



Gabon Project, La Sablière, Immeuble FIDJI, près de l'ancienne Cour Constitutionnelle
Tel : +(241)-01442992; E-mail: oilgabonproject@oilindia.in; BP:23134 Libreville, Gabon

TENDER DOCUMENT

TENDER NO & DATE : OIL/GABON/ENQ-CUSTOM HANDLING AGENT/ 272/2024;
DATED 08.10.2024 FOR HIRING OF CUSTOM HANDLING AGENT FOR A
PERIOD OF (ONE) 01 YEAR TO CARRY OUT VARIOUS ACTIVITIES RELATED
TO CUSTOM CLEARANCE AND FREIGHT TRANSPORTATION OF
OIL GABON PROJECT

Bid Closing on : 22.10.2024 AT 2 PM (GABON LOCAL TIME)
Bid Opening on : 22.10.2024 AT 3 PM (GABON LOCAL TIME)

Dear Sirs,

A Consortium of M/s. OIL INDIA LIMITED (OIL) and M/s. INDIAN OIL CORPORATION LIMITED (IOCL), where OIL is the operator, plan to drill three [2+1] exploratory wells in the on-land exploration Shakthi block, Gabon, under administrative guidelines of Gabon's Direction Generale des Hydrocarbures [DGH].

1.1 Both OIL and IOCL are independent "Schedule A" premier National oil companies of India, under the Ministry of Petroleum and Natural Gas, Government of India. OIL is engaged in the business of Exploration, Production and Transportation of crude oil and natural gas and IOCL is engaged in the business of refining of crude oil, transportation of crude oil and marketing of petroleum product.

1.2 In connection with its operations, OIL intends to hire CUSTOM HANDLING AGENT FOR A PERIOD OF (ONE) 01 YEAR with effect from 01.11.2024 as to carry out various activities related to custom clearance and freight transportation of Oil India Limited Gabon Project as under and invite bid from local Gabonese parties who can provide their services in Gabon:

SL NO	PARTICULARS	Unit of Measurement	Estimated Quantity
1	Hiring of 01 (One) personnel as Custom Agent/Freight Forwarding Advisor to carry out various activities related to Custom Clearance and Freight transportation in the forthcoming drilling campaign of OIL Gabon Project	Monthly	12

2.0 In case you are in a position to provide service as above, we would request you to please submit your quote indicating charges for hiring services of a custom handling agent in the prescribed format (vide para 6.0 below) considering the following terms and conditions:

2.1 The rate quoted should be all inclusive charges as mentioned above and no extra charge will be payable. Taxes and duties shall be borne by Contractor.

2.2 The scope of work for the services is defined in **Annexure-I**

2.3 All Payments, statutory benefits and compensations to the personnel deployed for service under the contract shall be sole responsibility of Contractor and Company shall have no liability in this regard.

2.4 Company and its employees shall have no liability whatsoever for loss of or damage to Contractor and/or its service personnel or that of any third party in the course of availing the service under the contract irrespective of how such loss or damage is caused. The Contractor shall protect, defend, indemnify and hold harmless Company from and against such loss or damage and any suit, claim or expense resulting there from.

2.5 In case you are in a position to provide service as above, we would request you to please submit your quote indicating charges for hiring services of a custom handling agent in the prescribed format (vide para 5.0 below) considering the following terms and conditions:

2.6 The rate quoted should be all inclusive charges as mentioned above and no extra charge will be payable. Taxes and duties shall be borne by Contractor

3.0 **Bid Evaluation and Bid Rejection Criteria:**

- (i) The bidder should be registered in Gabon
- (ii) The bidder should have experience of carrying out Custom Clearance / Custom Handling/ Freight Forwarding Services to the Petroleum Sector in Gabon. Documentary Evidences in regards to the above experience should be submitted.
- (iii) The bidder not meeting the above criteria shall be rejected

4.0 **Termination** : The contract arising out of this tender enquiry can be terminated by company with 30 days notice period.

5.0 **Payment**: Payment for services rendered in a month shall be paid after completed services in a month. Therefore, contractor shall submit invoices at OIL's Libreville office on monthly basis for settlement within 30 days.

6.0 **PRICE FORMAT** : Bidder should submit their price under sealed envelope in the following priced format along with other details as required as per para 2.0 above :

SL NO	PARTICULARS	Unit of Measurement	Unit Rate in (FCFA)	Estimated Quantity	Total Amount (in FCFA)
1	Hiring of 01 (One) personnel as Custom Agent/Freight Forwarding Advisor to carry out various activities related to Custom Clearance and Freight transportation in the forthcoming drilling campaign of OIL Gabon Project	Monthly		12	
TOTAL				FCFA	

6.1 Other Details :

- (i) Validity of the Offer (minimum 60 days)days.
- (ii) Mobilisation Time (7 days from date of LOA/Contract).days.
- (iii) Duration of Contract: for 12 months. However, OIL reserves the right to extend the contract for another one year at the same rate and condition with one month advance termination notice. Moreover, OIL also reserve the right to terminate the contract with 1-month advance notice during the initial one (1) year period.

7.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:

Company (OIL) 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.

8.0 SUBMISSION OF OFFER :

Bid to be submitted under sealed envelope to the following address on or before the bid closing date and time as mentioned in the top :

GENERAL MANAGER
GABON PROJECT,
OIL INDIA LIMITED,
LA SABLIERE, IMMEUBLE FIDJI
(pres de de l'ancienne Cour Constitutionnelle)
LIBREVILLE, P.O.BOX 23134, GABON

9.0 Offers received in response to this enquiry will be opened on the same day in the above place at the bid opening time as mentioned above.

10.0 OIL is looking forward for your active participation in the tender.

Yours faithfully,
OIL INDIA LIMITED



(Rupak Kalita)
General Manager (Gabon Project)
OIL INDIA LIMITED,
LIBREVILLE, P.O.BOX 23134,GABON

SCOPE OF WORK OF THE CUSTOM HANDLING CONSULTANT

The broad Scope of Work of the Consultant, but not limited to is as under :

1. Checking Certificate of Conformity (COC) of the Equipment of the Service Providers exporting equipment to Gabon for ultimate use in OIL-GP drilling operation at Shakthi Bock - II.
2. Checking packing list, Commercial invoice, Certificate of origin, Receiver Cercuit Card in Gabon, Certificate of exemption of the supplier, BIETC for maritime transport, Air way Bill or Bill of lading, Freight Invoice etc.
3. Obtaining Custom Code for OIL- GP.
4. Checking the documents prepared by the Custom Handling Agent of the Service Provider and advise OIL-GP personnel for due approval through signature and stamping.
5. To support OIL-GP and advise for custom formalities of Gabon. In case of any changes in Custom Formalities, same to be intimated to OIL-GP on priority.
6. To follow up with steamer agent about the arrival of the vessel and to intimate OIL accordingly well in advance.
7. To follow up / assist / guide the CHA of the Service Providers to the extent possible for timely inspection of goods by DGH personnel. Advance intimation of 15 days are required by DGH to depute their personnel for material inspection and the consultant has to liase with CHA/ Service provider and advise OIL-GP to arrange DGH inspection.
8. Assist to get register in UPEGA, if required.
9. Assist in getting NOC from the treasury before re-exporting the equipment by the Service Provider at the end of drilling campaign so that OIL-GP can provide exit letter to the service provider without having any future liability to OIL-GP.
10. Assist in maintainting all Custom related document by OIL-GP.