CORRIGENDUM-1

This Corrigendum No. 1 dated 02.07.2026 to GeM Bid No. GEM/2026/B/7667403 for "**Hiring of Facility Management Services with Modern Canteen facility on the land / site identified and provided by Oil India Limited (OIL) for a period of 04 (Four) years**" is issued to notify the following:

(1) Responses to the pre-bid queries are provided in **Annexure-A**.

(2) **Line Item No. 50 in the SoQ/Price Bid Format** corresponds to Veg Meal. Accordingly, necessary correction has been made in the SoQ/Price Bid Format. The **revised SoQ** has been attached as **Annexure-B**. The **revised Price Bid Format** can be downloaded through the link below –

Revised Price Bid Format.xlsx

Note: Bidders shall mandatorily quote only in the Revised Priced Bid Format available vide the above link and the same will only be considered for price evaluation.

(3) The number of bunk houses to be supplied by the Contractor as mentioned under Clause No. 3.1 of the Scope of Work (SOW) has been corrected and highlighted below -

SL. No.	Type of Bunk House	Number of Bunk House to be supplied per wellsite/location
1	Dining Hall (20 seater) with pre-fabricated stand	1 No.
2	Kitchen Bunk with pre-fabricated stand	1 No.

In view of the above correction in Clause No. 3.1, the SOW has been revised and attached as **Annexure-C**.

(4) The following Independent External Monitor (IEM) has been included in the list of IEMs mentioned against Clause No. 32.4 of Instruction to Bidders (ITB) –

Shri Radhakrishna Kini A, IPS (Retd.), Ex-Secretary (Security), Cabinet Secretariat, New Delhi, Email ID - arvkini2004@yahoo.co.in & arvkinii2004@gmail.com.

In view of the inclusion of the aforesaid IEM, Clause No. 32.4 of Instruction to Bidders (ITB) has been revised and attached as **Annexure-D**.

(5) The Bid Closing Date of the tender has been amended as: **09.07.2026(14.00 Hrs).**

(6) The Bid Opening Date of the tender has been amended as: **09.07.2026(14.30 Hrs).**

The amendment mentioned herein shall prevail over the contradictory clauses in the NIT. All others terms and conditions of the Bid Document remain unchanged. Details can be viewed at www.oil-india.com.

Sd/-

MANAGER – CONTRACTS (S)

Responses to the pre-bid queries against GEM/2026/B/7667403 (Annexure – A)

Bidder A			
Sl. No	**Bidder's Query**	**OIL's Response**	**Tender Amendment**
1.	If possible kindly extend the mobilization period till 90 days.	The mobilization period cannot be extended.	N/A
2.	In Price bid item no. 40 & 50 , both are mentioned Non Veg. meals.	Line Item Nos. 40 and 50 in the SoQ/Price Bid Format correspond to Non-Veg Meal and Veg Meal, respectively.	Necessary correction has been made in the SoQ/Price Bid Format. The revised SoQ has been attached as **Annexure-B**. The **revised Price Bid Format** can be downloaded through the link below – Revised Price Bid Format.xlsx
3.	Clause number 3.1 of SOW, its mentioned Dinning Bunk house 3 nos. & Kitchen Bunk House 2 nos , total requirement.	Please note that bidders are required to supply 01 No. of Bunk House per location, each for Dining Hall and Kitchen.	Clause No. 3.1 of the SoW has been revised vide Corrigendum No. 1.
4.	Clause number 4.5 of SOW, Kitchen Freeze 500 ltr & deep freeze 300 ltr may be too big to transport to different locations . I feel Freeze of 350 ltr & deep freeze of 200 ltr will be easy to carry and also it will solve the required purpose of the Catering service.	Clause No. 4.5 of the Scope of Work (SOW) shall remain unchanged.	N/A
5.	If you allow to make a small cabin of 1.8 mtr by 2.7 mtr in the Kitchen Bunk house for Catering staff rest room/ changing room etc.	No amendments to the tender shall be issued in this regard. However, any necessary internal arrangements may be considered during the execution of the contract, as deemed appropriate, without any additional cost to OIL.	N/A
6.	4 nos. of LPG burners are mentioned Clause number 4.5 of SOW, Is it possible to alter with 3 nos. LPG burner & 1 nos. Electrical Hot Plate for the cooking purpose.	Clause No. 4.5 of the Scope of Work (SOW) shall remain unchanged.	N/A

Part - IV: Revised Schedule of Works, Units and Quantities (SOQ)			
Item No.	**Description of Service**	**UoM**	**Qty**
10	Rental Charge for One (01) No. of Bunk House (Dining Hall - 20 seater)	Days	7,300.00
20	Rental Charge for One (01) No. of Bunk House (Kitchen Hall)	Days	7,300.00
30	Breakfast	Number	2,92,000.00
40	Meal (Non-Veg)	Number	5,25,600.00
50	Meal (Veg)	Number	58,400.00
60	Evening Tea with Snacks	Number	2,92,000.00
70	Supply of Purified Packaged Drinking Water (20 Litre Can/Jar with Bisleri or equivalent ISI-marked brand)	Number	1,16,800.00
80	Monthly Maintenance Charge	Months	240.00

SCOPE OF WORK (SOW)

1.0 INTRODUCTION:

This section establishes the scope and schedule for the work to be performed by the Contractor and describes the specifications, instructions, standards including the specifications for any materials, tools or equipment, which the Contractor shall satisfy or adhere to in the performance of the work.

2.0 DEFINITION OF WORK:

2.1 Under the contract, the contractor shall provide four (04) units of Facility Management Services with Modern Canteen service facility on the land / site identified and provided by Oil India Limited (OIL). An additional 01 (one) Unit of FMS with canteen service will be on a call-out basis services as per the requirements of OIL based on the expected Drilling program scheduled to be carried out in future. The site as identified will be at Drilling locations in the operational areas of OIL in and around Duliajan. OIL expects the services to be provided under the scope of work for the wellsite to be the best in the industry or at par as with international standards.

NOTE: OIL may relocate/hire the same additional service for the Camp to be established in the North-East as per requirement under the same terms and conditions stipulated in this tender/ contract with mutually agreed rates, terms and condition, but with a rate not higher than the originally quoted rate.

2.2 OIL will be providing a plot within the wellsite in a suitable location for installation of 02 nos. of Bunk house (one Kitchen & one for Dinning Hall) as a single unit.

2.3 The contractor shall be responsible for all other associated work/ services with the day-to-day running and maintenance of the Wellsite canteen.

3.0 INFRASTRUCTURE:

3.1 Under this service, the Contractor has to provide furnished modern bunk houses of one modular kitchen & one dining hall for availing canteen services for the persons working in the wellsite. The Contractor has to bring the following good-quality furnished bunk houses as defined below:

SL. NO.	Type of Bunk House	Number of Bunk House to be supplied per wellsite/location
1	Dining Hall (20 seater) with pre-fabricated stand	1 No.
2	Kitchen Bunk with pre-fabricated stand	1 No.

(i) The bunkhouses should be as per **DGMS standard** and would be verified by OIL.

(ii) The dining bunkhouse shall be equipped with **two 1.5-ton**, **5-star rated** split air conditioners, and the kitchen bunkhouse shall have one 1.5-ton, 5-star rated split air conditioner. Both bunkhouses shall be fully furnished and suitable for canteen service. It should have **minimum 2 Exhaust fans** and Stainless steel wash basin, soap dispensers, hand dryers in the washing area. The flooring should be Anti-skid, washable. Storage facility for **30 days** should be provided. Both the bunkhouses should have adequate LED lighting.

3.2 Housekeeping of the bunk houses shall be provided as per requirement of the occupants.

3.3 CCTV facilities of 4 cameras plus digital video recorder at the Camp should be available and provided by the Contractor. It should be functional with 30 days retention.

3.4 Maintenance of the bunkhouses including its surrounding shall be the responsibility of Contractor.

3.5 Minimum Dimensions of Bunk houses to be provided is as under:

(i) 20 seater dining capacity (Size of 10.5 metres in length and 2.7 metres in width).

(ii) Kitchen hall (Size of 10.5 metres in length and 2.7 metres in width)

(iii) Transportation of the bunk houses from one location to another would be done by OIL. Bidder to take note of Transportation limits as per Govt. guidelines.

3.6 Layout and Placement:

(i) Both bunkhouses — one (01) Kitchen Unit and one (01) Dining Unit — shall be **placed side by side** in such a manner that a **common covered passageway** connects the two. This covered passage shall be **fully enclosed, weatherproof, and hygienically sealed**, enabling safe and protected transfer of food and personnel between the kitchen and dining areas.

(ii) The **passageway shall include a raised, non-slip walkway floor made of galvanized chequered plate or anti-skid FRP panels** mounted on a modular covering prefabricated frame with adequate slope for rainwater drainage. The passage shall be made of **lightweight modular roofing panels or pre-painted metal sheets**, supported by a **tubular steel frame** suitable for repeated dismantling and relocation.

(iii) In front of the dining area, a **canopy-type covered waiting zone with a minimum size of 6 ft X 6 ft** shall be installed for personnel to wait comfortably until the dining area is ready for occupancy.

(iv) The Vendor shall supply prefabricated stands/platforms to support both bunkhouses, ensuring proper leveling, stability, and ventilation beneath. Stairs with anti-skid treads and handrails shall be provided for each entry point. All components — including the stands, canopy, and connecting passages, shall be modular, bolted, and detachable for easy dismantling and reinstallation during relocation.

a) All infrastructure components shall be modular and designed for multiple relocations without structural degradation.

b) Supports and connecting frames shall be hot-dip galvanized or made of equivalent corrosion-resistant steel.

c) Utility connections (electrical, water, and drainage) shall use quick-connect fittings to enable rapid setup and dismantling.

d) The canopy and covered passage shall consist of lightweight, weatherproof, and fire-retardant materials, foldable for transport.

e) The site layout shall include provisions for proper drainage and rainwater diversion.

f) Lighting shall be provided along the connecting passage and under the canopy to ensure operational safety at night.

g) All joints, bolts, and hardware shall be industrial-grade, reusable, and provided with spares for each relocation.

h) The Contractor shall maintain relocation manuals, layout drawings, and assembly/disassembly checklists approved by OIL.

(v) The dining bunkhouse shall be designed to comfortably accommodate minimum 20 persons at a time, arranged as five (05) tables with four (04) chairs per table. The dining area lay out should be designed to provide ample circulation and a dedicated service aisle for servers to serve and move freely. The internal layout shall ensure adequate clearances for seating, service circulation, hygiene, and safe egress.

(vi) Utility and Service Connections:

a) All utility connections (power, water, drainage, LPG) between the kitchen and dining units shall be through flexible hoses and quick couplers with proper insulation and protective routing (e.g., cable trays or conduit pipes).

b) Drainage from the kitchen wash area shall include a grease trap and easily detachable drain line for cleaning during relocations.

(vii) Fire Safety & LPG System: LPG system shall include the following:

a) External LPG cylinder cage with proper ventilation.

b) High-pressure hose with flame-arrestor & NRV.

c) Leak detector & automatic cut-off valve in the kitchen.

d) Fire-rated partition between cooking and washing areas.

(viii) Minimum Fire Safety equipment:

a) Two (02) CO_2 extinguishers, two (02) DCP extinguishers.

b) Four (04) sand buckets and one (01) fire blanket.

c) Fire exit signage and emergency lighting at exits.

(ix) Ventilation & Environment Control:

a) Kitchen to include two (02) industrial exhaust fans with ducting and SS hoods.

b) Ensure a minimum 6 air changes/hour in kitchen area for safe operation.

c) Dining to include 2 × 1.5-ton split AC units or equivalent evaporative coolers (depending on site conditions).

(x) Mobility Enhancements:

The units shall be provided with integrated lifting arrangements (such as certified lifting lugs, ISO corner fittings or arrangement for lifting from base skid) to facilitate safe handling by crane during loading and unloading operations. The lifting design shall allow easy placement on transport trailers without causing structural deformation or damage to the units.

(xi) Hygiene & Waste Management:

a) Provide two (02) covered stainless steel dustbins (dry/wet waste) outside the dining unit and two (02) outside near the passageway.

b) A dedicated handwashing station shall be installed outside the dining area, complete with soap dispenser and water tap. The washbasin drainpipe shall be of adequate length to ensure direct connection to the outlet drain provided by OIL, preventing any spillage or surface runoff.

c) Use food-grade, washable paint or FRP lining for internal walls.

d) Provide daily cleaning checklist and weekly disinfection plan as part of operation manual. Record of the same to be kept at wellsite. Sample provided below.

(xii) Documentation & Quality Assurance:

a) Vendor to submit as-built layout drawings, electrical single-line diagrams, and plumbing schematics.

b) Factory Inspection (FAT) before dispatch to ensure compliance with specifications.

c) Each relocation to have a joint checklist (OIL + vendor) before and after setup.

d) The vendor shall maintain one complete relocation spare kit (fasteners, clamps, seals, bolts, couplers, etc.).

(xiii) Value Additions:

a) CCTV camera with DVR covering both kitchen and dining for safety & compliance.

b) Pest control access points built into base frame for monthly inspection.

(xiv) Daily Cleaning Checklist – Modular Kitchen & Dining Unit:

Sl. No.	Area/item	Cleaning activity	Frequency	Responsibility
1	Kitchen floor	Sweep and mop with warm water and approved disinfectant (phenolic or QAC-based)	Twice daily (after lunch & dinner)	Cleaner
2	Dining floor	Sweep and mop with disinfectant; remove stains immediately	Twice daily	Cleaner
3	Food preparation counters, stainless steel tables	Wash with hot water + detergent; wipe dry	After every meal prep	Cook / Helper
4	Cooking range, exhaust hoods, burners	Clean oil and food residue with degreaser	After each cooking session	Cook
5	Sinks and wash basins	Scrub with detergent; rinse with clean water	Thrice daily	Cleaner
6	Dining tables & chairs	Wipe with disinfectant and clean cloth	After every meal service	Server
7	Storage shelves / racks	Dust and wipe with mild disinfectant	Once daily	Helper
8	Refrigerator / Freezer exterior	Wipe with damp cloth and mild detergent	Once daily	Helper
9	Waste bins	Empty, wash, and disinfect (dry before reuse)	Twice daily	Cleaner
10	Handwash stations & dispensers	Refill soap / sanitizer, wipe with disinfectant	Twice daily	Cleaner
11	Doors, handles, switches	Wipe with alcohol-based disinfectant	Once daily	Cleaner
12	Passageway & canopy floor	Sweep, mop, and ensure drainage is clear	Once daily	Cleaner

13	Stairs and access platforms	Wash with detergent and ensure anti-slip condition	Once daily	Cleaner
14	Kitchen utensils & crockery	Clean with hot water and detergent; sanitize with food-grade sanitizer	After each meal	Kitchen Staff
15	Water cooler / dispenser	Wipe outer body and tray	Once daily	Helper

(xv) Weekly Disinfection Plan:

Sl. No.	Area/item	Disinfection Activity	Frequency	Remarks
1	Entire kitchen & dining floor area	Deep clean with floor scrubber using disinfectant solution	Weekly	Record completion date
2	Walls upto 1.5 m height	Wipe with 1% sodium hypochlorite solution	Weekly	Avoid direct contact with electrical sockets
3	Refrigerators, freezers, & storage racks	Empty, clean, and sanitize interiors	Weekly	Ensure items are relocated temporarily
4	Ventilation fans & AC filters	Remove dust, wash with mild detergent	Weekly	Refit only after complete drying
5	Ceiling & light fittings	Dust and wipe with disinfectant cloth	Weekly	Power OFF before cleaning
6	Waste storage & disposal area	Wash and disinfect ground and bins	Weekly	Verify waste segregation
7	Washroom area (if attached)	Full disinfection with toilet cleaner and bleach solution	Weekly	Record in sanitation log
8	Covered passage & canopy structure	Wash floor and framework; check drainage	Weekly	Ensure no stagnant water
9	Water storage tank	Check for algae, clean with chlorine solution	Monthly	Record chlorine ppm
10	Fire safety equipment	Check for accessibility and cleanliness	Weekly	Ensure tags updated

3.7 Industry standard - Thermo Cool/Marine Glass Wool / mineral glass wool / fiber- glass resin bonded wool conforming to IS 8185 of 1976 and having R value 3.5 to 4.35 per inch should be provided on all side walls, end walls, roof with special weather proof adhesives. This insulation should be hot proof, fire retardant, non-hygroscopic and vermin proof and besides having excellent thermal efficiency and acoustic performance.

3.8 The following scope is under OIL

(i) CTO/ CTE – if required will be provided by OIL.

(ii) Levelling of the designated area with compacted earth for placement of the bunk houses.

(iii) Development of walkway/footpath to the bunk houses, if required.

4.0 <u>CATERING SERVICES:</u>

4.1 The Service Provider under the contract has to provide the following meal service to the guest in the wellsite canteen of a minimum 3 Star Hotel Category standard.

4.2 The broad meals to be provided to the guest as per the choice (Veg/ Non- Veg) is detailed below:

(i) Bed Tea Breakfast

(ii) Lunch Veg / Non-Veg as per Guest Choice

(iii) Evening Tea

(iv) Dinner Veg / Non-Veg as per Guest Choice

4.3 A broad indicative menu is detailed below. However, the service provided can improve on the indicative Menu.

MEALS	**ITEMS**
Breakfast	Juice
	Cereals with Milk
	Indian
	Accompaniment
	Egg to order
	Bakery
	Beverage (Tea/ Coffee)
Lunch	Salad
	Veg Dry
	Veg Gravy
	Pulses
	Non Veg
	Accompaniment- Papad/Pickle

	Rice & Chapatti
	Dessert
Evening Tea	Beverage (Tea/ Coffee)
	Samosa / Veg Sandwich / Bakery Product
Dinner	Salad
	Soup
	Veg Dry
	Veg Gravy
	Pulses
	Non Veg
	Accompaniment- Papad/Pickle
	Rice & Chapatti
	Dessert

Note: The meals should comply with FSSAI regulations.

4.4 Food Subsidy & Guest Meal Charges-

i) Food shall be served to OIL's employees at a subsidized rate as per the following table OR quoted rate (whichever is lower) .

Items	Subsidised Rate of meal items
Meal (Non Veg)	Rs. 75
Meal (Veg)	Rs. 40
Breakfast	Rs. 50
Evening Tea & Snacks	Rs 10

ii) The remaining cost of the food shall be reimbursed to the Contractor by OIL.

iii) Guests, visitors, and non-OIL employees shall pay the full price of the food consumed, and the Contractor shall recover these charges directly.

4.5 The Kitchen should be of modular type with full facility for preparation of the meal. It should be have fully equipped **modular stainless-steel kitchen** complying with food safety standards. It should have 4 LPG stoves with hoods, 1 deep freezers (300L), 1 refrigerator (500L), 1 mixer/grinder, hot/cold water dispenser. It should have **Utensils & cutlery** sufficient to serve **20 person at a time**. It should have 2 CO_2 extinguishers, 4 sand buckets and backup stock of LPG, food staples, cleaning chemicals etc.

4.6 Hygiene of food & drinking water shall have to be maintained and by the Contractors' personnel, including the kitchen as per their requirement at all times.

5.0 SERVICES TO BE PROVIDED BY OIL:

5.1 Round the Clock supply 24 x 7 of Potable Water for washing area in the wellsite canteen.

5.2 The incoming power supply to the bunkhouses shall be provided by OIL.

5.3 Power source shall be arranged by OIL for 24 x 7 electrical power availability at the camp.

6.0 SERVICES TO BE PROVIDED BY THE CONTRACTOR:

6.1 **Drinking Water -** The Contractor shall ensure round-the-clock (24×7) supply of purified packaged mineral water (Bisleri or equivalent ISI-marked brand) of adequate capacity at the Dining Hall for safe and hygienic drinking purposes.

6.2 **Provisions -** The Contractor shall procure and supply all necessary dry, fresh, and frozen provisions required for preparation of daily meals. The quality of provisions shall be fresh, branded (wherever applicable), and subject to inspection by the Company's representative.

6.3 **Appliances and Utensils -** The Contractor shall provide, install, and maintain all necessary appliances and utensils including, but not limited to, refrigerators, microwave ovens, deep freezers, kitchen equipment, mixer/grinder, hot water dispenser, and related items at the Camp Site as per operational requirements.

6.4 The Contractor shall pay wages and extend statutory social benefits (including but not limited to uniform allowance, insurance cover, ESI, PF, and other statutory benefits) to all deployed staff, in compliance with applicable labour laws.

6.5 The Contractor shall ensure quarterly medical check-up of all catering staff and submit valid medical fitness certificates prior to deployment.

6.6 First aid kits should be checked and stocked weekly.

6.7 **Meal Services** - The Contractor shall prepare and serve high-standard meals (Breakfast, Lunch, Evening Tea, and Dinner) seven (7) days a week, in accordance with menus mutually agreed with the Company. Meals shall be prepared under hygienic conditions and served on time.

6.8 **Hygiene and Housekeeping** - The Contractor shall:

(i) Maintain the kitchen, dining areas, wash areas, and storerooms in a clean and hygienic condition at all times.

(ii) Provide and maintain all required crockery, cutlery, serving pots, pans, and related dining/kitchen equipment.

(iii) Ensure daily cleaning, weekly deep cleaning, and regular pest control of all facilities.

(iv) Maintain logbooks for inspection.

(v) Pest control

(vi) Monthly preventive maintenance of all kitchen and dining equipment.

(vii) Provide packed meal at rig site during rig up until the canteen is not fully functional

6.9 **Waste Management -** The contractor should **segregate wastes** as Wet (organic), Dry (plastic/paper), Hazardous (oil/chemical) and use separate bins to be provided by contractor for efficient garbage handling. Contractor should use wet waste composting/disposal per Assam PCB norms and dry waste compacted & disposed as per Assam PCB norms. The garbage collected **every alternate day**, should be transported via contractor vehicles and **do waste reporting monthly to company**.

6.10 **Cooking Fuel -** The Contractor shall arrange LPG gas cylinders at site for preparation of meals. In case of any HSE (Health, Safety & Environment) restrictions regarding LPG usage, the Contractor shall provide electric hot plates or equivalent alternate cooking appliances without additional cost to the Company.

6.11 **Prohibited Items -** The Contractor shall ensure that **no alcoholic beverages** are supplied, stored, or served at the facility under any circumstances.

6.12 **Food & Water Testing -** Surprise testing of food and water shall be undertaken by the Company's representative once every quarter. The cost of such testing shall be borne by the Company. However, in case the test report reveals deficiencies or non-compliance, the Contractor shall immediately take corrective action at its own cost.

6.13 **Infrastructure and Equipment -** The Contractor shall provide and maintain a fully equipped modular stainless-steel kitchen complying with food safety standards, including but not limited to:

(i) Cooking appliances: Four (4) LPG stoves with hoods, one (1) deep freezer (300L), one (1) refrigerator (500L), one (1) mixer/grinder, one (1) hot water dispenser.

(ii) Utensils and cutlery sufficient for serving fifty (50) persons per meal rotation.

(iii) Fire safety appliances: Two (2) CO_2 extinguishers and four (4) sand buckets at the kitchen premises.

(iv) Backup stock of LPG, essential food staples, and cleaning chemicals.

6.14 **Dining Hall -** The Contractor shall provide and maintain a **modular dining hall (20-seater)** equipped with the following:

(i) Seating arrangement: Twenty (20) chairs and four (4) dining tables (5-seater each).

(ii) Two (2) nos. of 5 star split AC units of 1.5 Ton each.

(iii) Adequate ventilation with minimum two (2) exhaust fans.

(iv) Stainless steel wash area with soap dispensers and hand dryers.

(v) Anti-skid, washable flooring.

(vi) CCTV system: Four (4) cameras with DVR, thirty (30) days storage capacity.

(vii) Hot and cold water dispenser.

(viii) Adequate LED lighting.

6.15 Manpower Deployment -

(i) Contractor shall operate in three shifts of 8 hours each, ensuring round-the-clock (24×7) coverage. Alternatively, personnel may be engaged on 12-hour shifts, in which case transportation of staff shall be arranged by the Contractor.

(ii) Minimum manpower per shift:

- One (1) Cook
- Two (2) Servers/Waiters
- One (1) Cleaner/waste handler

(iii) All staff shall be in prescribed uniforms with color codes for different categories (Cooks, Servers, Cleaners/Waste Handlers). Hygiene accessories such as gloves, head covers, aprons, gumboots, and masks are mandatory. The Contractor shall provide uniforms to all catering personnel and ensure adherence to hygiene standards. The cooks have to wear white coat, apron, gloves and cap. The servers should be dressed in neat uniform with gloves and head cover. The cleaners or waste handlers should wear colour coded uniforms with gumboots and masks. Quarterly medical check-ups of staff mandatory. Contractor should be responsible for ensuring the same

6.16 Utilities and Maintenance –

(i) Contractor shall manage LPG procurement at its own cost.

(ii) Electricity and water connection shall be provided by the Company.

(iii) Monthly preventive maintenance of all kitchen/dining equipment shall be carried out, and maintenance logbooks shall be maintained for inspection.

(iv) Packed meals shall be supplied at the rig site during rig-up period until the canteen becomes fully operational.

6.17 Safety & Compliance -

(i) CCTV system shall remain functional with 30-day data retention at all times.

(ii) Adequate first aid kits shall be stocked, checked weekly, and maintained in ready condition.

(iii) Contractor shall ensure compliance with all statutory provisions including ESI, PF, Minimum Wages, and other applicable laws.

(iv) All incidents, accidents, or near misses shall be reported immediately, with corrective action taken promptly.

(v) Firefighting equipment shall be inspected regularly, and validity of extinguishers shall be logged.

6.18 Deliverables & Reporting –

(i) The Contractor shall ensure that the canteen becomes operational from the next day of arrival of the modular kitchen and dining hall at site. Transportation of the canteen and dining hall shall be arranged by the Company; however, any damages during transit shall be the sole responsibility of the Contractor.

(ii) The Contractor shall submit a monthly report covering food usage, waste management, staff attendance, grievances, and corrective actions taken.

(iii) A quarterly feedback survey shall be conducted with rig staff, and necessary improvements shall be implemented based on feedback.

7.0 The Scope of work comprises of two basic parts as follows :

A. GENERAL

B. TECHNICAL

A. GENERAL

I. The materials, design and workmanship shall satisfy the relevant Indian Standards, the job specifications contained herein & codes referred to. Where the job specifications stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied. In the absence of any Standard/Specifications/Codes of practice for detailed specifications covering any part of the work covered in this tender, the instructions/directions of Company will be binding on the Contractor.

II. In case of contradiction between Indian Standards, General Conditions of Contract, Special Conditions of contract, Specifications Drawings, Bill of Quantity, the following shall prevail in order of precedence.

(i) Letter of intent / Detailed Letter of intent along with statement of Agreed Variations and its enclosures.

(ii) Special Conditions of Contract.

(iii) Job specifications

(iv) Drawings

(v) General Condition of contract

(vi) Indian Standard/Technical Specifications.

B. TECHNICAL (ELECTRICAL SYSTEM) :

I. Main Switch & Plug-Socket: One 63 Amp SPN Main Switch, metallic enclosure with side handle shall be mounted outside the cabin. Make: Havells / GE / BCH / Crompton/Equivalent. Additionally, one 63 amp, 5-pin lockable plug socket should be provided for connection and disconnection of incomer cable. Make of switch socket # BCH, type DS or equivalent. Both the main switch and plug socket should be provided with suitable shed for protection against rain and shall be fixed at a suitable height for ease of operation.

II. Distribution Box: One no., metallic body, 12-way MCB DB with 63 Amp Double Pole, 30mA Earth leakage Protection device (RCBO) as incomer; 6 nos. 10 Amps MCB and 2 nos. 20 Amps MCB as outgoing shall be provided inside the bunk. All MCBs for power circuits shall be 10kA, C curve. All circuits shall be marked on DB with paint or metallic marker. MCB DB Make: Legrand/ Merlin Gerin / Siemens/ Havells / Equivalent.

III. Cable for Power supply to Bunk: Minimum100 meters of 6 sq. mm, 4-core, Copper PVCA or EPR cable shall be supplied with each bunk house.

IV. Lighting Arrangement: Energy efficient LED Light fittings shall be provided for optimal illumination inside the cabin (Minimum 200 lux shall be maintained uniformly).

V. Switch boards and Power Outlets:

(a) Fire retardant Polycarbonate switch boards shall be provided at suitable positions in both the Dining & Kitchen Bunk Houses. Switch board power supply shall be provided from individual MCB of the DB.

(b) (Two) nos. 20 Amps metal-clad socket shall be provided inside Dining Bunk House and One(01) no. 20 Amps metal-clad socket shall be provided inside Kitchen Bunk house for AC power supply. This socket shall be mounted in metallic enclosure and have suitably rated RCBO/MCB as switch. Matching plugs for the sockets should also be provided. Make: Legrand/ Merlin Gerin /Siemens / Equivalent.

VI. Earthing:

(a) Two earth points (on the skid or body) in both the Bunk Houses shall be provided diagonally for final termination of earth wires.

(b) Two no. earth electrode and 25 mm x 6 mm GI straps to be provided for earthing purpose.

(c) The earthing scheme shall be as per IS 3043.

VII. AIR CONDITIONING:

(a) 02 nos.(Two nos.) of Air Conditioners,5 star, Split type and of rating 1.5 ton, shall be provided in the Dining Hall (20 seater). Make of AC # Samsung / Voltas / LG/Equivalent. Power for this AC shall be from two nos. of individual 20Amps metal clad wall sockets. The AC power cord shall be fitted with a suitably rated metal-clad plug for drawing power from this source.

(b) 01 no.(One no.) of Air Conditioner, 5 star, Split type and of rating 1.5 ton, shall be provided in the Kitchen Bunk. Make of AC # Samsung / Voltas / LG/Equivalent. Power for this AC shall be provided individually through a 20Amps metal clad wall socket. The AC power cord shall be fitted with a suitably rated metal-clad plug for drawing power from this source.

VIII. SPECIFICATIONS OF MATERIALS (ELECTRICAL):

(a) All wiring from MCB DB to switchboards/ points/ sockets etc. shall be concealed type inside the panelling, running through FR PVC conduit/ metallic conduit.

(b) Medium grade, ISI approved, FR PVC conduits/ metallic conduit shall be used for wiring. Conduit size and no. of wires in conduit shall be as per IS. Corners shall be rounded elbow type for ease of insertion of wires.

(c) The wiring cable shall be PVC insulated, 1100 V grade, fire-retardant Low Smoke (FRLS), multi-stranded flexible copper conductor and approved by ISI, Fire Insurance Authority & Tariff Advisory Committee.

(d) All wires shall be colour coded as Red for Phase, Black for neutral and Green for earth. All wire ends in DB, Main Switch and Socket outlets shall have copper lug.

(e) All points shall have individual switches and independent neutral wire. Separate switchboard shall be provided for each room. All light and fan points shall be suitably distributed in the switch boards with individual switches.

(f) Earth points for socket outlets, fans etc. shall be individually wired with insulated wires to switchboards and then to MCB DB earth bus. MCB DB earth bus shall be connected to two earth points (welded studs) on the bunk Hut skid/metallic outside shell. No earth connection shall be made directly to any point of the metallic shell of the bunk Hut.

(g) Switchboards shall be flush mounted with the inside wall/panel of the room. Suitable arrangement for mounting of the board shall be made for the purpose. All switches and switch-sockets shall be flush type.

IX. CABLE SIZES: All cables shall be Fire-retardant, Low Smoke (FRLS), and of multi-stranded copper conductor, colour coded (Red for phase, black for neutral, green for earth).

(a) 1.5 sq mm copper cable with insulated earth wire of 1.5 sq mm for point wiring.

(b) 2.5 sq mm copper cable with 2.5 sq mm insulated earth wire for circuit wiring from DB to switchboard and 5 Amps sockets.

(c) 4.0 sq mm copper cable with 4.0 sq mm diameter insulated copper earth wire for power sockets.

(d) The main switch outgoing shall be wired to the DB with 10 sq mm (for phase, neutral and earth) PVC insulated, 1100 V grade, fire-retardant, multi-stranded flexible copper conductor and approved by ISI, Fire Insurance Authority & Tariff Advisory Committee.

X. SPECIAL NOTES PERTAINING TO ELECTRICAL SYSTEM:

(a) The Bidder shall submit electrical schematic/single line diagram with indicative bill of materials (BOM) of electrical items along with their offer for scrutiny.

(b) In case of order, the successful party has to submit detailed electrical drawings, bill of materials and specification of all electrical items/materials, light fittings, fans etc. before start of work. OIL shall make modifications/corrections (if any) in the drawings/BoM as deemed necessary. All modifications in the drawings, work plan and item description as required by OIL shall have to be agreed by the party. After making necessary amendment/corrections in the drawings/BoM as required by OIL, the party shall re-submit the drawings for OIL's approval.The electrification job shall start after approval of drawings by OIL.

(c) The electrification job shall start only after approval of drawings by OIL.

(d) Entire electrical installation work has to be done by licensed electrician as per CEA Regulations and NEC codes.

(e) Test report of the entire electrical work as per CEA Regulations will have to be submitted to OIL after completion of the job.

(f) The electrical work shall be treated as complete once installation, testing & commissioning of electrical works are accepted by Head-Electrical and submission of valid test report for electrical works, as installed drawings & list of electrical items used by the party.

(g) Quality of jobs carried out by the Contractor shall be of high standard and should be as per the norms of BIS, NEC, CEA Regulations 2023 and other electrical standards recognized by the company.

(h) All the electrical fittings should be tested by competent persons holding valid electrical license. Necessary electrical test certificate duly signed by competent person holding valid electrical license and schematic diagram of wiring should be submitted along with the Bunkhouses.

XI. SPECIFIC REQUIREMENTS: Each bunk houses shall contain at least a minimum of the following equipment and sockets.

(a) Dining Bunk House -

Sl. No.	Description	Qty
1	63 Amp , SPN Main Switch and 63 Amp 5 PIN plug and socket	1 No.
2	One 8-way SPN MCB DB with 63 Amp, 30 ma RCD/ELCB as Incomer, 6 nos. 10 amps MCB and 02 nos. 20 amps MCB as outgoing. All MCBs are 10KA, C Curve along with MCB DB.	1 No.
3	LED downlighter (7 watt) ceiling mounted	8 Nos.
4	4 feet LED Tube light (20 watt}.	4 Nos.
5	External light, Bulkhead type fitting, with metal grid protection	1 No.
6	6 Amps power socket	4 Nos.
7	16 Amps Power socket	1 No.
8	Switch 6 Amp	17 Nos.
9	Switch 16 Amp	1 No.
10	20 amps metal-clad socket (for Air conditioner) mounted in metallic enclosures with 20 amp DP MCB	2 No.
11	Wall mounted fan of 400 mm sweep	4 Nos.
12	Split AC, 5 Star 1.5 ton	2 Nos.

(b) Kitchen Bunk House -

Sl. No.	Description	Qty
1	63 Amp , SPN Main Switch and 63 Amp 5 PIN plug and socket	1 No.
2	One 8-way SPN MCB DB with 63 Amp, 30 ma RCD/ELCB as Incomer, 6 nos. 10 amps MCB and 02 nos. 20 amps MCB as outgoing. All MCBs are 10KA, C Curve along with MCB DB.	1 No.
3	LED downlighter(7 watt) ceiling mounted	8 Nos.
4	4 feet LED Tube light (20 watt}.	4 Nos.
5	External light, Bulkhead type fitting, with metal grid protection	1 No.
6	6 Amps power socket	4 Nos.
7	16 Amps Power socket	1 No.
8	Switch 6 Amp	17 Nos.
9	Switch 16 Amp	1 No.
10	20 amps metal-clad socket (for Air conditioner) mounted in metallic enclosures with 20 amp DP MCB	1 No.
11	Wall mounted fan of 250 mm sweep	4 Nos.
12	Exhaust fan	2 Nos.
13	Split AC, 5 Star 1.5 ton	1 No.

8.0 **WASTE MANAGEMENT:** The Contractor will arrange on their own for proper disposal of all types of waste generate in the Camp as per the details mentioned above.

9.0 **FIRST AID & MEDICAL FACILITIES:** Contractor at the campsite shall provide suitable First aid medical service. The Contractor shall always make available during entire contractual period sufficient quantity of first aid equipment & medicine to meet any emergency.

10.0 PROVISION OF BUNK HOUSE CANTEENS:

The Contractor shall provide, install, and maintain four (4) fully operational bunk house canteens along with one (01) additional bunk house unit for call-out and emergency requirements for a period of 4 years. The bunk houses shall be fully functional and ready for operation within the stipulated mobilisation period (as mentioned in Clause 1.0 under Section-A of the SCC)

***********End of SOW************

INSTRUCTIONS TO BIDDERS (ITB)

1.0 ELIGIBILITY OF THE BIDDER:

1.1 The eligibility of the bidder are listed under PRE QUALIFICATION CRITERIA (PQC), BID EVALUATION CRITERIA (BEC) of the tender document.

1.2 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited, hereinafter referred to as Company, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.0 BID DOCUMENTS:

2.1 Bids are to be submitted as per GeM Instructions & General Terms Conditions (GTC) and in accordance with the Bid Documents which comprise the following:

i. Introduction
ii. Instruction to Bidders (ITB)
iii. Bid Evaluation Criteria – Bid Rejection Criteria (BEC-BRC) / Pre-Qualifying Criteria (PQC)
iv. Scope of Work (SOW)
v. Special Terms & Conditions (STC)
vi. Service Level Agreement (SLA)
vii. Payment Terms
viii. BOQ/PRICE BIDDING FORMAT
ix. Bid Form: PROFORMA-I
x. Statement of Non-Compliance: PROFORMA-II
xi. Authorisation for Attending Bid Opening: PROFORMA-III
xii. PROFORMA of Letter of Authority: PROFORMA-IV
xiii. PROFORMA for E-Remittance: PROFORMA-V
xiv. Form of Bid Security (Bank Guarantee Format)-PROFORMA-VI
xv. Format of Performance Bank Guarantee: PROFORMA-VII
xvi. Undertaking towards submission of bank guarantee: PROFORMA–VIII
xvii. Proforma of “Insurance Surety Bond” for “Bid Security”: Proforma-IX
xviii. Proforma of “Insurance Surety Bond” for “Performance Security”: Proforma-X
xix. Format of undertaking by Bidders towards submission of authentic information / documents: PROFORMA–XI
xx. Certificate of Compliance of Financial Criteria: PROFORMA-XII
xxi. Certificate of Annual Turnover & Net Worth: PROFORMA–XIII
xxii. Safety Measures: PROFORMA–XIV
xxiii. Integrity Pact: Proforma-XV
xxiv. Undertaking for Local Content- PROFORMA–XVI
xxv. Technical evaluation sheet for BEC-BRC/PQC – PROFORMA-XVII
xxvi. Commercial Checklist: PROFORMA–XVIII
xxvii. Undertaking from TPI Agency: PROFORMA–XIX
xxviii. Undertaking Regarding Non-Inclusion of Hazardous Substances: PROFORMA–XX
xxix. Declaration about bidder’s financial standing: Appendix-I
xxx. Declaration that bidder is not under holiday list/delisted/blacklisted/debarred in OIL: Appendix-II
xxxi. ESG Questionnaire for suppliers and vendors: Appendix-II
xxxii. Exhibit – I

xxxiii. Exhibit – II
xxxiv. Exhibit – III
xxxv. Additional Terms & Conditions (ATC)

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a bid not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

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

3.0 <u>TRANSFERABILITY OF BID DOCUMENTS:</u>

3.1 Bid Documents are non-transferable. Bid can be submitted only in the name of the bidder in whose name the Bid Document has been issued.

3.2 Unsolicited bids will not be considered and will be rejected straightway.

4.0 <u>AMENDMENT OF BID DOCUMENTS:</u>

At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Documents through issuance of an Addendum(s) / Corrigendum(s) / Amendment(s).

5.0 <u>PREPARATION OF BIDS:</u>

5.1 Language of Bids: The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the OIL shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, duly authenticated by local chamber of Commerce of bidder’s country, in which case, for purposes of interpretation of the bid, the translation shall prevail.

5.2 Bidder’s / Agent’s Name & address: Bidders should indicate in their bids their detailed postal address including the Fax / Telephone / Cell Phone Nos. and E-mail address. Similar information should also be provided in respect of their authorized Agents in India, if any.

5.3 Documents comprising the bid: Bids are invited under **Single-Stage Two Bid System**. The bid to be uploaded by the Bidder in GeM portal shall comprise of the following components:

(A) Technical Bid (to be uploaded in the designated tab of GeM portal):

a) Complete technical details of the services offered.

b) Documentary evidence established in accordance with Clause No. 8.0.

c) Bid Security (scanned) in accordance with Clause No. 9.0 hereunder. Original Bid Security should be sent as per Clause No. 9.2 (c) below.

d) Bid Form as per **PROFORMA-I.**

e) Statement of Non-compliance as per **PROFORMA–II.**

f) Integrity Pact as **PROFORMA-XV.**

g) **PROFORMA-IV** attached with the bid document to be signed by the bidder's authorized representative.

h) All other relevant Undertakings and PROFORMAS as applicable as part of Bid.

(B) Price Bid (to be uploaded in the designated financial tab of GeM portal):

The Price Bid Format containing the prices along with the currency quoted and any other commercial information pertaining to the service offered.

6.0 **BID FORM:** The bidder shall complete the Bid Form and upload the same along with their bid.

7.0 **BID PRICE:**

7.1 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 enclosed along with the BOQ. Bidders are required to quote for all the items as per the Price Bid Format. The duly filled 'PRICE BID / FINANCIAL DOCUMENT' in electronic form must be submitted by the bidders in GeM Portal only along with the Financial Bid, at the designated tab of the GeM Portal. Any Financial Bid without the duly filled Price Bid may be liable for rejection.

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.

7.2 Prices quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account, except as otherwise mentioned in the bid document.

7.3 All duties (except customs duty which will be borne by the Company) and taxes (excluding GST) and other cess/levies payable by the successful bidder under the Contract for which this Bid Document is being issued, shall be included in the rates, prices and total Bid Price submitted by the bidder and the evaluation and comparison of bids shall be made considering the quoted GST in the Price Bid Format. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

8.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** These are listed in BID EVALUATION CRITERIA (BEC), of the tender documents.

9.0 BID SECURITY:

9.1 The Bid Security is required to protect the Company against the risk of Bidder's conduct, which would warrant forfeiture of the Bid Security, pursuant to sub-clause 9.8.

9.2 All the bids must be accompanied by Bid Security in Original as prescribed under, for the amount as mentioned in the "Introduction" of the tender documents:

a. The Bid Security may be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-VI**) issued by Nationalized or Scheduled Bank in favor of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. A duly filled undertaking towards details of the BG (as per **PROFORMA-VIII**) must also be submitted along with the scanned copy of BG in the technical bid.

b. Alternately Bid Security can also be paid through Bank Draft / Cashier's Cheque / Banker's Cheque / Fixed Deposit Receipt (Account OIL INDIA LIMITED) / irrevocable Letter of Credit / NEFT / RTGS / Electronic Fund Transfer through Online Payment Gateway of OIL's e-tender portal (subject to credit in OIL's account within prescribed time) to designated account of OIL.

i. If the Bid Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.

ii. Bid Security amount through NEFT or RTGS mode may be deposited on or before bid closing date and time to the following designated OIL's bank account:

	Bank Details of Beneficiary: OIL INDIA LIMITED	
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist.-Dibrugarh
d	Bank Account No.	**10494832599**
e	Type of Account	Current Account
f	IFSC Code	**SBIN0002053**
g	MICR Code	786002302
h	SWIFT Code	SBININBB479

iii. If the bid security is submitted through NEFT or RTGS mode, details such as **UTR No., Tender No., Bidder's name & Deposited Amount etc.** must be uploaded with the Unpriced Techno-Commercial Bid documents.

c. Submission of Bid Security in the form of Electronic Bank Guarantee (e-BG) is also acceptable:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis Bank limited	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd Bank
4	Bank of India	21	Karnataka Bank
5	Bank of Maharashtra	22	Karur Vysya Bank
6	Canara Bank	23	Kotak Mahindra Bank
7	Central Bank of India	24	Punjab and Sind Bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal Bank	29	South Indian Bank
13	HDFC Limited	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First Bank		
Any other bank as updated by NeSL from time to time.			

Beneficiary details for issuance of e-BG are:

Sl. No.	Particulars	Details
1	NAME	OIL INDIA LIMITED
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	contracts-services@oilindia.in
5	Mobile No	+91-9864744419
6	Local Address	Duliajan, Dibrugarh, Assam- 786602
7	Registered Address	Duliajan, Dibrugarh, Assam- 786602

d. **Submission of Bid Security in the form of Insurance Surety Bond**: In case the Bid Security is submitted in the form of Insurance Surety Bond (as per **Proforma-IX**) then the following instructions are to be followed:

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

ii. 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.

iii. 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.

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

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

vi. 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".

vii. 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.

viii. 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.

e. In case of Bidders submitting Bid Security in the form of Insurance Surety Bond/ Bank Guarantee / Bank Draft / Cashier’s Cheque / Banker’s Cheque / Fixed Deposit Receipt / Letter of Credit, the original hard copy of Bid Security should reach the office of **CGM-CONTRACTS** on or before **2.15 p.m. (IST)** on the bid closing / opening date otherwise bid will be rejected. Bid without proper & valid Bid Security may be treated as incomplete & lead to the rejection of the bid by OIL without making any reference to the bidder.

f. A scanned copy of Bid Security document should also be uploaded along with the Unpriced Techno-Commercial Bid documents.

g. This Bid Security Deposit shall be refunded to all unsuccessful bidders, but is liable to be forfeited in full or part, at Company’s discretion, as per **Clause No. 9.8** below. Bids without Bid Security Deposit in the manner specified above will be summarily rejected.

h. No other mode of payment will be accepted by the Company. The Bid Security shall not earn any interest to the bidder from the Company.

Note:

i. Bidders claiming waiver of Bid Security shall upload supporting documents as mentioned in **Para No. 10.0** below along with technical bid.

ii. Any offer not accompanied with the Bid Security shall be treated as invalid and summarily rejected unless the bidder is exempted from submission of Bid Security as per Bid Security Exemption Criteria of this tender and proper proof towards this exemption is submitted by the bidder. Any subsequent deposit of Bid Security after the bid closing date shall not be permitted. Also, adjustment of Bid Security due against the instant tender, against dues from the Company or on any account shall not be permitted.

9.3 Any bid not secured in accordance with sub-clause 9.2 above shall be rejected by the Company as non-responsive.

9.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.

9.5 Unsuccessful Bidder's Bid Security will be discharged and / or returned within 30 days after finalization of the Tender.

9.6 Successful Bidder's Bid Security will be discharged and / or returned upon Bidder's furnishing the Performance Security and signing of the contract. Successful bidder will however ensure validity of the Bid Security till such time the Performance Security in conformity with Clause No. 24.0 below is furnished.

9.7 Bid Security shall not accrue any interest during its period of validity or extended validity.

9.8 The Bid Security may be forfeited:

a If the bidder withdraws the bid within its original / extended validity.

b If the bidder modifies / revises their bid suo-moto within its original / extended validity.

c If the bidder does not accept the contract.

d If the bidder does not furnish Performance Security Deposit within the stipulated time as per tender / contract.

e If it is established that the bidder has submitted fraudulent documents or has indulged into corrupt and fraudulent practice, the bid security shall be forfeited after due process in addition to other action against the bidder.

9.9 In case any bidder withdraws their bid during the period of bid validity, Bid Security will be forfeited and the party shall be debarred as per the prevailing Banning Policy of the Company (OIL).

9.10 A bid shall be rejected straightway if Original Bid Security is not received within the stipulated date & time mentioned in the Tender and / or if the Bid Security validity is shorter than the validity indicated in Tender and / or if the Bid Security amount is lesser than the amount indicated in the Tender.

9.11 The Bank Guarantee issuing bank branch must ensure the following:

The Bank Guarantee issued by the bank must be routed through SFMS platform as per 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.

[Tender Number should reflect in the SFMS text under MT 760 / MT 760 COV]

[Tender No. should reflect in the SFMS text under MT 760/MT 760 COV]

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: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

	Bank Details of Beneficiary	
A	Bank Name	ICICI Bank Ltd.
B	Branch Name	DULIAJAN
C	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602
D	IFSC Code	ICIC0000213
E	Unique identifier code (Field 7037)	OIL503988890
F	Company Name	Oil India Limited
H	SWIFT Code	ICICINBBXXX

10.0 **EXEMPTION FROM SUBMISSION OF BID SECURITY:** In case any bidder is exempted from paying the Bid security, they should upload the supporting documents along with their technical bid. The detailed guidelines for exemption of the Bid security are given below.

a) MSEs Units (manufacturers / Service Providers only and not their dealers / distributors) are eligible for exemption of Bid Security. **Traders are excluded from the purview of this policy.**

Documentation required to be submitted by MSEs: Refer Clause No. **34.0** below.

b) Central as well as State Government Departments and Public Sector Undertakings (PSUs) are also exempted from submitting bid security.

c) Any other exemption provisions as specified in GEM GTC.

Note: Bids without EMD shall be rejected, if the technical offer does not include a valid copy of relevant Document / Certificate towards exemption of EMD, issued by appropriate authority.

11.0 **PERIOD OF VALIDITY OF BIDS:**

11.1 Bids shall remain valid as per the requirement mentioned in forwarding letter from the date of closing of bid prescribed by the Company. Bids of shorter validity will be rejected as being non-responsive. If nothing is mentioned by the bidder in their bid about the bid validity, it will be presumed that the bid is valid for **120 (One Hundred Twenty) days** from Bid Opening Date.

11.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing through Fax or e-mail. A Bidder may refuse the request. A Bidder granting the request will neither be required nor permitted to modify their Bid.

12.0 **SIGNING & SUBMISSION OF BIDS:**

12.1 **Signing of bids:**

12.1.1 The Letter of Authority (as per **PROFORMA-IV**) shall be indicated by written Power of Attorney accompanying the Bid.

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

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

12.2 SUBMISSION OF BIDS:

The tender is processed under **Single Stage Two Bid System.** Bidder shall submit the Technical bid and Priced bid along with all the Annexures and Proforma (wherever applicable) and copies of documents in electronic form through GeM portal within the Bid Closing Date & Time stipulated therein.

Vendors must use their GeM Seller ID and Password for participation in the tender. Vendors who do not have GeM Seller ID must register themselves as Seller in GeM Portal by visiting Government e-Marketplace Website - https://gem.gov.in/

Vendors may also refer to the Seller Help Document for participating in the tender which is uploaded under 'For Vendors << GeM Tender' in OIL's Website. The URL for the same is provided below for ready reference: https://www.oil-india.com/tender-list/124

The Technical Bid is to be submitted as per Terms of Reference/Technical Specifications of the bid document and Priced Bid as per the Price Schedule. The Technical Bid and Prices to be quoted as per Price Bid Format should be uploaded at the designated place in GeM Portal. There should not be any indication of price in the Technical bid; otherwise, the bid shall be rejected straightway. The priced bid submitted in physical form shall not be considered. However, the following documents in one set should necessarily be submitted in physical form in sealed envelope super-scribing the Tender no., Brief Description of services and Bid Closing/Opening date & Time along with the bidder's name and should be submitted to CGM-Contracts, Oil India Ltd., Duliajan-786602 (Assam) on or before **14:15 Hrs** (IST) on the bid closing date indicated in the IFB:

a) Printed catalogue and literature if called for in the bid document.
b) Any other document required to be submitted in original as per bid document.

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

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

12.2.2 Timely delivery of the documents in physical form as stated in Para 12.2 above is the responsibility of the bidder. Bidders should send the same through Registered Post or by Courier Services or by hand delivery to the Officer in Charge of the particular tender before the Bid Closing Date and Time. Company shall not be responsible for any postal delay / transit loss.

12.2.3 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.

13.0 DEADLINE FOR SUBMISSION OF BIDS:

13.1 Bids should be submitted online as per the online tender submission deadline. Bidders will not be permitted by System to make any changes in their bid/quote after the bid submission deadline is reached. Bidders are requested to take note of this and arrange to submit their bids within the submission deadline to avoid last minute rush/network problems.

13.2 No bid can be submitted after the submission deadline is reached. The system time displayed on the e-procurement web page shall decide the submission deadline.

13.3 The documents in physical form as stated in Para 12.2 must be received by Company at the address specified in the "Introduction" on or before **14:15 Hrs** (IST) on the Bid Closing Date mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

14.0 **LATE BIDS:** Bidders are advised in their own interest to ensure that their bids are uploaded in system much before the closing date and time of the bid. The documents in physical form if received by the Company after the deadline for submission prescribed by the Company shall be rejected and shall be returned to the Bidders in unopened condition immediately.

15.0 MODIFICATION AND WITHDRAWAL OF BIDS:

15.1 The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time in the e-portal using Digital Signature by the person or persons who has/have digitally signed the Bid. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.

15.2 No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.

15.3 No Bid can be withdrawn in the interval between the deadline for submission of Bids and the expiry of the period of Bid Validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval shall result in debarment from participation in future tenders of OIL.

16.0 **EXTENSION OF BID SUBMISSION DATE:** Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and/or Time due to any reasons.

17.0 BID OPENING AND EVALUATION:

17.1 Company will open the Bids, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter (as per **PROFORMA-III**) from the Bidder must be produced by the Bidder's representative at the time of Bid Opening. Unless this Letter is presented, the representative will not be allowed to attend the Bid Opening. The Bidder's representatives who are allowed to attend the Bid Opening shall sign a register evidencing their attendance. Only one representative against each Bid will be allowed to attend.

17.2 In technical bid opening, only Technical Bid will be opened. Bidders therefore should ensure that technical bid is properly uploaded at the designated place in GeM Portal.

17.3 In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.

17.4 Bids which have been withdrawn pursuant to clause 17.0 shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been digitally signed and whether the bids are generally in order.

17.5 At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Securing Declaration and such other details as the Company may consider appropriate.

17.6 Normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing), or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.

17.7 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the Bid Documents, the Company’s right or the bidder’s obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

17.8 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

17.9 The Company may waive minor informality or nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

18.0 <u>OPENING OF PRICED BIDS:</u>

18.1 In case of two-bid system, Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders. The techno-commercially qualified Bidders will be intimated about the Priced Bid Opening Date & Time in advance.

18.2 In case of any unscheduled holiday or Bandh on the Priced Bid Opening Date, the Bids will be opened on the next working day.

18.3 The Company will examine the Price quoted by Bidders to determine whether they are complete, any computational errors have been made, the documents have been properly signed, and the bids are generally in order.

19.0 <u>EVALUATION AND COMPARISON OF BIDS</u>: The Company will evaluate and compare the bids as per BID EVALUATION CRITERIA (BEC) of the Tender Documents.

19.1 Discounts / Rebates:

19.1.1 Unconditional discounts/rebates, if any, given in the bid will be considered for evaluation.

19.1.2 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

20.0 <u>CONTACTING THE COMPANY:</u>

20.1 Except as otherwise provided in Clause 17.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide sub-clause 17.6.

20.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

21.0 <u>AWARD OF CONTRACT:</u>

21.1 **<u>Award criteria:</u>** The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

22.0 <u>COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:</u> Company reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for Company’s action.

23.0 <u>NOTIFICATION OF AWARD:</u>

23.1 Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail (to be confirmed in writing by registered/couriered letter) that its Bid has been accepted.

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

24.0 **PERFORMANCE SECURITY:** Successful bidder has to submit Performance Security amount as mentioned in Forwarding Letter, within **30 (thirty) days** from the date of issue of Letter of Award (LOA).

24.1 **a.** The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-VII**) issued by Nationalized or Scheduled Bank in favour of M/s Oil India Limited and payable at DULIAJAN. The Bank Guarantee must be on Non-Judicial Stamp Paper of requisite value as per Indian Stamp Act purchased in the name of Banker. Duly filled 'Undertaking' towards details of BG (Format attached as **PROFORMA-VIII**) must be submitted along with original copy of PBG.

b. Alternately, the Performance Security can also be paid through Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/irrevocable Letter of Credit/NEFT/RTGS/Electronic Fund Transfer (subject to credit in OIL's account within prescribed time) to designated account of OIL.

i. If the Performance Security is submitted in the form of Bank Draft, Banker's Cheque, Cashier's Cheque, Fixed Deposit Receipt or Letter of Credit, the same should be in favour of "Oil India Limited" payable at Duliajan.

ii. Performance Security amount through NEFT or RTGS mode may be deposited to the following designated OIL's bank account:

	Bank Details of Beneficiary: OIL INDIA LIMITED	
a	Bank Name	STATE BANK OF INDIA
b	Branch Name	Duliajan
c	Branch Address	Duliajan, Dist-Dibrugarh
d	Bank Account No.	**10494832599**
e	Type of Account	Current Account
f	IFSC Code	**SBIN0002053**
g	MICR Code	786002302
h	SWIFT Code	SBININBB479

iii. If the Performance security is submitted through NEFT or RTGS mode, the bidder shall submit details such as **UTR No., Contract No., Bidder's name & Deposited Amount etc.**

c. Submission of Performance Security in the form of Electronic Bank Guarantee (e-BG) is also acceptable:

Sl. No.	**Bank Name**	**Sl. No.**	**Bank Name**
1	AU Small Finance Bank	18	Indian Bank
2	Axis Bank limited	19	Indian Overseas Bank
3	Bank of Baroda	20	IndusInd Bank
4	Bank of India	21	Karnataka Bank

5	Bank of Maharashtra	22	Karur Vysya Bank
6	Canara Bank	23	Kotak Mahindra Bank
7	Central Bank of India	24	Punjab and Sind Bank
8	City Union Bank	25	Punjab National Bank
9	DBS Bank	26	RBL Bank
10	DCB Bank	27	Standard Chartered
11	Dhanlaxmi Bank	28	State Bank of India
12	Federal Bank	29	South Indian Bank
13	HDFC Limited	30	Tamilnad Mercantile Bank Ltd
14	HSBC Bank	31	UCO Bank
15	ICICI Bank	32	Union Bank of India
16	IDBI Bank	33	Yes Bank
17	IDFC First Bank		
Any other bank as updated by NeSL from time to time.			

Beneficiary details for issue of e-BG are:

Sl. No.	Particulars	Details
1	NAME	OIL INDIA LIMITED
2	PAN	AAACO2352C
3	Date of Incorporation	18-02-1959
4	Email ID	contracts-services@oilindia.in
5	Mobile No	+91-9864744419
6	Local Address	Duliajan, Dibrugarh, Assam- 786602
7	Registered Address	Duliajan, Dibrugarh, Assam- 786602

d. Submission of Performance Security in the form of Insurance Surety Bond: If the Performance Security is submitted in the form of Insurance Surety Bond (As per **Proforma-X**) then the following instructions are to be followed:

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

(ii) The Company shall be the Creditor, the Contractor 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.

(iii) 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 Contractor /Insurer issuing the Insurance Surety Bond.

(iv) The expiry date and values should be arrived at in accordance with instructions provided in the "Forwarding Letter" of the Tender.

(v) The Insurance Surety Bond by Contractors will be given from Insurer as specified in the Tender.

(vi) 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".

(vii) Contractor 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.

(viii) Contractor 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.

e. In case of Bidders submitting Performance Security in the form of Insurance Surety Bond/Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Performance Security shall be submitted within the time frame as stipulated in the LOA.

f. No other mode of payment other than the mode covered under point nos. a & b will be accepted by the Company.

24.2 Performance Security shall not accrue any interest during its period of validity or extended validity.

24.3 The Bank Guarantee issuing bank branch must ensure the following:

The Bank Guarantee issued by the bank must be routed through SFMS platform as per 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.

[Contract No. should reflect in the SFMS text under MT 760/MT 760 COV]

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: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

	Bank Details of Beneficiary	
A	Bank Name	ICICI Bank Ltd.
B	Branch Name	DULIAJAN
C	Branch Address	Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602
D	IFSC Code	ICIC0000213
E	Unique identifier code (Field 7037)	OIL503988890
F	Company Name	Oil India Limited
H	SWIFT Code	ICICINBBXXX

24.4 In case performance security is submitted in the form of Fixed Deposit, the following details must be attached in the form of declaration by the vendor/party for confirmation of Fixed Deposit from the issuing bank.

Full address of the issuing bank
Branch Code
Authorised signatory with full name and designation
Phone (Mobile) Numbers of the branch
Email address of the branch
Such fixed/term deposit must be pledged in favour of OIL and it must in the printed form on the physical original FDR in words "Pledged in favour of Oil India Limited"

24.5 To avoid delay in confirmation of Fixed deposit from the issuing bank and consequent delay in processing of bills and payment, party shall arrange the confirmation mail regarding issue of fixed deposit with the following details directly from **bank's official email id** to Oil India's following e-mail id **(FD_PS@OILINDIA.IN):**

FD NO.	**Issue Date**	**Maturity Date**	**FD Amount**	**Beneficiary/ Contractor Name**	**Whether above FD is pledged in favour of 'Oil India Limited' (Yes/No)**	**FD amount pledged (in ₹) as per bank's books of accounts**	**Mode of FD Renewal (Auto Renewal/Auto closure)**	**Remarks (if any) of the issuing Bank**
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**

24.6 This Performance Security must be valid for **03 (Three) months** after the date of expiry of the contract period/defect liability period (if any). In the event of contract being extended within the provisions of the contract agreement, the contractor will have to extend suitably the validity of the "Security Deposit" for the extended period.

24.7 The Performance Security Deposit will be refunded to the Contractor after **03 (Three) months** of satisfactory completion of works/defect liability period (if any) under the contract (including extension, if any), but a part or whole of which shall be used by the Company in realization of liquidated damages or claims, if any or for adjustment of compensation or loss due to the Company for any reason.

25.0 SIGNING OF CONTRACT:

25.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful Bidder for signing of the agreement or send the Contract Form provided in the Bid Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of Rates incorporating all agreements agreed between the two parties.

25.2 The successful Bidder shall sign and date the contract and return it to the Company after receipt of LOA. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

25.3 In the event of failure on the part of the successful Bidder to sign the contract, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Performance Security if submitted by the successful Bidder. Action shall be taken as per OIL's Banning Policy.

26.0 **<u>CREDIT FACILITY:</u>** Bidders should indicate clearly in the Bid about availability of any credit facility inclusive of Government-to-Government credits indicating the applicable terms and conditions of such credit.

27.1 **<u>MOBILISATION AND ADVANCE PAYMENT:</u>**

27.1 Request for advance payment shall not be normally considered. However, depending on the merit and at the discretion of the Company, advance against mobilization charge may be given at an interest rate of 1% above the prevailing Bank rate (CC rate) of SBI from the date of payment of the advance till recovery/refund.

27.2 Advance payment agreed to by the Company shall be paid only against submission of an acceptable bank guarantee whose value should be equivalent to the amount of advance plus the amount of interest covering the period of advance. Bank guarantee shall be valid for 2 months beyond completion of mobilization and the same may be invoked in the event of Contractor's failure to mobilize as per agreement.

27.3 In the event of any extension to the mobilization period, Contractor shall have to enhance the value of the bank guarantee to cover the interest for the extended period and also to extend the validity of bank guarantee accordingly.

28.0 **FURNISHING FRAUDULENT INFORMATION/ DOCUMENTS:** Bidders should note that the documents/information submitted by the bidder(s) against the tender are presumed to be genuine, authentic and true copy of the originals. However, in case at any stage of tendering process or during execution of the contract or after expiry of contract, if it is detected that bidder has submitted forged or fabricated documents or furnished false information towards fulfilment of any of the tender/contract conditions, Company shall immediately reject the bid of such bidder(s) or cancel/terminate the contract, as the case may be and forfeit Bid Secuirty/Security Deposit (SD) submitted by the bidder. Besides, bidder shall be liable for debarment for a period mentioned in the Banning Policy (available in OIL's website) of Company.

29.0 Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

30.0 **<u>LOCAL CONDITIONS:</u>**

It is imperative for each Bidder to be fully informed themselves of all Indian as well as local conditions, factors and legislation which may have any effect on the execution of the work covered under the Bidding Document. The bidders shall be deemed, prior to submitting their bids to have satisfied themselves of all the aspects covering the nature of the work as stipulated in the Bidding Document and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract.

No request will be considered for clarifications from the Company (OIL) regarding such conditions, factors and legislation. It is understood and agreed that such conditions, factors and legislation have been properly investigated and considered by the Bidders while submitting the Bids. Failure to do so shall not relieve the Bidders from responsibility to estimate properly the cost of performing the work within the provided timeframe. Company (OIL) will assume no responsibility for any understandings or representations concerning conditions made by any of their officers prior to award of the Contract. Company (OIL) shall not permit any Changes to the time schedule of the Contract or any financial adjustments arising from the Bidder's lack of knowledge and its effect on the cost of execution of the Contract.

31.0 SPECIFICATIONS: Before submission of Bids, Bidders are requested to make themselves fully conversant with all Conditions of the Bid Document and other relevant information related to the works/services to be executed under the contract.

32.0 INTEGRITY PACT:

32.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide **PROFORMA-XV** of the Bid Document. The Integrity Pact proforma has been duly signed digitally by OIL's competent signatory. The proforma shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact has been signed by the bidder's authorized signatory who has signed the bid.

32.2 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact. In case of sub-contracting, the principal contractor shall be solely responsible for the adherence to the provisions of IP by the sub-contractor (s).

32.3 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of Independent External Monitors (IEMs) in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms and conditions of the contract. The fees/expenses on dispute resolution shall be equally shared by both the parties.

32.4 OIL has appointed **Shri Ajit Mohan Sharan, IAS (Retd.), Former Secretary-Ministry of Ayush, Govt. of India; Dr. Ved Prakash, ITS (Retd.), Ex-Additional Director General Foreign Trade, Ministry of Commerce, Govt. of India** and **Shri Radhakrishna Kini A, IPS (Retd.), Ex-Secretary (Security), Cabinet Secretariat, New Delhi** as Independent External Monitors (IEM) for a period of 03 (Three) years to oversee implementation of Integrity Pact in OIL. Bidders may contact the Independent External Monitors for any matter relating to the Integrity Pact at the following addresses:

(a) Ajit Mohan Sharan, IAS (Retd.),
Former Secretary-Ministry of Ayush, Govt. of India
E-mail ID: ams057@gmail.com

(b) Dr. Ved Prakash, ITS (Retd.),
Ex-Additional Director General Foreign Trade, Ministry of Commerce
E-mail ID: ved60prakash@gmail.com

(c) Shri Radhakrishna Kini A, IPS (Retd.),
Ex-Secretary (Security), Cabinet Secretariat, New Delhi
E-mail ID: arvkini2004@yahoo.co.in & arvkinii2004@gmail.com

33.0 GOODS AND SERVICES TAX:

33.1 In view of **GST** Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST / VAT, Service tax, Entry Tax and other indirect taxes and duties have been submerged in **GST**. Accordingly, reference of Excise Duty, Service Tax, VAT, Sales Tax, Entry Tax or any other form of indirect tax except of **GST** mentioned in the bidding document shall be ignored.

Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever **GST** (CGST & SGST / UTGST or IGST) is applicable.

33.2 Bidder should also mention the **Harmonised System of Nomenclature (HSN)** and **Service Accounting Codes (SAC)** at the designated place in the Price Bid Format.

33.3 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.
The input tax credit of **GST** quoted shall be considered for evaluation of bids, as per evaluation criteria of tender document.

33.4 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.

The bids will be evaluated based on total price including **GST**.

33.5 It is the responsibility of the bidder to quote the correct GST rate. The classification of goods / services as per GST (Goods & Service Tax) Act should be correctly done by the contractor to ensure that input tax credit on GST (Goods & Service Tax) is not lost to the OIL on account of any error on the part of the contractor.

33.6 Further, it is the responsibility of the bidders to make all possible efforts to make their accounting / IT system GST compliant in order to ensure availability of Input Tax Credit (ITC) to Oil India Ltd.

33.7 GST liability, if any, on account of supply of free samples against any tender shall be to bidder's account.

33.8 In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST & SGST / UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST & SGST/UTGST or IGST) of price schedule.

33.9 OIL will prefer to deal with registered supplier of goods / services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet. However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

33.10 Procurement of Specific Goods: Earlier, there is no tax incidence in case of import of specified goods (i.e. the goods covered under List-34 of Customs Notification no. 12/2012-Cus dated. 17.03.2012 as amended). Customs duty is not payable as per the policy. However, under GST regime, IGST Plus GST compensation cess (if applicable) would be leviable on such imports. Bidders should quote GST as inclusive considering IGST component for the imported Materials portion while quoting their prices on destination basis. However, GST rate to be specified in the price bid format.

33.11 The Supplier of Goods / Services may note the Anti-profiteering Clause (Clause No. 12.5) of Part-I GCC and quote their prices accordingly.

33.12 In case the GST rating of bidder on the GST portal / Govt. official website is negative / black-listed, then the bid may be rejected by OIL.

34.0 **<u>DOCUMENTATION REQUIRED TO BE SUBMITTED BY MSEs:</u>**

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

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.

<u>Note:</u> 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.

35.0 In all National Competitive tenders, only Class-I local suppliers and Class-II local suppliers shall be eligible to bid.

[Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined in PP-LC policy; Class-II local supplier': means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 20% but less than 50%, as defined under PP-LC policy].

36.0 Purchase Preference to Micro and Small Enterprises is applicable for this tender. Bidders seeking benefits, under Purchase Preference Policy (MSE) shall have to be registered under Udyam Registration or UAM as mentioned.

37.0 In case any bidder withdraws their bid within bid validity/backs out by lowest (L1) bidder/furnishes fraudulent information or documents/any erring and defaulting agencies like bidder, contractor, supplier, vendor, service provider will be dealt as per Banning Policy-2017 (available in OIL's website www.oil-india.com) of the Company.

38.0 COMPLIANCE WITH SUSTAINABLE DEVELOPMENT (SD) AND ENVIRONMENT, SOCIAL & GOVERNANCE (ESG) POLICY OF OIL:

38.1 Consequent to the implementation of Sustainable Development (SD) and Environment, Social & Governance (ESG) Policy of OIL, effective from 28.08.2024, the successful bidder shall be required to submit a duly filled ESG Questionnaire in the prescribed format **within 15 (fifteen) calendar days from the date of award of contract.**

38.2 Failure to submit the completed ESG Questionnaire within the stipulated timeline may be treated as non-compliance with contractual obligations and dealt with accordingly.

38.3 The ESG Questionnaire along with Explanatory Note for guidance, is provided as **Appendix III** of the tender document.

39.0 Bidders are advised to go through GeM GTC and uploaded bid documents thoroughly before creation of their bids. Bidders may contact the following in case of any query:

Shri K.P. Borah, Manager (Contracts)
E-mail: krishnarchan.borah@oilindia.in; contracts@oilindia.in

*************End of ITB***************