CORRIGENDUM-4

GeM Tender No. GEM/2025/B/6320818

This **Corrigendum No. 4** dated 20.08.2025 to GeM Tender No. GEM/2025/B/6320818 for **"***Integrated Facility Management Services including Mechanized/manual Housekeeping, Catering, Office Assistance, Waste Management, Horticulture, Pest Control Service, Front Office Management, Façade/Exterior cleaning of multistoried building.***"** is issued to amend the following:

(i) Incorporation/amendment of the following Clauses in PQC/BEC-BRC of the subject tender:

Sl. No.	Clause Ref. in the PQC/BEC-BRC of the tender	Existing Clause	Amended Clause Description
1.	2.1.1 of PQC	Bidder must have experience of successfully completing at least one '**SIMILAR WORK'** of minimum value of **₹ 3,08,98,200.00 (Rupees Three Crore Eight Lakh Ninety-Eight Thousand Two Hundred)** only in previous 07 (seven) years reckoned from the original bid closing date with Central Government / State Government Organization / PSUs / Nationalised Banks/ Public Limited Company of India.	Bidder must have experience of successfully completing at least one '**SIMILAR WORK'** of minimum value of **₹ 3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred)** under a single Contract in previous 07 (seven) years reckoned from the original bid closing date in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC) in India. *[Here, MNCs refers to a business entity that is incorporated in one country but has significant business operations in at least one other country and is listed on a stock exchange in at least one of the countries.]*
2.	Notes to Clause 2.1.1 above:	***A.*** **'SIMILAR WORK'** mentioned above means ***"Experience in successfully completing the following:*** ***Integrated Facility Management Services viz. Housekeeping & Catering in multi-storeyed building"*** ***AND*** ***Façade/Exterior cleaning of a multi-storeyed building.*** ***B.*** Bidders who have experience of **I.** *'Integrated Facility Management Services viz. Housekeeping & Catering in multistoried building"* but does not have experience of **II.** *'Façade/Exterior cleaning of a multistoried building'* can also be considered, provided the bidder has a tie up / agreement/MoU with another firm which have the requisite experience of **II.** *'Façade/Exterior cleaning of a multistoried building'.* In this regard, the bidder must furnish the relevant document(s) to substantiate the same. Also, in such a case, the bidder on their own must meet the value of experience criteria for ***I.*** *"Integrated Facility Management Services viz. Housekeeping & Catering in multistoried building"* as per clause 2.2.1 and must furnish documents as mentioned in Para D (under Notes to BEC Clause No. 2.2.1). **C.** Proof of requisite Experience, viz. award and subsequent successful execution/completion of '**SIMILAR WORK**' (refer Clause No. 2.1.1 above), must be substantiated by submission of the following documents along with the bid: (a) Contract document/ Letter of Intent (LOI)/Letter of Award (LOA)/ Work Order showing detailed scope of work in line with Clause 2.1.1 above, **AND** (b) Job Completion Certificate showing: (i) Gross value of job/quantity done	***A.*** **'SIMILAR WORK'** mentioned above means ***"Experience in successfully completing the following:*** ***I. Providing Integrated Facility Management Services which includes at least Catering and Housekeeping services.*** ***AND*** ***II. Providing Façade/Exterior cleaning of a minimum G+3 storey building.*** **B. 'SIMILAR WORK'** experience mentioned under **Para A. II.** above may not be necessarily under the same contract. Work experience of Similar work, mentioned under **Para A. II.** above, obtained against a separate contract shall also be considered. However, in such a case, value of such experience (i.e. **Para A. II.** mentioned above) shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR WORK**' experience mentioned under **Para A. I. above**. Also, the bidder must furnish the supporting documents as specified under Para D. here below to substantiate their **SIMILAR WORK** experience mentioned under **Para A. II.** above. **C.** Bidders who have experience of Similar works mentioned under Para **A. I.** above but does not have experience of Similar works mentioned under Para **A. II.** above, can also participate, provided the bidder has a tie up / agreement/MoU with another firm which has the requisite experience of Similar works as mentioned under Para **A.II** above. In this regard, the bidder must furnish documentary evidence of the tie-up/agreement/MoU along with documents substantiating the relevant work experience of the associated firm as per Para D here below. However, value of the experience of the associated firm shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR WORK'** experience mentioned under **Para A. I.** above. Also the bidder must furnish documents as mentioned in Para D. here below. **D.** Proof of requisite Experience, viz. award and subsequent successful execution/completion of '**SIMILAR WORK**' (refer Clause No. 2.1.1 above), must be substantiated by submission of the following documents issued by any "*PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC)"* in India along with the bid: (a) Contract document/ Letter of Intent (LOI)/Letter of Award (LOA)/ Work Order showing detailed scope of work in line with Clause 2.1.1 above, **AND**

		(ii) Nature of job done and Work Order No. / Contract No. (iii) Contract period and date of completion **OR** SES (Service Entry Sheet) / Certificate of Payment (COP) issued by the company indicating the following: Work Order No. / Contract No. Gross value of jobs/quantities done Period of Service Nature of Service Only Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s) are not acceptable as evidence. In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number and date. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated under Clause No. 2.1.1 will only be treated as acceptable experience. Following work experience will also be taken into consideration: If the prospective bidder is executing **'SIMILAR WORK'** which is still running and the contract value/quantity executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC. In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date. If the prospective bidder has executed a contract in which **'SIMILAR WORK'** is a component of the contract. In case the document submitted as per **Para B** above, are not sufficient to establish the value/quantity/period of the '**SIMILAR WORK**' against **Para F (a), (b) & (c)** above the bidder shall also have to submit the breakup of the works executed under such contract(s) clearly indicating the value / quantity / 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). Experience of executing '**SIMILAR WORK**' through 'sub-contracting' shall not be considered for evaluation. **'SIMILAR WORK**' executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC. Bids submitted for part of the **'SIMILAR WORK'** will be rejected. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 2.1.1. Only one bid from any individual bidder or entity shall be accepted against the tender. If a bidder or firm is found to have participated in more than one bid—either in their own name or through an associated entity, by way of a tie-up/ agreement/Memorandum of Understanding (MoU)—then all such bids shall be summarily rejected.	(b) Job Completion Certificate showing: (i) Gross value of job done (ii) Nature of job done and Work Order No. / Contract No. (iii) Contract period and date of completion **OR** SES (Service Entry Sheet) / Certificate of Payment (COP) issued by the company indicating the following: (i) Work Order No. / Contract No. (ii) Gross value of jobs/quantities done (iii) Period of Service (iv) Nature of Service **E.** Only Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s) are not acceptable as evidence. **F.** In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number and date. **G.** Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated under Clause No. 2.1.1 will only be treated as acceptable experience. **H.** Following work experience will also be taken into consideration: **(a)** If the prospective bidder is executing **'SIMILAR WORK'** which is still running and the contract value executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC. **(b)** In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date and the value executed within the last 07 (seven) years reckoned from the original bid closing date is equal to or more than the minimum quantum prescribed in the BEC. ~~**(c)** If the prospective bidder has executed a contract in which **'SIMILAR WORK'** is a component of the contract.~~ • In case the document submitted as per **Para D** above, are not sufficient to satisfy a) work defined above b) minimum prescribed value. c) prescribed period of 07 years, for proof of work experience as per '**SIMILAR WORK**' against Para H above, the bidder shall have to additionally submit a certificate clearly specifying the period and value, issued by end user or a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number). **I.** Experience of executing '**SIMILAR WORK**' through 'sub-contracting' shall not be considered for evaluation. **J.** **'SIMILAR WORK**' executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC. **K.** Bids submitted for part of the **'SIMILAR WORK'** will be rejected. **L.** Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 2.1.1. **M.** Oil India Limited (OIL) reserves the right to contact the Client(s) referred by the Bidder for authentication of the documents submitted by the Bidder. OIL may contact the clients/operators under intimation/copy to the respective Bidder. It will be the responsibility of the Bidder to take up the matter with his Client(s) and arrange for the confirmation as desired by OIL.] **N.** 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. **O.** Only one bid from any individual bidder or entity shall be accepted against the tender. If a bidder or firm is found to have participated in more than one bid—either in their own name or through an associated entity, by way of a tie-up/ agreement/Memorandum of Understanding (MoU)—then all such bids shall be summarily rejected. In this regard, the bidder and the

<table>
<tr><td></td><td></td><td></td><td>associated entity shall submit an undertaking along with their technical bid as per the Annexure-O prescribed in the tender.</td></tr>
<tr><td>3.</td><td>2.2.1 of PQC</td><td>2.2.1 Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least ₹ 3,08,98,200.00 (Rupees Three Crore Eight Lakh Ninety-Eight Thousand Two Hundred) only.</td><td>2.2.1 Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least ₹ 3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred) only.</td></tr>
<tr><td>4.</td><td>3.1.5 of PQC (Newly Incorporated)</td><td>-</td><td>The bidder shall submit an undertaking/declaration as per Appendix-3 confirming that they have read and understood OIL's Banning Policy and that neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their 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.</td></tr>
<tr><td>5.</td><td>4.2 of PQC</td><td>Bidders are required to quote for all the items in the BOQ/Price Bid/ Financial Document, else the bid will be summarily rejected.</td><td>If a bidder quotes Total Charges/Consideration as NIL, the bid shall be treated as unresponsive and will not be considered.</td></tr>
<tr><td>5.</td><td>10.0 of PQC (Newly Incorporated)</td><td>-</td><td>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/BRC of the tender:
<table>
<tr><th>Sl. No.</th><th>Name of Independent Inspection Agency</th><th>Contact E-mail ID</th></tr>
<tr><td>i.</td><td>M/s. Dr. Amin Controllers Pvt. Ltd.</td><td>a. rkjain@rcaindia.net
b. Pradeep.mathur@rcaindia.net
c. info@rcaindia.net</td></tr>
<tr><td>ii.</td><td>M/s. TUV India Private Limited</td><td>a. noida@tuv-nord.com
b. mumbai@tuv-nord.com
c. salim@tuv-nord.com</td></tr>
<tr><td>iii.</td><td>M/s Conformity India International Private Limited</td><td>a. mktg@ciindia.in</td></tr>
<tr><td>iv.</td><td>M/s Ravi Energic Private Limited</td><td>a. baroda@ravienergic.com
b. tpia@ravienergic.com</td></tr>
<tr><td>v.</td><td>M/s SGS India Private Limited</td><td>a. dhaval.vora@sgs.com
b. sgs.india@sgs.com</td></tr>
<tr><td>vi.</td><td>M/s Assure Quality Management Certification Services Private Limited</td><td>a. aqmcs@aqmcs.com</td></tr>
<tr><td>vii.</td><td>M/s. IRCLASS Systems and Solutions Private Limited</td><td>a. industrial_services@irclass.org
b. Bhavesh.satam@irclass.org</td></tr>
<tr><td>viii.</td><td>M/s. TÜV Rheinland (India) Pvt. Ltd.</td><td>a. Shailesh.deotale@ind.tuv.com
b. Kaushal.gohil@ind.tuv.com
c. info@ind.tuv.com
d. ravi.kumar@ind.tuv.com</td></tr>
<tr><td>ix.</td><td>M/s Gulf LIoyd Industrial Services (I) Pvt. Ltd.</td><td>a. contact@gulflloyds.com
b. inspection@gulflloyds.com</td></tr>
<tr><td>x.</td><td>M/s Baltic Testing India Pvt. Ltd.</td><td>a. office@balticcontrolindia.com</td></tr>
<tr><td>xi.</td><td>M/s Sanmarg Engineering Validation & Assessment</td><td>a. Amitra@sanmargeva.com</td></tr>
<tr><td>xii.</td><td>M/s Meenar Global Consultants LLP</td><td>a. sales@mgellp.in</td></tr>
<tr><td>xiii.</td><td>M/s Rites Limited</td><td>a. nrinspn@rites.com
b. info@rites.com
c. sbu.ninsp@rites.com</td></tr>
<tr><td>xiv.</td><td>M/s Bureau Veritas (India) Private Limited</td><td>a. bvindia.corporate@bureauveritas.com</td></tr>
<tr><td>xv.</td><td>M/s TUV SUD South Asia Private Limited</td><td>a. Hemant.chavan@tuvsud.com
b. Jayashree.rane@tuvsud.com</td></tr>
</table></td></tr>
</table>

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)/Bid Rejection Criteria (BRC) 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/BRC 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 verification/certification of documents followed by the agencies is broadly as under, but not limited to:

(a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC/BRC. The bidders must present all relevant documents to any of the empaneled 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/BRC 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/BRC 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 towards BEC/BRC 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-M**) enclosed should be submitted along with the Bid. (iii) **In case of clarifications sought by OIL against BEC/BRC, 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.**

Note: Relevant additional PROFORMAS, Annexures & Appendix-1,2 & 3 have been enclosed herewith**.**

(ii) Modified BEC-BRC/PQC and modified SCC (Section-II of STC) are enclosed herewith as **ANNEXURE-X and ANNEXURE-Y respectively.**

(iii) The revised excel sheet of the Price Bidding Format (has been uploaded as a replacement for the existing format. Bidders are requested to submit their Price Bids for the subject tender in the revised excel sheet provided in the following link:

REVISED BOQ_Price Bidding Format.xlsx

Note: Bidders must submit their rates in the Revised Price Bidding Format/BOQ provided in the link above, or their offer will not be considered.

(iv) Revised ITB (Instruction to Bidders) have been enclosed as **Annexure-Z**. Modified Technical Evaluation Sheet (**PROFORMA-XI**), modified Penalty (**ANNEXURE-C**) & modified 'Area/Building wise service requirement' (**Annexure-1**) are enclosed herewith.

(v) Bid Closing / Opening dates extended as per following:

a) Bid Closing Date & Time: Extended up to **04.09.2025 [1400 Hrs (IST)]**

b) Bid Opening Date & Time: Extended up to **04.09.2025 [1430 Hrs (IST)]**

(vi) All other terms and conditions of the Bid Document remain unchanged. Details can be viewed at www.oil-india.com.

MANAGER– CONTRACTS (S)

PRE QUALIFICATION CRITERIA (PQC)

BID EVALUATION CRITERIA (BEC)/BID REJECTION CRITERIA (BRC)

1.0 GENERAL CONFORMITY:

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:

1.1.1 The Bidder must be incorporated / constituted in India and must maintain more than or equal to 20% local content for the offered services. With regard to calculation of local content and submission of documents during bidding & execution of contracts, notification vide letter no. FP-20013/2/2017-FP-PNG dated 17.11.2020 of MoPNG (or as amended from time to time) 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 this regard, the bidder must submit an undertaking from the authorized signatory of bid having the power of Attorney along with the bid stating the bidder meets the minimum LC requirement and such undertaking shall become part of the contract.

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-XVIII (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 accountant (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.

2.0 TECHNICAL EVALUATION CRITERIA:

2.1 TECHNICAL REQUIREMENTS:

2.1.1 Bidder must have experience of successfully completing at least one '**SIMILAR WORK'** of minimum value of **₹ 3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred)** under a single Contract in previous 07 (seven) years reckoned from the original bid closing date in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC) in India.

[Here, MNCs refers to a business entity that is incorporated in one country but has significant business operations in at least one other country and is listed on a stock exchange in at least one of the countries.]

2.1.2 The bidder must submit an undertaking stating that in case of award of Contract, they shall deploy personnels having the requisite experience to carry out the job as per the Scope of Work of the tender during the contract period and he/she/they shall submit the requisite credentials of these personnels during the mobilization period the Contract.

2.1.3 The bidder must have FSSAI Basic Registration or higher. Also, the bidder must furnish soft copy of the same along with the bid.

OR

Bidder must submit an Undertaking stating that in case of award of Contract, they shall furnish their FSSAI Basic Registration or higher during the Mobilization period of the Contract.

2.1.4 Bidder must submit an Undertaking stating that in case of award of Contract, they shall furnish documentary evidence regarding application submitted to Pollution Control Board, Assam (PCBA) for mandatory Consent to Establish (CTE)/Consent to Operate (CTO)/ Consolidated & Authorization (CCA) for the catering service during the mobilization period of the Contract.

Notes to Clause 2.1.1 above:

A. **'SIMILAR WORK'** mentioned above means ***"Experience in successfully completing the following:***

I. Providing Integrated Facility Management Services which includes at least Catering and Housekeeping services.

AND

II. Providing Façade/Exterior cleaning of a minimum G+3 storey building.

B. **'SIMILAR WORK'** experience mentioned under **Para A. II.** above may not be necessarily under the same contract. Work experience of Similar work, mentioned under **Para A. II**. above, obtained against a separate contract shall also be considered. However, in such a case, value of such experience (i.e. **Para A. II.** mentioned above) shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR**

WORK' experience mentioned under **Para A. I. above**. Also, the bidder must furnish the supporting documents as specified under Para D. here below to substantiate their **SIMILAR WORK** experience mentioned under **Para A. II.** above.

C. Bidders who have experience of Similar works mentioned under Para **A**. **I.** above but does not have experience of Similar works mentioned under Para **A. II.** above, can also participate, provided the bidder has a tie up / agreement/MoU with another firm which has the requisite experience of Similar works as mentioned under Para **A.II** above. In this regard, the bidder must furnish documentary evidence of the tie-up/agreement/MoU along with documents substantiating the relevant work experience of the associated firm as per Para D here below.

However, value of the experience of the associated firm shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR WORK'** experience mentioned under **Para A. I.** above. Also the bidder must furnish documents as mentioned in Para D. here below.

D. Proof of requisite Experience, viz. award and subsequent successful execution/completion of '**SIMILAR WORK**' (refer Clause No. 2.1.1 above), must be substantiated by submission of the following documents issued by any "PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC)" in India along with the bid:

(a) Contract document/ Letter of Intent (LOI)/Letter of Award (LOA)/ Work Order showing detailed scope of work in line with Clause 2.1.1 above,

AND

(b) Job Completion Certificate showing:

(i) Gross value of job done
(ii) Nature of job done and Work Order No. / Contract No.
(iii) Contract period and date of completion

OR

SES (Service Entry Sheet) / Certificate of Payment (COP) issued by the company indicating the following:

(i) Work Order No. / Contract No.
(ii) Gross value of jobs/quantities done
(iii) Period of Service
(iv) Nature of Service

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

F. In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number and date.

G. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated under Clause No. 2.1.1 will only be treated as acceptable experience.

H. Following work experience will also be taken into consideration:

(a) If the prospective bidder is executing **'SIMILAR WORK'** which is still running and the contract value executed prior to original bid closing date is equal to or more than the minimum prescribed value in the BEC.

(b) In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date and the value executed within the last 07 (seven) years reckoned from the original bid closing date is equal to or more than the minimum quantum prescribed in the BEC.

~~**(c)** If the prospective bidder has executed a contract in which **'SIMILAR WORK'** is a component of the contract.~~

- In case the document submitted as per **Para D** above, are not sufficient to satisfy a) work defined above b) minimum prescribed value c) prescribed period of 07 years, for proof of work experience as per '**SIMILAR WORK**' against Para H above, the bidder shall have to additionally submit a certificate clearly specifying the period and value, issued by end user or a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number).

I. Experience of executing '**SIMILAR WORK**' through 'sub-contracting' shall not be considered for evaluation.

J. **'SIMILAR WORK**' executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC.

K. Bids submitted for part of the **'SIMILAR WORK'** will be rejected.

L. Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 2.1.1.

M. Oil India Limited (OIL) reserves the right to contact the Client(s) referred by the Bidder for authentication of the documents submitted by the Bidder. OIL may contact the clients/operators under intimation/copy to the respective Bidder. It will be the responsibility of the Bidder to take up the matter with his Client(s) and arrange for the confirmation as desired by OIL.]

N. 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.

O. Only one bid from any individual bidder or entity shall be accepted against the tender. If a bidder or firm is found to have participated in more than one bid—either in their own name or through an associated entity, by way of a tie-up/ agreement/Memorandum of Understanding (MoU)—then all such bids shall be summarily rejected. In this regard, the bidder and the associated entity shall submit an undertaking along with their technical bid as per the **Annexure-O** prescribed in the tender.

2.2 FINANCIAL CRITERIA:

2.2.1 Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least ₹ **3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred)** only.

2.2.2 Net worth of bidder must be positive for preceding financial / accounting year.

Note: The Net worth to be considered against Clause 4.1.2 above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of the Companies Act, 2013.

Note:

- 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 (bidder) during a financial year" as per the Companies Act, 2013 Section 2 (91).
- 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 2.2 above:

A. For proof of Annual Turnover & Net worth any one of the following document 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-VII**.

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.

*Note:

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

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-VI**.

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. & Para-B.** above.

E. Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 2.2.1 & 2.2.2.

3.0 COMMERCIAL EVALUATION CRITERIA

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

3.2 Bidders must fill in 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.

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.

3.3 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 an adjustable price quotation other than the above will be treated as non- responsive and rejected.

3.4 **EMD/Bid Security:** Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of **CGM- CONTRACTS, OIL at Duliajan** on or before **14.15 Hrs (IST)** on the Bid Closing Date (BCD). A scanned copy of the bid security shall however be uploaded in GeM portal along with the Technical Bid. The amount of Bid Security shall be **₹ 53,35,400.00 (Rupees Fifty-Three Lakh Thirty-Five Thousand Four Hundred).** Bid without proper & valid Bid Security will be rejected. For detailed may please refer to **Clause No. 12.0 of INSTRUCTIONS TO BIDDERS (ITB). Exemption from submission of bid security shall be as per the provision of GeM GTC.**

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

3.6 Bids shall be typed or written in indelible ink.

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

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

3.9 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

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

3.11 Bid received with validity of offer less than **One Hundred and Twenty (120) Days** from Bid Closing Date will be rejected.

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

3.13 Bidders shall submit declaration as per **Appendix-1** that they are neither bankrupt nor undergoing any insolvency resolution process or liquidation or bankruptcy proceeding under any law OR no insolvency resolution process or liquidation or bankruptcy proceeding is initiated under any law against them.

3.14 Bidders shall submit declaration as per **Appendix-2** confirming that neither the bidder nor any of their allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring them from carrying on business dealings with OIL.

3.15 The bidder shall submit an undertaking/declaration as per **Appendix-3** confirming that they have read and understood OIL's Banning Policy and that neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their 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.

4.0 PRICE EVALUATION CRITERIA

4.1 Price bid 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.

4.2 If a bidder quotes Total Charges/Consideration as NIL, the bid shall be treated as unresponsive and will not be considered.

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

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

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

4.6 The inter-se-ranking of all 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) as mentioned in the GeM portal.

4.7 Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to the L-1 bidder.

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

4.9 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. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document.

4.10 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.

4.11 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.

4.12 For evaluation purposes, quoted unit rates against each Line Item of the price bidding format shall be considered only up to two (2) decimal places without rounding off for evaluation.

5.0 <u>PURCHASE PREFERENCE CLAUSE:</u>

5.1 PURCHASE PREFERENCE TO MSE BIDDERS: 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 as amended time to time) issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. 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.

5.2 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 16th 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, shall be applicable in this tender. Bidders to check the provisions of the Order for their eligibility to bid and seek benefits for Purchase preference, accordingly.

5.3 Contract 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: Services under this tender is not splitable.

6.0 <u>GENERAL</u>:

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

6.2 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 time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her before signing of contract agreement and issue of Work Order by OIL.

6.3 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC-BRC also and such clarifications fulfilling the BEC-BRC clauses in toto must be received 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.

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

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

6.6 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.

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

6.8 Any bidder who are on Holiday/ Banning/ Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered and will be straightaway rejected.

7.0 Bidders have to submit a declaration as per the format prescribed in **PROFORMA-IX** regarding compliance of Safety Measures along with the technical bid.

8.0 CHECKLIST FOR BEC-BRC: Enclosed as **TECHNICAL EVALUATION SHEET (PROFORMA-XI)** and **COMMERCIAL CHECK-LIST (PROFORMA-XII).** To be submitted along with the technical bid. In case of non-submission of the checklist, the offer shall be liable for rejection.

9.0 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.

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/BRC of the tender:

Sl. No.	Name of Independent Inspection Agency	Contact E-mail ID
i.	M/s. Dr. Amin Controllers Pvt. Ltd.	a. rkjain@rcaindia.net b. Pradeep.mathur@rcaindia.net c. info@rcaindia.net
ii.	M/s. TUV India Private Limited	a. noida@tuv-nord.com b. mumbai@tuv-nord.com c. salim@tuv-nord.com
iii.	M/s Conformity India International Private Limited	a. mktg@ciindia.in
iv.	M/s Ravi Energic Private Limited	a. baroda@ravienergic.com b. tpia@ravienergic.com
v.	M/s SGS India Private Limited	a. dhaval.vora@sgs.com b. sgs.india@sgs.com
vi.	M/s Assure Quality Management Certification Services Private Limited	a. aqmcs@aqmcs.com
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. industrial_services@irclass.org b. Bhavesh.satam@irclass.org
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.deotale@ind.tuv.com b. Kaushal.gohil@ind.tuv.com c. info@ind.tuv.com d. ravi.kumar@ind.tuv.com
ix.	M/s Gulf LIoyd Industrial Services (I) Pvt. Ltd.	a. contact@gulflloyds.com b. inspection@gulflloyds.com
x.	M/s Baltic Testing India Pvt. Ltd.	a. office@balticcontrolindia.com
xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com

xvi.	M/s Adornment Engineers India Private Limited	a. jks@adornmentengineers.com
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. admin@tereinspections.com b. ashismallick@teregroup.com c. tenders@teregroup.com

10.2 Bidders are required to have their documents, as mandated under the Bid Evaluation Criteria (BEC)/Bid Rejection Criteria (BRC) 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/BRC 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 verification/certification of documents followed by the agencies is broadly as under, but not limited to:

(a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC/BRC. The bidders must present all relevant documents to any of the empaneled 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/BRC 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/BRC 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 towards BEC/BRC 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-M**) enclosed should be submitted along with the Bid.

(iii) **In case of clarifications sought by OIL against BEC/BRC, 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.**

*********End of PQC**********

UNDERTAKING BY BIDDER IN CASE OF TIE-UP / AGREEMENT / MoU WITH ASSOCIATED FIRM FOR SIMILAR WORKS AS PER BEC-BRC/PQC PARA A.II

(To be submitted on the letterhead of the Bidder and duly signed by authorized signatories of both Bidder and Associated Firm)

To

CGM-CONTRACTS

CONTRACTS DEPRATMENT

OIL-FHQ, Duliajan, Assam-786602

Tender No. _______________

Dear Sir/Madam,

We, M/s. ___________________________, having our registered office at ____ (hereinafter referred to as the *Bidder*), in reference to the subject tender, do hereby confirm and undertake as follows:

1. That in compliance with the eligibility requirements, we have entered into a **tie-up / agreement / MoU** (strike out whichever is not applicable) with M/s. ____, having its registered office at ____ (hereinafter referred to as the *Associated Firm*), which possesses the requisite experience of Similar Works as mentioned under Para A.II of the tender.

2. That documentary evidence of the said tie-up/agreement/MoU, along with documents substantiating the relevant experience of the Associated Firm as per Para D of the PQC/BEC-BRC of the tender document, are enclosed herewith.

3. That we and M/s. _____________________________ (Associated Firm) jointly confirm and declare that the Associated Firm shall not enter into any tie-up/agreement/MoU with any other bidder participating in the subject tender for the purposes of fulfilling the Similar Work experience requirement under Para A.II.

4. That this undertaking is being submitted in consideration of the evaluation of our bid in the subject tender and shall remain binding throughout the bid validity period and execution of the Contract, if awarded.

5. That in the event of any breach of the above, our bid may be rejected and appropriate action as deemed fit by M/s. OIL may be initiated, including but not limited to forfeiture of EMD/Security Deposit and/or termination of contract, if awarded.

Thanking You,

Yours faithfully,

For and on behalf of the Bidder	**For and on behalf of Associated Firm**
(Signature with Seal)	(Signature with Seal)
Name:	Name:
Designation:	Designation:
Date:	Date:
Authorized Signatory of the Bidder	**Authorized Signatory of the Associated Firm**

APPENDIX-1

DECLARATION ABOUT BIDDER'S FINANCIAL STANDING

To,
CGM-CONTRACTS
OIL INDIA LIMITED
DULIAJAN - 786602

Sub: Undertaking/Declaration regarding financial standing

Ref: Tender No. _____________

We, _________________________ (name of bidder), hereby confirm that:

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

(OR)

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

Place: _____________________
____

Date: ______________________ (Name & Signature of the authorised

signatory of the bidder)

<u>**APPENDIX-2**</u>

DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST/DELISTED/BLACKLISTED/DEBARRED IN OIL

To,
CGM-CONTRACTS
OIL INDIA LIMITED
DULIAJAN - 786602

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

Ref: Tender No. ____________

We, ___________________________ (Name of the bidder) hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring us/them from carrying on business dealings with OIL.

Place: ____________________

____

Date: _____________________ (Name & Signature of the authorised signatory of the bidder)

APPENDIX-3

DECLARATION THAT BIDDER IS NOT UNDER HOLIDAY LIST/DELISTED/BLACKLISTED/DEBARRED

To,
M/s. OIL INDIA LIMITED

TENDER NO. ____________

Tender Description: ______________________________

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

Ref: Tender No. ______________

a) We, __ (Name of the bidder) solemnly affirm that we have read and understood OIL's Banning Policy as available at OIL's website https://www.oil-india.com/banning-policy and accept the Banning Policy in toto without any demur, protest, reservations and agree to be bound by the said Policy.

b) We, hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by OIL debarring us/them from carrying on business dealings with OIL.

c) We, also hereby declare that neither our company nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, have not been involved in any previous transgressions in the last 3 years with any other company in any country conforming to the TI (Transparency International) approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

d) We, disclose the following allied concerns, partners or associates or directors or proprietors involved in any capacity in terms of the definition of Allied firms given in the "Banning Policy" of Oil India Limited:

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

Place: ________________________ ____

Date: _________________________ (Name & Signature of the authorized signatory the bidder)

SPECIAL CONDITIONS OF CONTRACT (SCC)

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

DESCRIPTION OF WORK/SERVICES: Integrated Facility Management Services including Mechanized/manual Housekeeping, Catering, Office Assistance, Waste Management, Horticulture, Pest Control Service, Front Office Management, Façade/Exterior cleaning of multi-storeyed buildings.

1.0 SCOPE OF WORK: G+5 HR Building Newly Constructed

(i) Housekeeping including regular glass area cleaning (inside & outside), cleaning of cabins/workstations/conference rooms/toilets and common areas like lifts, staircases, lobbies, passages, terraces, balconies, internal roads, pavements, security cabins, etc. and all related works, and special cleaning e.g. carpet/chair/sofa shampooing, floor cleaning, Curtain/venetian blinds cleaning, window and facade cleaning, outside wall cleaning, Curtain and Blind Cleaning etc. and all related works, with qualified/certified manpower.

(ii) Canteen/Cafeteria Service including all required machineries, equipment, utensils, consumables etc.

(iii) In-room Tea Service – to be prepared and served at designated existing pantries.

(iv) Guest Relation management- Reception/Telephone operator

(v) Services of Office Assistance / File Handler

(vi) Sewer and storm water management, evacuation of septic tank

(vii) Horticulture/ Gardening work as dedicated places, Flower/ Indoor Plant Arrangement & Maintenance for Offices, grass cutting work, lawn maintenance.

(viii) Garbage/Waste management – Collection & segregation of both Cafeteria & Office waste and deliver to dump site (within radius of 5 KM)

(ix) Pest Control Services

*Note: Additional details of Existing Establishment(s) & ASSET BUILDING (upcoming) are enclosed in **ANNEXURE-B**.*

2.0 BROAD SCOPE OF WORK G+5 HR Building Newly Constructed:

The scope of work shall include but not limited the following:

2.1. The scope of services to be rendered under the contract shall broadly include the following items of work and rate shall include the following:

2.1.1 Mechanized and manual House Keeping/Sanitation Services as per following details:

(a) Machineries to be used for House Keeping Services:
  i) Commercial vacuum cleaner

ii) Commercial Floor Scrubber/Mopper/Dryer
iii) High pressure water jet machine for external area cleaning
iv) Extended reach tools for cobweb cleaning
v) Hand Mopper for hard-to-reach areas
vi) High grade cleaning agents

(b) All materials/tools/consumables etc. to be used for housekeeping services will be supplied by the contractor. (Details of consumables & tools etc explained in **Annexure-A**)

(c) Sufficient number of gents & ladies' janitors to be engaged to cater the cleaning services at male & female lavatories.

Lavatory Details: Gents: 11 Units, Ladies: 10 Units, PWD Category: 05 Units

(d) Area/Location, Method and Frequency:

Sl No.	**Area/Location**	**Method**	**Frequency**
01	Regular Mechanised cleaning of the entrance lobbies, common passage inside the buildings, lifts, machines room, staircase & railings, meeting room, conference room, health club, sports club, auditorium, dispensary, etc.	Scrubbing/Drying	Daily
02	Cleaning of the doors, dusting of workstations and desks, dusting of windows, dusting of furniture, chairs, sofa set & fixtures, dusting of other articles in rooms and common areas.	Scrubbing/ Drying.	Daily
03	Cleaning of fax machine, photo copier, telephone, computer and other office equipment etc using special cleaning solution	Scrubbing & wiping with stain removing chemicals.	Fortnightly
04	Vacuum Cleaning of carpets, chairs, sofa set, etc.	Vacuum cleaner	Weekly
05	Toilet Areas:-		
	a. Doors and Windows, Toilet fittings, Mirrors	Scrubbing/ Drying.	Daily
	b. Urinals, Washbasins, Washbasin counters and WCs.	Scrubbing/ Drying.	Hourly basis
	c. Toilet Floor	Washing	Hourly basis
	d. Toilet Wall/door mats	Washing	Weekly
	e. Trash Removal		Four times a day
	f. Refilling of the Soap dispenser, toilet paper rolls and face/hand tissues/sanitizer (to be supplied by Contractor)		As required
	g. Doormat	Brooming	Daily
06	Pantry: Cleaning of sink, counter, floor, furniture and fittings	Scrubbing/Drying	Daily

07	Collection and segregation of wet and fry waste from canteen, pantries and office workstations and cabins in Garbage bags and disposal at the designated dumping ground		Four times a day
08	Cleaning of AC grills, AC units, Wall/Ceiling/Exhaust fans, switchboards, streetlights, garden lights, post lantern fittings, globes, cables, light fittings, DB's, Fire Equipment, ceiling, and other electrical equipment, venetian blends, roller blinds, vertical blinds, curtains etc.	Mechanised sweeping, cleaning, mopping and dusting. Also scrubbing & wiping with stain removing chemicals	Fortnightly
09	Regular mechanised cleaning of the roads, parking areas, stilts, water supply installation, electricity installations etc.	Sweeping, mopping and dusting	Daily
10	Window glass, panes etc.	Mopping and dusting	Monthly
11	Glass partitions, doors both internally and externally	Mopping and dusting	Monthly
12	Deep cleaning by machine on flooring/at lift lobby and other common areas including staircases	Wet cleaning with mild soap	Quarterly
13	Cleaning of Terraces, Common Chajjas, other surface of the building, water pipes, drainage pipes, compound wall etc.	Removal of water, dirt, sludge, rubbish etc.	Monthly
14	Entrance gate, car porch area & security cabin, Pump rooms, electrical rooms	Mechanised Sweeping and Mopping	Daily
15	Dusting/cleaning services of all the office furniture/equipment/painting/artifacts etc.	Wiping/Dusting	Daily

(e) Yearly deep cleaning of the entire office premises including all carpeted areas, conference rooms, restrooms, lights, fans and any other required places using cleaning chemical, scrubber machine, vacuum cleaner, mopping, drying. The detailed scope of work under deep cleaning are as under:

Table i):

Area/Component	Deep Cleaning Scope	Preferred Machinery to be Used	Consumables/ Chemicals
Office Floor – Tiles/Carpet/Vinyl	- Vacuuming carpets & dry foam shampooing- Scrubbing of vinyl/tiles with chemical- Buffing with single disc	- Single Disc Machine- Vacuum Cleaner (wet/dry)- Scrubbing Pads	**- Carpet shampoo- Multi-surface floor cleaner- Defoamer**

Cubicles/Cabins	- High dusting- Cleaning under desks & partitions- Wipe down of furniture, chairs & skirting	- Telescopic Dusters- Vacuum Cleaner	**- Wood cleaner- Microfiber wipes**
Conference / Meeting Rooms	- Wiping glass partitions, electronics- Steam sanitizing chair fabric- AC vent brushing	- Steam Cleaner- Upholstery Vacuum	**- Glass cleaner- Disinfectant spray**
Toilets	- Descaling WC, urinals- Pressure washing floors/walls- Mirror & partition deep cleaning	- High Pressure Jet- Manual Tools (scrubs)	**- Acid-based toilet cleaner- Disinfectant- Glass cleaner**
Pantries / Cafeterias	- Grease removal from counters- Sink descaling- Floor degreasing	- Manual tools- Scrubbers	**- Degreaser- Stainless steel polish**
Staircases & Fire Escapes	- Manual scrubbing- Railing sanitization- Wall mark removal	- Scrubbing Machine- Manual tools	**- All-purpose cleaner- Graffiti remover**
Glass/Facade (internal)	- Interior window cleaning- Blinds dusting	- Telescopic Pole Kit- Squeegee Kit	**- Glass cleaner- Anti-static agent**
Electrical & Server Rooms	- Dry vacuuming- Panel wipe down with static-free cloth	- Dry Vacuum Cleaner	**- Anti-static wipes- Dust control spray**
Common Areas / Lobby	- Polish vitrified tiles- Wipe all metal/wood finishes- Sanitize all touchpoints Removal of cobweb from hard to reach areas.	- Buffing Machine- Steam Cleaner	**- Surface polish- Disinfectant**
Ceiling, Lights, HVAC Outlets	- High dusting and air vent cleaning- Remove debris	- Telescopic dusters	**- Dust repellent spray**
Lift Lobbies / Corridors	- Scrub floor, remove any adhesive/plaster residue - Removal of cobweb from hard to reach areas.	**- Auto Scrubber Dryer**	**- Floor cleaner**

(*) The above list is not exhaustive. Any other item to be incorporated during the execution of contract in respect to necessity will be incorporated after mutual discussion.

Table ii):

Standard Consumables List	
Category	**Items**
Floor Care	Floor cleaner, marble polish, alkaline degreaser
Toilet Cleaning	Toilet bowl cleaner, acid cleaner, urinal blocks
Glass & Surfaces	Glass spray, microfiber cloths, anti-static fluid
Kitchen/Pantry	Degreaser, disinfectant, stainless steel polish
Tools	Scrubbing pads, manual brushes, scrapers
Safety PPE	Gloves, goggles, aprons, warning signs

(f) Minimum Mechanised Housekeeping Machinery Office Wise:

It may be noted that parking, transportation and storage of outdoor equipment has to be arranged by contractor/service provider

I. G+5 HR Office Building:

i) Ride on road sweeping Machine for internal peripheral road only: 01 No

ii) Commercial vacuum cleaner: 02 Nos

iii) Commercial Floor Scrubber/Mopper/Dryer for indoor cleaning: 02 Nos

iii) High pressure water jet machine for external area cleaning: 01 No

iv) Extended reach tools for cobweb cleaning: Based on requirements

vi) Hand Mopper for hard-to-reach areas: Based on requirements

II. GENERAL OFFICE BUILDING & RCE OFFICE BUILDING (Same Premises):

i) Ride on road sweeping Machine for **internal peripheral road only**: 01 No

ii) Commercial vacuum cleaner: 04 Nos (For 02 Offices)

iii) Commercial Floor Scrubber/Mopper/Dryer for indoor cleaning: 04 Nos

(Floor wise for 02 Office Buildings)

iii) High pressure water jet machine for external area cleaning: 02 No

iv) Extended reach tools for cobweb cleaning: Based on requirements

vi) Hand Mopper for hard-to-reach areas: Based on requirements

III. NORTH BLOCK ADMIN BUILDING and R&D BUILDING COMPLEX

i) Ride on road sweeping Machine for **internal peripheral road only**: 02 No (01 No R&D Building Premises and 01 for North Block Admin Building Premises)

ii) Commercial vacuum cleaner: 04 Nos (02 Nos Per Office Building)

iii) Commercial Floor Scrubber/Mopper/Dryer for indoor cleaning: 02 Nos for R&D Building only. This item is not required for North Block Admin Building. North Block Admin Building to be covered under manual cleaning.

iv) High pressure water jet machine for external area cleaning: 02 No (01 No per office building premises)

v) Extended reach tools for cobweb cleaning: Based on requirements

vi) Hand Mopper for hard-to-reach areas: Based on requirements

(g) Minimum Requirement for Gardening Tools Office wise:

I. G+5 HR Office Building:

1.0 Fuel/Battery operated grass/jungle/shrub cutting machine
2.0 Any other tools and tackles based on site requirement.

II. GENERAL OFFICE BUILDING & RCE OFFICE BUILDING (Same Premises):

1.0 Lawn mower engine/battery driven

2.0 Fuel/Battery operated grass/jungle/shrub cutting machine

3.0 Any other tools and tackles based on site requirement.

III.NORTH BLOCK ADMIN BUILDING

1.0 Fuel/Battery operated grass/jungle/shrub cutting machine

2.0 Any other tools and tackles based on site requirement.

IV. R&D BUILDING PREMISES:

1.0 Lawn mower engine/battery driven

2.0 Fuel/Battery operated grass/jungle/shrub cutting machine

3.0 Any other tools and tackles based on site requirement.

V.PEST AND RODENTS CONTROL SERVICES (APPLICABLE FOR ALL OFFICES):

(a) Contractor shall provide professional PEST AND RODENT CONTROL AND ANTI- TERMITE SERVICES for entire residential complex. The Contractor shall visit the site complex as per requirement and conduct pest and rodent control and anti-termite activity in and around the building areas to prevent the invasion of cockroaches, mosquitoes, and termites, other insects, pests and rats. In case, after the treatment, the effect diminishes/ treatment is not effective which results in breeding of pests and unsatisfying the OIL authorities, the Contractor shall repeat the pest and rodent control and anti-termite service without any additional cost to OIL.

(b) All machines, materials etc. for Pest and rodent control and anti-termite services will be supplied by the Contractor.

The contractor shall be responsible for ensuring the disinfectants, insecticides and pesticides used for rendering the services shall be safe, having low toxic levels, duly approved by WHO and Central Insecticide Board.

The Jobs will include:

Sl. No.	Activity/Jobs
1.	Spraying of oil/ water-based chemicals, both in the interiors and exteriors of the premises, residential flats, common areas, guest house rooms, etc. Pests control is required for ants, cockroaches, silverfish, spiders, ticks, bugs, crickets, etc.
2.	Anti-Termite Treatment in accordance with IS: 6313 (Code of Practice for Anti-Termite Measures in Buildings Part 3 Treatment in Existing Buildings)
3.	Rodent Control including baiting with anti-coagulant rodenticide/ asphyxiates type chemicals, trapping with lures, eliminating rates/ mice with glue traps, etc.
4.	Fly control including sanitization, chemical control, etc.
5.	Mosquito control in all over the premises and surrounding areas including residual spot spraying, fogging operations, mist blowing, etc.

2.1.2 Annual exterior cleaning of the building including wall area, façade, glass area, removal of creepers, plants from the building exterior following the safety protocols as per industry practice for external cleaning of high-rise buildings.

Note: *The Contractor shall engage the associated firm whose experience and credentials were submitted as part of their technical bid, and with whom the Contractor has a tie up/agreement/MoU (if applicable).*

2.1.3 Canteen/Cafeteria Services

Basic infrastructure details for the cafeteria and the kitchen at 5th Floor:

i. The capacity of the Cafeteria is of 70 seating capacity.
ii. The kitchen is attached to the Cafeteria with a delivery counter
iii. The kitchen has an attached storeroom
iv. Electrical power & water supply arrangement is made available by OIL's end.
v. The kitchen has 02 sinks with water supply arrangement and drain facility.

Items/equipment to be arranged by contractor. Site visit may be done before bidding to assess the requirements:

i. All storage items, refrigerator, deep fridge and any other required items.
ii. Cooking stove as per requirement of the contractor
iii. Fresh air inlet/exhaust system (Ventilation system) as per requirement and available space
iv. Arrangement of commercial LPG cylinders
v. All utensils, cooking equipment, selves etc as per requirement to maintain the desired service.

vi. Arrangement of drinking water provision/Water purifier including supply, installation, operation and maintenance
vii. All raw materials

Services to be hired: Breakfast

(a) Contractor has to arrange for breakfast & other snacks for over-the-counter sale to individual employees on chargeable basis, payment against which shall be collected directly from the employees by the Contractor. Rates for such items will be prominently displayed in the Cafeteria area. Breakfast should be made available by 08.30 AM on all 6 working days (Monday to Saturday) and will be on Chargeable Basis at the counter itself. Cashless mode of transaction to be placed. Breakfast service will not be available on Sunday and holidays. Official Holidays will be notified in advance.

(b) The contractor has to maintain a register/electronic entry system against sell of each breakfast. **Contractor must maintain digital record of sales and must be submitted along with running bill**. **NO CASH TRANSACTION ALLOWED AT POS.**

(c) (c) Tentative/Indicative Menu of the Breakfast:
- i) Bread Toast with butter & fruit jam/jelly
- ii) Idli/Bada with Sambar & Chutney
- iii) Puri/Paratha with seasonal vegetable gravy/dal/peas gravy
- iv) Tea/Coffee
- v) Dosa
- vi) Pav-Bhaji
- vii) Boiled Egg or Omelette (On Demand Only) chargeable

2.1.4 Services to be hired – Lunch

(a) Contractor has to arrange for providing lunch to Company's personnel including its guests on 5th floor of HR Building as per indicative menus. The lunch should be made available by 11.00 AM on all 5 working days (i.e. Monday to Friday) and to be kept open till 03:00 PM.

(b) For making the preparations, branded Basmati rice (India Gate / Daawat / Kohinoor /Fortune only), branded oils (Saffola / Dhara / Fortune only), good quality (branded) dals, fresh seasonal vegetables, fresh meat / fish etc. should only be used. All the items (except sweet items) must be mandatorily prepared in OIL's kitchen only.

(c) Adjacent to the dining hall, there is a kitchen for preparation of meal. Necessary electrical power and water supply will be arranged from OIL's end.

(b) **Contractor must maintain digital record of sales and must be submitted along with running bill**. **NO CASH TRANSACTION ALLOWED AT POS.**

(d) Additional requirements will be intimated during morning hours by 09:00 HRS .All lunch will be on chargeable Basis at the counter itself. Cashless mode of transaction to be placed. Official Holidays will be notified in advance.

(e) Tentative/Indicative Menu of the Lunch:

i. Plain Rice
ii. Tawa Roti/Rumali Roti
iii. Seasonal Veg (To be altered) : 01 No(Type)
iv. Paneer Item (Different types for different weekdays): 01 No (Type)
v. Daal (Type of daal to be altered every two days): 01 No(Type)
vi. Chicken/Mutton/Fish (Any one) : 01 No (Type)

vii. 01 (Type)Veg Salad, 01 (Type)Chutney & 01 (Type) Achaar along with Lemon, Chilly
viii. Boiled Egg or Omelette (On Demand Only)

(f) The contractor will charge from all individuals for lunch. **Contractor must maintain digital record of sales and must be submitted along with running bill. NO CASH TRANSACTION ALLOWED AT POS.**

(g) The Contractor shall not prepare or serve any other food items which are not covered in the price-list without the prior approval of the Company. A schedule of daily menu, alterations or additions in the food items shall be communicated to the Contractor by the officer-in-Charge of Company, which shall have to be strictly followed by the Contractor.

(h) The food shall be good, wholesome and of best quality as approved by the Company. Before using the raw materials and other ingredients for cooking, the Contractor shall ensure their quality and wholesomeness. Company reserves the right to check the quality of raw materials, other ingredients used for cooking and cooked food at any time if it does not meet OIL's requirement in terms of quality , the Contractor shall arrange to provide the same at OIL's discretion with no extra cost to OIL..

(i) The Contractor shall not prepare any food items during any Company functions organized at Company premises However, such function will not be more than five to six times in a Calendar year. The Contractor will be informed one day in advance for such changes.

(j) Any unused/ leftover or cooked food shall not be used /served next day for further consumption.

2.1.5 In room in person tea services (handmade) at HR Building:

(a) Contractor has to arrange for in-room in person handmade tea / coffee as per individual choice of officials.

(b) The arrangement must be done at the designated pantries available at the offices on each floor. OIL shall provide water & electrical power supply only. All arrangements for preparation of tea / coffee etc. **such as cutlery / crockery (spoon, cup & saucer and glass tumbler), induction cooktop, induction/ friendly & normal utensils, electric kettle etc. shall be provided by the contractor. All supporting equipment, machinery, cutlery etc. is under contractor's scope.**

(c) Contractor has to provide sufficient number of dedicated service personal(s) **per pantry** for **i. tea preparation, ii. Tea serving, iii. Cleaning/washing of utensils** per floor for preparing & serving tea / coffee. No of working **pantry: 04 Nos** against 04 Floors.

(d) All consumables such as tea/coffee/milk/biscuit etc. will be procured by concerned Departments occupying the building.

(e) The Contractor needs to keep record of inventory and must intimate the requirement on time to concerned Department to continue the service. Nodal person from each department will be notified before start of the contract/service

(f) **Service duration**:

Weekdays (Monday to Friday): 07:00 HRS to 18:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Tea Service on Sunday & Official Holiday

(g) The service personnel has to extend the service to various business meetings held at the 06 conference rooms of the building.

(h) Necessary consumables will be arranged by respective departments.

2.1.6 Services for file handler/Office Assistance at HR Building:

(a) **Service time and duration:**

Weekdays (Monday to Friday): 07:00 HRS to 17:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Service required on Sunday & Official Holiday

(b) The Contractor will be responsible for delivery of documents, files etc. to various departments of OIL within OIL-FHQ Duliajan, for filing of documents at designated areas as advised by OIL Officials.

(c) Sufficient service personnels to be deployed for rendering dedicated service **i. for receiving and record keeping of files** and **ii. for dispatch and delivery of files to various offices at OIL-FHQ, Duliajan**. This service is to be rendered at Four (**04) Floors** against four (04) Departments.

2.1.7 Services of Horticulture, Gardening Work (to be rendered by the Contractor) at HR Building:

(a) Outdoor Area for Gardening/Green area maintenance: 410.00 Sq. M

(b) Job involves gardening and horticultural maintenance (indoors and outdoors) of offices. ContractorThe Contractor may visit the site and acquaint himself/herself with the systems and conditions at site and climatic condition of the area before submitting his/her bid

(c) The Contractor shall arrange for timely and adequate supply of manure and fertilizers to all plants.

(d) Timely plantation of plants of all varieties as per the season so as to be aesthetically appealing is to be arranged by the Contractor.

(e) General supervision is to be done by the Contractor

(f) Spreading the manure, weed clearance, development of lawn and non – horticultural work as per the requirement and any other job assigned by the OIL Officer in charge.

(g) The persons deployed should be experienced and have sound knowledge of their job. The gardening supervisor and the gardener has to be skilled enough and well versed on horticulture and gardening. He /She should be capable of taking new initiatives and venturing new ideas.

(h) Trees & Plants, Shrubs and bushes, Lawns should be watered every day / alternate day so as to always give the appearance of a green carpet. The watering can be done either manually or by using portable sprinklers system, to be arranged by contractor. One water supply line will be provided in the premises.

(i) The contractor has to supply and maintain indoor plants inside office along with maintenance of existing plants. The indoor plants to be exposed to sunlight at regular intervals minimum once a week.

(j) Cutting and trimming of hedges and creepers once in a week. Gaps in the hedges should be filled up from time to time. Hedges also should be kept free from the weeds and diseases. The Contractor shall arrange for removal of all green waste generated from the premises and dump/dispose as per terms & conditions as mentioned in Waste Management clause.

(k) All potted plants should be watered every day. Withered potted plants should be replaced by the Contractor from time to time at no extra cost. The Contractor shall take arrange for necessary care to upkeep all the potted plants all the time. Jobs like mulching, replacing of soil, providing of manure both farmyard and chemical fertilizer trimming including shifting and arranging of potted plants will be carried out by the Contractor on as and when required basis and as directed by OIL.

(l) The jobs include cutting of shrubs, weeds / wild grass and other undesirable growth and stacking and disposal of the same as directed.

(m) Removal of all the weeds & wild growth from time to time to have clean and maintained area properly.

(n) Manure/ Red Earth and other equipment for maintaining the garden will have to be arranged by the Contractor.

(o) Gardening Supervisor shall be required to visit all the locations under Facility Management contract as per schedule provided by OIL.

(p) All tools, tackles and equipment required for gardening and related activities have to be provided by the Contractor.

(q) Supply of cow dung/cattle bio-manure/ inorganic fertilizers (on requirement) good for plantation/growth of plants free from any weeds, vegetation, lumps, gravel, rubbish etc.

(r) Excavation of existing soil bed up to 10cm depth; removing unwanted weeds/grass/ vegetation/debris/stones etc. ; mixing & spreading of soil/manure as per requirement; providing and planting of ornamental shrubs as directed - Golden Durante, Allamanda, Aclypha, Asparagus, Red Hibiscus, Eranthis Hyemalis, hedge etc.

(s) The Contractor needs to arrange for keeping the entire boundary fencing free from any creepers, plant, algae etc. Cleaning/removal of creepers etc. needs to be done at regular interval(s) on quarterly basis.

2.1.8 Services of Helpdesk Management at HR Building:

(a) Service time & Duration: Weekdays (Monday to Friday): 07:00 HRS to 17:00 HRS

Saturday: 07:00 HRS to 12:00 HRS

** No Service required on Sunday & Official Holiday

(b) Contractor has to provide Helpdesk services in Stilt Area of HR Building.

The helpdesk executive will receive/send all officials or personal envelops/goods before dispatch it to the concerned floor/places. The operator has to keep record of guest (other than officials of HR Building) visiting various offices of the building and the reasons to be recorded thereof.

(c) A designated Helpdesk Centre with all furniture, computer, printer, scanner, telephone, paper, register etc. will be supplied by OIL.

2.1.9 Services of Pest Control at HR Building:

(a) Area of the open space:

(b) Contractor shall provide professional PEST CONTROL SERVICES for all premises. The Contractor shall visit the site complex as per requirement and conduct pest control activity in and around the building areas to prevent the invasion of cockroaches, mosquitoes, and termites, other insects, pests and rats. In case, after the treatment, the effect diminishes/ treatment is not effective which results in breeding of pests and unsatisfying the OIL authorities, the Contractor shall repeat the pest control service without any additional cost to OIL.

(c) All machines, materials etc. for Pest control services will be supplied by the Contractor.

(d) Frequency of Pest Control **Four Times** in a Year (i.e. on Quarterly basis) during the contract period.

2.1.10 Garbage/Waster Management:

(a) The daily generated waste needs to be segregated at source and must be disposed in scientific way by waste carrying vehicle (to be arranged by the Contractor) at designated dump yard which is within a radius of 5 KM from the source of waste generation. Collection and disposal of waste to be carried out on daily basis by the Contractor.

2.2 BROAD SCOPE OF WORK GENERAL OFFICE BUILDING, RCE OFFICE BUILDING, NORTH BLOCK ADMIN BUILDING and R&D BUILDING COMPLEX:: Existing and Old Buildings

The scope of work shall include but not limited to the following:

1. The scope of services to be rendered under the contract shall broadly include the following items of work and rate shall include the following:

2.2.1 Mechanized and manual House Keeping/Sanitation Services as per following details:

(a) Machineries to be used for House Keeping Services:
- i) Commercial vacuum cleaner
- ii) Commercial Floor Scrubber/Mopper/Dryer
- iii) High pressure water jet machine for external area cleaning
- iv) Extended reach tools for cobweb cleaning
- v) Hand Mopper for hard-to-reach areas
- vi) High grade cleaning agents

(b) All materials/tools/consumables etc. to be used for housekeeping services will be supplied by the contractor. (Details of consumables & tools etc explained in **Annexure-A**)

(c) **Sufficient number of gents & ladies janitors are to be engaged to cater the cleaning services at male & female lavatories**.

Lavatory Details:
RCE's Office Building: Gents : 02 Units, Ladies 02 Unis

General Office Building: Gents: 04 Units, Ladies 02 Units

North Block Admin Building: Gents: 03 Units, Ladies 03 Units

(d) Area/Location, Method and Frequency:

Sl. No.	Area/Location	Method	Frequency
01	Regular Mechanised cleaning of the entrance lobbies, common passage inside the buildings, lifts, machines room, staircase & railings, meeting room, conference room, health club, sports club, auditorium, dispensary, etc.	Scrubbing/Drying	Daily
02	Cleaning of the doors, dusting of workstations and desks, dusting of windows, dusting of furniture, chairs, sofa set & fixtures, dusting of other articles in rooms and common areas.	Scrubbing/ Drying.	Daily
03	Cleaning of fax machine, photo copier, telephone, computer and other office equipment etc using special cleaning solution	Scrubbing & wiping with stain removing chemicals.	Fortnightly
04	Vacuum Cleaning of carpets, chairs, sofa set, etc.	Vacuum cleaner	Weekly
05	Toilet Areas :-		
	a. Doors and Windows, Toilet fittings, Mirrors	Scrubbing/ Drying.	Daily
	b. Urinals, Washbasins, Washbasin counters and WCs.	Scrubbing/ Drying.	Hourly basis
	c. Toilet Floor	Washing	Hourly basis
	d. Toilet Wall/door mats	Washing	Weekly
	e. Trash Removal		Four times a day
	f. Refilling of the Soap dispenser, toilet paper rolls and face/hand tissues/sanitizer		As required
	g. Doormat	Brooming	Daily
06	Pantry: Cleaning of sink, counter, floor, furniture and fittings	Scrubbing/Drying	Daily
07	Collection and segregation of wet and fry waste from canteen, pantries and office workstations and cabins in		Four times a day

	Garbage bags and disposal at the designated dumping ground		
08	Cleaning of AC grills, AC units, Wall/Ceiling/Exhaust fans, switchboards, streetlights, garden lights, post lantern fittings, globes, cables, light fittings, DB's, Fire Equipment, ceiling, and other electrical equipment, venetian blends, roller blinds, vertical blinds, curtains etc.	Mechanised sweeping, cleaning, mopping and dusting. Also scrubbing & wiping with stain removing chemicals	Fortnightly
09	Regular mechanised cleaning of the roads, parking areas, stilts.	Sweeping, mopping and dusting	Daily
10	Window glass, panes etc.	Mopping and dusting	Monthly
11	Glass partitions, doors both internally and externally	Mopping and dusting	Monthly
12	Deep cleaning by machine on flooring/at lift lobby and other common areas including staircases	Wet cleaning with mild soap	Quarterly
13	Cleaning of Terraces, Common Chajjas, other surface of the building, water pipes, drainage pipes, compound wall etc.	Removal of water, dirt, sludge, rubbish etc.	Monthly
14	Entrance gate, car porch area & security cabin, Pump rooms, electrical rooms	Mechanised Sweeping and Mopping	Daily
15	Dusting/cleaning services of all the office furniture/equipment/painting/artifacts etc.	Wiping/Dusting	Daily
16	**Yearly deep cleaning of the entire office premises including all carpeted areas, conference rooms, restrooms, lights, fans and any other required places.**	**Deep cleaning with cleaning chemical, scrubber machine, vacuum cleaner, mopping, drying**	**Yearly**

2.2.2 In room in person tea services (handmade):

(a) Contractor has to arrange in-room in person handmade tea / coffee as per individual choice of officials.

(b) The arrangement must be done at the designated pantries available at the offices at each floor. OIL shall provide water & electrical power supply only. **All arrangements for preparation of tea / coffee etc. such as cutlery / crockery (spoon, cup & saucer and glass tumbler), induction cooktop, induction/ friendly & normal utensils, electric kettle etc. shall be provided by the contractor. All supporting equipment, machinery, cutlery etc. at contractor's scope.**

(c) Contractor has to provide dedicated service personal for preparation & serving of tea/coffee as per following details:

i. **General Office building:** Dedicated service personnel(s) will be required **per pantry** for **i. tea preparation, ii. Tea serving, iii. Cleaning/washing of utensils.**

No of working **pantry: 02** Nos against 02 Floors

ii. **RCE's Office Building:** Dedicated service personnel(s) will be **required per pantry** for **i. tea preparation, ii. Tea serving, iii. Cleaning/washing of utensils.** No of working **pantry 02 Nos** against 02 Floors

iii. North Block Admin Building: **Service Not Required**

iv. R&D Building Complex: **Service Not Required**

***** Similar tea service have to be extended to Fields Corporate Office and IT Conference Room and any other required places during visit of VVIP/VIP Dignitaries from the service provided at RCE's Office & General Office.***

(d) **All consumables such as tea/coffee/milk/biscuit etc. will be procured by concerned Departments of OIL occupying the building.**

(e) The Contractor needs to keep record of inventory and must intimate the requirement on time to the concerned Department to continue the service. Nodal person from each department will be notified before start of the contract/service.

(f) The Contractor must cater the tea services to various business meetings at Conference Rooms of the above-mentioned buildings on day-to-day basis based on requirement.

(g) Service duration:
Weekdays (Monday to Friday): 07:00 HRS to 18:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Tea Service on Sunday & Official Holiday

(h) Piped Gas, Electricity and water will be provided from OIL's end.

2.2.3 Services for file handler/Office Assistance:

(a) Service time and duration:
Weekdays (Monday to Friday): 07:00 HRS to 17:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Service required on Sunday & Official Holiday

(b) The Contractor will be responsible for delivery of documents, files etc. to various departments of OIL within OIL-FHQ Duliajan, for filing of documents at designated areas as advised by OIL Officials.

(c) Dedicated Service will be required as per the following:

i. For service at RCE's Office: **i. for receiving and record keeping of files** and **ii. for dispatch and delivery of files to various offices at OIL-FHQ, Duliajan**

ii. For service at ED (HR&FA) Office: **i. for receiving and record keeping of files** and **ii. for dispatch and delivery of files to various offices at OIL-FHQ, Duliajan**

iii. For General Office (Public Affairs Department): **i. for receiving and record keeping of files** and **ii. for dispatch and delivery of files to various offices at OIL-FHQ, Duliajan**

***** This service is not required at North Block Admin Building and at R&D Building Complex.**

2.2.4 Services of Helpdesk Management at RCE's Office Building:

(a) Service time & Duration: Weekdays (Monday to Friday) : 07:00 HRS to 17:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Service required on Sunday & Official Holiday

(b) Contractor has to provide Helpdesk services in Ground Floor of RCE's Office Building. The helpdesk executive will receive/send all officials or personal envelops/goods before dispatch it to the concerned floor/places. The operator has to keep record of guest visiting various offices of the building and the reasons to be recorded thereof.

(c) A designated Helpdesk Centre with all furniture, computer, printer, scanner, telephone, paper, register etc. will be supplied by OIL.

2.2.5 Services of Horticulture, Gardening Work:

(a) Outdoor Area for Gardening/Green area maintenance: (6619.10 + 1271.0 +925) Sq. M = **8815 Sq. M(Appx.)**

(b) Job involves gardening and horticultural maintenance (indoors and outdoors) of offices. The Contractor shall visit the site and acquaint themselves with the systems and conditions at site and climatic condition of the area before submitting his/her bid.

(c) Ensuring timely and adequate supply of manure and fertilizers to all plants.

(d) Timely plantation of plants of all varieties as per the season so as to be aesthetically appealing.

(e) General supervision.

(f) Spreading the manure, weed clearance, development of lawn and non – horticultural work as per the requirement and any other job assigned by the OIL Officer in charge.

(g) The personnel(s) deployed by the Contractor should be experienced and have sound knowledge of their job. The gardening supervisor and the gardener has to be skilled enough and well versed on horticulture and gardening. He /She should be capable of taking new initiatives and venturing new ideas.

(h) Trees & Plants, Shrubs and bushes, Lawns should be watered every day / alternate day so as to always give the appearance of a green carpet. The watering can be done either manually or by using portable sprinklers system, to be arranged by the contractor. One water supply line will be provided by OIL in the premises.

(i) The contractor has to supply and maintain indoor plants inside office along with maintenance of existing plants. The indoor plants must be exposed to sunlight at regular intervals minimum once a week.

(j) Cutting and trimming of hedges and creepers once in a week. Gaps in the hedges should be filled up from time to time. Hedges also should be kept free from the weeds and diseases. The Contractor shall arrange for removal of all green waste generated from the premises and dump/dispose as per terms & conditions as mentioned in Waste Management clause.

(k) All potted plants should be watered every day. Withered potted plants should be replaced by the Contractor from time to time at no extra cost. The Contractor shall take necessary care to upkeep all the potted plants all the time. Jobs like mulching, replacing of soil, providing of manure both farmyard and chemical fertilizer trimming including shifting and arranging of potted plants will be carried out by the Contractor as and when required basis and as directed by OIL.

(l) The jobs include cutting of shrubs, weeds / wild grass and other undesirable growth and stacking and disposal of the same as directed.

(m) Removal of all the weeds & wild growth from time to time to have clean and maintained area properly.

(n) Manure/ Red Earth and other equipment for maintaining the garden will have to be arranged by the Contractor.

(o) Gardening Supervisor shall be required to visit all the locations under Facility Management contract as per schedule provided by OIL.

(p) All tools, tackles and equipment required for gardening and related activities have to be provided by the Contractor.

(q) Supply of cow dung/cattle bio-manure/ inorganic fertilizers (on requirement) good for plantation/growth of plants free from any weeds, vegetation, lumps, gravel, rubbish etc.

(r) Excavation of existing soil bed up to 10cm depth; removing unwanted weeds/grass/ vegetation/debris/stones etc. ; mixing & spreading of soil/manure as per requirement; providing and planting of ornamental shrubs as directed - Golden Durante, Allamanda, Aclypha, Asparagus, Red Hibiscus, Eranthis Hyemalis, hedge etc.

(s) The lawns should be mowed twice in a month or as and when required basis to keep the lawns in line and level, with suitable lawn movers provided by the Contractor.

(t) De-weeding of lawns should be done as and when required basis and properly so that no patches occur during this process. Bare and soggy patches should be dressed up by digging, levelling with red earth/manure and replaced. No extra payment shall be made on this account.

(u) Contractor will have to do the trimming job of trees carefully and without damages to the other parts of trees as directed by OIL and on as and when required basis. Contractor shall arrange for removal of all green waste generated from the premises and dump into dumping ground. In addition to this, fallen tree branches including trees will have to be cut and removed from the premises by the Contractor. Necessary approvals from OIL authorities for cutting and trimming the trees shall be obtained by the Contractor.

(v) Person deployed shall maintain lawns free of any dry leaves.

(w) The Contractor needs to clean the entire boundary fencing free from any creepers, plant, algae etc. Cleaning/removal of creepers etc. needs to be done at a regular interval on quarterly basis.

2.2.6 Services of Pest Control:

(a) Area of the open space:

(b) Contractor shall provide professional PEST CONTROL SERVICES for all premises. The Contractor shall visit the site complex as per requirement and conduct pest control activity in and around the building areas to prevent the invasion of cockroaches, mosquitoes and termites, other insects, pests and rats. In case, after the treatment, the effect diminishes/ treatment is not effective which results in breeding of pests and unsatisfying the OIL authorities, the Contractor shall repeat the pest control service without any additional cost to OIL.

(c) All machines, materials etc. for Pest control services will be supplied by the Contractor.

(d) Frequency of Pest Control is Four Times (i.e. on quarterly basis) in a Year during the contract period.

2.2.7 Garbage/Waster Management:

(a) The daily generated waste needs to be segregated at source and must be disposed in a scientific way by waste carrying vehicle at designated dump yard which is within a radius of 5 KM from the source of waste generation. Collection and disposal of waste to be carried out on daily basis.

3.0 BROAD SCOPE OF WORK NIA DRILLING DEPARTMENT OFFICE BUILDING: Existing and Old Building

3.1 The scope of work shall include but not limited to the following:

3.1.1. The scope of services to be rendered under the contract shall broadly include the following items of work and rate shall include the following:

3.1.2 Mechanized and manual House Keeping/Sanitation Services as per following details:

(a) Machineries to be used for House Keeping Services:

i) Commercial vacuum cleaner (Both Wet and Dry)
ii) Commercial Floor Scrubber/Mopper/Dryer
iii) High pressure water jet machine for external area cleaning
iv) Extended reach tools for cobweb cleaning
v) Hand Mopper for hard-to-reach areas
vi) High grade cleaning agents

(b) All materials/tools/consumables etc. to be used for housekeeping services will be supplied by the contractor. (Details of consumables & tools etc explained in **Annexure-A**)

(c) Sufficient number of gents & ladies Janitors to be engaged to cater the cleaning services at male & female lavatories.

(d) Area/Location, Method and Frequency:

S.No.	Area/Location	Method	Frequency
01	Regular Mechanised cleaning of the entrance lobbies, common passage inside the buildings, machines room, staircase & railings, meeting room, conference room, auditorium and security Room at entrance gate.	Scrubbing/Drying	Daily
02	Cleaning of the doors, dusting of workstations and desks, dusting of windows, dusting of furniture, chairs, sofa set & fixtures, dusting of other articles in rooms and common areas.	Scrubbing/ Drying.	Daily
03	Cleaning of photo copier, telephone, computer and other office equipment using special cleaning solution	Scrubbing & wiping with stain removing chemicals.	Fortnightly
04	Vacuum Cleaning of carpets, chairs, sofa set, etc.	Vacuum cleaner	Weekly
05	Washroom:-		
	Washrooms: 16 numbers (14 Gents & 02 Ladies) [09 nos. at office building + 07 nos. at yards, control room etc.]		
	a. Doors and Windows, Toilet fittings, Mirrors	Scrubbing/ Drying.	Daily
	b. Urinals, Washbasins, Washbasin counters and WCs.	Scrubbing/ Drying.	Hourly basis
	c. Toilet Floor	Washing	Hourly basis
	d. Toilet Wall/door mats	Washing	Weekly
	e. Trash Removal		Two times a day
	f. Refilling of the Soap dispenser, toilet paper rolls and face/hand tissues/sanitizer		As required
	g. Doormat	Brooming	Daily
06	Pantry: Cleaning of sink, counter, floor, furniture and fittings	Scrubbing/Drying	Daily
07	Collection and segregation of wet and fry waste from canteen , pantry and office workstations and cabins in Garbage bags and disposal at the designated dumping ground		Four times a day
08	Cleaning of AC grills, AC units, Wall/Ceiling/Exhaust fans, switchboards, streetlights, garden lights, post lantern fittings, globes, cables, light fittings, DB's, Fire Equipment, ceiling, and other electrical	Mechanised sweeping, cleaning, mopping and dusting. Also scrubbing & wiping with stain	Fortnightly

	equipment, venetian blends, roller blinds, vertical blinds, curtains etc.	removing chemicals	
09	Regular mechanised cleaning/sweeping of the road from Entrance gate of NIA to entry of office building and Infront of the sectional yards near office, parking areas, stilts.	Mechanised Sweeping &, mopping	Daily
10	Window glass, panes etc.	Cleaning, Mopping and dusting	Monthly
11	Glass partitions, doors both internally and externally	Cleaning, Mopping and dusting	Weekly
12	Deep cleaning by machine on flooring and other common areas including staircases	Wet cleaning with mild soap	Quarterly
13	Cleaning of Terraces, Common Chajjas, other surface of the building, water pipes, drainage pipes, compound wall etc.	Removal of water, dirt, sludge, rubbish etc.	Monthly
14	Yearly deep cleaning of the entire office premises including all carpeted areas, conference rooms, restrooms, lights, fans and any other required places.	Deep cleaning with cleaning chemical, scrubber machine, vacuum cleaner, mopping, drying	Yearly

- **NOTE: Only where mechanized cleaning is not possible, manual method to be used.**

3.2 In room in person tea services (handmade):

(a) Contractor has to arrange in-room in person handmade tea / coffee as per individual choice of officials.

(b) The arrangement must be done at the designated pantries available at the offices at each floor. OIL shall provide water, gas & electrical power supply only. **All arrangements for preparation of tea / coffee etc. such as cutlery / crockery (spoon, cup & saucer and glass tumbler), induction cooktop, induction/ friendly & normal utensils, electric kettle etc. shall be provided by the contractor. All supporting equipment, machinery, cutlery etc. at contractor's scope.**

(c) **All consumables such as tea/coffee/milk/biscuit etc. will be procured by concerned Departments occupying the building.**

(d) The Contractor needs to keep record of inventory and must intimate the requirement on time to concerned Department to continue the service. Nodal person from each department will be notified before start of the contract/service.

(e) The service persons must cater the services to various business meetings at Conference Rooms of the above-mentioned buildings on day-to-day basis based on requirement.

(g) Service duration:

Weekdays (Monday to Friday): 07:00 HRS to 17:00 HRS
Saturday: 07:00 HRS to 12:00 HRS
** No Tea Service on Sunday & Official Holiday

(h) Sufficient pool of manpower to be deployed for rendering Dedicated service per pantry for i. tea preparation, ii. Tea serving, iii. Cleaning/washing of utensils. No of working pantry/kitchen 01 (One) number

i) Piped gas, electricity and water will be provided from OIL's end.

Note: Service Provider to provide 02(Two) service trolleys i.e. 01(One) each at ground floor and first floor including vacuum flasks as required for serving tea/coffee.

j) All service personnel to be provided with uniform as approved by OIL

3.3 Services of Horticulture, Gardening Work:

(a) Outdoor Area for Gardening/Green area maintenance: **(120) Sq. M(Appx.)**

(b) Job involves gardening and horticultural maintenance (indoors and outdoors) of offices. Contractor/Bidder may visit the site and acquaint themselves with the systems and conditions at site and climatic condition of the area before they submit their offer, as the details mentioned herein are only an outline of the actual scope of work in which alterations may be made by OIL to suit the site conditions.

(c) Ensuring timely and adequate supply of manure and fertilizers to all plants.

(d) Timely plantation of plants of all varieties as per the season so as to be aesthetically appealing.

(e) General supervision.

(f) Spreading the manure, weed clearance, development of lawn and non – horticultural work as per the requirement and any other job assigned by the OIL Officer in charge.

(g) The personnel(s) deployed should be experienced and have sound knowledge of their job. The gardening supervisor and the gardener has to be skilled enough and well versed on horticulture and gardening. He /She should be capable of taking new initiatives and venturing new ideas.

(h) Trees & Plants, Shrubs and bushes, Lawns should be watered every day / alternate day so as to always give the appearance of a green carpet. The watering can be done either manually or by using portable sprinklers system, to be arranged by contractor. One water supply line will be provided in the premises.

(i) The contractor has to supply and maintain indoor plants inside office along with maintenance of existing plants. The indoor plants must be exposed to sunlight at regular intervals minimum once a week.

(j) Cutting and trimming of hedges and creepers once in a week. Gaps in the hedges should be filled up from time to time. Hedges also should be kept free from the weeds and diseases. Contractor shall remove all green waste generated from the premises and dump/dispose as per terms & conditions as mentioned in Waste Management clause.

(k) All potted plants should be watered every day. Withered potted plants should be replaced by the Contractor from time to time at no extra cost. Contractor shall take necessary care to upkeep all the potted plants all the time. Jobs like mulching, replacing of soil, providing of manure both farmyard and chemical fertilizer trimming including shifting and arranging of potted plants will be carried out by the Contractor as and when required basis and as directed by OIL.

(l) The jobs include cutting of shrubs, weeds / wild grass and other undesirable growth and stacking and disposal of the same as directed.

(m) Removal of all the weeds & wild growth time to time to have clean and maintained area properly.

(n) Manure/ Red Earth and other equipment for maintaining the garden will have to be arranged by the Contractor.

(o) Gardening Supervisor shall be required to visit all the locations under Facility Management contract as per schedule provided by OIL.

(p) All tools, tackles and equipment required for gardening and related activities have to be provided by the Contractor.

(q) Supply of cow dung/cattle bio-manure/ inorganic fertilizers (on requirement) good for plantation/growth of plants free from any weeds, vegetation, lumps, gravel, rubbish etc.

(r) Excavation of existing soil bed up to 10cm depth; removing unwanted weeds/grass/ vegetation/debris/stones etc. ; mixing & spreading of soil/manure as per requirement; providing and planting of ornamental shrubs as directed - Golden Durante, Allamanda, Aclypha, Asparagus, Red Hibiscus, Eranthis Hyemalis, hedge etc.

(s) The lawns should be mowed twice in a month or as and when required basis to keep the lawns in line and level, with suitable lawn movers provided by the Contractor.

(t) De-weeding of lawns should be done on as and when required basis and to be done properly so that no patches occur during this process. Bare and soggy patches should be dressed up by digging, levelling with red earth/manure and replaced. No extra payment shall be made on this account.

(u) Contractor will have to do the trimming job of trees carefully and without damages to the other parts of trees as directed by OIL and as and when required basis. Contractor shall remove all green waste generated from the premises and dump into dumping ground. In addition to this, fallen tree branches including trees will have to be cut and removed from the premises by the Contractor. Necessary approvals from OIL authorities for cutting and trimming the trees shall be obtained by the Contractor.

(v) Person deployed shall maintain lawns free of any dry leaves.

(w) The Contractor needs to clean the entire boundary fencing free from any creepers, plant, algae etc. Cleaning/removal pf creepers etc. needs to be done at a regular interval that should not exceed three (03) months.

3.4 Services of Pest Control:

(a) Area of the open space:

(b) Contractor shall provide professional PEST CONTROL SERVICES for all premises. The Contractor shall visit the site complex as per requirement and conduct pest control activity in and around the building areas to prevent the invasion of cockroaches, mosquitoes, and termites, other insects, pests and rats. In case, after the treatment, the effect diminishes/ treatment is not effective which results in breeding of pests and unsatisfying the OIL authorities, the Contractor shall repeat the pest control service without any additional cost to OIL.

(c) All machines, materials etc. for Pest control services will be supplied by the Contractor.

(d) Frequency of Pest Control Four Times in a Year during the contract period.

3.5 Mechanized cleaning of External surface area:

Daily mechanised cleaning of the roads, parking areas, surrounding drains, stilts from the entrance gate of new Industrial Area to Drilling Services building including the peripheral road in front of Rig Building & Cementing Yard.

3.6 Miscellaneous Services:

Sufficient pool of manpower for handling of office materials viz. file cabinets, table, chairs, stationary items, files etc. within Office Premises of NIA.

3.7 Office Refreshments for meetings:

Refreshments for various business meetings to be provided as and when required as per details provided below:

SL NO	Description	Food items per plate
1.	Regular Business meeting	1. Veg cutlet/ veg spring roll/ paneer patis 2. kalakand/ ghujiya/ kaju barfi/ mysore pak or any other equivalent sweet 3. 02 number any bakery biscuit
2.	Special Business meeting	1. Paneer roll/ chicken roll/ (paneer cutlet + veg spring roll) 2. kalakand/ kaju barfi/ ghujiya or any other equivalent sweet 3. 15-20g of salted cashew/almond/Pista
	NOTE: Service Provider will be intimated minimum 04(Four) Hours prior to meeting vide requisition form. Form shall be provided before start of Contract)	

4.0 BROAD SCOPE OF WORK ASSET BUILDING: Upcoming Building under Construction

**** Bidder has to quote for the same, however services may be started at a later date after completion of construction of the building**

The scope of work shall include but not limited the following:

4.1. The scope of services to be rendered under the contract shall broadly include the following items of work and rate shall include the following:

4.2. Mechanized and manual House Keeping/Sanitation Services as per the following details:

(a) Machineries to be used for House Keeping Services:

i) Commercial vacuum cleaner
ii) Commercial Floor Scrubber/Mopper/Dryer
iii) High pressure water jet machine for external area cleaning
iv) Extended reach tools for cobweb cleaning
v) Hand Mopper for hard-to-reach areas
vi) High grade cleaning agents

(b) All materials/tools/consumables etc. to be used for housekeeping services will be supplied by the contractor. (Details of consumables & tools etc explained in **Annexure-A**)

(c) Sufficient number of gents & ladies work-persons to be engaged to cater the cleaning services at male & female lavatories.

(d) Area/Location, Method and Frequency:

S.No.	Area/Location	Method	Frequency
01	Regular Mechanised cleaning of the entrance lobbies, common passage inside the buildings, lifts, machines room, staircase & railings, meeting room, conference room, health club, sports club, auditorium, dispensary, etc.	Scrubbing/Drying	Daily
02	Cleaning of the doors, dusting of workstations and desks, dusting of windows, dusting of furniture, chairs, sofa set & fixtures, dusting of other articles in rooms and common areas.	Scrubbing/ Drying.	Daily
03	Cleaning of fax machine, photo copier, telephone, computer and other office equipment etc using special cleaning solution	Scrubbing & wiping with stain removing chemicals.	Fortnightly
04	Vacuum Cleaning of carpets, chairs, sofa set, etc.	Vacuum cleaner	Weekly
05	Toilet Areas :-		
	a. Doors and Windows, Toilet fittings, Mirrors	Scrubbing/ Drying.	Daily
	b. Urinals, Washbasins, Washbasin counters and WCs.	Scrubbing/ Drying.	Hourly basis
	c. Toilet Floor	Washing	Hourly basis
	d. Toilet Wall/door mats	Washing	Weekly
	e. Trash Removal		Four times a day
	f. Refilling of the Soap dispenser, toilet paper rolls and face/hand tissues/sanitizer		As required
	g. Doormat	Brooming	Daily

06	Pantry: Cleaning of sink, counter, floor, furniture and fittings	Scrubbing/Drying	Daily
07	Collection and segregation of wet and fry waste from canteen, pantries and office workstations and cabins in Garbage bags and disposal at the designated dumping ground		Four times a day
08	Cleaning of AC grills, AC units, Wall/Ceiling/Exhaust fans, switchboards, streetlights, garden lights, post lantern fittings, globes, cables, light fittings, DB's, Fire Equipment, ceiling, and other electrical equipment, venetian blends, roller blinds, vertical blinds, curtains etc.	Mechanised sweeping, cleaning, mopping and dusting. Also scrubbing & wiping with stain removing chemicals	Fortnightly
09	Regular mechanised cleaning of the roads, parking areas, stilts, water supply installation, electricity installations etc.	Sweeping, mopping and dusting	Daily
10	Window glass, panes etc.	Mopping and dusting	Monthly
11	Glass partitions, doors both internally and externally	Mopping and dusting	Monthly
12	Deep cleaning by machine on flooring/at lift lobby and other common areas including staircases	Wet cleaning with mild soap	Quarterly
13	Cleaning of Terraces, Common Chajjas, other surface of the building, water pipes, drainage pipes, compound wall etc.	Removal of water, dirt, sludge, rubbish etc.	Monthly
14	Entrance gate, car porch area & security cabin, Pump rooms, electrical rooms	Mechanised Sweeping and Mopping	Daily
15	Dusting/cleaning services of all the office furniture/equipment/painting/artifacts etc.	Wiping/Dusting	Daily
16	**Yearly deep cleaning of the entire office premises including all carpeted areas, conference rooms, restrooms, lights, fans and any other required places.**	**Deep cleaning with cleaning chemical, scrubber machine, vacuum cleaner, mopping, drying**	**Yearly**

4.3 Services of Horticulture, Gardening Work:

(a) Outdoor Area for Gardening/Green area maintenance: **212 Sq. M(Appx.)**

(b) Job involves gardening and horticultural maintenance (indoors and outdoors) of offices. Contractor shall visit the site and acquaint himself with the systems and conditions at site and climatic condition of the area before he submits the quote, as the details mentioned herein are only an outline of the actual scope of work in which alterations can be made by OIL to suit the site conditions.

(c) Ensuring timely and adequate supply of manure and fertilizers to all plants.

(d) Timely plantation of plants of all varieties as per the season so as to be aesthetically appealing.

(e) General supervision.

(f) Spreading the manure, weed clearance, development of lawn and non – horticultural work as per the requirement and any other job assigned by the OIL Officer in charge.

(g) The persons deployed should be experienced and have sound knowledge of their job. The gardening supervisor and the gardener has to be skilled enough and well versed on horticulture and gardening. He /She should be capable of taking new initiatives and venturing new ideas.

(h) Trees & Plants, Shrubs and bushes, Lawns should be watered every day / alternate day so as to always give the appearance of a green carpet. The watering can be done either manually or by using portable sprinklers system, to be arranged by contractor. One water supply line will be provided in the premises.

(i) The contractor has to supply and maintain indoor plants inside office along with maintenance of existing plants. The indoor plants must be exposed to sunlight at regular intervals minimum once a week.

(j) Cutting and trimming of hedges and creepers once in a week. Gaps in the hedges should be filled up from time to time. Hedges also should be kept free from the weeds and diseases. Contractor shall remove all green waste generated from the premises and dump/dispose as per terms & conditions as mentioned in Waste Management clause.

(k) All potted plants should be watered every day. Withered potted plants should be replaced by the Contractor from time to time at no extra cost. Contractor shall take necessary care to upkeep all the potted plants all the time. Jobs like mulching, replacing of soil, providing of manure both farmyard and chemical fertilizer trimming including shifting and arranging of potted plants will be carried out by the Contractor on as and when required basis and as directed by OIL.

(l) The jobs include cutting of shrubs, weeds / wild grass and other undesirable growth and stacking and disposal of the same as directed.

(m) Removal of all the weeds & wild growth time to time to have clean and maintained area properly.

(n) Manure/ Red Earth and other equipment for maintaining the garden will have to be arranged by the Contractor.

(o) Gardening Supervisor shall be required to visit all the locations under Facility Management contract as per schedule provided by OIL.

(p) All tools, tackles and equipment required for gardening and related activities have to be provided by the Contractor.

(q) Supply of cow dung/cattle bio-manure/ inorganic fertilizers (on requirement) good for plantation/growth of plants free from any weeds, vegetation, lumps, gravel, rubbish etc.

(r) Excavation of existing soil bed up to 10cm depth; removing unwanted weeds/grass/ vegetation/debris/stones etc. ; mixing & spreading of soil/manure as per requirement; providing and planting of ornamental shrubs as directed - Golden Durante, Allamanda, Aclypha, Asparagus, Red Hibiscus, Eranthis Hyemalis, hedge etc.

(s) The lawns should be mowed twice in a month or as and when required basis to keep the lawns in line and level, with suitable lawn movers provided by the Service Provider.

(t) De-weeding of lawns should be done on as and when required basis and to be done properly so that no patches occur during this process. Bare and soggy patches should be dressed up by digging, levelling with red earth/manure and replaced. No extra payment shall be made on this account.

(u) Contractor will have to do the trimming job of trees carefully and without damages to the other parts of trees as directed by OIL on as and when required basis. Contractor shall remove all green waste generated from the premises and dump into dumping ground. In addition to this, fallen tree branches including trees will have to be cut and removed from the premises by the Contractor. Necessary approvals from OIL authorities for cutting and trimming the trees shall be obtained by the Contractor.

(v) Person deployed shall maintain lawns free of any dry leaves.

(w) The Contractor needs to clean the entire boundary fencing free from any creepers, plant, algae etc. Cleaning/removal pf creepers etc. needs to be done at a regular interval that should not exceed three (03) months.

4.4 Services of Pest Control:

(a) Area of the open space:

(b) Contractor shall provide professional PEST CONTROL SERVICES for all premises. The Contractor shall visit the site complex as per requirement and conduct pest control activity in and around the building areas to prevent the invasion of cockroaches, mosquitoes, and termites, other insects, pests and rats. In case, after the treatment, the effect diminishes/ treatment is not effective which results in breeding of pests and unsatisfying the OIL authorities, the Contractor shall repeat the pest control service without any additional cost to OIL.

(c) All machines, materials etc. for Pest control services will be supplied by the Contractor.

(d) Frequency of Pest Control Four Times in a Year during the contract period.

4.5 Garbage/Waster Management:

(a) The daily generated waste needs to be segregated at source and must be disposed in a scientific way by waste carrying vehicle at designated dump yard which is within a radius of 5 KM from the source of waste generation. Collection and disposal of waste to be carried out on daily basis.

5.0 BROAD SCOPE OF WORK for CONTRACTS Department:

5.1 Location of Job/work: At **Contracts Department and its extended Building** (within 50 meters), OIL, FHQ.

5.2 The scope of services includes the following:

(i) **Housekeeping and Sanitation Services:** Cleaning of both interior and exterior areas, including but not limited to:

- Glass surfaces, cabins, conference rooms, toilets, staircases, lobbies, passages, terraces, balconies, internal roads, pavements, and security cabins.
- Specialized cleaning tasks such as chair, and sofa, floor scrubbing, curtain and venetian blind cleaning; window and façade washing; and exterior area cleaning.
- All tasks to be performed by qualified/certified personnel.

(ii) **In-Room Tea and Beverage Service:** Preparation and serving of tea and beverages from designated pantries to specified locations in the department.

(iii) **Office Assistance Services:** Provision of office assistants or file handlers for routine administrative support.

(iv) **Gardening and Landscaping Services:** Maintenance of designated garden areas, including:

- Arrangement and upkeep of flowers and indoor plants.
- Grass cutting and lawn care.

(v) **Pest Control Services:** Regular pest control measures to ensure a hygienic and pest-free environment.

5.3 **Broad Scope of Work:**

The services to be provided under this contract shall broadly cover the following areas. The quoted rates shall be inclusive of, but not limited to, the following components:

5.3.1 Mechanized and Manual Housekeeping/Sanitation Services:

(a) Equipment to be Utilized for Housekeeping Operations:

- Commercial-grade vacuum cleaners
- Floor scrubbers/moppers/dryers
- High-pressure water jet machines for external cleaning
- Extended-reach tools for cobweb removal
- Hand moppers for cleaning hard-to-reach areas
- High-quality cleaning agents and disinfectants

(b) Supply of Materials and Consumables: All cleaning materials, tools, and consumables required for housekeeping and sanitation services shall be provided by the contractor.

(c) Engagement of Janitorial Staff: An adequate number of male and female janitors shall be deployed to ensure proper cleaning and maintenance of all lavatories.

Lavatory Details:

- Gents: 4 units
- Ladies: 2 units
- Common (Extension Building): 2 units.

(d) Area/Location, Method and Frequency:

Sl. No.	Area/Location	Method	Frequency

01	Regular Mechanised cleaning of the entrance lobbies, common passage inside the buildings, staircase & railings, meeting room, conference room etc.	Scrubbing/Drying	Daily
02	Cleaning of the doors, dusting of desks, dusting of windows, furniture, chairs, sofa set & fixtures, dusting of other articles in rooms and common areas.	Scrubbing/ Drying.	Daily
03	Cleaning of printers, photo copier, telephone, computer and other office equipment etc. using special cleaning solution	Scrubbing & wiping with stain removing chemicals.	Fortnightly
04	Vacuum Cleaning of chairs, sofa set, etc.	Vacuum cleaner	Weekly
05	Toilet Areas: -		
	a. Doors and Windows, Toilet fittings, Mirrors	Scrubbing/ Drying.	Daily
	b. Urinals, Washbasins, Washbasin counters and WCs.	Scrubbing/ Drying.	Hourly basis
	c. Toilet Floor	Washing	Hourly basis
	d. Toilet Wall/door mats	Washing	Weekly
	e. Trash Removal		Four times a day
	f. Refilling of the Soap dispenser, toilet paper rolls and face/hand tissues/sanitizer (to be supplied by Contractor)		As required
	g. Doormat	Brooming	Daily
06	Pantry: Cleaning of sink, counter, floor, furniture and fittings	Scrubbing/Drying	Daily
07	Collection and segregation of wet and dry waste from pantries and office workstations and cabins in Garbage bags and disposal at the designated dumping ground		Four times a day
08	Cleaning of AC grills, AC units, Wall/Ceiling/Exhaust fans, switchboards, streetlights, garden lights, post lantern fittings, globes, cables, light fittings, DB's, Fire Equipment, ceiling, and other electrical equipment, venetian blends, roller blinds, vertical blinds, curtains etc.	Mechanised sweeping, cleaning, mopping and dusting. Also scrubbing & wiping with stain removing chemicals	Fortnightly
09	Regular mechanised cleaning of the roads, parking areas, stilts,	Sweeping, mopping and dusting	Daily

	water supply installation, electricity installations etc.		
10	Window glass, panes etc.	Mopping and dusting	Monthly
11	Glass/Aluminium partitions, doors both internally and externally	Mopping and dusting	Monthly
12	Deep cleaning by machine on flooring, lobby and other common areas including staircases	Wet cleaning with mild soap	Quarterly
13	Cleaning of Terraces, Common Chajjas, other surface of the building, water pipes, drainage pipes, compound wall etc.	Removal of water, dirt, sludge, rubbish etc.	Monthly
14	Entrance gate, car porch area & security cabin, electrical rooms	Mechanised Sweeping and Mopping	Daily
15	Dusting/cleaning services of all the office furniture/equipment/painting/ artifacts etc.	Wiping/Dusting	Daily
16	Cleaning of Drain outside the periphery of Contracts Department building.	Wet cleaning with bamboo broom and tools etc.	Daily

5.3.2 <u>Deep Cleaning and Exterior Maintenance on Quarterly basis:</u>

A) Exterior Cleaning: Once every quarter, the building's exterior—including walls, façade, and any overgrowth such as creepers or plants—shall be thoroughly cleaned. This work must be carried out in strict adherence to industry-standard safety protocols.

B) Interior Cleaning: A thorough deep cleaning of the entire office premises shall also be conducted quarterly through Vacuum Cleaner or through any equivalent tools. This includes, but is not limited to:

- Conference rooms
- Restrooms
- Lighting fixtures and ceiling fans
- Any other areas requiring intensive cleaning.

C) Cleaning Methodology and Equipment: All deep cleaning activities must be performed using appropriate professional-grade equipment, standard cleaning agents/solutions, and specialized tools, including:

- Industrial vacuum cleaners
- Single-disc scrubbers, auto scrubbers, and buffing machines
- Eco-friendly, non-toxic, and surface-safe cleaning chemicals
- Disinfectants compliant with health and sanitation standards
- Microfiber cloths, brushes, scouring pads, mops, squeegees, and ladders.

5.3.3 In-Room Personalized Tea/Coffee Service at Contracts Department:

The contractor shall be responsible for providing personalized in-room tea and coffee services at the Contracts Department, adhering to the following guidelines:

(a) Service Delivery: Tea and coffee should be handmade and served personally to officials and visitors, based on individual preferences.

(b) **Pantry Setup:** Preparation shall be carried out in the designated pantry within the Contracts Department. OIL will provide basic utilities including gas, water, electricity, coffee vending machine, water purifiers, and refrigerator. All other equipment and accessories required for tea/coffee preparation—such as cutlery, crockery (cups, saucers, spoons, glass tumblers), induction cooktops, compatible utensils, electric kettles, etc. shall be arranged by the contractor.

(c) **Staffing Requirements:** The contractor must deploy sufficient dedicated personnel for:

- Tea/coffee preparation
- Serving beverages
- Cleaning and washing utensils used for preparation and service.

(d) **Consumables:** All consumables including tea, coffee, milk, biscuits, etc., will be provided by the Contracts Department at OIL's cost.

(e) **Inventory Management:** The contractor shall maintain inventory records and notify the Contracts Department in advance of any requirements to ensure uninterrupted service. A nodal contact person will be designated by the department prior to commencement of services.

(f) **Normal Service Timings:**

- **Monday to Friday:** 07:00 HRS to 18:00 HRS
- **Saturday:** 07:00 HRS to 12:00 HRS
- **No service on Sundays and official holidays**

(g) **Office Refreshments for meetings**:

Refreshments for various business meetings to be provided as and when required as per the details (tentative) provided below:

SL NO	Description	Food items per plate
1.	Regular Business meeting	1. Veg cutlet/ veg spring roll/ paneer patis 2. kalakand/ ghujiya/ kaju barfi/ mysore pak or any other equivalent sweet 3. 02 number any bakery biscuit
2.	Special Business meeting	1. Paneer roll/ chicken roll/ (paneer cutlet + Non-Veg/Veg Spring roll) 2. Kalakand/ kaju barfi/ ghujiya or any other equivalent sweet 3. 15-20g of salted cashew/almond/Pista
	NOTE: (i) Contractor will be intimated minimum 04(Four) Hours prior to meeting vide requisition form. (Form shall be provided before start of Contract) (ii) The above list of food items provided is tentative and subject to change. Upon intimation by OIL, the Contractor shall modify or replace the listed items with equivalent food items—comparable in quality, price, nutritional value and acceptability—subject to approval by OIL	

(h) **Utility Provision:** Gas, electricity, and water supply will be provided by OIL.

(i) **Service Equipment:** The Contractor shall be responsible for always rendering the service with proper hygiene and cleanliness. All food and beverages must be served using appropriate serving equipment such as trolleys, trays, vacuum flasks, etc., while maintaining proper decorum and etiquette during service. Considering the operational requirements, it is estimated that a minimum of two tea service trolleys equipped with vacuum flasks shall be necessary for efficient and timely distribution of beverages.

(j) **Uniforms and Identification:** All service staff shall wear uniforms with distinct colour codes to differentiate between housekeeping, catering/tea service, and office assistance teams. Uniforms must include name plates and be approved by OIL.

5.3.4 **Miscellaneous Services – Office Assistance & File Handling etc.**

(a) **Service Schedule:**

- **Monday to Friday:** 07:00 HRS to 17:00 HRS
- **Saturday:** 07:00 HRS to 12:00 HRS
- No service required on Sundays and official holidays.

(b) The contractor shall ensure smooth movement and delivery of files and documents within the Contracts Department for proper filing of documents at designated areas as advised by OIL Officials.

(c) Adequate personnel must be deployed to manage file handling and office assistance across all four floors of the Contracts Department.

5.3.5 **Gardening Services at Contracts Department:**

(a) Total outdoor area to be maintained: **250.00 Sq. M**

(b) Job involves gardening maintenance (indoors and outdoors) of offices. The Contractor may visit the site and acquaint himself/herself with the systems and conditions at site and climatic condition of the area before submitting his/her bid.

(c) **Plant Care:**

- Timely supply of manure and fertilizers.
- Seasonal plantation of various plant species to enhance aesthetics.
- General supervision and upkeep of garden areas.

(d) **Routine Gardening Tasks:**

- Spreading manure, weed removal, lawn development, and other non-horticultural tasks as directed by OIL.
- Weekly trimming of hedges and creepers; filling gaps and ensuring plants are disease-free.
- Daily watering of potted plants; replacement of withered plants at no extra cost.
- Mulching, soil replacement, fertilization, trimming, and arrangement of potted plants as needed.
- Cutting and disposal of shrubs, weeds, wild grass, and other unwanted growth.
- Regular removal of weeds and wild vegetation to maintain cleanliness.
- Maintenance of boundary fencing, including quarterly removal of creepers, algae, and unwanted growth.

(e) **Equipment & Supplies:**

- All gardening tools, equipment, and materials to be provided by the contractor.
- Supply of cow dung, bio-manure, and inorganic fertilizers suitable for plant growth, free from contaminants.

- Soil bed excavation up to 10 cm depth, removal of debris, and planting of ornamental shrubs such as Golden Durante, Allamanda, Aclypha, Asparagus, Red Hibiscus, Eranthis Hyemalis, and hedges etc.

(f) **Personnel Requirements:** Gardening staff must be experienced and knowledgeable. Supervisors should be capable of implementing new ideas and initiatives.

5.3.6 Pest Control Services at Contracts Department:

(a) The contractor shall provide professional pest control services across all premises, targeting cockroaches, mosquitoes, termites, rats, and other pests. If the treatment proves ineffective or pest activity resumes, the contractor must reapply the treatment at no additional cost to OIL.

(b) **Equipment & Materials:** All pest control machinery, chemicals, and materials shall be supplied by the contractor.

(c) **Service Frequency:** Pest control activities shall be conducted **twice annually** (half-yearly) during the contract period.

6.0 LIST OF MATERIALS TO BE PROVIDED AND USED FOR HOUSEKEEPING SERVICES & GUEST HOUSE BY THE CONTRACTOR ACCORDING TO THEIR USES (**ANNEXURE-A)**:

Sl. No.	Particulars/ Items	Preferred Brands
1.	All-Purpose Liquid Cleaning Agents	Harpic/ Domex/ Sani Fresh/ Vooki/ Lizol/ Taski
2.	Window Glass Cleaning Agents	Colin/Vooki/Presto/Mr. Muscle/ Taski
3.	Garbage Bags All sizes	Shalimar/ Presto/ Ezee,
4.	Air Freshener (Spray)	Godrej Aer/Odonil/Air Wick/Ambi Pur
5.	Insect/ Mosquito Killer	Baygon/Hit/Mortein/ Taski
6.	Naphthalene balls, Sanitary/Flush Cubes	Odonil/ Aerocryst/Presto
7.	Hand Wash (Liquid)	Dettol/ Lifebuoy/ Solimo/ Lux/ Salvon/ Godrej
8.	Toilet Rolls	Origami/ Solimo/ Softtouch/ Beco/ Presto
9.	Cleaning agent for flush tanks/ flush tablets	Harpic/ Flush Clean/ Prestine/ Taski
10.	Brooms & Moppers	Scotch Brite/ Gala
11.	Phenyl & Cleaning Acids	Presto/ 3M/ Harpic/ Lizol/ Taski
12.	Cloth Washing Liquid/ Powder	Ariel/ Surf Excel/ Presto/ Tide/ Rin
13.	Scrubs	Scotch Brite/ Exo/ Wolpin
14.	Refill pack for disposable tissue paper for hand rub.	Origami/ Solimo/ Softtouch/ Beco/ Presto

6.1 MAJOR EQUIPMENT /MACHINERIES TO BE USED FOR HOUSE KEEPING SERVICES:

i) Commercial vacuum cleaner:
ii) Commercial Floor Scrubber/Mop/Dryer:
iii) High pressure water jet machine for external area cleaning:.
iv) Extended reach tools for glass /cobweb cleaning:
v) Hand Mopper for hard-to-reach areas:
vi) Single bucket trolley:

vii) Trolley for collection (as required) and disposal of garbage.
viii) Fuel driven /Electrical grass cutting machine for garden area
ix) Brush Cutter.
x) Hand cart.
xi) Lawn Mower

6.2 Minor equipment:
For Floor:
- Scrubbers with handle
- Dustpan
- Dust brushes.
- SS Scorch pads/steel wool
- Nylon brooms with stick
- Floor dust mops with holder
- Duster cloth

For Window & Glasses:
- Window Applicator
- Window squeeze
- Sponge pads.
- Spray Bottles
- Glass cloth

For Toilets:

- Toilet brush, Hand brush, plastic buckets medium, Rubber gloves, Mop sticks metal, Mop refill, Floor rubber squeeze, Scotch pads, Web brush curved for AC, Dolby dustpan, Deck broom Nylon.

Note: The items mentioned above are suggestive and indicative. The above list is not exhaustive. Any other item to be procured by the Contractor is to be certified by the OIL Authorized Representative in respect to its necessity and the brand, after mutual discussion and at no extra cost to the company.

7.0 Required Experience Criteria for critical roles as per requirement:

Sl. No	Description	Qualification	Experience	Supporting Dox
1.0	Facility Manager *Responsible for overall management of entire services of the contract agreement and will be the single point of contact for OIL at OIL-FHQ	Graduate	Minimum 05 years in similar field (Facility Management / Hospitality Services) with minimum 3 Star Category Hotel/ Corporate Guest House operation / Govt. Guest House Operation	Qualification & Experience Certificate
2.0	Asst. Facility Manager *To assist the facility manager for day-to-day operations	Graduate	Minimum 03 years in similar field (Facility Management / Hospitality Services) with minimum 3 Star Category Hotel/ Corporate Guest House	Qualification & Experience Certificate

			operation / Govt. Guest House Operation	
3.0	Front Office Executive	10+2	Minimum 03 years in similar field (Facility Management / Hospitality Services) with minimum 3 Star Category Hotel/ Corporate Guest House operation / Govt. Guest House Operation or must be trained certificate holder under Skill Development Program on Hospitality Management, must be proficient in English, Hindi & Assamese Language	Qualification & Experience Certificate
4.0	File Handler / Office Assistance	10+2		Qualification Certificate
5.0	In room tea Service	10+2	Must have 02 years' experience in catering services.	Qualification & Experience Certificate
6.0	Horticulture Services	B.Sc. (Preferably Agriculture)	03 Years in Horticulture/Garden Maintenance	Qualification & Experience Certificate

8.0 Other terms & conditions of the contract:

8.1 The scope and details mentioned herein are tentative and approximate. Contractors are advised to visit the site and acquaint themselves with all relevant facility requirements prior to bidding. It shall be Contractors' responsibility to request any clarification on technical scope within the tender due dates. No correspondence or pretexts shall be entertained in this matter in future.

8.2 The Contractor has to arrange for accommodation, transportation and meal (if required) for the people to be engaged under the service contract. OIL will not entertain any such request. One store cum office room may be provided at G+5 HR Building for day-to-day operation.

8.3 One store cum office room will be provided at RCE's Office Building for day-to-day operation and from that room only services need to cater to both RCE's Office Building and General Office Building (Both the buildings are in the same premises).

8.4 One storeroom may be provided at North Block Admin Building and at NIA Drilling Department for day-to-day operation and to keep the daily required items.
(** All the above buildings are manned by Security Personnels.)

8.5 The Contractor must submit the details of manpower to be engaged and the machineries / equipment to be used to concerned official as per below-mentioned Para 11.0 (Mobilization) of the SCC of the tender.

8.6 Supervisor/Facility Manager will be required to render the above-mentioned services. The supervisor/Facility Manager will be assisted by another Asst. Facility Manager (min) at OIL-FHQ. The supervisor will be the single point of contact between the Contractor and OIL for any requirement pertaining to the services to be provided/availed by OIL.

8.7 The Contractor should establish one office in and around Duliajan for day-to-day operation and for any official communication.

8.8 In case M/s. OIL feels that any or all the persons deployed at OIL is not suitable for carrying out the job then the same is to be replaced immediately. In case the person deployed is / are on leave, suitable replacement shall be given by the Contractor at no extra cost to OIL.

8.9 In case no suitable replacement is provided, the deduction will be made from the payment to the Contractor as per details given in subsequent sections. In case of frequent absenteeism / change of manpower, the Contractor will be warned once and later on the contract may be terminated after one month's notice.

8.10 The Contractor shall be responsible for payment of any compensation / settlement of any liability arising out of any death or injury caused to the person employed by him for rendering the jobs on contact under the agreement, either under the workmen compensation act or any act in force at that time.

8.11 Any additional burden (financial or non-financial) due to changes in Govt regulations shall be immediately applicable at no extra burden to OIL. The records/ registers as per provisions of the above Acts shall be maintained at the premises by Contractor at his own cost and shall be produced to OIL whenever asked to do so.

8.12 Inspection Book to be maintained at premises for Inspectors to record their observations on their visits to the premises.

8.13 Insurance in respect of Injury or Damage to Persons and Property: The Contractor shall be responsible for all injury to persons, animals or things and for all damage to the structural and/or decorative part of property which may arise from the operation or neglect of himself or any sub–Contractor or any of his or sub-Contractor's employees, whether such injury or damage arise from carelessness, accident or any other cause whatever in any way connected with the carrying out of this contract. This clause shall be held to include interalia, any damage to buildings, whether immediately adjacent or otherwise, and any damage to roads, streets, footpaths, bridges or way as well as all damage caused to the building and the work forming the subject of this contract by rain or other inclemency of the weather. The Contractor shall indemnify the OIL and hold OIL harmless in respect of all and any expenses arising from any such injury or damage to person or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of government or otherwise and also in respect of any award of compensation or damage consequent upon such claim.

8.14 The Contractor shall reinstate all damage of every sort mentioned in the clause, so as to deliver up the whole work of the contract complete and perfect in every respect so as to make good or otherwise satisfy all claims for damage to property of third parties.

8.15 If at any time during the period of the contract, it is observed by the corporation or by its authorized representative/s that the service rendered by the Contractor's personnel are not to the satisfaction of the corporation or any terms of the contract or violated the corporation reserves the right to terminate the contract with immediate effect.

8.16 It shall the responsibility of the Contractor to ensure that no unlawful act is done by his person(s) while on duty. In case of loss of the corporation's property due to negligence, carelessness or for any other reason attributable to the person(s) deployed by the Contractor, he/she will be responsible and shall make good the same.

8.17 The Contractor shall be solely responsible for setting / resolving any dispute /claim of his/ her personnel during the pendency of the Contract no liability shall accrue to Oil India Limited under any circumstances even after enquiry of the contract.

8.18 The contractor must maintain a checklist for daily housekeeping jobs at all the offices and will display the same at designated places. Company's (OIL) authorized person will check the checklist and subsequent service in random manner and if any shortfall found, penalty will be imposed as per penalty clause.

8.19 The contractor must maintain a checklist for pest control services and necessary bill processing will only be done after verification of the job by concerned OIL's Official.

8.20 The Contractor must provide uniform with different colour code to the housekeeping team and to the catering / tea service & office assistance team along-with proper name plate.

8.21 The contractor must carry out medical examination of all the engaged officers/workers and a certificate of the same is to be submitted prior to start of the job as mentioned in Para 10.1 below. During the contract period, if persons are found medically unfit and/or with contagious disease, such work person must be replaced with suitable candidate without any delay and at no extra cost to the company.

8.22 Summary of the services required area-wise is shown in **Annexure-1**.

8.23 After termination or before expiry of the contract, the Contractor shall ensure the smooth transition to the Replacement SERVICE PROVIDER for the subject service and shall co-operate with the OIL, or the Replacement SERVICE PROVIDER as required for the subject service. During the transition phase, the Contractor shall render all requisite assistance to the Replacement SERVICE PROVIDER within such period as prescribed by OIL, at no extra cost to OIL, for ensuring smooth switch over and continuity of services.

9.0 PAYMENT TERMS

9.1 Payment will be made, not often than **Monthly**, up to 100% of the value of work done. Final payment will be made only after satisfactory completion of the work. Such final 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 authorised representative before any such final payment is made.

Note:

i) All Invoices shall be addressed as below (As applicable) and uploaded through Vendor Invoice Management portal only via https://vim.oilindia.in/velocious-portal-app/.

For Part-A &C (as per SOQ/BOQ)	**For Part-B (as per SOQ/BOQ)**
i) CGM-HRE (HOD) Oil India Limited P.O. Duliajan-786602	ii) CGM-Drilling Services (HOD) Oil India Limited P.O. Duliajan-786602

Dist. Dibrugarh, Assam Dist. Dibrugarh, Assam

For Part-D (as per SOQ/BOQ)

iii) CGM-Contracts (HOD)

Oil India Limited

P.O. Duliajan-786602

Dist. Dibrugarh, Assam

9.2 The total estimated Contract Price as indicated in Schedule of work, quantities & rates - Part II 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 Part-II of this Contract.

9.3. Payment to Work-persons:

i. Payment to the contractor's personnel will be the responsibility of the contractor. Any dispute regarding payment shall be resolved by the contractor with its workers. OIL will not be a party to any dispute in this matter.
iii. Provisions of all the relevant Statutes / Acts will have to be complied by the Contractor, more particularly, Payment of Wages Act, Minimum Wages Act, Provident Fund, Insurance, ESI, Bonus etc. The contractor shall indemnify the Company against any payments to be made under and for the observance of the provisions of the aforesaid acts / statutes. In the event of the contractor committing a default or breach of any of the provisions of the aforesaid acts as amended from time to time, of furnishing any information or submitting or filling and form / register / slip under the provisions of these acts which is found to be incorrect, may lead to termination of the Contract as per the relevant clauses of the GCC of the Contract.

iv. The Contractor must pay his / her deployed personnels the prevailing minimum wages at the rates as specified by Government of India from time to time and deposit the applicable Provident Fund and ESI contributions with the concerned authorities. Any non-compliance of the same will lead to termination of the contract as per the provision of the Contract.

10.0 LABOUR CLEARANCE ADVICE/LABOUR CLEARANCE CERTIFICATE:

The Contractor shall obtain and submit the Labour Clearance Advice (LCA) and/or Labour Clearance Certificate (LCC) within the mobilization period.

Following are the three different categories of labour clearances:

10.1 In case of engaging 20 or more contract labours per day, Labour License is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

10.2 In case of engaging maximum 19 or less contract labours per day, LCA is to be obtained from HR Relation Department of OIL, Duliajan.

10.3 In case 5 or more Inter-state migrant contract labours are engaged per day, ISMW (Inter-state migrant workers) license is to be obtained from Regional Labour Commissioner (Central) and finally LCA from HR Relation Department of OIL, Duliajan.

11.0 Mobilization Period:

The Contractor shall have to complete the following Mobilization activities in each of HR(E) & other associated Depts. {under Part-A of BOQ}, Drilling Services Dept. {under Part-B of BOQ}, Asset Building {under Part-C of BOQ} and Contracts Dept. {under Part-

D of BOQ} -***within forty-five (45) days*** from the date of issue of respective mobilization notices by HR(E) Department, Drilling Services Dept., HR(E) Dept. (for Asset building) and Contracts Dept. after issuance of Letter of Award (LOA).

Note: Mobilization Notices shall be issued by HRE Dept. separately for locations mentioned under Part-A and Part- C of BOQ. Moreover, Drilling Services Dept. & Contracts Dept., shall individually issue separate Mobilization notices to the Contractor for locations/Depts. under Part-B & Part-D of BOQ respectively.

Mobilization (for locations/depts. as mentioned in Part-A/B/C/D {as applicable} of BOQ) would be considered as completed only after completion of the following mobilization activities in each of the locations (i.e. as mentioned in Part-A/B/C/D of the BOQ).

11.1. Mobilization Activities involve:

i. IME & PME of the deployed working personnels to be submitted to OIL by the contractor.
ii. Obtaining labour clearance from concerned authority so that work order may be issued by OIL to the contractor.
iii. Submission of PF, ESIC Registration.
iv. Necessary workmen Compensation insurance will be required during working in progress periods for working at height. (if applicable)
v. Police Verification: The Contractor will submit the detailed list of manpower to be engaged under this contract and will arrange for Police Verification of all the personnel (s) [i.e. Officers & work persons] within 45 days of receipt of mobilization notice from OIL.
vi. Necessary gate pass from CISF Unit, Duliajan for entry into office premises.
vii. Submission of credentials (requisite qualification/experience as mentioned in Para 6.0 above) of the manpower deployed for rendering the subject service. (if applicable)
viii. Submission of FSSAI Basic Registration or higher in the name of the Contractor.
ix. Submission of documentary evidence by Contractor regarding application submitted to Pollution Control Board, Assam (PCBA) for mandatory Consent to Establish (CTE)/Consent to Operate (CTO)/ Consolidated & Authorization (CCA) for the catering service. (if applicable)
x. Submission of Undertaking to OIL (enclosed as **ANNEXURE-AAA**) from each of the manpower to be deployed by the Contractor for the said Contract along with at least one Govt. ID of each of these deployed personnel(s).

12.0 DURATION OF CONTRACT: Four (04) years and Forty-Five (45) days from the date of issuance of 1st Mobilization Notice by HR(E) Dept./Drilling Services Dept./Contracts Dept. after issuance of LOA. Accordingly, the scheduled contract end date shall remain firm even in case of delayed mobilization. In case mobilization is completed before the scheduled mobilization completion date, then the duration of the contract shall be considered for **Four (04) years** from the date of completion of actual (1st) mobilization.

13.0 AREA OF OPERATION: Operational areas of OIL INDIA LIMITED in Duliajan, Assam

14.0 PERFORMANCE SECURITY: 03% of Contract value. The performance security shall be valid for **03 (Three) months** beyond the contract period.

15.0 FORCE MAJEURE: In the event of Force Majeure, no 'force majeure' rate shall apply.

16.0 SUBCONTRACTING (GCC Clause No. 24.0):

Except for the main services under this contract, the contractor may subcontract the following Petty Support Services subject to Company's (i.e., OIL INDIA LIMITED) prior approval. However, CONTRACTOR shall be fully responsible for complete execution and performance of the services under the Contract:

(i) Hiring of pest control services and

17.0 LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION / COMPLETION OF WORKS AND SERVICES: In the event of the Contractor's default in timely mobilization within the stipulated period, the Contractor shall be liable to pay liquidated damages @ 0.5% of the total cost under Part-A of BOQ(considering line Item Nos. 10 to 90) and/or Part -B of BOQ (considering line Item Nos. 100 to 180) and/or Part- C of BOQ (considering line Item Nos. 190 to 220) and/or Part- D of BOQ (considering line Item Nos. 230 to 300) against which the default has been made by the Contractor, per week or part thereof of delay subject to maximum ceiling of 7.5% of the respective total cost under Part-A of BOQ (considering line Item Nos. 10 to 90) and /or Part -B of BOQ (considering line Item Nos. 100 to 180) and /or Part- C of BOQ (considering line Item Nos. 190 to 220) and/or Part- D of BOQ (considering line Item Nos. 230 to 300).

18.0 Penalty: As mentioned in **Annexure-C.**

19.0 Financing of trade receivables of Micro and Small Enterprises (MSEs) through Trade Receivables Discounting System (TReDS) platform:

19.1 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 with M/s RXIL and M/s A TREDS Ltd. (Invoice Mart). 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.

19.2 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.

19.3 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.

19.4 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).

20.0 HEALTH, SAFETY & ENVIRONMENT (HSE) POINTS: The Contractor shall adhere to the following HSE points while performing the works under this contract.

20.1 The Contractor shall be solely responsible to comply all the statutory norms as applicable while executing the job. It will be solely the Contractor's responsibility to fulfill all the legal formalities with respect to the Health, Safety and Environmental aspects of the entire job (namely: the person employed by him, the equipment, the environment, etc.) under the jurisdiction of the district of that state where it is operating. Ensure that all sub-contractors hired by him comply with the same requirement as the Contractor himself and shall be liable for ensuring compliance of all HSE laws by the sub-contractors. It will be the responsibility of the Contractor/his Supervisor/representative to ensure strict adherence to all HSE measures and statutory Rules during operation in OIL's installations and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by representative of OIL.

20.2 Contractor's arrangements for health and safety management shall be consistent with those for the company (OIL).

20.3 A Contractor employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's Actor omissions at work.
20.4 The Contractor shall ensure complete safety of the personnel engaged by him, and of all the equipment, they will handle and must take full responsibility for their safety .

20.5 Every person deployed by the Contractor must use appropriate PPEs (Personal Protective Equipment) to be provided by the Contractor. The Contractor shall provide Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company's PPE schedule. Safety appliances like protective footwear, Safety Helmet and Full Body harness, Fall Prevention Devises (FPD) shall conform to relevant IS codes. Necessary supportive document shall have to be available at site as proof. Contractor employees should be trained in the proper use and maintenance of PPE. In absence of appropriate PPEs, the representative of OIL has the right to stop the work which will be binding for the Contractor. Moreover, the accountability towards any delay in work/ penalty due non-adherence to PPE shall be binding to the Contractor.

20.6 The Contractor should frame a mutually agreed bridging document between OIL & the Contractor for all issues not envisaged under the terms and conditions of the contract with the roles and responsibilities clearly defined.

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

20.8 Soft copy of the Standard Operating Procedures (SOPs) related to scope of work shall be handed over to the representative of OIL by Contractor including an assessment of risk, wherever possible and safe methods to deal with it/them. Printout of copy (spiral binding) of the SOP mentioned above is to be kept with all working teams at all times. The SOP clearly stating the risk arising to men, machineries & material from the mining operation / other operations to be done by the Contractor and how it is to be managed.

However; in case of any doubts, the Contractor shall reconfirm the same from the Engineer In Charge (OIL).

20.9 Contractor has to ensure that all work is carried out in accordance with the Statute and the SOP for the job. For the purpose, he may deploy adequate qualified and competent personnel for carrying out the job in a safe manner. The work which is not covered under SOP, the Contractor shall develop it and submit to the representatives of OIL.

20.10 In case of deviation of SOP or non-availability of SOP, Job Safety Analysis (JSA) shall be carried out before commencement of the work.

20.11 Necessary cold and hot work permits including permission for working at height, to be obtained by the competent person of the Contractor from the site representative of OIL before start of the job(s). Work Permit System should be inline as per guidelines issued by HSE Department. The Workmen's Compensation Act, 1923, must be adhered to for working at height.

20.12 The Contractor’s personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor. If the Company (OIL) arranges any safety awareness program / training for the working personnel at site (company employee, Contractor worker, etc.) the Contractor will not have any objection to any such training.

20.13 After receipt of the work order the Contractor shall have to submit authorized list of Contract Personnel, who will be engaged for the jobs including name of the Contractor's competent persons and every contact details.

20.14 The Contractor shall not engage minor laborer below eighteen (18) years of age under any circumstances.

20.15 The Contractor should prevent the frequent change of his deployed employees as far as practicable. The Contractor shall not employ or terminate his worker without the knowledge of the OIL engineer in charge. However, if OIL Engineer In Charge found any person not appropriate with respect to the job, the Contractor has to remove the person and replace a suitable person within the timeline as per the terms of the Contract.

20.16 OIL will communicate all information to the Contractor or his authorized representative only.

20.17 The Contractor shall have to report all incidents including near miss to the representative of OIL who shall be supervising the Contractor's work.

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

20.19 Any compensation arising due to accident of the Contractor's personnel while carrying out the job, will be payable by the Contractor and their medical treatment/ facilities in case of accidents should be provided by the same Contractor. The Contractor’s personnel should be aware about the existing as well as probable hazards and ensure their training to tackle such untoward events by the Contractor.

20.20 Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the Contractor shall be in accordance with the company’s Procedure for Solid Waste Management. The

Contractor Personnel have to take every possible care to keep the environment clean and free from pollution.

20.21 The Contractor have to ensure the quality and reliability of all the tools, equipment and instruments they use. The supporting documents relevant to prove the above should be submitted. Defective tools shall be immediately removed.

20.22 Contractor's Supervisor/ Contractor's personnel needs to be aware about the site specific emergency response plan (which includes display of emergency contact nos., establish telephone communication, layout of working area, use of fire extinguisher, emergency exit, assembly point).

20.23 All Lifting equipment of the Contractor like Crane etc. (if applicable) shall have to be duly calibrated. Calibration Certificate of this equipment shall have to be submitted to the representatives of OIL and a copy of the same to be made available at site.

20.24 Necessary sign-board / warning signals like caution, "wet floor" emergency telephone numbers, no entry without permission etc. should be used. The said signals / sign-boards shall have to be arranged by the Contractor and shall be in line with the circular of signboards issued by HSE Department, Oil India Limited.

20.25 Barricading of area to be done with reflecting tapes as applicable during work.

20.26 The First-Aid box should be provided by the Contractor and the same has to be kept ready to use at the site throughout the working hours.

20.27 The availability of First-Aid Fire Fighting equipment should be ensured by the Contractor at all working hours.

20.28 Smoking is prohibited in all Company restricted areas except in authorized smoking areas/ shelters. Carrying of matches and lighters into the Hazardous Area is prohibited. Cellular phones shall not be used in operating areas / hazardous areas unless they have been classified as 'intrinsically safe' for use in that atmosphere. Consumption of alcohol and possession of non- prescribed drug in Company work site is strictly prohibited.

20.29 The Contractor personnel should understand the implication of the known hazards related to the work undertaken by them and the necessity of having an emergency plan approved by OIL to counter them, if anything goes wrong.

20.30 In case Contractor is found non-compliant of HSE laws as required and all the above mentioned general HSE points, company will have the right for directing the Contractor to take action to comply with the requirements, and for further non-compliance, the Contractor will be penalized as per the terms of the Contract.

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

20.32 Any requirement arise by the Statutory Authorities during the period of contract shall be applicable and binding for the Contractor.

21.0 GOODS AND SERVICES TAX:

21.1 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.

21.2 "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.

21.3 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.

21.4 Bidder should also mention the Harmonised System of Nomenclature (HSN) and Service Accounting Codes (SAC) at the designated place in SOR.

21.5 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.

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

21.7 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.

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

21.9 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.

21.10 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.

21.11 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.

21.12 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.

21.13 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.

21.14 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.

21.15 TDS under GST, if applicable, shall be deducted from contractors/Contractor's bill at applicable rate and a certificate as per rules for tax so deducted shall be provided to the contractor/Contractor.

21.16 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.

21.17 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.

21.18 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.

21.19 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.

21.20 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.

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

21.22 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.

21.23 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.

21.24 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.

21.25 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.

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

21.27 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.

21.28 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.

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

21.30 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.

21.31 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;

OIL'S GSTIN DETAILS	
GSTIN	18AAACO2352C1ZW
Legal Name	OIL INDIA LTD
Trade Name, if any	OIL INDIA LIMITED

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.

GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:

p) The original copy being marked as ORIGINAL FOR RECIPIENT;
q) The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
r) 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.

21.32 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.

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

21.0 NOTICES: Any notice given by one party to other, pursuant to this Contract shall be sent in writing or by telex or Fax and confirmed in writing to the applicable address specified below:

Company

a) For contractual matters

CGM-Contracts (HoD)
OIL INDIA LIMITED
PO DULIAJAN - 786602
ASSAM, INDIA
Phone No. 91-374-2808650
Email: contracts@oilindia.in

b) For technical matters

i. CGM-HRE (HOD)
Oil India Limited,
P.O. Duliajan-786602
Dist. Dibrugarh, Assam.
Email: shyamal_das@oilindia.in

ii. ED-Drilling Services (HoD)
Oil India Limited,
P.O. Duliajan-786602
Dist. Dibrugarh, Assam.
Email: sanglap@oilindia.in

iii. CGM-Contracts (HoD)
Oil India Limited,
P.O. Duliajan-786602
Dist. Dibrugarh, Assam.
Email: arupsarmah@oilindia.in

Contractor

____

____

Phone No.:

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

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1.0 PENALTY/ SERVICE LEVEL AGREEMENT ++

In case of non-compliance of the standards of the services to be provided as per this agreement, OIL would be at liberty to levy such penalty and terminate the contract as per the conditions as detailed below:

Nature of default	Default details	Penalties			Remarks
		1st Instance	2nd Instance	3rd Instance	
~~Non-deployment of manpower~~	~~Non-deployment of sufficient manpower~~	~~Rs. 1,000/- per day~~	~~Rs. 2,000/- per day~~	~~Rs. 3,000/- per day~~	~~Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value.~~
Failures to address deficiencies/ complaints brought to notice by OIL	Deficiencies/ Complaints not addressed promptly	Rs. 500/- per complaint	Rs. 1,000/- per complaint	Rs. 1,500/- per complaint	After 3rd instance, the penalty will be imposed @ Rs. 2,000/- per complaint.
Unsatisfactory upkeep & maintenance	The upkeep of the premises is not up to the mark as per the terms and conditions of the Contract	Rs. 1,000/- per day	Rs. 2,000/- per day	Rs. 3,000/- per day	After 3rd instance, the penalty will be charged @10% of the contract value
Procurement of consumables	Non-procurement of consumables as per approved list (**Annexure A**)	Rs. 500/- per complaint	Rs. 1,000/- per complaint	Rs. 1,500/- per complaint	After 3rd instance, the penalty will be imposed @ Rs. 2,000/- per complaint.
Staff uniform, PPE and Identity Card	Non-utilization of uniform & PPE	Rs. 500/- per occasion	Rs. 1,000/- per occasion	Rs. 1,500/- per occasion	After 3rd instance, the penalty will be imposed @ Rs. 2,000/- per occasion.
Meals (Breakfast, Lunch, Tea, Dinner)	Shortage of meals in terms of quantity and deterioration of quality.	Rs. 1,000/- per day	Rs. 2,000/- per day	Rs. 3,000/- per day	After 3rd instance, the penalty will be imposed @ Rs. 5,000/- per day.
Raw Materials for food	Use of inferior quality of ingredients & raw materials for preparation of meals	Rs. 1,000/- per day	Rs. 2,000/- per day	Rs. 3,000/- per day	After 3rd instance, the penalty will be imposed @ Rs. 5,000/- per day.

Theft & loss of materials/ articles from the premises	Any theft, loss or damage of materials, articles, etc. in the premises	Immediate payment in actuals, equivalent to the value of the article within 2 days	Immediate payment in actuals, equivalent to the value of the article within 2 days & additional penalty of Rs. 2,000/- per article.	Immediate payment in actuals, equivalent to the value of the article within 2 days & additional penalty of Rs. 2,000/- per article & replacement of the labour engaged.	Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value.
Disobedience, Misconduct, Adoption of corrupt practices	Disobedience and misconduct by the labour engaged and drunkenness or substance abuse and collusion with third party or officials	Counselling of the labour concerned and penalty of Rs. 1,000/- per person	Immediate replacement of the concerned labour within 2 days and penalty of Rs. 2,000/- per person	Immediate replacement of the concerned labour within 1 day and penalty of Rs. 3,000/- per person	Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value.
Deployment of minors at work	Deployment of labour below the age of 18 years	Immediate replacement of the concerned labour within 1 Hour	Immediate replacement of the concerned labour within 1 Hour with penalty of Rs 1000/- per minor deployed	Immediate replacement of the concerned labour within 1 Hour with penalty of Rs 2000/- per minor deployed	Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value
Delay in payments of take-home remuneration by the contractor and deposit of EPF and ESI (both employee and employer share)	Delay in payment of wages crossing 10th of every month along with deposit of EPF & ESI (both employee and employer share)	Rs. 100/- per day for each default & warning to contractor for payment of wages and deposit of EPF & ESI within 7 working days	Rs. 200/- per day for each default and holding of payment to contractor till the said amount is deposited to respective stakeholders and proof submitted to OIL	Rs. 500/- per day for each default and holding of payment to contractor till the said amount is deposited to respective stakeholders and proof submitted to OIL	Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value.
Disclosure of confidential information	Contractor or the labours engaged are involved in disclosing of confidential	Rs. 10,000/- for first instance with cancellatio	Cancellation of contract after 1st instance with cancellation	NA	NA

	information of OIL to any other party, which is not authorized to receive such information	n of the monthly payment	charges @ 10% of contract value.		
First Aid Box	Non-availability of first aid box and shortage of items in the first aid box	Rs. 500/- per occasion	Rs. 1,000/- per occasion	Rs. 1,500/- per occasion	After 3rd instance, the penalty will be imposed @ Rs. 2,000/- per occasion.
HSE Laws	Non-compliance with the HSE Laws	Rs. 500/- for 1st non-complianc e	Rs. 1,000/- for 2nd non-compliance	Rs. 1,500/- for 3rd non-compliance	Cancellation of contract after 3rd instance with cancellation charges @ 10% of contract value.

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ANNEXURE-AAA

Addressed to Oil India Limited (OIL)

UNDERTAKING

I, **[Full Name]**, son/daughter of **[Parent's Name]**, residing at **[Address]**, do hereby declare and undertake as follows:

1. I have been engaged as a **[Designation]** with **[Company/Organization Name]** which has a service agreement with **Oil India Limited**, on a purely contractual basis, for a fixed term of **[duration]**, as per the terms and conditions of my offer/engagement letter dated **[Date]**.
2. I fully understand that my engagement is temporary and does not confer any right to claim a permanent/regular position in Oil India Limited at any time in the future.
3. I shall not make any demand, directly or indirectly, for absorption into a permanent post now or at any later date to Oil India Limited.
4. I accept that upon expiry or termination of my contract, my services will stand discontinued automatically without any further notice, and I will have no claim against the organization-Oil India Limited.
5. I have read and understood the terms of my engagement and agree to abide by them in full.

Place:

Date:

Signature: ___________________

Name: ___________________

Employee Code (if any): ___________________

Witness 1: ___________________

Witness 2: ___________________

ANNEXURE-1

Area/Building wise service requirement								
		Housekeeping	**Cafeteria**	**Tea Service**	**Gardening/ Horticulture**	**File Handler/ Office Assistance / Misc**	**Pest Control**	**Waste Management / Sewege Management**
Sl No	**Area**	**Existing Buildings**						
1	G+5 HR Building	Required	Required	Required	Required	Required	Required	Required
2	RCE's Office Building	Required	Not Required	Required	Required	Required	Required	Required
3	General Office Building	Required	Not Required	Required	Required	Required	Required	Required
4	North Block Admin Building	Required	Not Required	Not Required	Required	Not Required	Required	Required
5	R&D Building	Required	Not Required	Not Required	Required	Not Required	Required	Required
6	NIA Drilling Department	Required	Not Required	Required	Required	Required	Required	Not Required
7	Contracts Office Building	Required	Not Required	Required	Required	Required	Required	Required
		Proposed / Upcoming Building						
8	Asset Building	Required	Not Required	Not Required	Required	Not Required	Required	Required

PROFORMA-K

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

(To be stamped in accordance with the Stamp Act)

<table>
<tr><td rowspan="5">To

M/s OIL INDIA LIMITED,

Address: DULIAJAN, DIBRUGARH, ASSAM

PIN-786602</td><td>Insurance Surety Bond (ISB) No.</td><td></td></tr>
<tr><td>Date of ISB</td><td></td></tr>
<tr><td>ISB Valid up to (Expiry date)</td><td></td></tr>
<tr><td>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</td><td></td></tr>
<tr><td>Stamp Sl. No./e-Stamp Certificate No.</td><td></td></tr>
</table>

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

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

SEALED with the said Insurer this ___ day of __________ 20__________

THE CONDITIONS of these obligations are:

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

<u>NOW, THEREFORE, the Surety Insurer hereby, unconditionally and irrevocably, guarantees and affirms as follows:</u>

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

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

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

4. Notwithstanding anything contained herein:

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

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

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

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this ___________day of ____________ 20__ at ____________.

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

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

PROFORMA-L

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

(To be stamped in accordance with the Stamp Act)

<table>
<tr><td rowspan="5">To

M/s OIL INDIA LIMITED,

Address: DULIAJAN, DIBRUGARH, ASSAM

PIN-786602</td><td>Insurance Surety Bond (ISB) No.</td><td></td></tr>
<tr><td>Date of ISB</td><td></td></tr>
<tr><td>ISB Valid up to (Expiry date)</td><td></td></tr>
<tr><td>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</td><td></td></tr>
<tr><td>Stamp Sl. No./e-Stamp Certificate No.</td><td></td></tr>
</table>

WHEREAS, (Name and address of Contractor) ___________________ (hereinafter called "Contractor") had undertaken, in pursuance of Contact No. ______________________________________ to execute (Name of Contract and Brief Description of the Work) ______________________________ (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with an Insurance Surety Bond (ISB) as security for compliance with Contractor's obligations in accordance with the Contract.

AND WHEREAS we (May incorporate the Insurer) have agreed to give the Contractor such an Insurance Surety Bond; NOW THEREFORE we hereby affirm that we are Insurer on behalf of the Contractor, up to a total of (Amount of ISB in figures) _________________________ (in words________________), such amount being payable in the types and proportions of currencies in which the Contract price is payable, and we, undertake to pay you, upon your first written demand stating the default/breach committed by the Contractor without cavil or arguments, any sum or sums within the limits of guarantee sum as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

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

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

1. The Surety Bond shall not be affected by any change in the constitution or winding up of the Contractor or the Surety Insurer or any absorption, merger or amalgamation of the Contractor or the Surely Insurer with any other person.
2. In order to give full effect to this Surety Bond, the Company shall be entitled to treat the Surety Insurer as the principal debtor.
3. The Surety Insurer declares that it has the power to issue this Surety Bond and discharge the obligations contemplated herein, the undersigned is duly authorised and has full power to execute this Surety Bond for and on behalf of the Surety Insurer.
4. Notwithstanding anything contained herein:

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

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

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

In witness whereof the insurer, through its authorized officer, has set its hand and stamp on this ___________day of ____________ 20__ at ____________.

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

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

PROFORMA-M

PROFORMA FOR UNDERTAKING FROM THIRD PARTY INSPECTION AGENCY

(to be submitted on official letter head)

TO
M/s OIL INDIA LIMITED

Sir,

SUB: OIL's Tender No.....

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

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

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

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

Thanking you,

Authorised Person's Signature:____________

Name: ____

INSTRUCTIONS TO BIDDERS (ITB)

1.0 ELIGIBILITY OF THE BIDDER:

1.1 The eligibility of the bidder is 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:

(i) Introduction
(ii) Instruction to Bidders (ITB)
(iii) Bid Evaluation Criteria – Bid Rejection Criteria (BEC-BRC)/ Pre-Qualifying Criteria (PQC)
(iv) Scope of Work (SOW)
(v) Special Terms & Conditions (STC) [SECTION-I (GCC); SECTION-II (SCC)]
(vi) Service Level Agreement (SLA)
(vii) Payment Terms
(viii) Schedule of Rate (SOR)
(ix) BOQ/Price Bidding Format
(x) Bid Form: **Proforma-I**
(xi) Statement of Non-Compliance: **Proforma-II**
(xii) PROFORMA of Letter of Authority: **Proforma-III**
(xiii) PROFORMA for E-Remittance: **Proforma-IV**
(xiv) Format of undertaking by Bidders towards submission of authentic information / documents: **Proforma-V**
(xv) Certificate of Compliance of Financial Criteria: **Proforma-VI**
(xvi) Certificate of Annual Turnover & Net Worth: **Proforma-VII**
(xvii) Undertaking Towards Purchase Preference: **Proforma-VIII**
(xviii) Safety Measures: **Proforma-IX**
(xix) Authorisation for Attending Bid Opening: **Proforma-X**
(xx) Technical evaluation sheet for BEC-BRC/PQC – **Proforma-XI**
(xxi) Commercial Checklist: **Proforma-XII**
(xxii) Format of Performance Bank Guarantee: **Proforma-XIII**
(xxiii) Undertaking by vendor on submission of bank Guarantee/EMD/Bid Security: **Proforma-XIV**
(xxiv) Form of Bid Security/EMD (Bank Guarantee Format)-**Proforma-XV**
(xxv) Integrity Pact (IP): **Proforma-XVI**
(xxvi) Undertaking for Local Content**- Proforma-XVII**
(xxvii) Declaration About Bidder's Financial Standing**- Appendix-1**
(xxviii) Declaration That Bidder Is Not Under Holiday List/Delisted/Blacklisted/Debarred in OIL**- Appendix-2**
(xxix) Declaration That Bidder Is Not Under Holiday List/Delisted/Blacklisted/Debarred**- Appendix-3**
(xxx) Other Proformas, Annexures as mentioned in the tender.

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.

6.3 Documents comprising the bid: Bids are invited under **SINGLE-STAGE TWO BID SYSTEM.** The bid to be uploaded by the Bidder in GeM portal shall comprise of the following components:

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

a) Complete technical details of the services offered.
b) Documentary evidence established in accordance with **Clause No. 8.0.**
c) Bid Security (scanned) in accordance with **Clause No. 9.0** hereunder. Original Bid Security should be sent as per **Clause No. 9.2 (c)** below.
d) Bid Form as per **PROFORMA-I**.
e) Statement of Non-compliance as per **PROFORMA-II**.
f) Integrity Pact, **PROFORMA - XVI**
g) **PROFORMA-X** attached with the bid document to be signed by the bidder's authorized representative.
h) All other relevant Undertakings and PROFORMAS as applicable as part of Bid.

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

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

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

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

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 quoted GST in the Price Bid Format. For example, personal taxes and/or any corporate taxes arising out of the profits on the contract as per rules of the country shall be borne by the bidder.

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 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 "Forwarding Letter" of the tender documents:

a. The Bid Security may be submitted in the form of irrevocable Bank Guarantee (as per **PROFORMA-XV**) 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-XIV**) must also be submitted along with the scanned copy of BG in the technical bid.

b. Alternately Bid Security can also be paid through Insurance Surety Bond/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt (Account OIL INDIA LIMITED)/irrevocable Letter of Credit/NEFT/RTGS (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. In case of Bidders submitting Bid Security in the form of Insurance Surety Bond/Bank Guarantee/Bank Draft/Cashier's Cheque/Banker's Cheque/Fixed Deposit Receipt/Letter of Credit, the original hard copy of Bid Security should reach the office of CGM-CONTRACTS on or before **14.15 p.m. (IST)** on the bid closing/opening date otherwise bid will be rejected.

d. A scanned copy of Bid Security document should also be uploaded along with the

Unpriced Techno-Commercial Bid documents.

e. 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.

f. **Submission of Bid Security in the form of Electronic Bank Guarantee (e-BG):** Bidders can submit the e-BG from any of the following banks:

Sl. No.	Bank Name	Sl. No.	Bank Name
1	Axis Bank limited	**8**	IDFC First Bank
2	Bank Of Baroda	**9**	Indian Bank
3	Canara Bank	**10**	Indian Overseas Bank
4	Federal Bank	**11**	IndusInd Bank
5	HDFC Bank Limited	**12**	State Bank of India
6	ICICI Bank Limited	**13**	South Indian Bank
7	IDBI Bank	**14**	Yes Bank

Beneficiary details for issue of e-BG:

	Details of Beneficiary	
A	Name	OIL INDIA LIMITED
B	PAN	AAACO2352C
C	Date of Incorporation	18-02-1959
D	Email-ID	Abhay_Kumar@oilindia.in
E	Local Address	Duliajan, Dibrugarh, Assam-786602
F	Registered address	Duliajan, Dibrugarh, Assam-786602

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

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

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

iii) The Insurance Surety Bond should be on non-judicial stamp paper/e-stamp paper of appropriate value as per Stamp Act prevailing in the state(s) where the Insurance Surety Bond is submitted or is to be acted upon or the rate prevailing in State where the Insurance Surety Bond is executed, whichever is higher. The

Stamp Paper/e-stamp paper shall be purchased in the name of Bidder/Insurer issuing the Insurance Surety Bond.

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

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

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

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

viii) Bidder must indicate name, address, contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom/where the Surety Bond can be confirmed by the Company.

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 the 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 (indicating the Contract Number) by the BG issuing bank branch to ICICI BANK LTD., Duliajan Branch; IFS Code – ICIC0000213; SWIFT Code – ICICINBBXXX; Branch Address: Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602.

	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 Bid security, they should upload the supporting documents along with their technical bid. The detailed guidelines for exemption of the Bid security are given below.

a) MSEs Units (manufacturers/Service Providers only and not their dealers/distributors) are eligible for exemption of Bid Security.

b) Government Departments and Public Sector Undertakings (PSUs) are exempted from submitting bid security. However, such bidders must submit the bid security declaration as per format enclosed in the tender (PROFORMA-N).

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

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

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 in the e-portal using Digital Signature by the person or persons who has/have digitally signed the Bid. Withdrawal or modification of bid through physical correspondence shall not be considered and accepted.

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 Forwarding Letter. However, an authorization letter (as per **PROFORMA-X**) 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, in-consistent way with the Bid Documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

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.

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:

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

22.1.2 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 19.0 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 16.6.

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 whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

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

b. Alternately, the Performance Security can also be paid through Insurance Surety Bond (as per **PROFORMA-L**)/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 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

If 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 Insurance Surety Bond:** If the Performance Security is submitted in the form of Insurance Surety Bond (as per **PROFORMA-L**) then the following instructions are to be followed:

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

(ii) The Company shall be the Creditor, the Contractor shall be the principal debtor and the Insurance company/Insurer shall be the Surety in respect of the Insurance Surety Bond to be issued by the Insurer.

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

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

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

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

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

(viii) Contractor must indicate name, address, contact number and official Email ID of the Controlling Office of the Surety Issuing Branch or any web portal link, from whom/where the Surety Bond can be got confirmed by the Company.

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

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

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

27.3 The Bank Guarantee issuing bank branch must ensure the following:
The Bank Guarantee issued by the bank must be routed through SFMS platform as per the following details:

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

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

The above message/intimation shall be sent through SFMS by the BG issuing Bank branch to ICICI Bank Ltd., Duliajan Branch, IFS Code – ICIC0000213; SWIFT Code - ICICINBBXXX. Branch Address: ICICI Bank Ltd, Kunja Bhavan, Daily Bazaar, Duliajan, Dibrugarh, Assam – 786602. The Bank details are as under:

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

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

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

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

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

A	B	C	D	E	F	G	H	I

27.6 **Submission of Performance Security in the form of Electronic Bank Guarantee (e-BG):**

Sl. No.	Bank Name	Sl. No.	Bank Name
1	Axis Bank limited	**8**	IDFC First Bank
2	Bank Of Baroda	**9**	Indian Bank
3	Canara Bank	**10**	Indian Overseas Bank
4	Federal Bank	**11**	IndusInd Bank
5	HDFC Bank Limited	**12**	State Bank of India
6	ICICI Bank Limited	**13**	South Indian Bank
7	IDBI Bank	**14**	Yes Bank

BENEFICIARY DETAILS FOR ISSUE OF E-BG

	Details of Beneficiary	
A	Name	OIL INDIA LIMITED
B	PAN	AAACO2352C
C	Date of Incorporation	18-02-1959
D	Email-ID	bikramjit.borgohain@oilindia.in
E	Mobile No.	8133000372
F	Local Address	Duliajan, Dibrugarh, Assam-786602
G	Registered address	Duliajan, Dibrugarh, Assam-786602

27.7 This Performance Security must be valid for 90 (Ninety) days 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.

27.8 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, 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 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.

32.0 **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.

33.0 **INTEGRITY PACT (IP):**

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

33.2 In case of a joint venture, all the partners of the joint venture should sign the Integrity pact.

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

33.4 OIL has appointed **Shri Ram Phal Pawar, IPS (Retd.), Former Director, NCRB, MHA**, **Dr. Tejendra Mohan Bhasin, Former Vigilance Commissioner, CVC**, and **Shri Ajit Mohan Sharan, IAS (Retd.),** 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
Mobile No.: 8017017878,
E-mail IDs: rpawar61@hotmail.com, ramphal.pawar@ips.gov.in

(b) Dr. Tejendra Mohan Bhasin, Former Vigilance Commissioner, CVC.
E-mail ID: tmbhasin@gmail.com

(c) Shri Ajit Mohan Sharan, IAS (Retd.), Former Secretary, Ministry of Ayush, Govt. of India, Mob No.: 9810701876
E-mail: ams057@gmail.com

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

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

36.0 **DOCUMENTS REQUIRED TO BE SUBMITTED BY MSE BIDDERS**:

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.
The bidder claiming the MSE status (MSE-General, MSE-SC/ST, MSE-Woman) against this tender must 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

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

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

38.0 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 Bikramjit Borgohain, Manager (Contracts-Services)
E-mail: bikramjit.borgohain@oilindia.in;
Shri Indranil Neog, GM (Contracts-Services)
indranilneog@oilindia.in
contracts@oilindia.in

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

TECHNICAL EVALUATION SHEET FOR BEC-BRC / PQC

<table>
<tr><th rowspan="2">Sl. No.</th><th rowspan="2">Clause No of BEC/BRC</th><th rowspan="2">Description</th><th rowspan="2">Bidders Remarks (Complied / Not Complied / Deviation)</th><th colspan="2">Bidder to indicate the following to support the remarks/ compliance</th></tr>
<tr><th>Name of File as uploaded in GeM-Tender portal</th><th>Relevant Page No. of the file</th></tr>
<tr><td>1</td><td>BEC Clause No. 1.1</td><td>1.1.1 The Bidder must be incorporated / constituted in India and must maintain more than or equal to 20% local content for the offered services. With regard to calculation of local content and submission of documents during bidding & execution of contracts, notification vide letter no. FP-20013/2/2017-FP-PNG dated 17.11.2020 of MoPNG (or as amended from time to time) 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 this regard, the bidder must submit an undertaking from the authorized signatory of bid having the power of Attorney along with the bid stating the bidder meets the minimum LC requirement and such undertaking shall become part of the contract.

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</td><td></td><td></td><td></td></tr>
</table>

		content in their bid as per format prescribed in **PROFORMA-XVIII (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 accountant (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.			
2	**BEC Clause No. 2.0**	**TECHNICAL REQUIREMENTS**: **2.1.1** Bidder must have experience of successfully completing at least one '**SIMILAR WORK'** of minimum value of **₹ 3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred)** under a single Contract in previous 07 (seven) years reckoned from the original bid closing date in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC) in India. *[Here, MNCs refers to a business entity that is*			

		incorporated in one country but has significant business operations in at least one other country and is listed on a stock exchange in at least one of the countries.] **2.1.2** The bidder must submit an undertaking stating that in case of award of Contract, they shall deploy personnels having the requisite experience to carry out the job as per the Scope of Work of the tender during the contract period and he/she/they shall submit the requisite credentials of these personnels during the mobilization period the Contract. **2.1.3** The bidder must have FSSAI Basic Registration or higher. Also, the bidder must furnish soft copy of the same along with the bid. OR Bidder must submit an Undertaking stating that in case of award of Contract, they shall furnish their FSSAI Basic Registration or higher during the Mobilization period of the Contract. **2.1.4** Bidder must submit an Undertaking stating that in case of award of Contract, they shall furnish documentary evidence regarding application submitted to Pollution Control Board, Assam (PCBA) for mandatory Consent to Establish (CTE)/Consent to Operate (CTO)/ Consolidated & Authorization (CCA) for the catering service during the mobilization period of the Contract.			
3	**Notes to BEC Technical Criteria Clause 2.1.1 above:**	***A.*** **'SIMILAR WORK'** mentioned above means ***"Experience in successfully completing the following:***			

		I. Providing Integrated Facility Management Services which includes at least Catering and Housekeeping services. ***AND*** ***II. Providing Façade/Exterior cleaning of a minimum G+3 storey building.***			
		B. 'SIMILAR WORK' experience mentioned under **Para A. II.** above may not be necessarily under the same contract. Work experience of Similar work, mentioned under **Para A. II**. above, obtained against a separate contract shall also be considered. However, in such a case, value of such experience (i.e. **Para A. II.** mentioned above) shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR WORK**' experience mentioned under **Para A. I. above**. Also, the bidder must furnish the supporting documents as specified under Para D. here below to substantiate their **SIMILAR WORK** experience mentioned under **Para A. II.** above.			
		C. Bidders who have experience of Similar works mentioned under Para **A**. **I.** above but does not have experience of Similar works mentioned under Para **A. II.** above, can also participate, provided the bidder has a tie up / agreement/MoU with another firm which has the requisite experience of Similar works as mentioned under Para **A.II** above. In this regard, the bidder must furnish documentary evidence of the tie-up/agreement/MoU along with documents substantiating the relevant			

		work experience of the associated firm as per Para D here below. However, value of the experience of the associated firm shall not be considered while evaluating the offer against clause 2.1.1 above and the bidder shall be evaluated solely against the value of '**SIMILAR WORK'** experience mentioned under **Para A. I.** above. Also the bidder must furnish documents as mentioned in Para D. here below.			
		D. Proof of requisite Experience, viz. award and subsequent successful execution/completion of '**SIMILAR WORK**' (refer Clause No. 2.1.1 above), must be substantiated by submission of the following documents issued by any "PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company/ Multi-National Corporation (MNC)" in India along with the bid: **(i)** Contract document/ Letter of Intent (LOI)/Letter of Award (LOA)/ Work Order showing detailed scope of work in line with Clause 2.1.1 above, **AND** **(ii)** Job Completion Certificate showing: (a) Gross value of job done (b) Nature of job done and Work Order No. / Contract No. (c) Contract period and date of			

		completion **OR** SES (Service Entry Sheet) / Certificate of Payment (COP) issued by the company indicating the following: (i) Work Order No. / Contract No. (ii) Gross value of jobs/quantities done (iii) Period of Service (iv) Nature of Service			
		E. Only Letter of Intent (LOI)/Letter of Award (LOA), or Work Order(s) are not acceptable as evidence.			
		F. In case requisite experience is against **OIL's Contract**, bidder shall only be required to categorically specify OIL's Contract Number and date.			
		G. Mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of volume & value, as stipulated under Clause No. 2.1.1 will only be treated as acceptable experience.			
		H. Following work experience will also be taken into consideration: **(a)** If the prospective bidder is executing **'SIMILAR WORK'** which is still running and the contract value executed prior to original bid closing date is equal to or more than the			

		minimum prescribed value in the BEC. **(b)** In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date and the value executed within the last 07 (seven) years reckoned from the original bid closing date is equal to or more than the minimum quantum prescribed in the BEC. ~~**(c)** If the prospective bidder has executed a contract in which **'SIMILAR WORK'** is a component of the contract.~~ • In case the document submitted as per **Para D** above, are not sufficient to satisfy a) work defined above b) minimum prescribed value c) prescribed period of 07 years, for proof of work experience as per '**SIMILAR WORK**' against Para H above, the bidder shall have to additionally submit a certificate clearly specifying the period and value, issued by end user or a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number).			
		I. Experience of executing '**SIMILAR WORK**' through 'sub-contracting' shall not be considered for evaluation.			

		J. **'SIMILAR WORK'** executed by a bidder for its own organization / subsidiary cannot be considered as experience for the purpose of meeting BEC. **K.** Bids submitted for part of the **'SIMILAR WORK'** will be rejected. **L.** Bid will be rejected if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 2.1.1. **M.** Oil India Limited (OIL) reserves the right to contact the Client(s) referred by the Bidder for authentication of the documents submitted by the Bidder. OIL may contact the clients/operators under intimation/copy to the respective Bidder. It will be the responsibility of the Bidder to take up the matter with his Client(s) and arrange for the confirmation as desired by OIL.] **N.** 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. **O.** Only one bid from any individual bidder or entity shall be accepted against the tender. If a bidder or firm			

		is found to have participated in more than one bid—either in their own name or through an associated entity, by way of a tie-up/ agreement/Memorandum of Understanding (MoU)—then all such bids shall be summarily rejected. In this regard, the bidder and the associated entity shall submit an undertaking along with their technical bid as per the **Annexure-O** prescribed in the tender.			
4	**BEC Clause No. 2.2 (Financial Criteria)**	**2.2.1** Annual Financial Turnover of the bidder in any of preceding 03 (three) financial / accounting years, reckoned from the original bid closing date should be at least **₹ 3,33,46,200.00 (Rupees Three Crore Thirty-Three Lakh Forty-Six Thousand Two Hundred)** only.			
		2.2.2 Net worth of bidder must be positive for preceding financial / accounting year. **Note: The Net worth to be considered against Clause 4.1.2 above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of the Companies Act, 2013.** **Note**: • Annual Financial Turnover of the bid from operations shall mean: "Aggreg value of the realisation of amount m from the sale, supply or distribution goods or on account of services rendered both, by the company (bidder) durin financial year" as per the Companies			

		2013 Section 2 (91). • Net worth shall mean: "Share capita Reserves created out of profits a securities Premium – Aggregate value accumulated losses (excluding revaluat reserves) – deferred expenditure Miscellaneous Expenditure to the extent written off and carried forward Loss Reserves created out of write back depreciation and amalgamation" • The Net worth to be considered against clause above, should be read in conjunct with the definition of Net worth mentioned in Section 2 (57) of Companies Act, 2013.			
5	**Notes to BEC Clause No. 2.2. above**	**A.** For proof of Annual Turnover & Net worth any one of the following document 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-VII**. 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. *Note: • Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.			

		• 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 evidences for the same. **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-VI**. **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. & Para-B.** above. **E.** Bid will be rejected if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 2.2.1 & 2.2.2.			
6	**BEC Clause No. 3.0 (COMMERCIAL EVALUATION CRITERIA)**	**3.1** The bids are to be submitted in **Single stage under Two Bid System** i.e., Un-priced Techno-Commercial Bid and Price Bid together. The Un-priced techno-commercial bid (or technical bid) must comprise of all the technical documents substantiating the previous experience, financial & technical credentials of the bidder and any other document as asked for in the bid document. **There should not be any indication of price in the technical bid; otherwise, the bid shall be rejected straightway.** **3.2** Bidders must fill in 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. **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.** **3.3** 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 an adjustable price quotation other than the above will be treated as non- responsive and rejected. **3.4 EMD/Bid Security:** Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the office of **CGM- CONTRACTS, OIL at Duliajan** on or before **14.15 Hrs (IST)** on the Bid Closing Date (BCD). A scanned copy of the bid security shall however be uploaded in GeM portal along with the Technical Bid. The amount of Bid Security shall be **₹ 53,35,400.00 (Rupees Fifty-Three Lakh Thirty-Five Thousand Four Hundred).** Bid without proper & valid Bid Security will be rejected. For detailed may please refer to **Clause No. 12.0 of INSTRUCTIONS TO BIDDERS (ITB). Exemption from submission of bid security shall be as per the provision of GeM GTC.** **3.5** Any bid received in the form of Physical document/Telex/Cable/Fax/E-mail will not be accepted.			

		3.6 Bids shall be typed or written in indelible ink. **3.7** Bids shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initiated by the persons(s) signing (digitally) the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected. **3.8** Any bid containing false statement will be rejected and action will be taken by Company as per Bid Document. **3.9** 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 **3.10** There should not be any indication of price in the Un-priced Techno-Commercial			

		Bid. A bid will be straightway rejected if this is given in the Un-priced Techno-Commercial Bid. **3.11** Bid received with validity of offer less than **One Hundred and Twenty (120) Days** from Bid Closing Date will be rejected. **3.12** The Integrity Pact is applicable against this tender. OIL shall be entering into an Integrity Pact with the bidders as per format enclosed vide **PROFORMA-XVI** of the tender document. This Integrity Pact proforma has been duly signed by OIL's competent signatory. The proforma must be returned by the bidder (along with the Un-priced Techno-Commercial Bid) duly signed (digitally) by the same signatory who signed the bid, i.e., who is duly authorized to sign the bid. Uploading the Integrity Pact with digital signature will be construed that all pages of the Integrity Pact have been signed by the bidder's authorized signatory who sign the Bid. **3.13** Bidders shall submit declaration as per **Appendix-1** that they are neither bankrupt nor undergoing any insolvency resolution process or liquidation or bankruptcy proceeding under any law OR no insolvency resolution process or liquidation or bankruptcy proceeding is initiated under any law against them. **3.14** Bidders shall submit declaration as per **Appendix-2** confirming that neither the bidder nor any of their allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently put on holiday list/banning list by			

		OIL debarring them from carrying on business dealings with OIL. **3.15** The bidder shall submit an undertaking/declaration as per **Appendix-3** confirming that they have read and understood OIL's Banning Policy and that neither they nor any of their allied concerns or partners or associates or directors, or proprietors involved in any capacity, are currently on OIL's Holiday/Banning List. Further, the bidder shall confirm that neither they nor any of their 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.			
7	**BEC Clause No. 4.0 (Price Evaluation Criteria)**	**4.1** Price bid 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. **4.2** If a bidder quotes Total Charges/Consideration as NIL, the bid shall be treated as unresponsive and will not be considered.			

		4.3 It is to be clearly understood that the assumptions made in respect of the quantities for various operations are only for the purpose of evaluation of the bid and the Contractor will be paid on the basis of the actual number of days/parameters. **4.4** The bidders are advised not to offer any discount/rebate separately and to offer their prices after considering discount/rebate, if any. **4.5** Conditional and unsolicited discounts will not be considered in the evaluation. However, if such a bidder happens to be the lowest recommended bidder, an unsolicited discount without any condition will be considered for computing the contract price. **4.6 The inter-se-ranking of all 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) as mentioned in the GeM portal.** **4.7** Based on the evaluation of techno-commercially qualified bidders, the job will be awarded to the L-1 bidder. **4.8** In the case of identical overall lowest offered rate by more than one (01) bidder, the selection will be made in accordance with GeM GTC. **4.9** 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. Where OIL is entitled for input credit of GST, the same will be considered for evaluation of bid as per evaluation methodology of tender document. **4.10** 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. **4.11** 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. **4.12** For evaluation purposes, quoted unit rates against each Line Item of the price bidding format shall be considered only up to two (2) decimal places without rounding off for evaluation.			
8	**BEC Clause No. 5.0 (PURCHASE PREFERENCE CLAUSE)**	**5.1 PURCHASE PREFERENCE TO MSE BIDDERS**: 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 as amended time to time) issued by MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES. 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. **5.2 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 16th 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, shall be applicable in this tender. Bidders to check the provisions of the Order for their eligibility to bid and seek benefits for Purchase preference, accordingly. **5.3** Contract 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:** Services under this tender is not splitable.			
9	**BEC Clause No. 6.0**	**6.1** In case bidder takes exception to any clause of bidding document not covered under BEC-BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BEC-BRC. **6.2** 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 time of bidding and PF Act is applicable on him / her, the same has to be provided by him / her before signing of contract agreement and issue of Work Order by OIL. **6.3** To ascertain the substantial			

		responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC-BRC also and such clarifications fulfilling the BEC-BRC clauses in toto must be received 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. **6.4** If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, the clauses in the BEC-BRC shall prevail. **6.5** Bidder(s) must note that requisite information(s) / financial values etc. as required in the BEC-BRC & Tender must be clearly understandable from the supporting documents submitted by the Bidder(s); otherwise, Bids shall be rejected. **6.6** 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. **6.7** The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for. **6.8** Any bidder who are on Holiday/ Banning/ Suspension list of OIL on due date of submission of bid/ during the process of evaluation of the bids, the offers of such			

<table>
<tr><td></td><td></td><td>bidders shall not be considered and will be straightaway rejected.</td><td></td><td></td><td></td></tr>
<tr><td>10</td><td>BEC Clause No. 7.0</td><td>Bidders have to submit a declaration as per the format prescribed in PROFORMA-IX regarding compliance of Safety Measures along with the technical bid.</td><td></td><td></td><td></td></tr>
<tr><td>11</td><td>BEC Clause No. 8.0</td><td>CHECKLIST FOR BEC-BRC: Enclosed as TECHNICAL EVALUATION SHEET (PROFORMA-XI) and COMMERCIAL CHECK-LIST (PROFORMA-XII). To be submitted along with the technical bid. In case of non-submission of the checklist, the offer shall be liable for rejection.</td><td></td><td></td><td></td></tr>
<tr><td>12</td><td>BEC Clause No. 9.0</td><td>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.</td><td></td><td></td><td></td></tr>
<tr><td>13</td><td>BEC Clause No. 10.0</td><td><u>CERTIFICATION OF DOCUMENTS BY INDEPENDENT THIRD-PARTY INSPECTION AGENCIES (TPIA)</u>:

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/BRC of the tender:

<table>
<tr><th>Sl. No.</th><th>Name of Independent Inspection Agency</th><th>Contact E-mail ID</th></tr>
<tr><td>i.</td><td>M/s. Dr. Amin Controllers Pvt. Ltd.</td><td>a. rkjain@rcaindia.net
b. Pradeep.mathur@rcaindia.net
c. info@rcaindia.net</td></tr>
<tr><td>ii.</td><td>M/s. TUV India Private Limited</td><td>a. noida@tuv-nord.com
b. mumbai@tuv-nord.com
c. salim@tuv-nord.com</td></tr>
<tr><td>iii.</td><td>M/s Conformity India International Private Limited</td><td>a. mktg@ciindia.in</td></tr>
</table>
</td><td></td><td></td><td></td></tr>
</table>

TECHNICAL EVALUATION SHEET FOR BEC-BRC / PQC

iv.	M/s Ravi Energic Private Limited	a. baroda@ravienergic.com b. tpia@ravienergic.com
v.	M/s SGS India Private Limited	a. dhaval.vora@sgs.com b. sgs.india@sgs.com
vi.	M/s Assure Quality Management Certification Services Private Limited	a. aqmcs@aqmcs.com
vii.	M/s. IRCLASS Systems and Solutions Private Limited	a. industrial_services@irclass.org b. Bhavesh.satam@irclass.org
viii.	M/s. TÜV Rheinland (India) Pvt. Ltd.	a. Shailesh.deotale@ind.tuv.com b. Kaushal.gohil@ind.tuv.com c. info@ind.tuv.com d. ravi.kumar@ind.tuv.com
ix.	M/s Gulf LIoyd Industrial Services (I) Pvt. Ltd.	a. contact@gulflloyds.com b. inspection@gulflloyds.com
x.	M/s Baltic Testing India Pvt. Ltd.	a. office@balticcontrolindia.com
xi.	M/s Sanmarg Engineering Validation & Assessment	a. Amitra@sanmargeva.com
xii.	M/s Meenar Global Consultants LLP	a. sales@mgellp.in
xiii.	M/s Rites Limited	a. nrinspn@rites.com b. info@rites.com c. sbu.ninsp@rites.com
xiv.	M/s Bureau Veritas (India) Private Limited	a. bvindia.corporate@bureauveritas.com
xv.	M/s TUV SUD South Asia Private Limited	a. Hemant.chavan@tuvsud.com b. Jayashree.rane@tuvsud.com
xvi.	M/s Adornment Engineers India Private Limited	a. jks@adornmentengineers.com
xvii.	M/s TCRC Inspections Pvt. Ltd.	a. admin@tereinspections.com b. ashismallick@teregroup.com c. tenders@teregroup.com

10.2 Bidders are required to have their documents, as mandated under the Bid Evaluation Criteria (BEC)/Bid Rejection Criteria (BRC) 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/BRC 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 verification/certification of documents followed by the agencies is broadly as under, but not limited to: (a) It is the sole responsibility of the bidders intending to participate in the tender to thoroughly understand the requirements of the tender, particularly the documents required under BEC/BRC. The bidders must present all relevant documents to any of the empaneled 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/BRC 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/BRC of the Tender. • Health, Safety and Environmental Management Policy			

TECHNICAL EVALUATION SHEET FOR BEC-BRC / PQC

		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 towards BEC/BRC 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-M**) enclosed should be submitted along with the Bid. **In case of clarifications sought by OIL against BEC/BRC, 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.**			