long-term financial liability for the bidder. We request you to amend this clause to allow the deployment of dedicated 'contractual manpower' or retainers who will be exclusively bound to this project during the execution phase, ensuring quality without imposing undue long-term liabilities."	
25			Is Wellsite Desorption Analysis a mandatory technical requirement under the scope of work? Kindly confirm.	Yes. It is mandatory as per Scope of work of the Tender. Bidder shall comply with the tender document
26			How many CVs/personnel profiles are required to be submitted as part of the bid?	As per requirement as mentioned in the Tender. Bidder shall comply with the tender document.

Sl. No.	BIDDING DOCUMENT	SUBJECT	BIDDER'S QUERY	OIL'S REPLY
27			Is it mandatory to submit an execution plan/methodology along with the bid for Oil India's review?	It is not mandatory. However bidder have to submit during kick-off meeting.

The sphere-wise contact persons from Oil India Limited (OIL) for site visit are mentioned below:

1. Duliajan- Naba Jyoti Borbora, DGM (GEOLOGY-SCOREL), G&R Dept, Mobile- 8826447733
2. Guwahati- Arunjyoti Kalita, DGM, Mobile- 9435547187 / 7002314242
3. Rajasthan- Pranav Shekhar, Suptdg Geologist, RF BASIN, Mobile No- 7042208569

Bidder to contact the above officials of OIL prior to visit.

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN UNCHANGED IN THE ABOVE TENDER

****

OIL INDIA LIMITED

Pre-Bid Meeting Minutes Format (F-8)

Tender No.: GEM/2026/B/7616568 dated 03-06-2026

Name of Work: Relocation, handling, and comprehensive management of core and drill-cutting samples from various OIL facilities to the Centralized Core Repository at Guwahati, Assam

Date & Time: 10.06.2026 (1 PM)

Venue: COEES, NRL BUILDING GUWAHATI & THROUGH VIDEO CONFERENCING (VC)

The pre-bid meeting was organized to address the queries raised by the bidders for the said tender within the pre-bid query submission deadline. OIL discussed and clarified the queries pointwise. The queries received & clarifications given, if any during the meeting are placed as **Annexure –I**. It was mentioned in the meeting that the final reply against each pre-bid query shall be published in tender portal and same will be treated as part of the Tender conditions and shall be binding to both OIL and Bidders.

The meeting ended with a vote of thanks to the chair.

OIL's Representative		Bidder's Representative		
Sr. No.	Signature, Name, Designation & date	Sr. No.	Signature, Name, Designation & date	Firm's Name
1	Akalita (ARUNJYOTI KALITA) DGM-Geology	1	Sudip Chandra TECH. ACCNT. MANAGER	NOV RH
2	Sr. M(C&P) (Sandeep Chakraborty)	2	Ms. Pooja Harmalkar (Tendering)	" (VC)
3	10/06/26 (Balen Bharali) DGM-Med	3	Mr. Rajshekhar	Petropath
4	Shruti Bucha M-F&A	4	Mr. Sukhdeep Jasan	ColdFlake Energy Pvt. Ltd.
5	Pritom Boruah	5	Mr. Alok Singh	Petropath
6		6	Mr. Bhaskar Naik (MD)	Petropath
7		7		
8		8		
9		9		
10		10		

ऑयल इंडिया
OIL INDIA

आॅयल इंडिया
OIL INDIA

CONTRACT SECTION, PHQ NOONMATI

DATE: **8th JUNE 2026**

CORRIGENDUM – 1 FOR OIL'S GEM TENDER NO. GEM/2026/B/7616568
Dated: 03-06-2026

Please note the following details regarding pre-bid meeting for GEM TENDER NO. **GEM/2026/B/7616568 Dated: 03-06-2026**- RELOCATION, HANDLING, AND COMPREHENSIVE MANAGEMENT OF CORE AND DRILL-CUTTING SAMPLES FROM VARIOUS OIL FACILITIES TO THE CENTRALIZED CORE REPOSITORY AT GUWAHATI, ASSAM that will be held both on online mode on 10th **June 2026 (Wednesday) from 1:30 PM to 3:30 PM**.

I. A maximum of two (02) representatives of the Bidder's firm shall be allowed to attend the pre-bid meeting.

II. The authorized signatory of the Bidder shall intimate to OIL the names of the individuals who will be attending the pre-bid meeting on behalf of the interested organization via an e-mail to Nodal Officer (sandeep_chakraborty@oilindia.in).

III. Only individuals, duly authorized by the Bidder, will be allowed to participate in the pre-bid meeting.

IV. It is mandatory for all individuals attending the pre-bid meeting to fill the attendance sheet.

V. All individuals who attend the pre-bid meeting must clearly mention their name as well as name of their organization in the user name on Microsoft teams.

VI. Microsoft teams link for pre-bid meeting:

https://teams.microsoft.com/meet/41731720004039?p=McnL1Ro8S4HFlc0cSg

VII. **More ways to join:**

Join by meeting number

Meeting ID: 417 317 200 040 39

Passcode: XJ3q7ga2

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN UNCHANGED IN THE ABOVE TENDER

****