

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN
DISTRICT: DIBRUGARH (ASSAM), PIN-786602
TEL: (91) 374-2800548, FAX: (91) 374-2803549
E-mail ID: contracts@oilindia.in
Website: www.oil-india.com

CORRIGENDUM NO.05

Tender Number: GEM/2025/B/6713908 dated 29.09.2025

This **Corrigendum No. 5 dated 29.11.2025** against GeM Tender No.: **GEM/2025/B/6713908** for '*Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India*' is issued to amend the following:

Sl. No	Reference	Existing Clause	Amended/New Clause
1.	BEC/PQC Clause No. 1.2.2	Bidder must have experience of successfully completing at least one SIMILAR WORK of minimum 02 years' duration in previous 07 (seven) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in India.	Bidder must have experience of successfully completing at least one SIMILAR WORK of minimum 02 years' duration in previous 10 (ten) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in India.
2.	BEC/PQC Clause No. 1.2.3	Bidder must have experience of supplying professionals of at least 05 (Five) different qualifications from the below list of qualifications for a continuous period of 06 (six) months under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 07 (seven) years reckoned from the	1.2.3 Bidder must have experience of supplying professionals of at least 05 (Five) different qualifications from the below list of qualifications for a continuous period of 06 (six) months under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 10 (ten) years reckoned from the original bid closing date. Bidder must

		original bid closing date. Bidder must submit relevant documentary evidence issued by PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE), along with the technical bid.	submit relevant documentary evidence issued by PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE), along with the technical bid.
3.	Notes to BEC Clause No. 1.2.2, E (iii)	In case the start date of the requisite experience is prior to the preceding 07 (seven) years' period reckoned from the original bid closing date, but completion is within the preceding 07 (seven) years' period reckoned from the original bid closing date, then only that part of SIMILAR Work will be considered which has been executed within preceding 07 (seven) years' period reckoned from the original bid closing date. This part should meet the criteria prescribed in the BEC Clause No. 1.2.2. In such cases, the bidder must submit relevant document(s) certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number) clearly indicating the part of SIMILAR Work executed within preceding 07 (seven) years' period reckoned from the original bid closing date.	In case the start date of the requisite experience is prior to the preceding 10 (ten) years' period reckoned from the original bid closing date, but completion is within the preceding 10 (ten) years' period reckoned from the original bid closing date, then only that part of SIMILAR Work will be considered which has been executed within preceding 10 (ten) years' period reckoned from the original bid closing date. This part should meet the criteria prescribed in the BEC Clause No. 1.2.2. In such cases, the bidder must submit relevant document(s) certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number) clearly indicating the part of SIMILAR Work executed within preceding 10 (ten) years' period reckoned from the original bid closing date.
4.	SOW Clause No. 2.11	Post deployment / placement - In case OIL finds any personnel deployed by the Contractor to be unsuitable	Post deployment / placement - In case OIL finds any personnel deployed by the Contractor to be unsuitable (due to poor

		(due to poor performance, conduct etc.) for working at the department/ location/ sphere, such personnel shall be removed with immediate effect. No payment shall be made to the Contractor in respect of such personnel. Simultaneously, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval of Biodata and other necessary credentials of the replacement personnel from OIL within 21 days of intimation, without any cost implication. Violation of the allowable time limit for replacement shall attract penalty as per Clause No 4.0 (e).	performance, conduct etc.) for working at the department/ location/ sphere, such personnel shall be removed with immediate effect. No payment shall be made to the Contractor in respect of such personnel. Simultaneously, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval of Biodata and other necessary credentials of the replacement personnel from OIL within 30 days of intimation, without any cost implication. Violation of the allowable time limit for replacement shall attract penalty as per Clause No 4.0 (e).
5.	SOW Clause No. 2.12	In case the contractor desires to replace the personnel, contractor shall serve 02 (Two) months prior notice to OIL from the required date of release and provide suitable replacement(s) without any additional cost. However, contractor's request to replace the personnel shall not be entertained within the initial 06 (Six) months from the date of deployment / placement of personnel concerned. Violation of the same, shall attract penalty as per Clause No. 4.0 (d).	In case the contractor desires to replace the personnel, contractor shall serve 01 (One) months prior notice to OIL from the required date of release and provide suitable replacement(s) without any additional cost. However, contractor's request to replace the personnel shall not be entertained within the initial 06 (Six) months from the date of deployment / placement of personnel concerned. Violation of the same, shall attract penalty as per Clause No. 4.0 (d).
6.	SOW Clause No. 3.5	The contractor has to deploy the approved personnel within 21 days from the date of intimation of deployment by OIL.	The contractor has to deploy the approved personnel within 30 days from the date of intimation of deployment by OIL.

7.	SOW Clause No. 4.0	Sl. No.	Conditions	Penalty Rate	Sl. No.	Conditions	Penalty Rate
		b.	Deployment / placement against a particular professional position beyond 21 (Twenty-one) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.	b.	Deployment / placement against a particular professional position beyond 30 (Thirty) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.
		e.	Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval with necessary credentials for the replacement	Violation of the allowable time limit for replacement shall attract penalty as under: @ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.	e.	Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval with necessary credentials for the replacement personnel from OIL within 30 days of intimation, <u>without any cost implication.</u>	Violation of the allowable time limit for replacement shall attract penalty as under: @ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.

			t personnel from OIL within 21 days of intimation, <u>without any cost implication.</u>				
8.	SCC Clause No. 9.0	Sl. No.	Conditions	Penalty Rate	Sl. No.	Conditions	Penalty Rate
		b.	Deployment / placement against a particular professional position beyond 21 (Twenty-one) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.	b.	Deployment / placement against a particular professional position beyond 30 (Thirty) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.
		e.	Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel	Violation of the allowable time limit for replacement shall attract penalty as under: @ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.	e.	Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel from OIL within 30 days of	Violation of the allowable time limit for replacement shall attract penalty as under: @ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.

		after obtaining approval with necessary credentials for the replacement personnel from OIL within 21 days of intimation, <u>without any cost implication.</u>		intimation, <u>without any cost implication.</u>
9.	ITB Clause No. 36 (Proposed to be newly incorporated in the ITB)			<p>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 or issue of purchase order.</p> <p>Failure to submit the completed ESG Questionnaire within the stipulated timeline may be treated as non-compliance with contractual obligations and dealt with accordingly.</p> <p>The ESG Questionnaire along with Explanatory Note for guidance, is provided as Appendix-A of the tender document.</p>

- 1.0** Incorporation/ amendment of the following Clauses in the BEC/PQC, SOW, SCC and ITB of the subject tender.
- 2.0** Modified BEC/PQC, Modified SOW, Modified SCC, Detailed Job Descriptions and Modified ITB (Instruction to Bidders) have been enclosed herewith as **Enclosure-I, Enclosure-II, Enclosure-III, Enclosure-IV** and **Enclosure-V** respectively.
- 3.0** Closing / Opening dates has been extended as under:
 - i) Bid Closing Date & Time : Extended up to **16.12.2025 [14:00 Hrs. (IST)]**
 - ii) Bid Opening Date & Time : Extended up to **16.12.2025 [14:30 Hrs. (IST)]**

4.0 All other terms and conditions of the Bid Document (including any amendment issued thereof) remain unchanged. Details can be viewed at www.oil-india.com.

Sd/-
SR. OFFICER-CONTRACTS (S)

BID EVALUATION CRITERIA(BEC)/ PRE-QUALIFICATION CRITERIA (PQC)

1.0 VITAL CRITERIA FOR BID ACCEPTANCE:

The bid shall conform to the specifications and terms and conditions given in the Bidding Documents. Bids will be rejected in case material and services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the Bidders without which the same will be considered as non-responsive and will not be considered for evaluation. All the documents related to BEC shall be submitted along with the Technical Bid.

1.1 ELIGIBILITY CRITERIA:

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

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

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

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

- (a) Without specifying the unit rates and bid amount in the technical bid, the bidder must specify the **percentage (%) of local content** in their bid as per format prescribed in **PROFORMA-XVI (duly signed & sealed by the Power of Attorney holder)**, without which the bid may be rejected being non-compliant. Such undertaking shall become a part of the contract, if awarded.
- (b) The aforesaid undertaking of the bidder shall also be supported by a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered account (in respect of other than companies) giving the percentage of local content.
- (c) Along with the technical bid, bidder must submit a copy of their Certificate of Incorporation/Registration or any other valid document(s) which substantially establishes its constitution in India.

1.2 TECHNICAL CRITERIA:

- 1.2.1 Bidder must be registered for a minimum period of 03 (three) years under the Indian Companies Act 1956 / Societies Registration Act / Trust Act / Any other relevant Act in India. Bidder must submit a copy of the Certificate issued by the Competent Authority along with the technical bid.
- 1.2.2 Bidder must have experience of successfully completing at least one **SIMILAR WORK** of minimum 02 years' duration in previous 10 (ten) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in India.
- 1.2.3 Bidder must have experience of supplying professionals of at least **05 (Five) different qualifications** from the below list of qualifications for a continuous period of **06 (six) months** under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 10 (ten) years reckoned from the original bid closing date. Bidder must submit relevant documentary evidence issued by PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE), along with the technical bid.
- i) HR Executives [MBA (HR) / PG in (HR)]
 - ii) Engineers [BE / B. Tech in any discipline]
 - iii) Petroleum Engineers [BE or B. Tech in Petroleum Engineering]
 - iv) HSE Officer/Fire Safety Officer [BE (Fire & Safety)/BE (Fire Engineering)]
 - v) IT Professionals [MCA / BE(IT) / BE(CSE) / M.Sc. (IT)]
 - vi) Post Graduate Degree Holders in Science
 - vii) Land Officers [Graduate Degree in Law (LLB)]
 - viii) Chemist [PG (Chemistry) /BE (Chemical)]
 - ix) Geologist [PG in Geology or Applied Geology]

Notes to BEC Clause No. 1.2.2:

- A. **'SIMILAR WORK'** mentioned in **Clause No. 1.2.2** above means **'Supply of 40 (Forty) or more number of professionals in executive cadre for deployment in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) under a single contract.'**
- B. For proof of requisite Experience of SIMILAR work (refer Clause No. 1.2.2), the following documents/ photocopy (self-attested/attested) must be submitted along with the bid:
- (i) Contract document / Letter of Intent (LOI)/ Letter of Award (LOA) / Work order showing details of work,
- AND**
- (ii) Job Completion certificate(s) issued by the end user/client in their official letter head duly sealed and signed showing:

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- (a) Duration of similar work done (Start and Completion dates)
- (b) Number of Professional Executive Personnel supplied during that period
- (c) Details of the supplied personnel (qualification, duration of deployment, etc.)
- (d) Scope of Work

OR

(iii) Certificate of Payment (COP) issued by the company/ or any other document substantiating the successful execution certified by the client indicating the following:

- (a) Duration of similar work done (Start and Completion dates)
- (b) Number of Professional Executive Personnel supplied during that period
- (c) Details of the supplied personnel (qualification, duration of deployment, etc.)
- (d) Scope of Work

- C. Only Letter of Intent (LOI) / Letter of Award (LOA) and/ or Work Order(s), Job Completion certificate alone are not acceptable as evidence of experience. Mere award of contract(s) shall not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume, as stipulated respectively under Clause No. 1.2.2, shall only be treated as acceptable experience.
- D. In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number.
- E. Following work experience shall also be taken into consideration:
- i) If the prospective bidder is executing a contract in which similar work (as mentioned under Clause No. 1.2.2) is still running, and the job executed prior to original bid closing date satisfies the BEC Clause No. 1.2.2, then such experience will also be taken into consideration provided that the bidder submits relevant document(s) certified by the end user clearly indicating the duration of SIMILAR work executed prior to original bid closing date along with Contract document / work order of the running contract.
 - ii) If the prospective bidder has executed a contract in which SIMILAR work is a component of the contract, and the SIMILAR work executed satisfies BEC Clause No. 1.2.2, then such experience will also be taken into consideration provided that the bidder submits the breakup of the works executed under such contract clearly indicating the SIMILAR work, which must be certified by the end user.
 - iii) In case the start date of the requisite experience is prior to the preceding 10 (ten) years' period reckoned from the original bid closing date, but completion is within the preceding 10 (ten) years' period reckoned from the original bid closing date, then only that part of SIMILAR Work will be considered which has been executed within preceding 10 (ten) years' period reckoned from the original bid closing date. This part should meet the criteria prescribed in the BEC Clause No. 1.2.2. In such cases, the bidder must submit relevant document(s) certified

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by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number) clearly indicating the part of SIMILAR Work executed within preceding 10 (ten) years' period reckoned from the original bid closing date.

- In case the document submitted as per **Para B**, above are not sufficient to establish the volume/ period of the similar work against **Para E**, above, the bidder shall also have to submit the breakup of the works executed under such contract(s) clearly indicating the volume/ period of SIMILAR work which should be certified by the end user or a certificate issued by a practicing Chartered / Cost Accountant Firm (with Membership Number & Firm Registration Number).
- F. Experience of executing similar work (as mentioned under Clause No. 1.2.2) through 'sub-contracting' shall not be considered for evaluation.
- G. SIMILAR work executed by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.
- H. Bid shall be liable for rejection if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 1.2.2.
- I. Bidders submitting their bid based on the experience of their Technical Collaborator/Joint Venture/ Parent/ Subsidiary/Co subsidiary/ Sister Subsidiary/MOU with another party shall not be considered. Bids from Consortium, Joint Venture shall also not be considered.

1.3 FINANCIAL CRITERIA:

- 1.3.1 Annual Financial Turnover from operations of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least **Rs. 9,30,98,000.00 (Rupees Nine Crore Thirty Lakh Ninety-Eight Thousand)** only.
- 1.3.2 **Net worth** of bidder must be positive for preceding financial/ accounting year.

Note:

- i. **Annual Financial Turnover** of the bidder from operations shall mean: "Aggregate value of the realisation of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (i.e. bidding entity, as the case may be) during a financial year" as per the Companies Act, 2013 Section 2 (91).
- ii. **Net worth** shall mean: "Share capital + Reserves created out of profits and securities Premium – Aggregate value of accumulated losses (excluding revaluation reserves) – deferred expenditure – Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation".

The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

Notes to BEC Clause No. 1.3 above:

A. For proof of Annual Turnover & Net worth, any one of the following documents must be submitted along with the bid:

- (i) A certificate* issued by a practicing Chartered /Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed in **PROFORMA-VI**.

OR

- (ii) Financial Statements (Balance Sheet & Profit & Loss account **along with all the schedules/notes forming part of the Balance sheet & Profit and Loss Account**) audited by the auditors appointed under the statute like Companies Act etc. wherever applicable. In cases where the bidding/ supporting company (as applicable) are not required to prepare Audited Financial Statements as per the Law of the Land of the country of the bidding/supporting company as applicable, the bidder shall provide documentary evidence for the same along with a certificate from a practicing Chartered Accountant or equivalent to this effect. The bidder must also submit the financial statement as per the accounting standards of the country of the bidding/supporting company as the case may be, duly certified by the practicing-chartered accountant or equivalent.

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

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

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

D. In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para **A.** and **B.** above.

E. Bid shall be liable for rejection if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 1.3.1 & 1.3.2.

2.0 COMMERCIAL EVALUATION CRITERIA:

2.1 Bids are invited under **Single-Stage Two-Bid System** i.e. Un-priced Techno-Commercial Bid and Price Bid separately. The Un-priced techno-commercial bid (or Technical bid) must comprise of all the technical documents substantiating the previous experience, financial & technical credentials of the bidder and any other document as asked for in the bid document. **There should not be any indication of price in the Technical bid; otherwise, the bid shall be rejected straightway.**

2.2 Bidders must fill the **'PRICE BIDDING FORMAT/FINANCIAL DOCUMENT'** and compute **all-inclusive (including GST) bid value**. This all-inclusive (including GST) bid value is to be entered against the **'OFFER PRICE'** field in the GeM portal. The duly filled **'PRICE BID / FINANCIAL DOCUMENT'** in electronic form must be submitted by the bidders through GeM Portal only along with the Financial Bid. Any Financial Bid without the duly filled Price Bid may be liable for rejection. Supplementing the quoted "OFFER PRICE" the price bid to be filled up and submitted accordingly i.e., by matching their total price including GST to the "OFFER PRICE" mentioned in the GeM Portal.

Note: The breakup of the quoted/offered price i.e. the duly filled Price Bid Format MUST NOT be uploaded with the technical bid; otherwise, the bid shall be rejected straightway.

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

2.4 Only one bid from a bidder whether offering individually as a sole proprietor or through a Partnership or under any other legal entity shall be accepted. In case any bidder is found to submit more than one bid including separate bids under proprietorship as well as under any Partnership firm, or under any other legal entity then all the bids submitted by the bidder in his own name or in the name of firm where he/she is a partner/sole proprietor will be rejected.

2.5 **EMD/Bid Security:** Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of HoD-Contracts, OIL at Duliajan on or before **12.45 Hrs. (IST)** on the bid closing date. A scanned copy of the bid security shall however be uploaded in GeM-Procurement portal along with the Technical Bid. The amount of Bid Security shall be **₹ 1,11,72,000.00**. Bid without proper & valid Bid Security will be rejected.

Note: For detailed procedure for submission of bid security and rejection criteria, please refer to **Clause No. 12.0 of ITB**.

Exemption from submission of Bid Security shall be governed by GeM GTC.

2.6 Service is not splittable. Contract will be awarded for all the items covered under SOQ to a single bidder.

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- 2.7 Bid Documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the bid document has been issued.
- 2.8 Any bid received in the form of Physical document / Telex / Cable / Fax / E-mail will not be accepted.
- 2.9 Bids shall be typed or written in indelible ink. Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the authorized signatory. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be liable to be rejected.
- 2.10 Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document.
- 2.11 Bid received with validity of offer less than **120 (One Hundred Twenty) days** from bid closing date shall be rejected. Bidder must submit a declaration regarding bid validity as per the format prescribed in **PROFORMA-I**.
- 2.12 The bidder shall submit an undertaking/ declaration as per **Appendix-2**, confirming that they read and understood OIL's Banning Policy and that, neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/ Banning List. Further, the bidder shall confirm that neither they nor any of their aforementioned entities have, during the last three years, been involved in any transgression with any company conforming to the Transparency International (TI) approach or with any Public Sector Enterprise of India that could justify exclusion from the tender process. The bidder shall also disclose details of all such allied entities, if any, as required under the Banning Policy.”
- 2.13 The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **“INTEGRITY PACT”** with the tender document. The Integrity Pact has to be returned by the bidder (along with the Un-Priced Techno-Commercial Bid) duly signed by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid.
- 2.14 Bidder must accept and comply with the following provisions as given in the Tender Document in toto, failing which offer will be rejected:
- (i) Firm price
 - (ii) Bid Security
 - (iii) Period of validity of Bid
 - (iv) Price Schedule
 - (v) Performance Bank Guarantee / Security deposit
 - (vi) Delivery / Completion Schedule
 - (vii) Scope of work
 - (viii) Guarantee of material / work
 - (ix) Liquidated Damages clause
 - (x) Tax liabilities

- (xi)** Arbitration / Resolution of Dispute Clause
- (xii)** Force Majeure
- (xiii)** Applicable Laws
- (xiv)** Specifications
- (xv)** Integrity Pact

3.0 PRICE EVALUATION CRITERIA:

- 3.1 Price bids shall be opened in respect of only the techno-commercially acceptable bidders whose bids have been found to be substantially responsive. A substantially responsive bid is one that meets the terms and conditions of the Tender and / or the acceptance of which bid will not result in indeterminate liability on OIL.
- 3.2 The quantities shown against each item in the "Price Bid Format" shall be considered for the purpose of Bid Evaluation. It is, however, to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor shall be paid on the basis of the actual number of days/parameters, as the case may be.
- 3.3 Quoted unit rates against each Line Item of the price bidding format shall be considered only up to 2 decimal places without rounding off for evaluation.
- 3.4 Bidders are required to quote for all the items as per Price Bid Format. In case the bidder does not quote against any of the line items, the total bid value shall be considered as inclusive of the cost of the service/item.
- 3.5 If the bidders quote Total Charges/consideration as NIL in the Price Bid Format, the bid shall be treated as unresponsive and will not be considered.
- 3.6 The bidders are advised not to offer any discount / rebate separately and to offer their prices in the Price Bid Format after considering discount / rebate, if any.
- 3.7 The inter-se-ranking of the techno-commercially qualified bidders will be determined on overall lowest cost basis (L-1 offer) i.e. considering the Total quoted price inclusive of all liabilities and GST (CGST & SGST/UTGST or IGST).
- 3.8 Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to the L-1 bidder.
- 3.9 In case of identical overall lowest offered rate by more than 01 (one) bidder, the selection will be made in accordance with GeM GTC.
- 3.10 Conditional and unsolicited discount will not be considered in evaluation. However, if such bidder happens to be the lowest recommended bidder, unsolicited discount without any condition will be considered for computing the contract price.
- 3.11 OIL shall prefer to deal with registered bidder under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

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However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST while evaluation of bid.

- 3.12 When a bidder mentions taxes as extra without specifying the rates & amount, the offer will be loaded with maximum value towards taxes received against the tender for comparison purposes. If the bidder emerges as lowest bidder after such loading, in the event of order on that bidder, taxes mentioned by OIL on the Purchase Order/Contracts will be binding on the bidder.
- 3.13 Input Tax Credit on GST (Goods & Service Tax) for this service is NOT available to OIL & the bids will be evaluated based on total price including GST.
- 3.14 Price Bid uploaded without giving any details of the taxes (Including rates and amounts) shall be considered as inclusive of all taxes including GST.
- 3.15 In case the GST rating of Contractor on the GST portal/Govt. official website is negative/black listed, then the bids may be rejected by OIL. Further, in case rating of bidder is negative/blacklisted after award of work for supply of goods/services, then OIL shall not be obligated or liable to pay or reimburse GST to such Contractor and shall also be entitled to deduct/recover such GST along with all penalties/interest, if any, incurred by OIL.
- 4.0 PURCHASE PREFERENCE CLAUSE:** Purchase Preference to Micro and Small Enterprises (MSEs) (Manufacturers / Service Providers) falling within the price band of L1+15% and Purchase Preference Policy Linked with Local Content (PP-LC) falling within the price band of L1+20% shall be applicable to this tender.
- 4.1 **PRUCHASE PREFERENCE TO MSEs (Manufacturers/ Service Providers):** Purchase Preference to Micro and Small Enterprises is applicable for this tender.

Documentation required to be submitted by MSEs: 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-DL-E-19012022-232763 dated 19.01.2022** and **CG-DL-E-06052022-235600 dated 06.05.2022** issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISE and any amendment thereof.

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

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

4.2 PURCHASE PREFERENCE POLICY (LINKED WITH LOCAL CONTENT) (PP-LC):

Purchase preference under Public Procurement (Preference to Make in India) Order, 2017 of Department for Promotion of Industry and Internal Trade (DPIIT), Govt. of India as revised vide Order No. P-45021/2/2017-PP (BE-II) dated September 2020 (and as amended time to time) with modifications as notified vide MoPNG Order No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26th April 2022 (including subsequent amendments thereof, if any) shall be applicable for this tender. Bidders to check the provisions of the Order for their eligibility to bid and seek benefits for Purchase preference, accordingly.

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

Note:

i. The purchase preference for price matching shall be given to MSEs falling within the price band of L1+15%. Purchase preference shall be given in the following order of preference:

1. SC/ST Women-owned MSEs
2. SC/ST owned MSEs
3. Women-owned MSEs
4. Other MSEs

All other guidelines issued in respect of benefits to MSEs shall prevail. Bidder claiming above relaxation/ exemption need to submit necessary documentary proof of their eligibility along with their techno-commercial bid. The certificate must be valid on the bid closing date.

ii. Services under this tender is not splittable.

5.0 GENERAL:

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

5.2 Bidders should provide self-attested copies of GST Registration Certificate, PAN Card, ESIC registration (if applicable), P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the

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time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her during mobilization phase of the contract.

- 5.3 Bidder must have P.F. & ESIC Registration. Documentary evidence for the same should be submitted along with technical bid.

OR

In case bidder doesn't have P.F. & ESIC Registration at the time of bidding then the bidder shall have to submit an undertaking that they shall get registered with P.F. and ESIC Authority and shall produce the documentary evidence for the same during mobilization phase of the contract.

- 5.4 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC also and such clarifications fulfilling the BEC clauses in toto must be received or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.
- 5.5 If any of the clauses in the BEC contradict with other clauses of bidding document elsewhere, the clauses in the BEC shall prevail.
- 5.6 Bidder(s) must note that requisite information(s) / financial values etc. as required in the BEC & Tender must be clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 5.7 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
- 5.8 The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.
- 6.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** Bidders should note that the Company (OIL) may verify authenticity of all the documents/certificates/information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract execution etc., if it is established that bidder has submitted forged documents / certificates / 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 besides taking action as per OIL's Banning Policy, available in the OIL's website. Accordingly, service provider /vendor to submit the Undertaking of authenticity of information/ documents submitted as per **PROFORMA-XI**.
- 7.0** Bidders have to submit a declaration as per the format enclosed vide **"SAFETY MEASURES"** of the tender document regarding compliance of Safety Measures (SM) along with the technical bid.

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8.0 The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload an undertaking (as per **Appendix-1**) to this effect along with the bid.

9.0 **CHECKLIST FOR BEC/PQC:** Enclosed as **TECHNICAL EVALUATION SHEET** and **COMMERCIAL CHECKLIST** to be submitted along with the technical bid. In case of non-submission of the duly filled up check list offer(s) may be liable for rejection.

10.0 CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES (TPIA):

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

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

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xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com
xvi.	M/s Adornment Engineers India Private Limited	a. jks@adornmentengineers.com
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. admin@tereinspections.com b. ashismallick@teregroup.com c. tenders@teregroup.com

- 10.2 Bidders are required to have their documents, as mandated under the Bid Evaluation Criteria (BEC) of the tender, verified and certified by any one of the empanelled Independent Third-Party Inspection Agencies listed above. The Inspection Certificate, duly issued by the selected agency, must be submitted along with the Technical Bid. All costs related to verification and certification by the Third-Party Inspection Agencies shall be borne solely by the respective bidders. Payments in this regard shall be made directly by the bidders to the Inspection Agencies. OIL shall not be held responsible for any payment-related dispute between the bidders and the inspection agencies.
- 10.3 The verified and certified documents must be submitted along with the Technical Bid. Any bid submitted with un-verified supporting documents shall not be considered. However, in case a bidder submits its bid along with all relevant supporting documents as per BEC without getting all/some of them verified by the designated Independent Inspection agency, such bid can be provisionally considered, provided it is accompanied by an **Undertaking by the Bidder on their official letterhead towards submission of the duly verified and certified copies/ Inspection Certificate within 07 (Seven) days from the actual date of bid opening**. No reminders or clarifications will be issued by the Company in this regard, and failure to submit the verified/ certified documents within the stipulated time shall result in outright rejection of the bid , at the sole risk and responsibility of the bidder.
- 10.4 The methodology of inspection/ verification of documents followed by the agencies is broadly as under, but not limited to:

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- (a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC. The bidders must present all relevant documents to any of the empanelled third-party certifying agencies for verification/certification. Neither OIL nor the Inspection Agencies shall be responsible for the selection or appropriateness of the documents submitted for verification. It is entirely the bidder's responsibility to ensure that the appropriate documents are verified/certified in support of BEC compliance.
- (b) The concerned Independent Third-Party Inspection Agencies shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required at no extra cost to OIL. Verification/Certification of documents by OIL's empanelled third-party inspection agencies shall not automatically make the bidder techno-commercially-acceptable or eligible for award of contract.
- (c) Verification/Certification of documents are normally categorized as under:

i. General Requirement:

- Check Bidder's PAN Card
- Check Bidder's GST Certificate
- Check Bidder's Certificate of Incorporation
- Power of Attorney

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

- Bidders general structure and organization
- Joint Ventures Agreements – To cross-check with JV Partners
- Consortium Agreements – To cross-check with Consortium Partners
- Holding/Parent/Subsidiary/Sister Subsidiary/Co-Subsidiary Company
– To check the Share Holding pattern, Corporate Guarantee etc.

iii. Technical Criteria

- To check Experience Proof- Completion Certificates, Reference contact verification, Original Work Order/Contract Copy and any other document(s), if called for vide BEC of the Tender.
- Health, Safety and Environmental Management Policy

iv. Financial Criteria

- Line of credit, if incorporated in the tender.

Notes:

- (i) Bidder's self-declared undertakings, Audited Balance Sheet & Profit-loss statement and/or CA certificate having UDIN are not required to be verified by the TPI agency. If any documents, LOI/LOA/Contracts, etc., submitted

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towards BEC experience criteria are issued by Oil India Limited, such documents need not be verified by TPI agency.

- (ii) Undertaking from TPI Agency as per format (**PROFORMA-XVII**) enclosed should be submitted along with the Bid.
- (iii) **In case of clarifications sought by OIL against BEC, supporting documents (historical in nature) to those submitted in the original bid will also have to be verified from the same TPI agency which has originally verified their bid documents. OIL shall categorically mention the documents that are to be submitted with TPI verification in the clarification sought. In case the bidder fails to submit the TPI verified documents, as sought by OIL, as part of their clarification, their offer will be liable for rejection**

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

12.0 Bidders should submit an undertaking that their bid is compliant to Order No. F. 7/10/2021-PPD (1) dated 23.02.2023 issued by Ministry of Finance, Department of Expenditure, Public Procurement Division, Govt. of India (including subsequent amendments thereto, if any), regarding restrictions on procurement from a bidder of a country which shares land border with India.

In this regard, bidders must submit duly sealed & signed undertaking as per format provided vide **Exhibit-I, Exhibit-II** and **Exhibit-III** along with the technical bid.

End of BEC/PQC

SECTION-III

SCOPE OF WORK

DESCRIPTION OF SERVICE: Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India.

1.0 INTRODUCTION:

This section establishes the scope and schedule for the work to be performed by the contractor and describes the instructions which the contractor shall satisfy or adhere to throughout the contract period of three (03) years and fifteen (15) days.

2.0 SCOPE OF WORK:

- 2.1 Contractor shall provide services of supplying qualified & experienced professionals to be engaged temporarily at Executive cadre on call-out basis in operational area(s) or installation(s) of Oil India Limited within India. OIL has a requirement of 171 number of professionals in different posts as detailed in SOQ. However, total number of engagements against the different professional positions is subject to change as per OIL's requirement.
- 2.2 The Bidder/Contractor must understand and agree that OIL is not bound or committed to utilize any specific number of their personnel during the contract period. The requirement being purely TEMPORARY on AS AND WHEN REQUIRED basis.
- 2.3 Contractor shall select / recruit the personnel to be deployed as per requirement of OIL. However, contractor shall deploy the personnel only after obtaining OIL's approval. The selected / recruited personnel must possess requisite qualification / degree from reputed institutions recognized by Government of India and the courses must be approved by UGC / appropriate statutory authority for employment to the post and services of the Central Government and must have adequate working experience in their respective fields as per SOQ. The engaged personnel must have requisite competency to undertake operations of Oil & Gas Industry as stipulated vide Mines Act, Oil Mines Regulations & other regulations & statutory norms and their latest updates, if any. The contractor must ensure that all their personnel shall perform the assigned work correctly and efficiently and they will comply all applicable statutory norms / rules / regulation / safety norms etc. and bear sole responsibility for it. The personnel engaged shall have to have sound health and be medically fit to work.
- 2.4 All necessary details like the professional position open for contractual engagement, requisite qualification, experience of personnel, period, location of deployment etc. along with other requirements of OIL (if any) will be clearly specified in OIL's standard format hereinafter called '**Requisition**', which will have to be strictly adhered to by the contractor.
- 2.5 The engaged personnel shall be deployed to any of the Department / Sphere / Operational Area of OIL and their roles/responsibilities will be exclusively assigned by the respective departments to suit with OIL's requirements. The place of deployment of the personnel shall be intimated/mentioned in the requisition

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raised by OIL. Contractor shall not object to OIL's discretion of assigning the engaged personnel to any location or department as mentioned above. After the deployment of personnel in a department, if the department changes the location of deployment, the concerned department will bear the travel expenses of the personnel. In such case, a prior notice of change of location shall be provided to the contractor by OIL to enable the contractor to arrange accommodation for the engaged personnel in the new location.

- 2.6 The engaged personnel shall have to provide all necessary support services as per the instruction of the User Department under which they will be deployed. The user department(s) shall have sole authority to deploy the engaged personnel for the operations of OIL at their discretion on which the contractor shall not have any objection.
- 2.7 The personnel engaged shall make their own arrangements to report to the allocated departments in assigned / posted locations / sphere etc. and conveyance from the department to the assigned location of work shall be the responsibility of the OIL's concerned department.
- 2.8 Arranging food & lodging of the deployed personnel are under contractor's scope. No claim to the effect shall be entertained by OIL.
- 2.9 The personnel shortlisted by the contractor must not have any pending case(s) against him / her in the honourable court of law and / or any pending police case or FIR against them at the time of deployment / placement. Such documents shall have to be furnished to OIL for any placement of personnel, whenever the case(s) arise. The cost to the effect shall be the responsibility of the contractor.
- 2.10 The contractor shall have to provide the shortlisted personnel for engagement for a maximum period of three (03) years. However, there will be a gap of minimum 07 days after completion of each one-year cycle.
- 2.11 **Post deployment / placement** - In case OIL finds any personnel deployed by the Contractor to be unsuitable (due to poor performance, conduct etc.) for working at the department/ location/ sphere, such personnel shall be removed with immediate effect. No payment shall be made to the Contractor in respect of such personnel. Simultaneously, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval of Biodata and other necessary credentials of the replacement personnel from OIL within 30 days of intimation, without any cost implication. Violation of the allowable time limit for replacement shall attract penalty as per Clause No 4.0 (e).
- 2.12 In case the contractor desires to replace the personnel, contractor shall serve 01 (One) months prior notice to OIL from the required date of release and provide suitable replacement(s) without any additional cost. However, contractor's request to replace the personnel shall not be entertained within the initial 06 (Six) months from the date of deployment / placement of personnel concerned. Violation of the same, shall attract penalty as per Clause No. 4.0 (d).
- 2.13 Contractor can propose for replacement of personnel for a maximum of 02 (Two) number of personnel at a time and such proposal(s) shall not exceed 06 (Six)

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instances during the tenure of the contract. Violation of the same, shall attract penalty as per Clause No. 4.0 (c).

- 2.14 The engaged personnel shall be entitled for 20 (Twenty) days paid leave during each 01 (One) year period of engagement on pro rata basis which is non-cumulative. Absenteeism of the personnel for more than the maximum allowed limit of 20 (Twenty) days shall lead to reduction of remuneration of the personnel proportionately.
- 2.15 The contractor shall ensure that the personnel engaged by them are able to read and write English language. It is also desirable for the personnel to know the Local language.
- 2.16 With regard to remuneration to the personnel, the contractor shall issue salary slip or pay slip showing deductions (if any) clearly mentioning the name of the payee, name of the contractor, gross salary and net salary of the concerned contract personnel. Contractor shall pay the monthly salary to the personnel for the services rendered by him / her through electronic transfer mode to the bank account of the concerned personnel. A proof copy of the salary slip, electronic transfer of the payable salary of the concerned personnel to the effect shall have to be furnished to OIL along with the corresponding monthly invoice.
- 2.17 Contractor shall arrange for:
 - a) Group / Individual life and health insurance policy etc. covering all the contract personnel working under this contract which must be valid for the entire period of the contract. However, in case of any work-related accident / injury, OIL may make first aid service available at nearest OIL's Medical facility.
 - b) PF and ESI deposits to the law enforcement agencies, if any, as applicable as per statute. Proof copy issued by Competent Authority regarding exclusion of PF, ESI Codes with respect to the concerned engaged personnel, if any, shall have to be furnished by the contractor along with each invoice without which bill will not be processed.
 - c) The Contractor will have to comply with all the applicable statutory rules and regulations in engaging personnel and should file all the statutory returns to the competent authority.
- 2.18 Considering the actual requirement situation at OIL, the personnel may be deployed upto the entire contractual period of three (03) years. However, in rare case of closure of an operation / installation etc. due to unforeseen reasons, deployment of personnel for further period within the overall 03 (Three) years contract period may not be required. In such case, company shall provide a 30 days prior notice to the contractor for withdrawal of the personnel for which the contractor must not have any objection.
- 2.19 During the last six months of the contract period the contractor shall not replace / withdraw any personnel already deployed. Violation of the same, shall attract penalty as per Clause No. 4.0 (g).

3.0 SCHEDULE OF WORK:

- 3.1 OIL will provide the Requisition for supply of personnel to the contractor, each time a requirement comes up.
- 3.2 Within 21 days from the date of issue of OIL's Requisition, the contractor has to provide the following:
- i) A list of shortlisted personnel as per requirement in the ratio of 1:3.
(i.e. 1 post = 3 shortlisted personnel, 2 post = 06 shortlisted personnel)
 - ii) Submit self-attested copies of credentials of the shortlisted personnel viz. Bio-data along with relevant proof of Qualification & Working Experience, Police Verification Report and Initial Medical Examination (IME) Report under Rule 29-B in 'FORM – O' of the Mines Rules 29-F (2) and 29-L of The Mines Act 1952.
- 3.3 OIL will send an intimation of deployment of the approved personnel to the contractor within 10 days from receipt of the bio-data of the shortlisted personnel.
- 3.4 In case, the number of selected candidate(s) is/are lesser than actual requirement of positions to be filled against the shortlisted bio-data submitted, there will be a deficit resulting into un-filled position. In such case, the contractor needs to submit additional shortlisted bio-data in the prescribed ratio against the position/s within 21 days from the date of intimation by OIL regarding non-suitability of candidate(s).
- 3.5 The contractor has to deploy the approved personnel within 30 days from the date of intimation of deployment by OIL.
- 3.6 While reporting at the designated department / sphere of the Company, following documents / certificates must be submitted by the personnel:
- a) Copies of documentary proof of Qualification & Working Experience (originals to be shown only to the concerned department).
 - b) Copy of appointment letter (indicating the salary) issued by the contractor to the personnel must also be submitted to OIL (original to be shown only to the concerned department).
 - c) Initial Medical fitness report.
 - d) Group/ Individual life and Health Insurance policy.
 - e) Police verification report.

4.0 PENALTY:

Penalty shall be applicable under the conditions as tabulated below:

Sl. No.	Conditions	Penalty Rate
a.	If the Contractor fails to provide the list of Bio-data along with credentials of shortlisted personnel within 21 (Twenty-	@ daily rate per personnel against the professional position for

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	one) days from date of receipt of OIL's Requisition.	the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.
b.	Deployment / placement against a particular professional position beyond 30 (Thirty) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.
c.	Contractor can propose for replacement of personnel for a maximum of 02 (Two) number of personnel at a time and such proposal(s) shall not exceed 06 (Six) instances during the tenure of the contract.	Violation of the allowable limit will attract penalty as under: @ unit rate per personnel per month against the professional position for each instance.
d.	The personnel deployed under the contract shall not be replaced by the contractor for a minimum period of 06 (Six) months from the effective date of deployment.	Violation of the same will attract penalty as under: @ daily rate per personnel against the professional position for the number of days left to complete 6 (Six) months' period.
e.	Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval with necessary credentials for the replacement personnel from OIL within 30 days of intimation, <u>without any cost implication.</u>	Violation of the allowable time limit for replacement shall attract penalty as under: @ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.
f.	In case, the number of bio-data supplied by the contractor is less than 3 times the requisite number of personnel as per OIL's requisition.	Violation of the allowable limit will attract penalty as under: @ unit rate per personnel per month against the professional position for each instance till fulfilment of the prescribed ratio.

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		Note: However, in case OIL is able to approve the requisite number of personnel from the supplied number of bio-data, then penalty shall not be imposed.
g.	During the last six months of the contract period the contractor shall not replace / withdraw any personnel already deployed.	Replacement Not Allowed. If withdrawn by contractor, then penalty shall be imposed @ daily rate per personnel against the professional position for the number of days left to complete contract period.

Note:

- i) The penalty amount shall be deducted from the Contractor's invoice as per the above.
- ii) Daily rate per personnel = (Quoted unit rate per personnel per month) / 26
- iii) Quoted unit rate per personnel per month includes applicable statutory deposits like PF, ESI etc. (if any), Overhead charges / administrative costs, insurance, medical, accommodation, transportation etc.

The penalty amount, as specified above, shall be deducted from the Contractor's invoice. OIL's decision on the applicability of such penalty shall be final and binding on the contractor.

- 4.1 The cumulative penalty shall not exceed 10% of the Total Contract Value.
- 5.0** If the cumulative penalty exceeds 10% of the Total Contract Value, the company may terminate the contract as per the provision of the contract on account of non-performance and also initiate penal action as per the terms of the contract and OIL's banning policy.
- 6.0** If case the contractor fails to deliver the services as per the requirement of the contract, company may resort to **Risk Purchase** as per the provision of the contract. In such case, the Company (OIL) may hire the services from any other source at the Contractor's risk & cost and any difference in cost shall be borne by the Contractor.

End of Section-III (SOW)

SECTION-II**SPECIAL CONDITIONS OF CONTRACT (SCC)**

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

Description of Service: Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India.			
Sl. No.	GCC Clause No. Ref (if any)		Clause Descriptions
1.		Kick-off Meeting	The Contractor shall report to HR-Acquisitions Department within 15 (Fifteen) days from date of issuance of Letter of Award (LOA) for a Kick-off Meeting for obtaining necessary information and instructions for commencement of work.
2.	GCC clause no. 4.3	Duration of contract	The duration of the contract shall be 03 (Three) years and 15 (Fifteen) days from the date of issuance of Letter of Award (LOA).
3.	GCC clause no. 10.0	Performance Security	Upon awarding of the contract, the Contractor shall furnish performance security for an amount of 3% of the Contract value excluding GST, within 30 (Thirty) days from the date of issuance of LOA with a validity of 03 (Three) months beyond the period of contract expiry.
4.	GCC clause no. 42.3	Arbitration	Shall be applicable as per GCC. Location of Arbitration shall be Duliajan
5.		Integrity Pact	Applicable
6.	GCC clause no. 31.0	Force Majeure	In case of Force Majeure, no Force Majeure rates shall be paid.
7.	GCC clause no. 28.0	Payment Of Commission/Fee/Remuneration of Indian Agent/Consultant/Representative/Retainer/As	Not Applicable

		sociate of Foreign Principal													
8.	GCC clause no. 24.0	Subcontracting: Allowed/ Not Allowed	Not Allowed No sub-contractor / franchisees shall be allowed to be engaged under this contract. Sub-contracting of Petty Support Services against this contract is not applicable.												
9.		Penalty Terms	<p>Penalty shall be applicable under the conditions as tabulated below:</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Conditions</th> <th>Penalty Rate</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>If the Contractor fails to provide the list of Bio-data along with credentials of shortlisted personnel within 21 (Twenty-one) days from date of receipt of OIL's Requisition.</td> <td>@ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.</td> </tr> <tr> <td>b.</td> <td>Deployment / placement against a particular professional position beyond 30 (Thirty) days from date of intimation of acceptance of shortlisted personnel by OIL.</td> <td>@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.</td> </tr> <tr> <td>c.</td> <td>Contractor can propose for replacement of personnel for a maximum of 02 (Two) number of personnel at a time and such proposal(s) shall not exceed 06 (Six) instances during the tenure of the contract.</td> <td>Violation of the allowable limit will attract penalty as under: @ unit rate per personnel per month against the professional position for each instance.</td> </tr> </tbody> </table>	Sl. No.	Conditions	Penalty Rate	a.	If the Contractor fails to provide the list of Bio-data along with credentials of shortlisted personnel within 21 (Twenty-one) days from date of receipt of OIL's Requisition.	@ daily rate per personnel against the professional position for the number of days of delay beyond 21 days until the periodicity of the requirement specified staying active.	b.	Deployment / placement against a particular professional position beyond 30 (Thirty) days from date of intimation of acceptance of shortlisted personnel by OIL.	@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.	c.	Contractor can propose for replacement of personnel for a maximum of 02 (Two) number of personnel at a time and such proposal(s) shall not exceed 06 (Six) instances during the tenure of the contract.	Violation of the allowable limit will attract penalty as under: @ unit rate per personnel per month against the professional position for each instance.
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			d.	<p>The personnel deployed under the contract shall not be replaced by the contractor for a minimum period of 06 (Six) months from the effective date of deployment.</p>	<p>Violation of the same will attract penalty as under:</p> <p>@ daily rate per personnel against the professional position for the number of days left to complete 6 (Six) months' period.</p>
			e.	<p>Post deployment / placement, in case OIL finds personnel to be unsuitable (due to poor performance, conduct etc.) for working at departments / locations / spheres, OIL shall intimate the contractor for replacement and the contractor shall provide suitable replacement personnel after obtaining approval with necessary credentials for the replacement personnel from OIL within 30 days of intimation, <u>without any cost implication.</u></p>	<p>Violation of the allowable time limit for replacement shall attract penalty as under:</p> <p>@ daily rate per personnel against the professional position for the number of days of delay beyond 30 days until the periodicity of the requirement specified staying active.</p>
			f.	<p>In case, the number of bio-data supplied by the contractor is less than 3 times the requisite number of personnel as per OIL's requisition.</p>	<p>Violation of the allowable limit will attract penalty as under:</p> <p>@ unit rate per personnel per month against the professional position for each instance till fulfilment of the prescribed ratio.</p> <p>Note: However, in case OIL is able to approve the requisite number</p>

					of personnel from the supplied number of bio-data, then penalty shall not be imposed.
				g.	<p>During the last six months of the contract period the contractor shall not replace / withdraw any personnel already deployed.</p> <p>Replacement Not Allowed.</p> <p>If withdrawn by contractor, then penalty shall be imposed @ daily rate per personnel against the professional position for the number of days left to complete contract period.</p>
					<p>Note:</p> <p>i. The penalty amount shall be deducted from the Contractor's invoice as per the above.</p> <p>ii. Daily rate per personnel = (Quoted unit rate per personnel per month) / 26</p> <p>iii. Quoted unit rate per personnel per month includes applicable statutory deposits like PF, ESI etc. (if any), Overhead charges / administrative costs, insurance, medical, accommodation, transportation etc.</p> <ul style="list-style-type: none"> • The penalty amount, as specified above, shall be deducted from the Contractor's invoice. OIL's decision on the applicability of such penalty shall be final and binding on the contractor. • The cumulative penalty shall not exceed 10% of the Total Contract Value.
10.	GCC clause no. 37.0	General Health, Safety & Environment (HSE) Points	The Contractor shall abide by all the HSE points as mentioned in the "Safety Measure" of the tender document.		

<p>11.</p>	<p>GCC clause no. 27.0</p>	<p>Terms of Payment</p>	<p>i. The total estimated Contract Price as indicated in Schedule of work, quantities & rates – BOQ/SOQ of this Contract is inclusive of all statutory liabilities viz. Corporate Income Tax, Personal Tax, etc. and GST. The Company shall pay the Contractor only for actual work done at the all-inclusive rates set down in BOQ/SOQ of this Contract.</p> <p>ii. The rates quoted by the Contractor against the Line Items include - Applicable statutory deposits like PF, ESI (if any) etc., Overhead charges / administrative costs, insurance, medical, accommodation, transportation etc.</p> <p>iii. Payment to the contractor shall be made not often than monthly, up to 100% of the value of work / job(s) done during the period, on submission of invoice by the contractor. Payment will be made only after satisfactory completion of the work. Such payment shall be based on the work actually done allowing for deviations and any deductions and the measurement shall be checked and certified correct by the Company's authorized representative before any such payment is made.</p> <p>iv. The invoice for supply of contract personnel will be raised by the contractor on a monthly basis specifying all the applicable items viz. remuneration, PF, ESI, administrative expenses, etc. The invoices are to be raised by 10th of the succeeding month to OIL. Accordingly, the payment will be processed on receipt of the undisputed invoice from the contractor.</p>
<p>12.</p>		<p>Address details for submission of invoice</p>	<p>All Invoices shall be addressed as below and uploaded through Vendor Invoice Management portal only via https://vim.oilindia.in/velocious-portal-app/.</p> <p><i>CGM- HR Acquisitions HR-Acquisitions Department Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam</i></p>

GOODS AND SERVICES TAX:

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.

2. "GST" shall mean Goods and Services Tax charged on the supply of material(s) and services. The term "GST" shall be construed to include the Integrated Goods and Services Tax (hereinafter referred to as "IGST") or Central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and Services Tax (hereinafter referred to as "SGST") or Union Territory Goods and Services Tax (hereinafter referred to as "UTGST") depending upon the import / interstate or intrastate supplies, as the case may be. It shall also mean GST compensation Cess, if applicable.
3. Quoted price/rate(s) should be inclusive of all taxes and duties, except GST (i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service. However, GST rate (including cess) to be provided in the respective places in the Price Bid .Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods/Services (Service Provider) only .Supplier of Goods/Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods/Services (Service Provider) with requisite details.
4. Bidder should also mention the Harmonised System of Nomenclature (HSN) and Service Accounting Codes (SAC) at the designated place in SOR.
5. **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.
6. **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.

7. Payments to Service Provider for claiming GST amount will be made provided the above formalities are fulfilled. Further, OIL may seek copies of challan and certificate from Chartered Accountant for deposit of GST collected from OIL.
8. Contractor/Contractor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by OIL. In the event that the contractor / Contractor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST Invoicing Rules there under, OIL shall not be liable to make any payment on account of GST against such invoice.
9. GST shall be paid against receipt of tax invoice and proof of payment of GST to government. In case of non-receipt of tax invoice or non-payment of GST by the contractor/Contractor, OIL shall withhold the payment of GST.
10. GST payable under reverse charge mechanism for specified services or goods under GST act or rules, if any, shall not be paid to the contractor/Contractor but will be directly deposited to the government by OIL.
11. Where OIL has the obligation to discharge GST liability under reverse charge mechanism and OIL has paid or is /liable to pay GST to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to OIL or ITC with respect to such payments is not available to OIL for any reason which is not attributable to OIL, then OIL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by OIL to Contractor / Supplier.
12. Notwithstanding anything contained anywhere in the Agreement, in the event that the input tax credit of the GST charged by the Contractor / Contractor is denied by the tax authorities to OIL for reasons attributable to Contractor / Contractor, OIL shall be entitled to recover such amount from the Contractor / Contractor by way of adjustment from the next invoice. In addition to the amount of GST, OIL shall also be entitled to recover interest at the rate prescribed under GST Act and penalty, in case any penalty is imposed by the tax authorities on OIL.
13. TDS under GST, if applicable, shall be deducted from contractor's/Contractor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/Contractor.
14. The Contractor will be under obligation for charging correct rate of tax as prescribed under the respective tax laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions available under tax laws. Any error of interpretation of applicability of taxes/ duties by the contractor shall be to contractor's account.

15. 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.
16. In case, the quoted information related to various taxes, duties & levies subsequently proves wrong, incorrect or misleading, OIL will have no liability to reimburse the difference in the duty/tax, if the finally assessed amount is on the higher side and OIL will have to right to recover the difference and in case the rate of duty/taxes finally assessed is on the lower side.
17. Notwithstanding anything mentioned elsewhere in the Bidding Document the aggregate liability of OIL towards Payment of Taxes & Duties shall be limited to the volume of GST declared by the bidder in its bid & nothing shall be payable extra except for the statutory variation in taxes & duties.
18. 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.
19. GST liability, if any on account of supply of free samples against any tender shall be to bidder's account.
20. In case of statutory variation in GST, other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.
21. Beyond the contract period, in case OIL is not entitled for input tax credit of GST, then any increase in the rate of GST beyond the contractual delivery period shall be to Service provider's account whereas any decrease in the rate GST shall be passed on to the OIL.
22. Beyond the contract period, in case OIL is entitled for input tax credit of GST, then statutory variation in applicable GST on supply and on incidental services, shall be to OIL's account.
23. Claim for payment of GST/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) GST, otherwise claim in respect of above shall not be entertained for payment of arrears.
24. The base date for the purpose of applying statutory variation shall be the Bid Opening Date.
25. The contractor will be liable to ensure to have registered with the respective tax authorities, wherever applicable and to submit self-attested copy of such registration

certificate(s) and the Contractor will be responsible for procurement of material in its own registration (GSTIN) and also to issue its own Road Permit/ E-way Bill, if applicable etc.

26. 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.
27. 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.
28. 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.
29. **Documentation requirement for GST:** The Contractor will be under the obligation for invoicing correct tax rate of tax/duties as prescribed under the GST law to OIL, and pass on the benefits, if any, after availing input tax credit.

Any invoice issued shall contain the following particulars:

- a) Name, address and GSTIN of the supplier;
- b) Serial number of the invoice;
- c) Date of issue;
- d) Name, address and GSTIN or UIN, if registered of the recipient;
Note: OIL GSTIN numbers are as follows:
Assam :18AAACO2352C1ZW
Arunachal Pradesh :12AAACO2352C1Z8
- e) Name and address of the recipient and the address of the delivery, along with the State and its code,
- f) HSN code of goods or Accounting Code of services[SAC];
- g) Description of goods or services;
- h) Quantity in case of goods and unit or Unique Quantity Code thereof;
- i) Total value of supply of goods or services or both;
- j) Taxable value of supply of goods or services or both taking into discount or abatement if any;
- k) Rate of tax (IGST,CGST, SGST/ UTGST, cess);

- l) Amount of tax charged in respect of taxable goods or services (IGST,CGST, SGST/UTGST, cess);
- m) Place of supply along with the name of State, in case of supply in the course of interstate trade or commerce;
- n) Address of the delivery where the same is different from the place of supply and
- o) Signature or digital signature of the supplier or his authorised representative.
- p) GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:
 - i) The original copy being marked as ORIGINAL FOR RECIPIENT;
 - ii) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
 - iii) The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details of details of advance taken along with particulars as mentioned in clause no. (a), (b), (c), (d), (g), (k), (l), (m) & (o) above.

30. **Anti-profiteering clause:**

As per Clause 171 of GST Act it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier of Goods / Services may note the above and quote their prices accordingly.

- 31. In case the GST rating of Contractor on the GST portal / Govt. official website is negative / blacklisted, then the bids may be rejected by OIL. Further, in case rating of bidder is negative / blacklisted after award of work for supply of goods / services, then OIL shall not be obligated or liable to pay or reimburse GST to such Contractor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by OIL.

FINANCING OF TRADE RECEIVABLES OF MICRO AND SMALL ENTERPRISES (MSES) THROUGH TRADE RECEIVABLES DISCOUNTING SYSTEM (TReDS) PLATFORM:

Based on the initiatives of Government of India to help MSE vendors get immediate access to liquid fund based on Buyers credit rating by discounting, OIL has registered itself on TREDS platform through the following entities:

Sl. No.	Name of the Approved/ Authorised Entity	TReDS Payment System Approved/ Authorised
1.	A.TREDS Limited	INVOICEMART
2.	Receivables Exchange of India Limited (RXIL)	RXIL

3.	Mynd Solutions Private Limited	M1xchange
4.	C2FO Factoring Solutions Private Limited	C2treds
5.	KredX Platform Private Limited	DTX

MSE vendors can avail this benefit by registering themselves with any of the exchanges providing e-discounting / electronic factoring services on TReDS platform and following the procedures defined therein, provided OIL is also participating in such TReDS Platform as a Buyer.

1. MSE Vendor should be aware that all costs relating to availing the facility of discounting on TReDS platform including but not limited to Registration charges, Transaction charges for financing, Discounting Charges, Interest on financing, or any other charges known by any name shall be borne by MSE Vendor.
2. MSE Vendor hereby agrees to indemnify, hold harmless and keep OIL and its affiliates, Directors, officers, representatives, agents and employees indemnified, from any and all damages, losses, claims and liabilities (including legal costs) which may arise from Sellers submission, posting or display, participation, in any manner, on the TReDS Platform or from the use of Services or from the Buyer's breach of any of the terms and conditions of the Usage Terms or of this Agreement and any Applicable Law on a full indemnity basis.
3. OIL shall not be liable for any special, indirect, punitive, incidental, or consequential damages or any damages whatsoever (including but not limited to damages for loss of profits or savings, business interruption, loss of information), whether in contract, tort, equity or otherwise or any other damages resulting from using TReDS platform for discounting their (MSE Vendor's) invoices.

Note:

- i) Buyer means OIL, who has placed Purchase Order / Contract on a MSE Vendor (Seller).
- ii) Seller means a MSE vendor, who has been awarded Purchase Order / Contract by OIL (Buyer).

Notes:

- **HEADINGS:** The headings of the clauses of the contract are for convenience only and shall not be used to interpret the provisions thereof.
- Company hereby acknowledges that the equipment and tools (“Equipment”) that are owned and utilized by Contractor to perform its service obligations under the Contract shall be at all times be, handled and manned by the Contractor. Company shall not be entitled to use/operate/possess any of the Contractor’s Equipment for providing

Services under the Contract. To clarify that control, custody and possession of Contractor's equipment shall always be with the Contractor.

- All the clauses in this tender are limited to execution of this tender only and do not carry any precedence whatsoever for any OIL's such or similar tenders in future.

Details of the Service	Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India.
Area Of Operation	All Operational Areas of OIL within India.
Notice	<p>Any notice given by one party to other, pursuant to this Contract shall be sent in writing or by e-mail to the applicable address specified below:</p> <p><u>Company</u></p> <p>a) <u>For Contractual Matters</u> CGM-Contracts (HoD) Oil India Limited P.O. Duliajan - 786602 Assam, India Phone No. 91-374-280 8650 Email: contracts@oilindia.in</p> <p>b) <u>For Technical Matters</u> CGM- HR Acquisitions Oil India Limited, P.O. Duliajan-786602 Dist. Dibrugarh, Assam. Phone No. 91-374- 280 9037 Email: khirode_chetia@oilindia.in</p> <p>c) <u>Contractor</u> _____ _____</p> <p>A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>

End of Section-II (SCC)

JOB DESCRIPTION FOR EACH POSITION

Sl. No	Discipline	Job Description
1.	Administrative Officer	<ol style="list-style-type: none">1. Should have good communication skill with adequate proficiency in written as well as verbal communication in English.2. Proven work experience as an Administrative Officer, HR officer or similar role.3. Should be able to maintain and update company databases.4. Good working knowledge of office procedures.5. Experience of working with office management software like MS Office (MS Excel and MS Word specially).6. Maintain employee files and records in electronic and paper form.7. Strong organization skills with problem-solving attitude.8. Prepare reports and presentations with statistical data, as assigned.9. Other allied jobs assigned by concerned HoD.10. The incumbent may have to work in weekends/holidays if and when required on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
2	Chemist	<p>The Chemist is required to stay at designated drilling/workover wells site and shall perform all the duties as provided below:</p> <ol style="list-style-type: none">1. Preparation and maintenance of drilling fluid at designated well site as per the mud program.2. Performing all the activities for drilling fluid management at well site in consultation with company representatives.3. Quality control of the fluid system as drilling/work-over operation progresses.4. Executing Cementing jobs.5. Solving down hole complications including but not limited to cement contamination, mud loss, torque/drag, stuck pipe, caving's high pressure kicks etc. in consultation with company representative.6. Testing and analysis of drilling fluid samples as per requirement.7. Maintaining data and records pertaining to chemical inventory at well site, drilling fluid performance, mud laboratory, HSE and other records as advised by company representative.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none">8. Following the Standard Operating Procedures and other Standard safety norms as applicable to drilling wellsite/chemical laboratory.9. The chemist shall be able to communicate fluently in English/Hindi language.10. The candidate must perform his duties in consultation with drilling personnel at well site and company representative.11. Preparation of drilling fluid at drilling well site.12. Maintaining the quality and volume of drilling fluid as per well requirement.13. Maintain inventory of various chemicals, additives, consumption pattern, replenish desired quantity in a manner so as to ensure adequate requirement covering contingency at well site all the time.14. Troubleshooting drilling and mud related problems in consultation with OIL representative.15. Follow SOP and all safety norms of the industry.16. Generate daily reports in standard formats and submit to Company representative.17. Other allied jobs assigned by concerned reporting officer/HoD.18. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
3.	Civil Engineer	<ol style="list-style-type: none">1. Civil Engineering activities including full time on-site supervision, detailed measurements for billing, preparation of estimates, drawings, documents etc.2. Candidates should have knowledge of relevant IS codes of practice for Civil Engineering works.3. To execute and support all civil project activities related to on-going and upcoming Oilfield Projects of Oil India Limited conforming to safety standards at various locations.4. Preparation of specification of all civil components related to respective Projects & Cost Estimate of works following CPWD-DSR or relevant State Govt. Schedule of Rates including market analysis as per requirement.5. Preparation of civil layout drawings/plot plan/soil testing/contour survey of installations.6. Preparation of detailed specifications of civil items along with quantity.7. Examine/analyse/approve civil diagrams/drawings prepared by Contractors.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 8. Calculate civil items/equipment's requirement at site and maintain inventory. 9. Oversee installation of civil components at oilfields as per industry practice. 10. Ensure compliance of execution of all civil jobs at site as per contract terms & conditions. 11. Inspection of material & witness requisite tests at site & take samples of materials for laboratory test from approved laboratory. 12. Close and constant monitoring of civil activities carried out by Contractors at site. 13. Ensure conformation to project safety standards of Oil & Gas installation as per DGMS, OISD, OMR, CIMFR. 14. Regular site supervision of projects. Ensure proper execution of jobs by Contractors. 15. Experience in working with AUTOCAD software. 16. Keeping abreast with latest safety requirements of Oil & Gas installations. 17. Other allied jobs assigned by concerned reporting officer/HoD. 18. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
4	Liaisoning Officer / Coordinating Officer	<ol style="list-style-type: none"> 1. Various liaising and coordination jobs of Office Administration and for obtaining statutory approvals and clearances from appropriate government departments. 2. Organizing/ Conducting meetings with stakeholders/Govt. Officials/Regulatory Bodies. 3. Follow up of pending files/Documents with Government Officials. 4. Other allied jobs assigned by concerned reporting officer/HoD. 5. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
5.	Contract Officer	<ol style="list-style-type: none"> 1. Maintenance of all warehousing related documents and registers. 2. Supervising loading and unloading of goods. 3. Reconciliation and Stock Verification.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 4. Responsible for drafting, reviewing, processing & maintaining tender/contract and its associated jobs. 5. Record keeping and reporting of various tender as well as contract files and documents. 6. Assisting in different phases of the tendering and procurement procedures including Bid Opening/Lottery etc. (as and when necessary). 7. Scrutiny of PR for Goods & Services received from user department. 8. Floating of Limited/e-Tenders. 9. Bid Opening. 10. Tender Tabulation and preparation of proposals. 11. Creation of PO and Contract in system and preparation of hard copy of them. 12. Follow-up of PR to PO, PO to Receipt of Materials. 13. Responsible for day-to-day support on procurement matters. 14. Any other purchase related activities assigned by the senior officer. 15. Other allied jobs assigned by concerned reporting officer/HoD. 16. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive</p>
6.	Graduate Engineer	Job Description cannot be defined and will depend upon the requirement of individual Departments of the Company.
7.	Drilling Engineer	<ol style="list-style-type: none"> 1. In-charge of well operations in drilling wells. 2. Supervise well operation, provide technical guidance and ensure safety in all respect at rig site. 3. Ensure compliance of all contractual obligations by service providers. 4. Plan and place requirement of well consumables/material. 5. Receive and despatch material at/from rig site. 6. Hold daily Toll Box meeting, Pit Level meeting, Job safety analysis, Fire & BOP drill etc. as per standard practices. 7. Co-ordinate the activities of all service providers. 8. Report to Installation Manager/Operational Manager and be guided by him as regards to all well operations and safety related issues. 9. Maintain all well related records, safety documents and test reports as per standards.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 10. Responsible for controlling/arresting any pollution hazards arising out of day-to-day operational activities. 11. Responsible for compliance to all internal as well as external safety audit observations and recommendations. 12. Responsible for compliance to recommendation from Vigilance inspections and other audit bodies. 13. Responsible for updating of manpower list from time to time as well as 'off & on' schedule of work persons of service Providers. 14. Monitoring all activities and operations at well site and reporting back to back office. 15. Monitoring & ensuring HSE practices, policies and standards at well site. 16. Maintaining records and statutory documents at well site. 17. Maintaining inventory at well site. 18. Ensuring adherence to contractual terms and conditions of all service providers at well site. 19. Send daily progress reports to base office. 20. Other allied jobs assigned by concerned reporting officer/HoD. 21. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
8.	Project Assistant (Renewable Energy)	<ol style="list-style-type: none"> 1. Day to day monitoring of Wind Power Plants set up at different sites in the states of Rajasthan, Madhya Pradesh and Gujarat. 2. Day to day monitoring of Solar Power Plants at Jaisalmer, Rajasthan. 3. Monitoring preventive and breakdown maintenance (PM & BM). 4. Preparation, implementation of annual maintenance & operating plans and its monitoring. 5. Following up with the service providers for statutory compliances as per the provision of the O & M contracts. 6. Performance analysis of the plants. 7. Constant follow up with service providers' site manager/Customer Relationship Management (CRM) personnel's for restoration of the turbines for m/cs under breakdown if any. 8. Conducting inspection of the plants during PM & BM (including records).

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 9. To check the healthiness of the turbine and quality of executed maintenance works of the Gear Box, Generators, nacelle & hub. 10. Routine site visit to all the plants & periodic meetings with service providers. 11. Follow up for the monthly JMR, initiating processing for invoices (checking JMR with respect to the DGRs) and ensuring timely onward submission. 12. Initiation/preparation for issuance/Self-Retention of Renewable Energy Certificates (RECs). 13. REC-trading at IEX (Indian Energy Exchange): Monitoring the market trend and up keeping the records for the same. 14. Initiation / preparation for monthly Generation Based Incentive claim (GBI): 15. O & M Payments: Checking and facilitating processing of the quarterly invoice from the service providers for payment as per the provisions of contract. 16. Ensuring that all statutory regulations/ payments to local bodies at various plant locations (land lease rent, accreditation fee, registration fee, DSM Charges, HT Charges, CEIG Fee, SLDC Fee, Certification Charges Fees etc.) 17. Other allied jobs assigned by concerned reporting officer/HOD. 18. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
9.	Electrical Engineer	<ol style="list-style-type: none"> 1. Electrical Engineering activities including full time on-site supervision, electrical safety, trouble shooting, preparation of specifications, drawings, estimates, liaising with statutory authorities, billing, documentation and record keeping. 2. Review of all electrical engineering drawings and verification of material requisitions. 3. Supervision of electrical works during project execution. 4. Coordination with other pipeline sections and statutory compliance. 5. pre and post- commissioning activities, including addressing teething problems. 6. Regular site visits to expedite construction activities. 7. Verification of contractor-prepared measurement sheets.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none">8. Overseeing the installation and commissioning of cathodic protection systems for the Rehabilitation Project.9. Any other job related to project as per requirement.10. Regular site supervision of projects. Ensure proper execution of jobs by EPC/LSTK contractor.11. Project expediting at vendor premises and to co-ordinate inspection & delivery.12. Supervising & Monitoring of site execution jobs like panel installation, cable laying, termination, hook up and subsequent connections conforming to safety standards, ensure compliance with approved drawings.13. Monitor and inspection of procurement/supply.14. Review of different reports related to site activities and initiating action.15. Preparation of reports and initiate action based on the same.16. Follow up and liaison with different stakeholders.17. Should have knowledge of P&ID, SLD, Cable Schedule & related OISD standards.18. Other allied jobs assigned by concerned reporting officer/HoD.19. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
10.	Electrical Safety Officer	<ol style="list-style-type: none">1. Inspect the installations of mines and observed operations to ensure conformance to equipment specification and provided technical assistance to field personnel in the areas of high voltage distribution equipment and high voltage motors & generators.2. Coordinate with State electricity board at the time of Rig mobilization & ILM for shifting of electrical PSCC poles, Transformers etc.3. Carry out audits (Pre-Spud audit, Electrical installation audit, pre Rig Up/Down audit) as per check list and other statutory audits as per guidelines of DGMS/OISD/Other statutory bodies.4. Preparation of electrical layout drawings based on National Building codes. National electrical codes and CEA regulations for residential and commercial buildings and industrial installations like workshop, Substation etc.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 5. Electrical load calculations and preparation of single line and wiring diagrams. 6. Preparation of detail specification of items along with quantity. 7. Estimation based on CPWD and OIL's standard practice. 8. Site supervision of projects. 9. Estimation and calibration of panels, motors and alternators. 10. Measurement of record and billing purpose. 11. Other allied jobs assigned by concerned reporting officer/HoD. 12. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
11.	Geologist	<ol style="list-style-type: none"> 1. Wellsite Geologist 2. Office and Field Duty especially in OIL installation. 3. Wellsite stay as and when required. 4. Monitoring operations of drilling wells. 5. Jobs related to Blocks monitoring. 6. Other allied jobs assigned by concerned reporting officer/HoD. 7. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
12.	Geophysicist	<ol style="list-style-type: none"> 1. Performing quality control (QC) of the seismic data acquired in the fields. 2. Successful Execution of Project including submission of Project deliverables. 3. Monitor compliance with contractual data acquisition and on-site processing as per technical specifications. 4. Liaise with company, contractor and local administration as and when required. 5. Assist the Block Managers and Acreage Managers of OIL in all activities for successful execution of 2D & 3D seismic data acquisition in OALP blocks. 6. Involve in logistics, liaise with various authorities for permission, clearances, etc. for timely completion of work.

Sl. No	Discipline	Job Description
		<p>7. Quality Control for seismic data acquisition at seismic crews working in OIL's operational areas.</p> <p>8. Overall supervision, co-ordination, and Project Manage field site.</p> <p>9. Proper and optimum utilization of equipment and services.</p> <p>10. Monitor of performance and progress.</p> <p>11. Commenting/countersigning reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.</p> <p>12. Other allied jobs assigned by concerned reporting officer/HoD.</p> <p>13. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis.</p> <p>NB: The above list is only indicative and not exhaustive.</p>
13.	HSE Officer / Fire Safety Office	<p>1. Duties and responsibilities include safety (including pollution control) during drilling site preparation, rig up, rig down & rig move, raising & lowering mast, rig floor operations like making & lowering of BHA, cementing jobs, tripping in/out of tubular, safety meeting during crew change, pre job safety meetings, routine inspection ETP, rig and well site, preparation of job specific SOP in local language. Bridging document, ERP (Emergency Response Plan), Risk Register, preparation of Job Safety analysis, Permit to Work systems, investigation & analysis of accidents, incidents & near miss. Any other duties related to HSE management in rig site and drilling camp site.</p> <p>2. Shall ensure that all the conditions of EC (Environmental Clearance) and all DGMS, OISD, OMR & MoEF guidelines are being complied and submit returns at specified intervals.</p> <p>3. Health, safety and Environment experiences including formation and implementation of HSE policies, Work site inspection & hazard identification, Permit to Work system, pre job safety meeting, Accident, Incident and Near Miss Investigation & analysis, Report making and record keeping, selection of PPEs suitable for work activity & work environment, work site inspection and audits, Emergency Response Planning & loss control programs, taking precaution for pollution control and environmental management. Should have knowledge on ISO, ISRS, OISD, OMR etc. On top of the</p>

Sl. No	Discipline	Job Description
		<p>experience of the personnel as listed above, they all should be conversant with BOP drill/Fire Drill as per standard oilfield practice.</p> <ol style="list-style-type: none"> 4. Identify and assess hazards, risks and control measure for a specific operation or process. 5. Conducting ongoing review of project activities and processes to identify potential hazards, risk and control measurement that should be implemented to reduce these risks, including all costs involved in implementing such measures. 6. Assess and document hazards, risks and controls in a manner consistent with established procedures and practices. 7. Review of SOPs. 8. Review various work procedures from the safety angles. 9. Handling issues related to Work Permit, Job Safety Analysis etc. 10. Set up and supervise temporary work areas. 11. Supervise the safe handling, storage & disposal of hazardous materials, if any. 12. Supervise the operation of any potential hazards in the workplace. 13. Sensitizing contractors' manpower on emergency practice & procedures of OIL. 14. Monitoring of functioning of contractor's safety appliances, PPE compliances etc. 15. Monitor compliance of other statutory compliances related to HSE. 16. Provide assistance to OIL's officials in HSE matters related to statutory compliance. 17. Site visit and supervision of work, as and when required. 18. Other allied jobs assigned by concerned reporting officer/HoD. 19. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
14.	Instrumentation Engineer	<ol style="list-style-type: none"> 1. Project expediting at vendor premises and to co-ordinate inspection & delivery. 2. Supervising & Monitoring of site execution jobs like panel installation, cable laying, termination, hook up and subsequent connections conforming to safety standards, ensure compliance with approved drawings.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 3. Monitor and inspection of procurement/supply. 4. Review of different reports related to site activities and initiating action. 5. Preparation of reports and initiate action based on the same. 6. Follow up and liaison with different stakeholders. 7. Other allied jobs assigned by concerned reporting officer/HoD. 8. Should have knowledge of P&ID, Loop Diagram, Cable Schedule & related OISD standards. 9. Other allied jobs assigned by concerned reporting officer/HoD. 10. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
15.	IT Service Engineer	<ol style="list-style-type: none"> 1. Jobs related to IT network at Rajasthan Field, OIL. 2. Jobs related to PC, Printer and other accessories maintenance at Rajasthan Field, OIL. 3. Jobs related to data and voice communication at the remote operational areas of Tanot, Dandewala, Baghewala, etc. located in Jaisalmer District, Rajasthan. 4. Jobs related to Security Access Control System (CCTV, VMS, Biometric attendance etc.) at Rajasthan Field, OIL. 5. Jobs that are incidental to the above mentioned jobs 6. Other allied jobs assigned by concerned reporting officer/HoD. 7. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
16.	Land Officer	<ol style="list-style-type: none"> 1. Liaise and coordinate with the revenue department to obtain the land records of the land involved in a project. 2. Coordinate and assist landowners to expedite the individual land record updating and to prepare the requisite land documents for joint application for NOC for land sale. 3. Coordinate and assist OIL to expedite execution of registered deed of conveyance.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none"> 4. Coordinate and assist OIL to expedite land acquisition, mutation and compensation payment processes. 5. Liaise with Revenue Departments, District Authorities Bodies for NOCs for land lease/sale, etc. 6. Assist in coordination among local people of operational areas, Govt. Authorities and OIL. 7. Maintain land-related databases, documents and compliance records. 8. Provide administrative support in field-level implementation of all types of energy and critical mineral block projects. 9. Ensure continuous coordination with field teams and OIL. 10. Attend meetings with landowners, district and state-level authorities and represent OIL. 11. Drafting of letters/agreements/proposals/Letters to the Govt Authorities etc. 12. Assisting in different phases of the Land acquisition job (as and when necessary) 13. To liaise with Govt officials in various offices as and when required for acquisition of land and other allied jobs. 14. Other allied jobs assigned by concerned reporting officer/HoD. 15. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
17.	Material Stores Officer	<ol style="list-style-type: none"> 1. Management of Stores. 2. Receipt and Issue of goods. 3. Maintenance of all warehousing related documents and registers. 4. Supervising loading and unloading of goods. 5. Raising MRN/GRN/SES. 6. Reconciliation and Stock Verification. 7. Dispatch of goods to field location. 8. Creating PR for warehouse related services and goods. 9. Local procurement for petty requirements at OIL Godown. 10. Other allied jobs assigned by concerned reporting officer/HoD. 11. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-

Sl. No	Discipline	Job Description
		<p>flung OIL installations in the production and exploration areas and on "On-Call" duty basis.</p> <p>NB: The above list is only indicative and not exhaustive.</p>
18.	Mechanical Engineer	<ol style="list-style-type: none"> 1. Project expediting at vendor premises and to co-ordinate inspection & delivery. 2. Supervising & Monitoring of site execution jobs like fabrication, erection, hookup conforming to safety standards, ensure compliance with approved drawings. 3. Monitor procurement/supply. 4. Review of different reports related to site activities and initiating action. 5. Preparation of reports and initiate action based on that. 6. Follow up and liaison with different stakeholders. 7. Mechanical Engineering activities at site viz. operation and maintenance of IC Engines, gas and water lines, water supply arrangements, procurement of materials, estimation, billing, liaising with Govt/Statutory authorities. 8. Other allied jobs assigned by concerned reporting officer/HoD. 9. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. <p>NB: The above list is only indicative and not exhaustive.</p>
19.	Production Engineer / Process Engineer	<ol style="list-style-type: none"> 1. In-charge of well operations in production wells. 2. Day to day office jobs such as but not limited to checking of Invoices, generating daily reports, etc. 3. Supervise well operations including but not limited to well intervention, well activation, I&C of thermal wellheads, provide technical guidance and ensure safety in all respect at rig site. 4. Monitor Well operations, Production or Processing installation operations, artificial lift, heavy oil field operations, and other related production activities. 5. Supervise well completion and well activation activities. 6. Adequate knowledge on well completion and well activation activities. 7. Experience for maintaining the oil/gas well, production, installation, operation and maintenance of SPR/PCP.

Sl. No	Discipline	Job Description
		<ol style="list-style-type: none">8. Knowledge about the safety norms and regulations as per Mines act and enforce the same as required.9. Responsible for maintaining the oil/gas well, production installation, operation and maintenance of SPR/PCP.10. Oversee the compliance of the safety norms and regulations as per Mines act OISD/DGMS and enforce the same as required.11. In case of workover operation, supervise well operation, provide technical guidance, and ensure safety in all respect at rig site.12. Ensure compliance of all contractual obligations by service providers.13. Plan and place requirement of well consumables/materials.14. Receive and despatch materials at/from rig site.15. Hold daily Toolbox meeting, Pit Level meeting, Job Safety analysis, Fire & BOP drill etc. as per standard practices.16. Co-ordinate the activities of all service providers.17. Report to Installation Manager/Operational Manager and be guided by him as regards to all well operations and safety related issues.18. Maintain all well related records, safety documents and test reports as per standards.19. Responsible for proper functioning of all rig components and scheduled NDT, calibration, inspections etc.20. Responsible for controlling /arresting any pollution hazards arising out of day to day operational activities.21. Responsible for compliance to all internal as well as external safety audit observations and recommendation.22. Responsible for compliance to recommendations from Vigilance inspections and other audit bodies.23. Responsible for maintaining standard of living of the entire work person deployed at the well sites as per terms and conditions of the contract and Mine's act.24. Responsible for reclamation of well sites during rig movement.25. Responsible for updating of manpower list from time to time as well as "Off & On" schedule of work persons of service providers.26. To generate the production report in each day and submit the same to OIL.27. Oversee the O&M contract and certify all contract related bills/invoices under his domain.

Sl. No	Discipline	Job Description
		<p>28. Other allied jobs assigned by concerned reporting officer/HoD.</p> <p>29. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis.</p> <p>NB: The above list is only indicative and not exhaustive.</p>
20.	Well Engineer	<ol style="list-style-type: none"> 1. In-charge of well operations in drilling wells. 2. Supervise well operation, provide technical guidance and ensure safety in all respect at rig site. 3. Ensure compliance of all contractual obligations by service providers. 4. Plan and place requirement of well consumables/material. 5. Receive and despatch material at/from rig site. 6. Hold daily Toll Box meeting, Pit Level meeting, Job safety analysis, Fire & BOP drill etc. as per standard practices. 7. Co-ordinate the activities of all service providers. 8. Report to Installation Manager/Operational Manager and be guided by him as regards to all well operations and safety related issues. 9. Maintain all well related records, safety documents and test reports as per standards. 10. Responsible for controlling/arresting any pollution hazards arising out of day-to-day operational activities. 11. Responsible for compliance to all internal as well as external safety audit observations and recommendations. 12. Responsible for compliance to recommendation from Vigilance inspections and other audit bodies. 13. Responsible for updating of manpower list from time to time as well as 'off & on' schedule of work persons of service Providers. 14. Monitoring all activities and operations at well site and reporting back to back office. 15. Monitoring & ensuring HSE practices, policies and standards at well site. 16. Maintaining records and statutory documents at well site. 17. Maintaining inventory at well site. 18. Ensuring adherence to contractual terms and conditions of all service providers at well site. 19. Send daily progress reports to base office. 20. Other allied jobs assigned by concerned reporting officer/HoD.

Sl. No	Discipline	Job Description
		20. The incumbent may have to work in shifts involving arduous and hazardous nature of jobs in remote/far-flung OIL installations in the production and exploration areas and on "On-Call" duty basis. NB: The above list is only indicative and not exhaustive

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

- (a) Introduction
- (b) Instruction to Bidders (ITB)
- (c) Bid Evaluation Criteria – Bid Rejection Criteria (BEC-BRC) / Pre-Qualifying Criteria (PQC)
- (d) Scope of Work (SOW)
- (e) Special Terms Conditions (STC)
- (f) Service Level Agreement (SLA)
- (g) Payment Terms
- (h) BOQ & Price Bidding Format
- (i) PROFORMAS & Integrity Pact (IP)
- (j) Additional Terms & Conditions (ATC)

3.0 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.

4.0 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.

5.0 AMENDMENT OF BID DOCUMENTS: 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).

6.0 PREPARATION OF BIDS:

6.1 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.

6.2 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.

7.0 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. Bidders are required to quote for all the items as per the Price Bid Format. The duly filled 'Price Bid/ Financial Document' 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.

8.0 Price Bid uploaded without giving any of the details of the taxes (Including rates and amounts) will be considered as inclusive of all taxes including GST.

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

10.0 **BID PRICE:**

10.1 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.

10.2 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 "OFFER PRICE" in GeM portal. 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.

11.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:** These are listed in PRE-QUALIFICATION CRITERIA (PQC)/BID EVALUATION CRITERIA (BEC), of the tender documents.

12.0 **BID SECURITY:**

12.1 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 12.8.

12.2 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:

ENCLOSURE-V (MODIFIED ITB)

- a) The Bid Security may be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-VIII**) 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. A duly filled undertaking towards details of the BG (as per **PROFORMA-XIII**) must also be submitted along with the scanned copy of BG in the technical bid.

Note: In case the Bidder submits Bid security in the form of Bank Guarantee (BG), the BG must be valid for a **minimum of 45 days (Forty-Five)** days beyond the bid validity period.

- 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 (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/EMD in the form of Electronic Bank Guarantee (e-BG):**

Bidders/Contractors are advised to submit the e-BG from any of the following banks presently providing facility to issue an e-BG:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis Bank	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 Bak	28	State Bank of India
12	Federal Bank	29	South Indian Bank
13	HDFC Bank	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		

BENEFICIARY DETAILS FOR ISSUE OF ELECTRONIC BANK GUARANTEE (e-BG)		
A	Name	OIL INDIA LIMITED
B	PAN	AAAC02352C
C	Date of Incorporation	18-02-1959
D	Email ID	ritesh.kumar@oilindia.in
E	Mobile No	9504855271
F	Local Address	Duliajan, Dibrugarh, Assam- 786602
G	Registered Address	Duliajan, Dibrugarh, Assam- 786602

- d) **Submission of Bid Security/EMD 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 "Introduction" 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 Bank Guarantee / Bank Draft / Cashier's Cheque / Banker's Cheque / Fixed Deposit Receipt / Letter of Credit/Insurance Surety Bond, the original hard copy of Bid Security should reach the office of CGM-CONTRACTS on or before **12.45 p.m. (IST)** on the bid closing / opening date otherwise bid will be rejected.
- 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. 12.8** 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. 13.0** 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.
- 12.3 Any bid not secured in accordance with sub-clause 12.2 above shall be rejected by the Company as non-responsive.
- 12.4 The bidders shall extend the validity of the Bid Security suitably, if and when specifically advised by OIL, at the bidder's cost.
- 12.5 Unsuccessful Bidder's Bid Security will be discharged and / or returned within 30 days after finalization of the Tender.
- 12.6 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. 27.0 below is furnished.
- 12.7 Bid Security shall not accrue any interest during its period of validity or extended validity.
- 12.8 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.

12.9 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).

12.10 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.

12.11 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]

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

13.0 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. However, such bidders must submit the bid security declaration as per format enclosed in the tender (**PROFORMA-X**).

- a. **MSEs Units (Manufacturers / Service Providers** only and not their dealers / distributors) are eligible for exemption of Bid Security.
- b. **Govt. Department & Public Sector Undertaking (PSUs)** are also exempted from submitting bid security.

Note:

- i. 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.
- c. Documentation required to be submitted by MSEs: **Refer Clause No. 35.0 below.**

14.0 PERIOD OF VALIDITY OF BIDS:

14.1 Bids shall remain valid as per the requirement mentioned in Introduction 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 Closing Date.

14.2 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.

15.0 SUBMISSION OF BIDS:

Bids are to be submitted through GeM Portal. 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/pdf/Custom%20bid%20seller%20end.pdf>

16.0 DEADLINE FOR SUBMISSION OF BIDS:

16.1 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.

- 16.2** 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.
- 17.0 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.
- 18.0 MODIFICATION AND WITHDRAWAL OF BIDS:**
- 18.1** The Bidder after submission of Bid may modify or withdraw its Bid prior to Bid Closing Date & Time. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.
- 18.2** No Bid can be modified or withdrawn subsequent to the deadline for submission of Bids.
- 18.3** 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.
- 19.0 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.
- 20.0 BID OPENING AND EVALUATION:**
- 20.1** Company will open the Bids, in presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Introduction. 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.
- 20.2** In case of any unscheduled holiday or Bandh on the Bid Opening Date, the Bids will be opened on the next full working day. Accordingly, Bid Closing Date / time will get extended up to the next working day and time.
- 20.3** Bids which have been withdrawn pursuant to clause 17.0 shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been digitally signed and whether the bids are generally in order.
- 20.4** At bid opening, Company will announce the Bidder's names, written notifications of bid modifications or withdrawal, if any, the presence of requisite Bid Securing Declaration and such other details as the Company may consider appropriate.
- 20.5** Normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid (i.e. document is deficient or missing),

or due to some statement at other place of the Bid (i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL. In all the above situations, the Bidder will not be allowed to change the basic structure of the Bid already submitted by them and no change in the price or substance of the Bid shall be sought, offered or permitted.

20.6 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bid Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Document without material deviations or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, or performance of work, or which limits in any substantial way, inconsistent 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.

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

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

21.0 OPENING OF PRICED BIDS:

21.1 Company will open the Priced Bids of the techno-commercially qualified Bidders on a specific date in presence of representatives of the qualified bidders who choose to attend.

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

21.3 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.

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

22.1 Discounts / Rebates:

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

21.1.2 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.

23.0 CONTACTING THE COMPANY:

- 23.1** Except as otherwise provided in **Clause 20.0 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 20.5**.
- 23.2** An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

24.0 AWARD OF CONTRACT:

- 24.1 Award criteria:** The Company will award the Contract to the successful Bidder as per the evaluation criteria mentioned under BEC-BRC/PQC of the tender document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

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

26.0 NOTIFICATION OF AWARD:

- 26.1** Prior to the expiry of the period of bid validity or extended validity, Company will notify the successful Bidder in writing by registered letter or by fax or E-mail (to be confirmed in writing by registered/couriered letter) that its Bid has been accepted.
- 26.2** The notification of award will constitute the formation of the Contract.

27.0 PERFORMANCE SECURITY:

Successful bidder has to submit Performance Security amount as mentioned in Introduction, within **30 (Thirty) days** from the date of issue of Letter of Award (LOA).

- 27.1**
- a) The Performance Security should be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-XII**) 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. A duly filled 'Undertaking' towards details of BG (Format attached as **PROFORMA-XIII**) must be submitted along with original copy of BG.
 - 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 on or before the date and time specified in Letter of Award (LOA) 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):**

Bidders/Contractors are advised to submit the e-BG from any of the following banks presently providing facility to issue an e-BG:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	AU Small Finance Bank	18	Indian Bank
2	Axis Bank	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 Bak	28	State Bank of India
12	Federal Bank	29	South Indian Bank

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13	HDFC Bank	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		

BENEFICIARY DETAILS FOR ISSUE OF ELECTRONIC BANK GUARANTEE (e-BG)		
A	Name	OIL INDIA LIMITED
B	PAN	AAAC02352C
C	Date of Incorporation	18-02-1959
D	Email ID	ritesh.kumar@oilindia.in
E	Mobile No	9504855271
F	Local Address	Duliajan, Dibrugarh, Assam- 786602
G	Registered Address	Duliajan, Dibrugarh, Assam- 786602

- d) **Submission of Performance Security in the form of Insurance Surety Bond:** In case the Performance Security is submitted in the form of Insurance Surety Bond (as per **PROFORMA-XV**), 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 "Introduction" of the Tender.

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- 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 Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit/Insurance Surety Bond, 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, c & d will be accepted by the Company.
- 27.2** In case performance security is submitted in the form of Fixed/ Term 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"

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

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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

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

27.5 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 Number 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
G	SWIFT Code	ICICINBBXXX

27.6 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.

27.7 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.

28.0 SIGNING OF CONTRACT:

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

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

28.3 In the event of failure on the part of the successful Bidder to sign the contract or submit the Performance Security within stipulated time as defined in the tender document, OIL reserves the right to terminate the LOA issued to the successful Bidder and invoke the Performance Security if submitted by the successful Bidder. The bidder will be suspended for the period of two years. This suspension of two years shall be automatic without conducting any enquiry.

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

30.0 MOBILISATION AND ADVANCE PAYMENT:

30.1 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.

30.2 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.

30.3 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.

31.0 INTEGRITY PACT:

31.1 OIL shall be entering into an Integrity Pact with the Bidders as per format enclosed vide **"INTEGRITY PACT"** of the Bid Document. The Integrity Pact shall be returned by the bidder (along with the technical Bid) duly signed by the same signatory who signed the Bid i.e. who is duly authorized to sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid may be liable for rejection.

- 31.2** In case of a joint venture, all the partners of the joint venture should sign the Integrity pact.
- 31.3** 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.
- 31.4** OIL has appointed **Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA** and **Shri Ajit Mohan Sharan, IAS (Retd.), Former Secretary, Ministry of Ayush, Govt. of India** 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. Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA
E-mail ID: rpawar61@hotmail.com & ramphal.pawar@ips.gov.in
 - b. Shri Ajit Mohan Sharan, IAS (Retd.), Former Secretary, Ministry of Ayush, Govt. of India
E-Mail ID: ams057@gmail.com

32.0 LOCAL CONDITIONS:

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

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

- 33.0 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.

34.0 GOODS AND SERVICES TAX:

34.1 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.

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

34.3 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.

34.4 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**.

34.5 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.

34.6 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.

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

34.8 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.

34.9 OIL will prefer to deal with registered bidder 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.

34.10 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.

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

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

35.0 DOCUMENTATION REQUIRED TO BE SUBMITTED BY MSES:

Categorization and various criteria applicable to MSE bidders shall be guided by the Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES.

Bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE Woman) against this tender has to submit the following documents along with the technical bid for availing the benefits applicable to MSEs:

- i. Udyam Registration Number with Udyam Registration Certificate.

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

36.0 SUSTAINABLE DEVELOPMENT AND ENVIRONMENT, SOCIAL & GOVERNANCE POLICY:

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 or issue of purchase order.

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

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

37.0 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. Ritesh Kumar, Sr. Officer (Contracts)

E-mail: ritesh.kumar@oilindia.in; contracts@oilindia.in

End of ITB

Questionnaire for vendors and suppliers

		Response
1. Emissions	What was the GHG emission for the last financial year (FY24)?	a) Scope 1 GHG emissions (kg CO ₂ e)
		b) Scope 2 GHG emissions (kg CO ₂ e)
	What was the GHG emission per unit of revenue for the last financial year (FY24)?	a) Scope 1 GHG emissions (kg CO ₂ e)
		b) Scope 2 GHG emissions (kg CO ₂ e)
2. Decarbonization strategy & targets	Do you have a Net Zero target? If yes, please state the year	
	Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?	
	Please state the target for reduction in next financial year (FY24)	a) Scope 1 GHG emissions/emissions intensity
		b) Scope 2 GHG emissions/emissions intensity
Please provide information on a few decarbonization initiatives undertaken (describe the initiatives and their respective impact)		
3. Waste & Water Mgt.	Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?	
	Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	
4. Disclosures	Are your current emissions verified? If yes, please name the assuring body	
	Are your emissions targets validated (eg: SbTi)? If yes, please name the methodology	
	Are you rated by any of the ESG rating agencies? If yes, please specify the agency and rating	

Suppliers and vendors may refer to the explanatory note for any questions or clarifications pertaining to any of the questions above.

Explantatory Note-ESG Questionnaire for Suppliers & Vendors

1 Emissions Reporting

What are Greenhouse Gas (GHG) Emissions?

Greenhouse gas (GHG) emissions refer to gases that trap heat in the Earth's atmosphere, contributing to global warming and climate change. These include carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O), among others. GHG emissions are generated from various sources, such as burning fossil fuels, industrial activities, and deforestation.

What are Scope 1 and Scope 2 Emissions?

- **Scope 1 Emissions:** Direct emissions from sources owned or controlled by your company (e.g., fuel combustion in company-owned vehicles, boilers, and generators).
- **Scope 2 Emissions:** Indirect emissions from purchased electricity, steam, heating, and cooling consumed by your company. These emissions occur at the power generation source but are attributed to your business due to electricity consumption.

How to Calculate GHG Emissions?

Emissions are typically calculated using the following formula:

GHG Emissions (kg CO₂e) = Consumption data × Emission Factor

- **Consumption Data:** Fuel consumption (liters), electricity use (kWh), etc.
- **Emission Factor:** Standard values published by organizations like the IPCC

Examples:

1. **Fuel Consumption-Based Calculation (Scope 1):**
 - If you use 1,000 liters of diesel in company vehicles, and the emission factor for diesel is 2.68 kg CO₂e per liter, your emissions are:
1,000×2.68=2,680 kg CO₂e
2. **Electricity Consumption-Based Calculation (Scope 2):**
 - If your facility consumes 5,000 kWh of electricity, and the emission factor for your electricity provider is 0.4 kg CO₂e per kWh, your emissions are:
5,000×0.4=2,000 kg CO₂e

Sample Responses:

Question	Sample Response
What was the GHG emission for FY24?	a) Scope 1: 10,500 kg CO ₂ e
	b) Scope 2: 8,200 kg CO ₂ e
What was the GHG emission per unit revenue for FY24?	a) Scope 1: 2.5 kg CO ₂ e per INR 1,000 revenue
	b) Scope 2: 1.8 kg CO ₂ e per INR 1,000 revenue

2 Decarbonization Strategy & Targets

Net Zero and Emission Reduction Targets

- **Net Zero Target:** A Net Zero target refers to a commitment to reducing emissions to as close to zero as possible, with residual emissions offset by carbon capture or other means. OIL would like to know if your organization has set any targets of becoming net zero, and if so, what is the targeted year.

- **There are 2 types of defining the target:**

Absolute Reduction: A fixed percentage decrease in emissions over a period (e.g., 10% reduction by 2030).

Intensity-Based Reduction: Reduction in emissions per unit of production or revenue (e.g., 15% reduction per product by 2025).

Sample Responses:

Question	Sample Response
Do you have a Net Zero target? If yes, please state the year	Yes, by 2040
Do you have an emissions reduction target? If yes, are the targets absolute emissions based, or intensity based?	Yes, we aim for an absolute 40% reduction by 2030, and 100% by 2040
Please state the target for reduction in FY24.	a) Scope 1: 10% absolute reduction
	b) Scope 2: 10% absolute reduction
Please provide information on a few initiatives undertaken (describe the initiatives)	Afforestation EV inclusion Electrification of gas-based equipment Renewable energy setup
How much of the reduction targets have been achieved till date? (eg: more than 80% achieved, less than 20% etc)	~5 % reduction has been achieved

3. Waste & Water Management

Waste Management Initiatives

In order to answer the question regarding waste management initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Recycling and reusing materials
- Proper disposal of hazardous waste
- Reducing landfill waste through composting or waste-to-energy programs

Water Conservation Initiatives

Similar to the waste management initiatives, in order to answer the question regarding water conservation initiatives, vendors and suppliers may mention few of the initiatives that their organizations have undertaken that may include (but are not limited to):

- Monitoring water consumption with meters
- Installing water-efficient fixtures
- Treating wastewater before discharge

Sample Responses:

Question	Sample Response
Do you have any initiatives for waste management including solid wastes, liquid wastes and hazardous waste?	Yes, we recycle 60% of our production waste and have SOPs in place for proper dispose of hazardous materials.
Do you have any initiatives for water management including monitoring of water consumption and withdrawals, and if applicable, treatment of wastewater?	Yes, we have meters to monitor water withdrawals and have a wastewater treatment process.

4. Disclosures

Verification & Validation of Emissions Data

- **Current emissions verification:** There are certain third-party agencies that verify an organization's emissions. These organizations provide independent assessments to ensure transparency and accuracy in emissions reporting. Verification by such agencies enhances credibility and aligns businesses with best sustainability practices. In case your organization's current emissions are validated by such a third-party agency, please specify the name of such an agency.
- **Emissions target validation:** If you have a target of reducing your carbon footprint, certain organizations validate the roadmap of achieving a lower carbon footprint. In case you have prepared a roadmap and submitted it to SBTi or Transition Pathways Initiatives, and have received certificates that have validated the targets, please specify the agency that has validated your targets.
- **ESG Ratings:** Certain agencies assess organizations based on their disclosures, monitoring capabilities, and control measures, among other factors. Some of these agencies, such as CDP and S&P, are globally recognized for their ratings. If your organization has received a rating from any of these agencies, please specify the agency's name and your assigned rating.

Sample Responses:

Question	Sample Response
Are your current emissions verified? If yes, please name the assuring body	Yes, verified by XYZ agency
Are your emissions targets validated (eg: Sbti)? If yes, please name the methodology	Yes, validated by SBTi.
Are you rated by any of the ESGrating agencies? If yes, please specify the agency and rating	Yes, CDP rating: D.

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN
DISTRICT: DIBRUGARH (ASSAM), PIN-786602
TEL: (91) 374-2800548, FAX: (91) 374-2803549
E-mail ID: contracts@oilindia.in
Website: www.oil-india.com

CORRIGENDUM NO. 04

Tender No.: GEM/2025/B/6713908 dated 29.09.2025

This **Corrigendum No. 4 dated 18.11.2025** to GeM Tender No.: **GEM/2025/B/6713908** for '*Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India*' is issued to amend the following:

1.0 Bid Closing / Opening dates has been extended as under:

- i) Bid Closing Date & Time : Extended up to **02.12.2025 [14:00 Hrs. (IST)]**
- ii) Bid Opening Date & Time : Extended up to **02.12.2025 [14:30 Hrs. (IST)]**

2.0 All other terms and conditions of the Bid Document (including any amendment issued thereof) remain unchanged. Details can be viewed at www.oil-india.com.

Sd/-
SR. OFFICER-CONTRACTS (S)

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN
DISTRICT: DIBRUGARH (ASSAM), PIN-786602
TEL: (91) 374-2800548, FAX: (91) 374-2803549
E-mail ID: contracts@oilindia.in
Website: www. oil-india.com

CORRIGENDUM NO. 03

Tender No.: GEM/2025/B/6713908 dated 29.09.2025

This **Corrigendum No. 3 dated 03.11.2025** to GeM Tender No.: **GEM/2025/B/6713908** for '*Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India*' is issued to amend the following:

1.0 Bid Closing / Opening dates has been extended as under:

- i) Bid Closing Date & Time : Extended up to **18.11.2025 [14:00 Hrs. (IST)]**
- ii) Bid Opening Date & Time : Extended up to **18.11.2025 [14:30 Hrs. (IST)]**

2.0 Minutes of the Pre-Bid Conference held on 17th October, 2025 is enclosed herewith.

3.0 All other terms and conditions of the Bid Document (including any amendment issued thereof) remain unchanged. Details can be viewed at www.oil-india.com.

Sd/-
SR. OFFICER-CONTRACTS (S)

ऑयल इंडिया लिमिटेड
OIL INDIA LIMITED

Minutes of Pre-Bid Conference held against GeM Tender No: GEM/2025/B/6713908 dated 29.09.2025 on 17th October, 2025 at Hotel Hindustan International, Kolkata.

Preamble:

A GeM Tender was floated for 'Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India' vide GeM Tender No: GEM/2025/B/6713908 dated 29.09.2025.

As a part of the tendering process, a Pre-Bid Conference was scheduled on 17th October, 2025 at Kolkata to address any queries from the prospective bidders. In the aforesaid GeM Tender, provision for submission of queries beforehand via email was mentioned so that the queries can be addressed in the Pre-Bid Conference. Accordingly, a few queries were received via emails which were addressed during the Pre-Bid Conference. Moreover, a few queries were also raised during the Conference itself and the same were also addressed. Details of deliberations are as below:

Sl. No	Clause description as per tender	Queries	OIL's Reponses
1.0	BILL, UNIT AND QUANTITY: (BOQ)/SCHEDULE OF WORK, UNIT AND QUANTITY (SOQ)-Description of Service	Kindly share the detailed job description in accordance with the requisition issued for each position. Also share any specific certifications or licenses sheet for each professional positions.	Shall deliver and issue amendment if needed.
2.0	Chemist Qualification: PG (Chemistry) / BE (Chemical) Experience of 5 years & above in their respective fields	We request you to add B.Sc (Chemistry) with relevant experience in the field. Since many competent chemists hold a B.sc degree with robust experience. Also share the mud experience levels for this position.	No change. However, for experience of 5 years and above, shall deliver and issue an amendment if needed.
3.0	Liaison Officer / Coordinating Officer Qualification: BE (Any Discipline) Experience of 0 - 3 years in their respective fields	We request you to add separate line items for Liaison Officer and Coordinating Officer, as the nature of their jobs is different. As we understand that the salary rates are different for both these positions, hence we cannot club with single rate.	No change. For the job description, shall deliver and issue amendment if needed.

Sl. No	Clause description as per tender	Queries	OIL's Reponses
4.0	Contract Officer / Drilling Engineer / Graduate Engineer / Material / Store Officer Qualification: BE (Any Discipline) Experience of 3 - 5 years in their respective fields	We request you to add separate line items for Contract Officer and Drilling Engineer and Graduate Engineer and Material/Store Officer, as the nature of their jobs is different. As we understand that the salary rates are different for both these positions, hence we cannot club with single rate.	No change. For the job description, shall deliver and issue amendment if needed.
5.0	Drilling Engineer / Project Assistant (Renewable Energy) Qualification: BE (Any Discipline) Experience of 5 years & above in their respective fields	We request you to add separate line items for Drilling Engineer and Project Assistant, as the nature of their jobs is different. As we understand that the salary rates are different for both these positions, hence we cannot club with single rate.	No change. For the job description, shall deliver and issue amendment if needed.
6.0	HSE Officer / Fire Safety Officer Qualification: BE (Fire & Safety) / BE Fire Engineering Experience of 3 - 5 years in their respective fields	We request you to relax the qualification criteria as BE Any discipline with certification in Industrial Safety/Fire Safety (ADIS /PDIS) from a recognized institute.	Shall deliver and issue amendment if needed.
7.0	The Bidder/ Contractor must understand and agree that OIL is not bound or committed to utilize any specific number of their personnel during the contract period. The requirement being purely TEMPORARY on AS AND WHEN REQUIRED basis.	We request you for minimum guarantee of man-days per month or a commitment to utilize a certain percentage (e.g., 10-15%) of the total evaluated man-months.	Not agreed to

Sl. No	Clause description as per tender	Queries	OIL's Reponses
8.0	Group / Individual life and health insurance policy etc. covering all the contract personnel working under this contract which must be valid for the entire period of the contract. However, in case of any work-related accident / injury, OIL may make first aid service available at nearest OIL's Medical facility	Please specify the minimum Sum Assured required per deployed personnel for: a) Group Life Insurance / Accidental Death Cover (Minimum Rs. 25 Lakhs/ person). b) Group Health/Mediclaim Insurance (Minimum Rs. 10 Lakhs/ person).	Bidders must ensure full compliance with all statutory requirements and applicable laws of India.
9.0	The personnel engaged shall make their own arrangements to report to the allocated departments in assigned / posted locations / sphere etc. and conveyance from the department to the assigned location of work shall be the responsibility of the OIL's concerned department.	Kindly clarify how many such assignments occur in a month. We also request that you fix a slab rate (per person per month) to ensure a most competitive bid.	Cannot be ascertain at this stage as the requirement is for project nature of the job. Bidders are expected to quote for the services by taking into account all requirements. A fixed slab rate shall not be applicable.
10.0	The personnel engaged shall make their own arrangements to report to the allocated departments in assigned / posted locations / sphere etc. and conveyance from the department to the assigned location of work shall be the responsibility of the OIL's concerned department.	We request you to provide Food, Pick-up & drop and train / Air Fare from a central point to the work site.	Not Acceptable

Sl. No	Clause description as per tender	Queries	OIL's Reponses
11.0	The invoices are to be raised by 10th of the succeeding month to OIL. Accordingly, the payment will be processed on receipt of the undisputed invoice from the contractor.	We request you to make 100% payment within 15 days from the date of invoice along with GST.	Payment shall be made as per the payment terms specified in the tender.
12.0	Replacement personnel should be mobilized within 21 days from the date of issuance of notice without affecting the operation of the COMPANY.	We request you to consider the replacement period for minimum 30 days, since the notice period is 30 days as per industry practice.	Shall deliver and issue amendment if needed.
13.0	The contractor shall have to provide the shortlisted personnel for engagement for a maximum period of three (03) years. However, there will be a gap of minimum 07 days after completion of each one-year cycle.	Kindly clarify the payment for that 7 days which is Billable or Non-billable. Since it is not clear in the tender.	Non-billable
14.0	The contractor shall have to provide the shortlisted personnel for engagement for a maximum period of three (03) years. However, there will be a gap of minimum 07 days after completion of each one-year cycle.	Also clarify the rejoining process. (For Ex. If the candidate belongs to Karnataka and site location is Rajasthan, then to obtain new PCC takes minimum 10 days) we request you to relax that criteria for such candidates.	PCC shall be obtained once for any contractor personnel at the time of their initial joining and shall remain valid for the entire duration of the contract. Personnel rejoining after a gap of 7 days post completion of each annual cycle will not be required to resubmit the PCC.
15.0	During the last six months of the contract period the contractor shall not replace / withdraw any personnel already deployed.	We request you to wave off this clause, since it differs person to person.	No change

Sl. No	Clause description as per tender	Queries	OIL's Responses
16.0	The cumulative penalty shall not exceed 10% of the Total Contract Value.	We request you to change the penalty cap to 2% of the total contract value. Since the BEC financial criteria is at least Rs. 9,30,98,000.00/- (which is less than 10%). Kindly update the financial BEC or penalty clause).	The BEC financial criteria shall remain as per the company's standard policy, with no changes permitted. However, for the cumulative penalty, we shall deliver and issue amendment if needed.
17.0	Penalty shall be applicable under the conditions.	If OIL imposing any penalty amount on contractor, kindly mention the penalty amount month on month wise to improvising the contractor performance.	OIL shall mention the penalty amount on quarterly basis, if applicable.
18.0	The contractor has to deploy the approved personnel within 21 days from the date of intimation of deployment by OIL.	We request you to consider the deployment period for minimum 30 days, since the notice period is 30 days as per industry practice.	Shall deliver and issue amendment if needed.
19.0	a) If the Contractor fails to provide the list of Bio-data along with credentials of shortlisted personnel within 21 (Twenty-one) days from date of receipt of OIL's Requisition. b) Deployment / placement against a particular professional position beyond 21 (Twenty-one) days from date of intimation of acceptance of shortlisted personnel by OIL.	Kindly clarify which penalty clause is applicable, since both the clauses are overlapped.	The penalty clauses are not overlapping. Clause (a) shall be applicable only if the Contractor fails to provide the bio-data along with credentials within 21 days from the date of receipt of OIL's requisition. Clause (b) shall be applicable only if the Contractor fails to deploy/place the personnel within 21 days from the date of intimation of acceptance of shortlisted personnel by OIL.
20.0	Prevailing and upcoming OIL Installations for next 3 years.	Kindly share the list of all installations which involve in to this contract. Since it is not mention in the tender.	All operational areas of OIL within India.

Sl. No	Clause description as per tender	Queries	OIL's Responses
21.0	Kindly share the interview selection criteria.	Kindly clarify the selection committee members and the mode of interview such as physical/ telephonic / Virtual. Since it is not clear in the tender.	Selection shall be made solely based on the bio-data submitted after the requisition is raised. No interview shall be conducted.
22.0	For remote sites OIL does not have base camps with facilities.	Kindly clarify the accommodation and their payments for such remote sites.	The bidder shall be responsible for arranging accommodation for their personnel at any location during the execution of the contract.
23.0		Is knowledge of the local language required for the personnel engaged by the contractor?	Personnel engaged by the contractor shall be able to read and write in English. It is also desirable for them to know the local language for their convenience.
24.0	Bidder must have experience of successfully completing at least one SIMILAR WORK of minimum 02 years' duration in previous 07 (seven) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in India.	Bidder must have experience of successfully completing at least one SIMILAR WORK of minimum 02 years' duration in previous 10 (ten) years reckoned from the original bid closing date with PSUs / Central Government / State Government Organization / Nationalized Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in India.	Shall deliver and issue amendment if needed.
25.0	iii) Petroleum Engineers [BE or B. Tech in Petroleum	We request OIL to provide us the Broad scope of the responsibility of Petroleum Engineer & the Disciple of Petroleum Engineer.	For the responsibilities/ job description of the Petroleum Engineer, OIL shall deliver and issue amendment if needed.
26.0	iii) In case the start date of the requisite experience is prior to	It is requested that OIL to not only consider the part (Completion) of SIMILAR	Shall deliver and issue amendment if needed.

Sl. No	Clause description as per tender	Queries	OIL's Reponses
	<p>the preceding 07(seven) years' period reckoned from the original bid closing date, but completion is within the preceding 07 (seven) years' period reckoned from the original bid closing date, then only that part of SIMILAR Work will be considered which has been executed within preceding 07 (seven) years' period reckoned from the original bid closing date.</p>	<p>Work but also consider the entire period of the Project from start to end falls during the last 10 years period & not only the completion. OIL should also consider ongoing contracts.</p>	
27.0	<p>Bidder must have experience of supplying professionals of at least 05 (Five) different qualifications from the below list of qualifications for a continuous period of 06 (six) months under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 07 (seven) years reckoned from the original bid closing date.</p>	<p>Bidder must have experience of supplying professionals of at least 04 (Four) different qualifications from the below list of qualifications for a continuous period of 06 (six) months under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 07 (seven) years reckoned from the original bid closing date. Thereby giving more preference to technically qualified professionals.</p>	<p>Shall deliver and issue amendment if needed.</p>
28.0	<p>Bidder must have experience of supplying professionals of at least 05 (Five) different qualifications from</p>	<p>We request OIL to include "Manager Logistics" in these positions.</p>	<p>Not acceptable</p>

Sl. No	Clause description as per tender	Queries	OIL's Reponses
	<p>the below list of qualifications for a continuous period of 06 (six) months under a single contract</p> <p>i) HR Executives [MBA (HR) /PG in (HR)]</p> <p>ii) Engineers [BE / B. Tech in any discipline]</p> <p>iii) Petroleum Engineers [BE or in Petroleum Engineering]</p> <p>iv) HSE Officer/Fire Safety Officer [BE (Fire & Safety)/BE (Fire Engineering)]</p> <p>v) IT Professionals [MCA /BE(IT) / BE(CSE) / M.Sc. (IT)]</p> <p>vi) Post Graduate Degree Holders in Science</p> <p>vii) Land Officers [Graduate Degree in Law (LLB)]</p> <p>viii) Chemist [PG (Chemistry) /BE (Chemical)]</p> <p>ix) Geologist [PG in Geology or Applied Geology.</p>		
29.0	<p>In case the contractor desires to replace the personnel, contractor shall serve 02 (Two) months prior notice to OIL from the required date of release and provide suitable replacement(s) without any additional cost. However, contractor's request to replace the personnel shall not</p>	<p>In case the contractor desires to replace the personnel, contractor shall serve 01 (one) months prior notice to OIL from the required date of release and provide suitable replacement(s) without any additional cost. However, contractor's request to replace the personnel shall not be entertained within the initial 06 (Six) months from the date of deployment / placement of personnel concerned. Violation of the</p>	<p>Shall deliver and issue amendment if needed.</p>

Sl. No	Clause description as per tender	Queries	OIL's Reponses
	be entertained within the initial 06 (Six) months from the date of deployment / placement of personnel concerned. Violation of the same, shall attract penalty as per Clause No. 4.0 (d).	same, shall attract penalty as per Clause No. 4.0 (d).	
30.0	Within 21 days from the date of issue of OIL's Requisition, the contractor has to provide the following: i) A list of shortlisted personnel as per requirement in the ratio of 1:3. (i.e. 1 post = 3 shortlisted personnel, 2 post= 06 shortlisted personnel)	Within 21 days from the date of issue of OIL's Requisition, the contractor has to provide the following: i) A list of shortlisted personnel as per requirement in the ratio of 1:2. (i.e. 1 post = 2 shortlisted personnel, 2 post = 04 shortlisted personnel).	No change
31.0	The contractor has to deploy the approved personnel within 21 days from the date of intimation of deployment by OIL.	The contractor has to deploy the approved personnel within 30 days from the date of intimation of deployment by OIL	Shall deliver and issue amendment if needed.
32.0	Tentative Date: 17.10.2025 Location: Kolkata	We request to have the pre-bid in virtual mode also through video conference.	Pre-Bid Conference arranged via VC Mode.
33.0		The Bidder must have experience of successfully completing at least one similar work of a minimum 3 (three) years' duration within the last 07 (seven) years, reckoned from the original bid closing date, with any of the following entities: Public Sector Undertakings (PSUs), Central Government, State Government	No change

Sl. No	Clause description as per tender	Queries	OIL's Reponses
		Organizations, Nationalised Banks, Public Limited Companies, or Companies listed on the Bombay Stock Exchange (BSE) or the National Stock Exchange (NSE) in India.	
34.0		<p>'Similar Work' mentioned in Clause No. 1.2.2 above shall mean:</p> <p>"Supply of 30 (thirty) or more professionals in executive cadre for deployment in PSUs, Central Government, State Government Organizations, Nationalised Banks, Public Limited Companies, or Companies listed on BSE or NSE under a single contract.</p>	No change
35.0		The Bidder must have experience of supplying professionals of at least 05 (five) different qualifications from the list given below, for a continuous period of 06 (six) months under a single contract, in any of the following entities: Public Sector Undertakings (PSUs), Central Government, State Government Organizations, Nationalised Banks, Public Limited Companies, or Companies listed on the Bombay Stock Exchange (BSE) or the National Stock Exchange (NSE), during the last 07 (seven) years reckoned from the original bid closing date. The Bidder must submit relevant documentary evidence issued by the respective organization	Shall deliver and issue amendment if needed.

Sl. No	Clause description as per tender	Queries	OIL's Reponses
		<p>along with the technical bid.</p> <p>List of Eligible Qualifications:</p> <p>i) HR Executives – MBA (HR) / PG in HR</p> <p>ii) Engineers – BE / B.Tech in any discipline</p> <p>iii) Petroleum Engineers – BE / B.Tech in Petroleum Engineering</p> <p>iv) HSE Officer / Fire Safety Officer – BE (Fire & Safety) / BE (Fire Engineering)</p> <p>v) IT Professionals – MCA / BE (IT) / BE (CSE) / M.Sc. (IT)</p> <p>vi) Post Graduate Degree Holders in Science</p> <p>vii) Land Officers – Graduate Degree in Law (LLB)</p> <p>viii) Chemists – PG (Chemistry) / BE (Chemical)</p> <p>ix) Geologists – PG in Geology or Applied Geology</p> <p>x) Process / O&M / Production Engineers – BE (Chemical) / BE (Mechanical) / BE (Instrumentation) / BE (Production) / BE/B.Tech in Petroleum Engineering</p> <p>xi) Drilling Engineers / Project Assistants – BE in any discipline</p> <p>We believe that the inclusion of categories (x) and (xi) in the list of eligible qualifications will enable a larger pool of competent bidders to participate effectively.</p>	
36.0		<p>Further, since Oil India Limited is a PSU Oil Company, it is also recommended to consider specific technical experience gained from:</p>	Not Acceptable

Sl. No	Clause description as per tender	Queries	OIL's Reponses
		<p> <input type="checkbox"/> PSU Oil Marketing Companies (HPCL, IOCL, BPCL) <input type="checkbox"/> Private Oil Marketing Companies (Reliance Industries Ltd., Nayara Energy, Shell, etc.) <input type="checkbox"/> Joint Venture Companies of PSUs and Private Sector entities <input type="checkbox"/> Administrative Offices of PSU Oil Marketing Companies or such Joint Ventures. </p> <p>Such inclusion would encourage fair competition, enhance industry diversity, and ensure selection of qualified and experienced service providers-thereby adding greater value to Oil India Limited.</p>	
37.0		<p><i>Bidder must have experience of supplying professionals of at least 05 (Five) different qualifications from the below list of qualifications for a continuous period of 06 (six) months under a single contract in PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock Exchange (NSE) in previous 07 (seven) years reckoned from the original bid closing date. Bidder must submit relevant documentary evidence issued by PSUs / Central Government / State Government Organization / Nationalised Banks/ Public Limited Company/ Companies listed in Bombay stock Exchange (BSE) or in National Stock</i></p>	No change

Sl. No	Clause description as per tender	Queries	OIL's Reponses
		<p><i>Exchange (NSE), along with the technical bid”.</i></p> <p>The inclusion of the MNC category within the eligibility criteria will enable wider participation and allow us to contribute effectively to this tender. We sincerely request your kind consideration of this modification and look forward to your positive response.</p>	

CORRIGENDUM NO.-02 DATED 21.10.2025

To GeM Tender Number: GEM/2025/B/6713908

This Corrigendum against GeM Tender No.: GEM/2025/B/6713908 for '*Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India*' is issued to notify the following:

1.0 Bid Closing / Opening dates has been extended as under:

- i) Bid Closing Date & Time : Extended up to **04.11.2025 [14:00 Hrs. (IST)]**
- ii) Bid Opening Date & Time : Extended up to **04.11.2025 [14:30 Hrs. (IST)]**

2.0 All other terms and conditions of the Bid Document (including any amendment issued thereof) remain unchanged. Details can be viewed at www.oil-india.com.

**Sd/-
MANAGER-CONTRACTS (S)**

OIL INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)
CONTRACTS DEPARTMENT, DULIAJAN
DISTRICT: DIBRUGARH (ASSAM), PIN-786602
TEL: (91) 374-2800548, FAX: (91) 374-2803549
E-mail ID: contracts@oilindia.in
Website: www.oil-india.com

NOTIFICATION

This Notification dated 14.10.2025 to GeM Bid No. **GEM/2025/B/6713908** for '**Hiring services of supplying qualified & experienced professionals to be engaged temporarily at executive cadre on call-out basis in operational area(s) or Installation(s) of Oil India Ltd. within India**' is issued to notify the following:

- i. To read the details of the Pre-Bid Conference wherever mentioned in the tender documents as below in lieu of the existing:

Pre-Bid Conference Details:

a.	Date	17 th October, 2025
b.	Time	10:00 Hrs. (IST) onwards
c.	Venue	Hotel Hindustan International A-235/1, AJC Bose Road Kolkata-700020
d.	Details of the Pre-Bid Conference:	<p>The Pre-Bid Conference is scheduled to be held as per the details mentioned above through Physical Mode to explain the requirements of the Company in detail to the interested prospective bidders and to understand bidders' perspective including exchange of views/clarifications, if any, on the Scope of Work, Bid Evaluation Criteria and other terms & conditions of the Tender. The parties who want to participate in the pre-bid conference must confirm their participation and forward the e-mail IDs and contact details of maximum 02 (two) representatives along with their pre-bid queries to email ID: contracts@oilindia.in, if any latest by 15th October, 2025.</p> <p>Maximum 02 (two) representatives from each prospective bidder, who registered themselves against the tender shall be allowed to participate in the pre-bid conference. All costs associated to attend the pre-bid conference by their representatives shall be borne by the interested bidders.</p> <p>Note: Bidders who are unable to attend the Pre-Bid Conference in Physical Mode may participate through Online Mode as per the details provided below.</p>

e.	VC (Video Conference) details	<p>(i) Microsoft Teams Meeting ID: 491 231 595 059 6 Passcode: Eo2eH6Ba</p> <p style="text-align: center;">Or</p> <p><u>Meeting Link:</u> https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjNkYmM2ZGYtNjk4NC00ZmFiLWlxYzgtYjQxMDI4Nzk0MDgy%40thread.v2/0?context=%7b%22Tid%22%3a%22e31a7fb6-0272-4369-aa63-b1e02fa1144d%22%2c%22Oid%22%3a%228a29f13c-b353-437d-b0cd-207ba8385c9f%22%7d</p> <p style="text-align: center;">Or</p> <p>(ii) To Join on a video conferencing device Tenant key: teams@oilindia.onpexip.com Video ID: 137 968 625 9</p>
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Sd/-
(Ritesh Kumar)
Sr. Officer – Contracts (S)
For Chief General Manager-Contracts