



Energising Quality

COMMERCIAL VOLUME



HPOIL GAS PRIVATE LIMITED

CITY GAS DISTRIBUTION PROJECT OF NAGALAND GAS

TENDER FOR

ANNUAL RATE CONTRACT FOR LAYING & CONSTRUCTION OF 8" & 6" DIA U/G STEEL PIPELINE NETWORK AND ASSOCIATED WORK FACILITIES IN DIMAPUR DISTRICT OF NAGALAND GA

TENDER NO. HOGPL/VCS/25-26/C&P-NL/WC/SL/048

VCS REF. NO. VCS/HOGPL/261162/WC/2026/004

COMMERCIAL VOLUME

(VOLUME I OF II)

(OPEN DOMESTIC COMPETITIVE BIDDING)



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PREPARED AND ISSUED BY
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INVITATION FOR BIDS (IFB)



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1.0 INTRODUCTION

- 1.1 HPOIL Gas Private limited (HOGPL) consortium of HPCL & OIL has received the authorization from PNGRB vide letter PNGRB/Auth/CGD(06)/(2023)/12.04/Nagaland State dt. 19/04/2024 to Lay, Build and Operate City Gas Distribution networks in Nagaland State GAs. HOGPL (hereinafter referred as Owner), is supplying Piped Natural Gas (PNG) to domestic, commercial, and Industrial consumers and Compressed Natural Gas (CNG) to automobiles in Nagaland State GAs. HPOIL GAS Private Limited intends to provide the network to cover areas of Nagaland State GAs to supply Natural gas to Domestic, Commercial consumers through MDPE network and to new CNG stations through steel pipeline network.
- 1.2 VCS Quality Services Pvt. Ltd. (VCS has been appointed as Project Management Consultant for providing consultancy services for CGD Expansion Project for PNG in Nagaland State GAs (hereinafter referred as Consultant), by HOGPL.

2.0 BRIEF DESCRIPTION OF PROJECT

- 2.1 The present project is the supply of natural gas as Piped Natural Gas (PNG) to Domestic, Commercial and Industrial consumers and Compressed Natural Gas (CNG) to automobile consumers at Nagaland GAs. It is proposed to execute the work of Laying of carbon steel pipeline as per details furnished in this Bid document.

3.0 BRIEF SCOPE

- 3.1 The project scope includes the Laying & Construction of 8" & 6" Dia U/G Steel Pipeline Network and Associated Work Facilities in Dimapur District of Nagaland GA.
- 3.2 Work tendered as a part of this Bid document consists of supply of materials as required, laying/ installation of Steel Pipeline laying, testing, pre-commissioning of pipeline, drying, preservation and commissioning along with laying, testing, and commissioning of underground Polyethylene (PE) pipelines (wherever required) in same trench network of sizes 125/90 mm Dia. The work includes installation of pipeline (Steel & MDPE) and related piping works at sectionalizing valve stations, Isolation valve chamber, and all associated mechanical, civil, architectural, structural, cathodic protection, electrical, instrumentation, telecom works at Stations along the route etc.
- 3.3 The brief scope of work includes supply of materials (other than free issue), pipeline laying work including but not limited to Construction Management, HSE & Quality Management, Survey, ROU management, clearing of ROU, grading, stringing, bending, welding (Manual), trenching, joint coating, lowering, crossings, crossings by HDD (wherever specified), Tie-ins, NDT and destructive testing, backfilling, laying of pipeline along-with OFC & HDPE ducts, , TCP works, site restoration, hydro-testing, dewatering, swabbing, drying, nitrogen purging (as applicable), pre-commissioning, commissioning and Gas-in of pipeline including construction / installation of related facilities, all piping works at Sectionalizing valve stations, Tap-off station & Injection points, etc. including associated Mechanical, Cathodic protection, Electrical works, Telecom works, Instrumentation, Civil works and Structural works at all stations.
- 3.4 This document shall be read in conjunction with Schedule of Rates, SCC, Technical specifications, standards, drawings, and other documents forming a part of the Tender Document.



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Note: - Laying of steel and MDPE hydrocarbon pipelines must compliance with applicable PNGRB guidelines. While laying more than one new pipeline or main in the same trench, a minimum clear separation of 500 mm shall be maintained between adjacent pipelines. When laid parallel to any existing underground cable, drain, or other utility, the pipeline or main shall maintain a minimum clear distance of 300 mm from the existing utility, complete in all respects.

All safety parameters shall be strictly followed in accordance with Petroleum and Natural Gas Regulatory Board (PNGRB) guidelines and the attached specifications.”

3.5 The scope of work for Pipeline laying is as follows.

PIPELINE SECTION	SCOPE OF WORK
<p>(DIMAPUR GA of NAGALAND) Size 8” X Length 11.800 km (approx.) Size 6” X Length 18.900 km (approx.) PE Pipe of Size 125mm/ 90mm</p>	<p>Laying of 8” Dia steel pipeline of length 11.800 km, 6” Dia steel pipeline of length 18.900 km. Laying of PE 125/90 mm</p>

3.6 The quantities mentioned above are tentative and subject to change as per project requirement.

3.7 This document covers details of work tendered, scope of work, scope of supply and other requirements pertaining to pipeline and associated facilities. All works and clauses of this document shall be applicable to all sections/parts unless specifically mentioned otherwise.

3.8 Details of associated Civil, Architecture, Structural, Mechanical, Piping, Instrumentation, Cathodic Protection, Corrosion Monitoring Works, Telecom Works, Electrical Works, Fire protection etc. are covered elsewhere in the Bid document.

3.9 For detail scope of work and technical specification refer Technical Tender, Volume II of II and Schedule of Rates.

4.0 CONTRACT PERIOD

4.1 The period of Contract shall be Nine (09) Months i.e., Eight (08) months for mechanical completion and One (01) month for commissioning. The effective date of order will be as per the first notification of award

4.2 **An ARC Contract/ Agreement shall be issued to the successful bidder, against which, EIC shall issue call up orders as per their actual site requirement.**

4.3 This completion period is inclusive of time for Site mobilization & intervening monsoon and the scope of work shall be completed as per instructions of the Owner.

4.4 In case of delay in completing any activity within time schedule mentioned above, PRS clause shall be applicable against each item individually as per relevant clause.

5.0 BID VALIDITY

Bid should be valid for 120 days from the date of schedule submission.



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6.0 BIDDING PROCEDURE

6.1 Bidding will be conducted through Open Domestic Competitive Bidding basis. Single stage two bid system is adopted for this tender.

7.0 DETAILS OF BID DOCUMENTS

Sl. No.	Description	Details
7.1	Tender Document Number	HOGPL/VCS/25-26/C&P-NL/WC/CW/048, Dated 31.03.2026
7.2	Tender Document on Sale	31.03.2026 to 17.04.2026 up to 1430 Hrs.
7.3	Annual registration charges on e-tender portal (Non-refundable, to M/s. ITI Limited)	INR 2000 + GST @18% per annum
7.4	Bid processing fee Payable to M/s. ITI Limited	INR 7500 + GST @18% per annum
7.5	Pre bid meeting date and venue	<p>Online Pre-Bid Meeting shall be held on 07/04/2026 at 1500 Hrs. through video conferencing.</p> <p>Bidders interested to participate in the online pre-bid meeting through video conferencing are requested to communicate the same through their official e-mail IDs to HOGPL / VCS e-mail IDs latest by 07/04/2026 till 1800 Hrs.</p> <p>Details for video conferencing (meeting ID, password, link etc.) will be intimated through e-mail.</p> <p>Bidders are requested to forward their pre-bid queries through email also latest by 1800 Hrs on 07/04/2026.</p>
7.5	Bid Submission date and time	17.04.2026 up to 1430 Hrs IST
7.6	Un-Priced bid opening date and Time	17.04.2026 at 1500 HRS. IST on E-tender portal
7.7	Price bid opening date and time	Date and time shall be intimated later
7.8	Place of Bid Submission	Bidder to submit the bid document on E-tender portal: https://petroleum.ewizard.in/

DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from M/s ITI Limited e-tendering website <https://petroleum.ewizard.in/> or from e-tender link given on official HPOIL website <https://hpoilgas.in> for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may download the tender for submission by



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the bid due date and time. Bidder shall give an undertaking on his letterhead that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

The bidders who have downloaded the tender document from website shall make payment of non-refundable E-tender processing fee to M/s. ITI Limited through online mode at the e-procurement website.

Disclaimer clause: Bidders are advised to visit ITI's e-tendering website, HPOIL website regularly for any updates on the tender. The ignorance to visit the website will not be accepted as a reason for any gap / missing information like corrigenda, amendments, clarifications etc.

The bid will be submitted in two parts as below:

PART- I (UN-PRICED BID)

Un-priced bid must be completed with all technical details along with all other required documents including price schedule WITH PRICE BLANKED OUT etc. as per clause no. 23.1 of ITB

Note: *Bids with prices in Un-Priced bid will be summarily rejected.*

PART-II (PRICED BID)

Priced bid shall contain only the prices without any conditions as per prescribed format on the e-tender portal as per clause no. 23.2 of ITB

8.0 BIDDER QUALIFICATION CRITERIA (BQC)

8.1 TECHNICAL:

8.1.1 Bidder shall have experience of having successfully carried out and completed "similar work" during the last 7 years ending last day of the month previous to the one in which applications are invited, which experience should be any one of the following:

One similar completed work costing not less than (INR in Lakh including GST)	Two similar completed works, each costing not less than (INR in Lakh including GST)	Three similar completed works, each costing not less than (INR in Lakh including GST)
628.93	393.08	314.46

Definition of similar work:

The bidder shall have experience of having successfully carried out and completed "Laying/Installation and Testing of buried hydrocarbon steel pipeline of minimum size of dia. 4 inch. and should have achieved at least Mechanical Completion."

Mechanical Completion shall include Hydro-testing along with other activities of Mechanical completion (i.e. Swabbing or drying or EGP or N2 Purging).

Note:

- a. In case the bidder is executing a Rate Contract of above nature which is still running and the contract value executed till last day of the month previous to the one in which tender



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is invited is equal to or more than the minimum prescribed value(s) mentioned in the BQC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate to this effect issued by the end user / owner / authorized consultant.

- b. A job executed by a bidder for its own plant/ projects cannot be considered as experience for the purpose of meeting requirement of BQC of the tender. However, jobs executed for Subsidiary / Fellow subsidiary/ Holding company/ executed against orders fulfilling above BQC will be considered as experience for the purpose of meeting BQC subject to submission of tax paid invoice(s) duly certified by statutory auditor of the bidder and challan towards payments of statutory tax in support of the job executed for Subsidiary/ Fellow subsidiary/ Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BQC
- c. Works executed as an approved sub-contractor shall also be accepted subject to meeting the BQC and submission of required documents as stipulated in Bid Qualification Criteria.
- d. In case qualification is sought through same credentials/ Work Order(s)/Contracts, by both main contractor and sub-contractor, then only the main contractor shall be considered for qualification subject to submission of required documents.

8.2 FINANCIAL

8.2.1 Annual Turnover

The bidder should have achieved average annual turnover during the last 3 preceding financial years (i.e. FY24-25, FY23-24 & FY22-23) shall be **INR 235.85 Lakhs**

8.2.2 Net Worth

The net worth of the bidder must be positive for the immediate preceding audited financial year (i.e., FY24-25).

8.2.3 Working Capital

The working capital of the bidder should be minimum as under for preceding financial year (i.e., FY24-25) shall be **INR 23.58 Lakhs**.

Note:

- If the bidder's working capital is negative or inadequate, the bidder shall submit a letter from their bank having net worth not less than Rs.100 crores, confirming the availability of line of credit as specified in clause no. above, (Refer format as attached in 'Forms & Formats' for certificate from Bank for Line of Credit).
- In case of tenders having bid submission date up to 6 months from the end of the preceding financial year as followed by the bidder's firm and audited financial results of the immediate three preceding financial years from bid submission date are not available, the bidder can submit the audited financial results of the three years immediately prior to that. Wherever the closing date of the bid is after the 6th month from the end of the preceding financial year as followed by the bidder's firm, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years from the bid submission date.
- Bidder to quote for full quantity, bid with partial quantity shall be liable for rejection.
- The bidder shall be required to submit documentation and proof for the above requirements and purchaser may at its DISCRETION make additional checks for the same.



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8.3 Bids may be submitted by

- a) Bids may be submitted by an entity (sole domestic bidder) and must be duly registered with GST.
- b) Bidding through JV or **in a consortium is not permitted.**
- c) Sole bidder shall meet each requirement of the Bid Evaluation Criteria (BQC) as mentioned above.

8.4 The documents required to be submitted by the bidder to substantiate their qualification under Bidder Qualification Criteria (BQC) shall be as follows:

BEC Clause no.	Description	Documents required for qualification
Technical BEC		
Technical BQC 8.1.1	Experience	Bidder must upload: <ul style="list-style-type: none"> a) Copy of Order/LOA/Contract along with its detailed SOR & scope of work which has been executed towards similar work as mentioned above under BQC. b) Copy of Completion Certificate against the Order/LOA/Contract submitted as mentioned at point "a" above, must be submitted. The Completion Certificate must contain the detailed information like Order/ LOA/ Contract No. with date, Brief Scope of work / Name of work, Order value, Total completed/ executed value, Scheduled date of Work completion and date of Actual work completion etc. The Completion Certificate shall be issued by the end user/owner/authorized consultant.
Notes to BQC-a	In case of Rate Contract	<ul style="list-style-type: none"> a) Copies of Rate Contract and corresponding Purchase Order (P.O.) / Work Order (WO). along with its detailed SOR & scope of work which has been executed towards similar work as mentioned above under BQC. b) Completion / Execution Certificate. Certificate issued by end user/Owner's / consultant authorized consultant.
Note to BQC-b & c	Jobs executed as approved Subsidiary / Fellow subsidiary / Holding company & as approved	<ul style="list-style-type: none"> a) Detailed work order along with Schedule of Rates. b) Completion / Execution certificate issued by end user / Owner (or their consultant who has been duly authorized by owner to issue such certificate) (c) Tax paid invoice(s) duly certified by statutory auditor of the bidder and challan towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary /Holding company. <p>For Bidders quoting as approved Sub-contractor:</p>



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	Sub-contractor	<p>Following document shall be submitted along with the bid pertaining to BQC:</p> <ul style="list-style-type: none"> a) Copy of Work Order/PO issued by main contractor. b) Copy of SOR clearly describing scope of work. c) Completion/Execution Certificate Issued by Main contractor. d) Letter of Approval to work as Sub-Contractor from Client/End User. e) Completion/Execution Certificate issued by Client/End User to main contractor against the reference PO. <p>Note: The Completion/Execution certificates shall have details like work order / contract no. with date, executed value, brief scope of work, completion date/period of execution.</p> <p>Bidders to submit documents for experience as mentioned above for Technical BQC 8.1.1.</p>
<p>In case where completion certificate has not been issued but the orders/LOA/Contracts, submitted meet the BQC and the similar work has been completed and facility is ready for commercial use then in such cases Execution certificate / Provisional Completion Certificate (s) may also be accepted.</p> <p>Such Execution certificate / Provisional Certificate should also include confirmation that the facility is ready for commercial use.</p>		
Financial BQC		
8.2.1	Annual Turnover	<p>Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for three preceding financial years with UDIN</p> <p>AND</p> <p>Certificate from Chartered Accountant for details of financial capability (F-12).</p>
8.2.2	Net Worth	<p>Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for immediate preceding financial year with UDIN.</p> <p>AND</p> <p>Certificate from Chartered Accountant for details of financial capability (F-12)</p>



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8.2.3	Working Capital	<p>Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for immediate preceding year with UDIN.</p> <p>In case of inadequate or negative working capital, Letter from the bidder's Bank (as per format F-5), having net worth not less than Rs. 100 Crores, confirming the availability of the line of credit for at least working capital requirement as stated in BEC.</p> <p>Certificate from Chartered Accountant for details of financial capability (F-12).</p>
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8.5 Authentication of document submitted in support of Bid Qualification Criteria (BQC)

Technical Criteria of BQC	All documents in support of Technical Bid Qualification Criteria (BQC) to be furnished by the bidders shall necessarily be duly certified /attested notary public with legible stamp.
Financial Criteria of BQC	<p>Bidder shall submit "Details of financial capability of bidder" in prescribed format 'F-12 duly signed and stamped by a chartered accountant.</p> <p>Further, copy of audited annual financial statements submitted in bid shall be duly certified by chartered accountant and attested by notary public with legible stamp.</p> <p>Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them as per provisions of tender document.</p>

9.0 TENDER FEE AND BID SECURITY (EMD)

9.1 TENDER FEE – No tender fee shall be payable to HOGPL for this tender.

However, payment of requisite e-Tender Processing Fee amount INR: (Refer Clause No.7.4 of IFB) (non-refundable) shall be made to ITI Limited's account through online mode vide the link on their e-procurement portal as specified in the tender document before bidding. Any bidder who does not pay this processing fee to ITI Limited's will not be able to proceed further for bid submission on the portal. HOGPL shall not be accountable to any payment made in favor of M/s. ITI Limited.

9.2 BID SECURITY/EMD

9.2.1 All bids must be accompanied by a bid security / EMD amount of **INR 22,15,400/-**

9.2.2 Bid Security shall be furnished along with the unpriced bid. The EMD/ Bid Security shall be in the form of Demand Draft/ Banker's Cheque/ Letter of Credit/BG/Surety Bond as per format F-2 in favour of **HPOIL GAS Pvt. Ltd.**, payable at **Mumbai** (issued by Indian Scheduled bank). HOGPL shall not be liable to pay any bank charges, commission, or interest on the amount of bid security.



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9.2.3 For e-tenders, bidders submitting their EMD in the form of irrevocable ISB/BG/DD/Banker's Cheque have to upload a scanned copy of the same on the e-tender portal. During bid opening, any bid uploaded without such scanned copy shall be summarily rejected.

9.2.4 Bidder also has the option to submit EMD/Bid Security fee by online/ RTGS as per HOGPL accounts details stipulated in the tender elsewhere.

HOGPL BANKING DETAILS	
Bank Name	CANARA BANK
Branch Code	005310
IFSC Code	CNRB0005310
SWIFT Code	CNRBINBBID
MICR Code	400015173
Account No.	5310201000035

9.2.5 In case bid security is in the form of irrevocable Bank Guarantee, the same shall be from any Indian Scheduled bank or a branch of an international bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of Bank Guarantee from banks other than the Nationalized Indian bank, the bank must be a commercial bank having net worth in excess of INR 100 million and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on its letterhead.

9.2.6 The bid security shall be submitted along with the bid and to be enclosed in Part – I (Un-priced bid). Bid security in the form of Bank Guarantee shall be valid for sixty (60) days beyond the validity of the bid i.e., 180 days from scheduled date of bid submission.

9.2.7 Bids must be accompanied with the scanned copy of bid security as mentioned above. Bids not accompanied with requisite bid security or bid security not in the requisite form specified in Bidding Document, shall be considered as non-responsive and such Bids shall be rejected. The Bidder in whose name the Bid and the Bid Security/EMD have been submitted shall be considered for evaluation.

9.2.8 Bidders have to upload scanned copy of their EMD on the e-tender portal. During bid opening, any bid uploaded without such scanned copy shall be summarily rejected. Bidders submitting bid security in the form other than that of online transaction, shall submit the original copy of bid security at VCS office within 7 working days from the date of bid opening, failure of which may render the bid liable for rejection.

9.2.9 The Bidder in whose name the Bid and the Bid Security/EMD have been submitted shall be considered for evaluation.

9.2.10 PSUs and firms registered as Micro/Small Enterprise with MSME or NSIC are exempted from furnishing Earnest Money Deposit (EMD) / Bid Security, in accordance with the provisions of Public Procurement Policy-2012 (subject to their enclosing a copy of latest and valid registration certificate for the tendered products/services) with their bid. Enterprise which have been re-classified as Medium' enterprise from their earlier status as 'Micro' or 'Small' enterprise in UDYAM registration certificate shall be exempted from submitting EMD. The bidders shall be given this exemption for a period of three years from the date of such upward change in



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their MSME status. Bidders are required to submit UDYAM registration certificate(s) meeting above stated conditions for exemption under this provision, failing which bid shall be rejected.

Traders / Dealers / Distributors / Stockist / Wholesalers registered with DIC are not entitled for exemption of Earnest Money Deposit (EMD) / Bid Security.

9.2.11 Ministry of MSME vide Gazette Notification no. CG-DL-E-26062020-220191 dated 29/06/2020 has notified certain criteria for classifying the enterprises as Micro, Small and Medium Enterprises and specified form and procedure for filling the memorandum (UDYAM Registration) w.e.f. 01/07/2020 (for complete details of policy refer website of Ministry of MSME i.e., <https://msme.gov.in/>).

9.2.12 Accordingly, Micro and Small Enterprises (MSEs) shall be required to submit UDYAM Registration Certificate for availing benefit under Public Procurement Policy for MSEs-2012.

10.0 PRE-BID MEETING

10.1 The bidder(s) or their designated representatives, who have downloaded the bid document, or to whom tender document has been issued and who intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Purchaser at least one day prior to Pre bid meeting date. The pre bid meeting shall be organized through video conferencing.

10.2 Owner will not entertain any queries received after 1800 HRS post one (1) day of pre-bid meeting.

10.3 Non-attendance of the pre-bid meeting will not be a cause for disqualification of the bidder.

11.0 GENERAL

11.1 HOGPL reserves the right to split the works among the bidders or place the order for part quantity or delete and item from bidder's scope of work.

11.2 The bids received after bid due time/ date shall be rejected.

11.3 Bids through manual submission are not acceptable.

11.4 HOGPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

11.5 Bid document is non-transferable. Bid received from the bidders in whose name bid processing fee has been submitted shall only be considered. Bidder must submit the bid processing fee in their name. Contact details are given below:

A. OWNER:

Head of Department
Contracts & Procurement (C&P)
HPOIL Gas Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.
Tel: 022-49494272
Email: biveksingh@hpoilgas.in/candp1@hpoilgas.in



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B. CONSULTANT:

Head of Department

Contracts & Procurement - CGD

VCS Quality Services Private Limited

Plot No. 22, Assotech Business Cresterra,
Unit no. 1116 - 1121, Tower 4, Sector-135,
Noida-201304, Uttar Pradesh
Board Line: +91 120 5058575 / 76

Rachna Shukla, Tel: +91-9899812852

E-mail: rachna.shukla@vcsprojects.com

Ashwani Chandra- +91-8447121518

Email: ashwani.chandra@vcsprojects.com

Shivani Sharma- +91- 79880 86125

Email: shivani.sharma@vcsprojects.com



INSTRUCTIONS TO BIDDERS (ITB)



SECTION – II INSTRUCTIONS TO BIDDERS (ITB)

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INSTRUCTIONS TO BIDDERS (ITB)



A. INTRODUCTION

1.0 INTRODUCTION

- 1.1 The Owner/ Consultant invites online bids for the entire work as specified in the Bid documents (hereafter referred to as the Work).
- 1.2 The bidding document specifies the contractor scope of work, terms and conditions.
- 1.3 All terms, conditions and specifications of the bidding document shall be construed as applicable in general, unless specifically indicated to the contrary.
- 1.4 Bidders shall quote in the manner as specified in the Bid document. Owner reserves the right to evaluate and accept bids at their sole discretion. The provisions of this clause shall supersede any contrary provisions expressly stated or implied anywhere else in the Bid document.

2.0 BIDDING ENTITY

Bids may be submitted by a single person/ entity (called sole bidder)

3.0 ELIGIBILITY OF BIDDERS

- 3.1 Bidders shall as part of their bid, submit a written Power of Attorney authorizing the signatory of the bid to bind the bidder.
- 3.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Owner to provide consultancy services for the preparation of the design, specifications, and other documents to be used for carrying out the Works under this Invitation for Bids.
- 3.3 The Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Owner/ Consultant in accordance with ITB.
- 3.4 The bidder should not be on holiday or black listed by Purchaser or its parent companies or any Government Department. If the documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall may or may not be considered for opening/ evaluation/award on case-to-case basis.

4.0 ONE BID PER BIDDER

- 4.1 Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified. If bid of companies which is managed & controlled by same group of individuals (common owners/ proprietor, common partner/ common directors), the participation in a particular tender by more than one such bidder will not be allowed and bids will be disqualified.
- 4.2 Also, if this fact is known at a later stage during bid evaluation or even after finalization of contract, the award will be made null and void and appropriate action including forfeiting of security deposit in any form and putting the firms on holiday list will be taken.
- 4.3 Alternative bids are not acceptable.



INSTRUCTIONS TO BIDDERS (ITB)



Energising Quality

5.0 COST OF BIDDING

5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser/Consultant will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6.0 NON-TRANSFERABILITY OF THE BID DOCUMENTS

6.1 Bid document is non-transferable. Bid received from the bidders in whose name bid document fee has been submitted shall only be considered. Bidder must submit the bid document fee in their name. Bid document fee shall be submitted by the bidder as defined in tender document.

7.0 SITE SURVEY

7.1 The bidder is advised to visit and examine the site of works and its surroundings and obtain for himself at his own responsibility all information that may be necessary for preparation of the bid and entering into the Contract. The cost of visiting the site shall be at bidder's own expenses.

7.2 The bidder and any of his personnel or Agents will be granted permission by the Owner to enter upon his premises and lands for the purpose of such inspection, but only upon the explicit condition that the bidder, his personnel or agents will release and indemnify the Owner and his personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, cost and expenses incurred as a result thereof.

7.3 Site Survey for tender is scheduled from **28.03.2026** from 1000 Hrs to 1700 Hrs. Bidder can jointly visit site with representative of HOGPL/VCS.

Name of Contact Person	Email Address	Contact Details
Mr. S. Theiva -Project Head (Nagaland, GA)	Projecthead.nagaland@hpoilgas.in	Mobile: +91 8860050055
Mr. Surendra Kumar (RCM_VCS)	Rcm.nlhpoil@vcsprojects.com	Mobile: +91 9387439820

B. THE BID DOCUMENTS

8.0 CONTENT OF BID DOCUMENTS

8.1 The Bid Documents are those stated below and should be read in conjunction with any corrigendum issued in accordance with clause "AMENDMENT OF BID DOCUMENTS" of Instruction to bidders (ITB).

Volume I: Commercial Volume consisting of:

- Section – I : Invitation for Bids (IFB)
- Section – II : Instructions to Bidders (ITB)
- Section – III : General Conditions of Contracts (GCC)
- Section – IV : Special Conditions of Contracts (SCC)
- Section – V : Forms and Formats



INSTRUCTIONS TO BIDDERS (ITB)



- Section – VI : Schedule of Rates (SOR)
- Form Applicable After Award

Volume II: Technical Volume

8.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bid documents. Failure to furnish all information required by the bid documents or to submit a bid not substantially responsive to the bid documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

9.0 CLARIFICATION ON BID DOCUMENTS

9.1 A prospective Bidder requiring any clarification of the bid documents may notify the Purchaser and / or the Consultant as the case may be, in writing or by email address indicated in the tender. The Owner / Consultant will respond in writing to any request for clarification of the bid documents which it receives after issue of the bid documents but prior to at least one (01) working days before the pre-bid meeting date.

9.2 Written copies of the Owner's/ Consultant's response (including an explanation of the query but without identifying the source of inquiry) will be webhosted on ITI Limited's e-tendering website <https://petroleum.ewizard.in/> and official websites of HOGPL <https://hpoilgas.in/> along with the corrigendum before the bid due date. All such clarifications issued shall deem to form a part and parcel of the Bid documents.

9.3 Any query/ clarification from the bidder shall be considered before 7 days from bid submission date.

10.0 AMENDMENT OF BID DOCUMENTS

10.1 At any time prior to the deadline for submission of bids, the Purchaser / Consultant, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendment.

10.2 Any addendum / corrigendum / clarifications to bidders query thus issued shall be part of the bidding documents pursuant to ITB Clause "CONTENT OF BID DOCUMENTS" and shall be hosted on the HPOIL's websites and ITI's e-tendering portal before bid due date. Bidders desirous to submit its bid have to take into consideration of all the addendum / corrigendum / clarifications to bidder's query hosted on the above websites before submitting the bid.

10.3 In order to allow prospective bidders reasonable time to take care of the addendum/ corrigendum into account in preparing their bids, the Purchaser/ Consultant, at its discretion, may extend the deadline for the submission of bids.

10.4 Bidders are advised to visit websites mentioned above time to time to get updated information/ documents.

C. PREPARATION OF BIDS

11.0 LANGUAGE OF BID

11.1 The bid prepared and submitted by the Bidder, as well as, all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser / Consultant, shall be in English.

11.2 In the event of submission of any document/ certificate by the bidder in a language other than



INSTRUCTIONS TO BIDDERS (ITB)



English, the English translation of the same duly authenticated by Chamber of Commerce of bidder's country shall be submitted by the bidder along with the bid.

12.0 DOCUMENTS CONSTITUTING THE BID

12.1 The bid prepared by the Bidder shall comprise the following components:

- a. Un-priced Techno-commercial bid along with the Bid Forms completed in accordance with the tender documents;
- b. Price Bid having Price Schedule/SOR filled up in accordance with tender documents.
- c. Documentary evidence established in accordance with ITB that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bid documents; and
- d. EMD/ Bid security (Form-2) furnished in accordance with Performa given in this bid documents

12.2 All pages of the bid offer to be digitally signed by an authorized representative of the bidder.

13.0 BID FORM

13.1 The Bidder shall complete all the Bid Forms attached in Section-V "FORM & FORMAT" of bid document and submit the same as a part of "Techno-Commercial Un-priced bid "as per clause "PREPARATION OF BIDS" of ITB.

13.2 In two-part bidding as specified in IFB, Bidder shall furnish its bid in two parts, the first part will contain all bid forms with related documents, SOR reiterated without prices but not the price schedule, the second part will contain only price schedule.

14.0 BID PRICES

14.1 The Bidder shall indicate in the appropriate Schedule of Rates, the unit prices inclusive of all applicable taxes (except GST), overheads, provision of safety gadgets to their personnel, transportation, conveyance, trainings, recruitments, communication charges, liaisoning work, cost for providing tools & tackles, equipment, machineries, spares, etc. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed, the bid is liable to be rejected.

14.2 Bidder must quote for complete scope of work & indicate prices against each SOR item. Bid submitted for part scope shall be rejected.

14.3 All corrections and alterations in the entries shall be signed in full by the bidder with date. No erasures or over-writings are permissible.

15.0 PRICE BASIS

15.1 Prices quoted by the bidder shall be considered as firm and fixed during the entire execution of the contract and not subject to variation on any account (except statutory in taxes and duties for Indian bidders).



INSTRUCTIONS TO BIDDERS (ITB)



16.0 CURRENCIES OF BID

16.1 Bidders shall submit bid in **Indian Rupee (INR)** only.

17.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

17.1 Pursuant to IFB, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

17.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the OWNER'S satisfaction:

- That the Bidder has the financial, technical, and production capability necessary to perform the contract;
- That the Bidder meets the qualification criteria stipulated in the Tender.

18.0 DOCUMENTS ESTABLISHING GOOD'S ELIGIBILITY AND CONFORMITY TO BID

18.1 DOCUMENTS

The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered and a certificate of origin (for goods other than that of Indian origin) issued at the time of shipment shall confirm the same.

Wherever appropriate the documentary evidence of conformity of the goods and services to the bid documents may be in the form of literature, drawings, and data, and shall consist of:

- a detailed description of the essential technical and performance characteristics of the goods;
- an item-by-item commentary on the Purchaser/ Consultant's Technical Specifications demonstrating substantial responsiveness of the goods and services to those of the specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

18.2 For purposes of the commentary to be furnished pursuant to ITB above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated in the Technical Specifications, are intended to be descriptive only and not restrictive

19.0 BID SECURITY/ EMD

19.1 Pursuant to the provisions of IFB and ITB, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Tender.

19.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture.

19.3 The bid security shall be in one of the following forms:

- unless otherwise specified, a bank guarantee issued by a nationalized bank or a scheduled Indian bank or by the branch of a reputable international bank located in India or by an international reputed bank from abroad provided in that case, the guarantee is



INSTRUCTIONS TO BIDDERS (ITB)



confirmed through any bank as above located in India, in the form provided in the bid documents or another form acceptable to the Purchaser and valid for sixty (60) days beyond the validity of the bid; or

- A banker's cheque or a demand draft payable to the Purchaser as detailed in tender.

19.4 Any bid not secured in accordance with ITB Clauses may be treated as non-responsive and rejected.

19.5 Unsuccessful bidders' bid security shall be discharged or returned as promptly as possible, but not later than thirty (30) days after the expiration of the period of validity of the bank guarantee and any extension if required by the Owner.

19.6 The successful Bidder's bid security will be discharged upon such Bidder accepting the award and furnishing the Contract Performance Guarantee.

19.7 The bid security may be forfeited:

a. If a Bidder:

- Withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form including extensions if any granted, or
- Does not accept the correction of errors; or

b. In the case of a successful Bidder, if such Bidder fails

- To accept the award
- To furnish Contract Performance Bank Guarantee in accordance with tender
- Execution of job has not started as per timelines defined in tender document

19.8 PSUs and firms registered as Micro/Small Enterprise with MSME or NSIC are exempted from furnishing Earnest Money Deposit (EMD) / Bid Security, in accordance with the provisions of Public Procurement Policy-2012 (subject to their enclosing a copy of latest and valid registration certificate for the tendered products/services) with their bid. Enterprise which have been re-classified as Medium' enterprise from their earlier status as 'Micro' or 'Small' enterprise in UDYAM registration certificate shall be exempted from submitting EMD. The bidders shall be given this exemption for a period of three years from the date of such upward change in their MSME status. Bidders are required to submit UDYAM registration certificate(s) meeting above stated conditions for exemption under this provision, failing which bid shall be rejected.

Traders / Dealers / Distributors / Stockist / Wholesalers are not entitled for exemption of Earnest Money Deposit (EMD) / Bid Security.

19.9 Ministry of MSME vide Gazette Notification no. CG-DL-E-26062020-220191 dated 29/06/2020 has notified certain criteria for classifying the enterprises as Micro, Small and Medium Enterprises and specified form and procedure for filling the memorandum (UDYAM Registration) w.e.f. 01/07/2020 (for complete details of policy refer website of Ministry of MSME i.e., <https://msme.gov.in/>)

For this purpose, in the event of the tendering company being a Public-Sector Enterprises, a declaration to that effect and in case of vendor registered with NSIC or a MSEs, a copy of the registration certificate of acknowledgement copy of the Enterprises Memorandum part-II (EM-II) should be obtained.

20.0 PERIOD OF VALIDITY OF BIDS

20.1 Bids shall remain valid for the period specified in the IFB after the date of bid submission as prescribed by the Purchaser. Purchaser may reject the bid having shorter validity period as non-responsive.



INSTRUCTIONS TO BIDDERS (ITB)



20.2 In exceptional circumstances, the Purchaser may request the Bidder for an extension of the period of validity. The request and the responses there to shall be made in writing. The bid security provided under ITB shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request for extension of its bid validity will not be required nor permitted to modify its bid.

21.0 FORMAT AND SIGNING OF BID

21.1 The Bidder shall prepare and submit all the bid document comprising the bid through e-tendering (digitally signed documents to be uploaded) as per ITB Clause 23.0.

21.2 The bid shall be typed or written in indelible ink. Each page of bid offer shall be stamped and signed by the Bidder or a person or persons duly authorized by competent authority in order to bind the bidder to the contract.

21.3 Any interlineations, erasures, or corrections shall be valid only if the person or persons signing the bid initial them. Overwriting will not be treated as correction and may lead to rejection of bid. A correction shall be considered if a part of text or figures or dates needing corrections are deleted and a separate text or figure or date, as the case may be, is written separately having proper link to the place of correction.

22.0 DEVIATIONS

22.1 Purchaser/ Consultant will appreciate submission of offer based on the terms and conditions in the enclosed GCC, SCC, ITB, Scope of Work, Technical Specification etc. to avoid delay seeking clarifications on technical/ commercial aspect of the offer.

22.2 **Deviations if any have to be listed only in the Form-7** of the bid submitted by the bidder. Deviations listed anywhere else will not be considered and in case of award of the job to the bidder, the job has to be completed in accordance with the tender terms and conditions without any commercial implications to the Purchaser.

22.3 Notwithstanding to the above, bids with the deviation(s) to the bid conditions shall be summarily rejected without any post bid reference to the bidder. However, Purchaser reserves the right to take the final decision in this regard, without assigning any reason.

D. PREPARATION AND SUBMISSION OF BIDS

23.0 PREPARATION OF BIDS

23.1 **Part – I “Techno-commercial/ Un-priced Bid” shall contain duly signed and stamped the following:**

- Covering Letter on Bidder's 'Letterhead' clearly specifying the enclosed contents
- Bidder's General Information Form -1
- Bid security as per Form -2
- Power of Attorney as per Form -3
- Financial Details as per Form-4A & Form-4B
- Certificate from Bank if bidder's working Capital is inadequate as per Form-5
- Check List for agreed terms and conditions as per Form-6
- No deviation confirmation / Deviation Form as per Form-7



INSTRUCTIONS TO BIDDERS (ITB)



- Confirmation that bidder is not banned by any Indian Government organization/ Government Undertaking from quoting as per Form-8
- Letter of authority in favour of any one or two of Bidder's executives having authority to attend the un-priced and price bid opening as per Form-9.
- Information regarding any current litigation in which the bidder is involved in Form-10.
- Certificates as per Form- 11, 12
- Declaration on tender document purchased / downloaded (on Bidder's letter head) as per Form-13
- Format for Details of work order for meeting BEC as per Form-14
- Letter of Undertaking for authentication of bid documents (as per Form-15)
- Un-priced Schedule of Rates (SOR) / In Price column should be mentioned as "QUOTED".
- Copy of GST & PAN, ESIC and EPF Registration Certificates
- Other documents as per Technical Volume of bid document

Note:

- a) The un-priced bid/ BEC qualification documents to be submitted on the portal <https://petroleum.ewizard.in/> complete in all respect with technical details along with confirmation that all the terms and conditions of the tender are acceptable to the bidder except deviations if any.
- b) The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal (<https://petroleum.ewizard.in/>) using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information, detailed guides and FAQs, bidders may visit the e-Wizard Portal <https://petroleum.ewizard.in/>.
- c) All pages of the bid offer to be digitally signed by an authorized representative (as described in bid document) of the bidder.

23.2

Part – II Price Bid

- a) The priced bid to be submitted on the portal <https://petroleum.ewizard.in/> complete in all respect as per terms and conditions of the tender document.
- b) The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal (<https://petroleum.ewizard.in/>) using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Wizard Portal. For more information, detailed guides and FAQs, bidders may visit the e-Wizard Portal <https://petroleum.ewizard.in/>. The bidder shall submit the Price bid in XLS format in the portal <https://petroleum.ewizard.in/>.



INSTRUCTIONS TO BIDDERS (ITB)



24.0 SEALING AND MARKING OF BIDS

Not Applicable.

25.0 DEADLINE FOR SUBMISSION OF BIDS

- 25.1 Bids must be received by the Purchaser/ Consultant at the address specified under ITB, not later than the time and date specified in the tender documents.
- 25.2 The Purchaser/Consultant may, at its discretion, extend this deadline for the submission of bids by amending the bid documents in accordance with ITB, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

26.0 LATE BIDS

- 26.1 Any bid received by the Purchaser/Consultant after the deadline for submission of bids prescribed by the Purchaser/Consultant will be rejected.

27.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 27.1 The Bidder may modify or withdraw its bid after the bid's submission (but before the deadline for submission of bids), provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser/Consultant prior to the deadline prescribed for submission of bids.
- 27.2 The Bidder's modification or withdrawal notice shall be prepared and marked in accordance with the provisions of ITB. A withdrawal notice may also be sent by electronic mail, not later than the deadline for submission of bids.
- 27.3 No bid shall be modified after the deadline for submission of bids.
- 27.4 No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result action in the Bidder's forfeiture of its bid security.

E. OPENING AND EVALUATION OF BIDS

28.0 OPENING OF BIDS BY THE PURCHASER/ CONSULTANT

- 28.1 The Purchaser will open all bids on the e-tendering portal in the presence of Bidders' representatives who choose to attend, at the time, on the date and place as specified in IFB. The Bidders' representatives, who are present, shall sign an attendance sheet evidencing their attendance, if so, required by the Purchaser.
- 28.2 Bids (and modifications sent pursuant to (ITB Clause 27) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Bidder's specific attention is drawn to this stipulation to enable the representative of the Bidder at the bid opening time to bring out to the attention for the Owner/ Consultant any documents pertaining to its bid is not being acknowledged and relevant portions read out.
- 28.3 The Owner/ Consultant will prepare a bid opening statement to be signed by all representatives present during bid opening.



INSTRUCTIONS TO BIDDERS (ITB)



29.0 CLARIFICATION OF BIDS

During evaluation of the bids, the Owner / Consultant may, at its discretion, if required, ask the Bidder for a clarification of its bid. The request for clarification and its response shall be through the e-tendering portal only, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

30.0 PRELIMINARY EXAMINATION

30.1 The Purchaser/Consultant will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

30.2 The Purchaser/Consultant may waive any minor informality, non-conformity, 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.

30.3 Prior to the detailed evaluation, pursuant to ITB, the Purchaser/Consultant will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Documents without deviations.

30.4 If a bid is not substantially responsive, it will be rejected by the Purchaser/Consultant and shall not subsequently be made responsive by correction of the nonconformity by the Bidder.

31.0 REJECTION CRITERIA

31.1 Minor unconformities may be neglected and/or bidders may be required to rectify such minor unconformities.

31.2 Any deviation/unconformity on following conditions will result in summarily rejection of the bid:

- 1) EMD/Bid Security
- 2) Contract Performance Bank Guarantee as per tender
- 3) Period of validity of bid shorter than specified.
- 4) Price change on account of technical/ commercial clarification and/ or validity extension.
- 5) Resolution of Dispute/ Arbitration clause.
- 6) Payment terms.
- 7) Completion Period
- 8) Price Reduction Schedule.
- 9) Price not quoted as per SOR
- 10) Warranty / Guarantee
- 11) Force Majeure
- 12) Applicable Law
- 13) Scope of Work
- 14) Non-submission of Price Bid in Price Bid Envelope/Cover-2
- 15) Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid



INSTRUCTIONS TO BIDDERS (ITB)



32.0 OPENING OF PRICE BID

- 32.1 The Bidders whose bid offer have been found substantially techno-commercially responsive shall be informed regarding price bid opening.
- 32.2 The bid prices/discount, if any stated in the price schedules will be applicable on each respective items/groups/schedule.
- 32.3 Such bidders may be required to attend the price bid opening at a short notice. The Bidder's representatives who are present shall submit undertaking evidencing their attendance.
- 32.4 The bid prices and discounts, if any stated in the price schedules will be announced during price bid opening.
- 32.5 The price bids will be checked for arithmetical errors and such errors if any, will be rectified on the following basis.
- 32.6 If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- 32.7 If there is a discrepancy between words and figures, the amount in words will prevail;
- 32.8 In cases where a different summary price schedule and separate individual price schedules are provided to be filled in and if there is a discrepancy between the amount in the summary schedule and the summation arrived at by adding the individual schedules the higher of the two will be taken for the purposes of bid evaluation, while the lower of the two will be taken for the award if selected. If the Bidder does not accept the provisions of this clause, its bid will be rejected, and its bid security shall be forfeited.

33.0 EVALUATION AND COMPARISON OF BIDS

- 33.1 The Owner/ Consultant will evaluate and compare the bids which have been determined to be substantially responsive.
- 33.2 **Evaluation**
- 33.2.1 The Owner will evaluate and compare the bids previously determined to be substantially responsive. In evaluating bids, the Owner will determine for each bid the evaluated bid Price by adjusting the bid Price as follows:

Arithmetical errors will be rectified on the following basis:

- If there is discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected.
- If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount will be corrected.
- In case it is observed that any bidder has not quoted for any item in Schedule of Rates (such unquoted item not being at large), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by remaining bidder for such items. If after evaluation such bidder is found to be lowest evaluated bidder, the rates of missing items should be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of bidder's quoted price, the above provisions shall not be applicable and such bid shall be rejected.



INSTRUCTIONS TO BIDDERS (ITB)



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- In case it is observed that if any bidder has not quoted GST in Schedule of Rates, the total quoted price for the purpose of evaluation and awarding will be considered inclusive of GST and payment of applicable GST shall be bidders' liability.

33.3 Other Conditions Related to Bid Evaluation

- (i) Canvassing in any form will make the bid liable for rejection.
- (ii) Unsolicited clarifications to the offer and/or change in prices during its validity period would render the bid liable for outright rejection.
- (iii) Bidders are advised to ensure that their bids are complete in all respects and conform to our terms, conditions and Bid Evaluation criteria of bid. Bids not complying with Owner's requirement may be rejected without seeking any clarifications.
- (iv) Bidder's will not be allowed to revise their price/bid for any subsequent clarification, compliance to bid conditions after submission of bid.
- (v) Bid should be complete covering the total scope of work indicated in the Bid documents.
- (vi) Price bid will be evaluated as per applicable GST and other taxes & duties as on date of Priced bid opening.

33.4 Comparison of Prices

The Purchaser/ Consultant will evaluate and compare the bids which have been determined to be substantially responsive. Only those price bid offers which meets the eligibility criteria will be considered for further evaluation to arrive at the lowest evaluated price for complete scope of work.

- (i) Evaluation shall be carried out on **totality basis** to arrive at the lowest evaluated cost to Purchaser.
- (ii) The total quoted price in "Schedule of Rates" including GST for complete scope of work shall be taken up for evaluation.
- (iii) The evaluated price of bidders shall include the following:
 - Ex-works price quoted by the bidder (including packing, forwarding, and GST on components and raw materials but excluding Inland Transportation to Delivery Location) including cost of Inspection by Third Party Agency (wherever applicable).
 - Inland transportation, transit insurance, unloading & staking at Delivery location and other costs incidental to delivery of goods.
 - GST (CGST&SGST/UTGST or IGST) on the finished goods including inland transportation (i.e., on sl. no. i and ii above)
- (iv) HOGPL reserves the right to negotiate the rates with L1 bidder before finalizing the award.
- (v) In case more than one bidder quotes the same price, the ranking will be decided as per following:
 - Bidder having higher average turnover as per the audited financial results during the last 03 (three) financial years.



INSTRUCTIONS TO BIDDERS (ITB)



Note:

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.

In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.

In case any cess on GST is applicable, same shall also be considered in evaluation

34.0 CONTACTING THE PURCHASER/ CONSULTANT

34.1 From the time of bid opening to the time of contract award, if any Bidder wishes to contact the Purchaser/ Consultant on any matter related to the bid, it should do so in writing.

34.2 Any effort by a Bidder to influence the Purchaser/ Consultant in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

E. AWARD OF CONTRACT

35.0 POST-QUALIFICATION

35.1 In the absence of pre-qualification, the Purchaser/ Consultant will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.

35.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser/Consultant deems necessary and appropriate.

35.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

36.0 AWARD CRITERIA

36.1 HOGPL Engineer-In-charge will allocate areas/work to contractor as per site requirement.

36.2 The Purchaser will award the contract to the successful bidders whose bid has been determined to be substantially responsive provided further that the bidder is determined to be qualified to perform the order satisfactorily. Work will be awarded to quoted/negotiated rates of L-1 bidder.

36.3 Owner also reserves the right to negotiate the quoted prices before award of work.

36.4 L-2 bidder shall be asked to match the overall quoted/negotiated prices by L-1 bidder. If L-2 bidder refuse to match with L-1 rates, then next available (L-3, L-4, L-5,) bidders shall be asked to matched the L-1 rates.

36.5 HOGPL reserve the right to award complete scope of work to a single contractor if:

- Other bidders refuse to match the evaluated total price of L-1 bidder as defined in clause above.
- No other Bidder is available for execution



INSTRUCTIONS TO BIDDERS (ITB)



36.6 **In case after price bid opening the lowest evaluated bidder (L-1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to retendering, HOGPL shall put such bidder on watch list/holiday/banning list (as per policies of HOGPL in this regard) and such bidders shall be debarred from participation in re-tendering of the same job(s) / items(s).**

37.0 **SPLIT OF AWARD**

It is envisaged to hire 2 Nos. of contractor for complete scope of work on same rates/negotiated L-1 rate in the ratio of 60:40.

38.0 **OWNER'S RIGHT TO VARY QUANTITIES AT TIME OF AWARD**

38.1 Owner reserves the right to increase or decrease the scope of work during contract period, without any change in unit price or other terms and conditions.

38.2 Bidder shall note that the quantities mentioned against each activity in Schedule of Rates are tentative and shall be used for evaluation purpose only. These quantities are subject to change based on actual requirement. The unit rates agreed with the bidders shall remain fixed and firm throughout contract period i.e. no price adjustment shall be allowed, except statutory variation.

39.0 **OWNER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS**

39.1 The Purchaser reserves the right to accept or reject any bid in full or part, to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. Purchaser also reserves the right not to accept lowest rates quoted by the bidder.

40.0 **NOTIFICATION OF AWARD**

40.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by Letter of Intent (FOI) or registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

40.2 The date of fax of intent for notification of award will constitute effective date.

40.3 The bidder shall promptly, but not later than Seven (7) days of notification of award shall furnish its acceptance of award.

40.4 Upon the successful Bidder's furnishing of the performance Bank Guarantee pursuant to ITB Clause.

40.5 Fax of intent read in conjunction with bid documents shall be binding Contract.

41.0 **ACCEPTANCE OF WORK ORDER**

41.1 Owner will issue the Rate Contract to the successful bidder on receipt of acceptance of FOI, and within 15 days of award of contract bidder shall sign all pages and return the acceptance copy of the Contract to the Owner. Work Order (s) will be issued by Owner against the Rate Contract on need basis.

42.0 **CORRUPT OR FRAUDULENT PRACTICES**

42.1 It is required that all concerned in the entire procurement process to observe the highest standard of ethics during the said process. In pursuance of this policy, the Purchaser/Consultant:

a. defines for the purposes of this provision, the terms set forth below as follows:



INSTRUCTIONS TO BIDDERS (ITB)



- “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;
- b. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- c. Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank financed contract.

42.2 Furthermore, Bidders shall be aware of the provision stated in General Conditions of Contract (GCC).

43.0 WHISTLE BLOWER POLICY

43.1 HOGPL’s whistle-blower policy will be followed as part of the vigil mechanism to comply with the regulatory requirements laid down by the company’s act 2013 and clause 49 of the sebi’s listing agreement. With the implementation of vigil mechanism, the company provides a platform to its vendors and suppliers to come forward and raise their genuine concerns without any fear of retaliation and victimisation.

43.2 The policy is designed to deal with concerns raised in relation to the specific issues which are not in the interest of the company. The company has appointed an independent third-party service provider to manage the operations of whistle-blower hotline.

44.0 EVALUATION OF PERFORMANCE

44.1 Performance of the contract awarded if any shall be evaluated on half yearly basis or early on need basis as per approved HOGPL Policy.

45.0 CONTRACTOR SAFETY MANUAL

45.1 The contractor / vendor needs to ensure all the safety conditions as per approved HOGPL safety manual.



GENERAL CONDITIONS OF CONTRACT (GCC)



SECTION – III GENERAL CONDITIONS OF CONTRACT (GCC)



GENERAL CONDITIONS OF CONTRACT (GCC)



Energising Quality

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GENERAL CONDITIONS OF CONTRACT (GCC)



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GENERAL CONDITIONS OF CONTRACT (GCC)



1.0 DEFINITIONS

- 1.1 All the initial capitalised terms used in the Agreement shall have the meaning as ascribed to such term hereunder:
- (a) **'Agreement' or 'Contract'** means the agreement entered into between the Purchaser / Owner and the Supplier, including all attachments and appendices thereto and all documents incorporated by reference therein, as modified, reinstated or amended from time to time.
 - (b) **'Completion Schedule' or 'Delivery Schedule'** means a schedule approved by the Owner for completion of all obligations of the Supplier under the Agreement.
 - (c) **'Consultant'** means the person or firm or body corporate appointed by the Owner for the purposes of providing services as determined by him in connection with this Agreement and named in SCC.
 - (d) **'Contract Documents'** mean all the documents referred to in the Agreement for discharging the requisite obligations by respective party.
 - (e) **'Contract Price'** means the price payable to the Supplier under the Contract for the full and proper performance of all its contractual obligations.
 - (f) **'Day', 'Month' or 'Year'** means calendar day, calendar month or calendar year.
 - (g) **'Engineer In-charge'** means an authorized representative of the Purchaser / Owner, if any, to which the Purchaser / Owner has entrusted various tasks in relation to the carrying out of his Project and in particular the implementation of the relevant Agreement. The Engineer is fully empowered to represent the Purchaser / Owner. For avoidance of doubt, Consultant may be an Engineer. In case the Agreement does not specify the intervention by the Engineer, the rights and obligations are exercised and borne by the Purchaser / Owner, mutatis mutandis.
 - (h) **'Effective Date'** means a date on which Supplier's obligations will commence and thereupon Delivery Schedule and/or Completion Schedule will be drawn up.
 - (i) **'Goods'** means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser / Owner under the Agreement.
 - (j) **'GCC'** means the General Conditions of the Contract contained in this section.
 - (k) **'Inspector'** means any person or outside Agency nominated by Purchaser / Owner to inspect equipment, stage wise as well as final, before despatch, at Supplier's works and/or on receipt at Site as per terms of the Agreement.
 - (l) **'Notification of Award'** means date which is earlier of either a Fax of Intent (FOI) or Letter of Intent (LOI) or Letter of Award (LOA) issued to a successful bidder for award of the work pursuant to bidding process.
 - (m) **'Purchaser' /or 'Owner'** means the organization purchasing the Goods, as named in SCC.
 - (n) **'Services' or 'Ancillary Services'** means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the scope of the Agreement.
 - (o) **'SCC'** means the Special Conditions of the Contract (for works) forming a part of the Contract Documents.



GENERAL CONDITIONS OF CONTRACT (GCC)



- (p) **'Supplier' or 'Seller' or 'Contractor'** means the individual person or firm or body corporate supplying the Goods and Ancillary Services under the Agreement.
- (q) **'FOT'** – means that the Goods or supply items or services shall be done at site(s) warehouses or places mentioned by the Purchaser on FOT basis.

2.0 APPLICATION

- 2.1 GCC shall apply to the extent that they are not superseded by provisions of other parts of the Agreement.

3.0 INTERPRETATION OF CONTRACT DOCUMENTS

- 3.1 Notwithstanding the sub-divisions of the contract documents into separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.
- 3.2 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract then, unless a different intention appears the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.
- 3.3 Wherever it is mentioned in the specifications that the CONTRACTOR shall perform certain WORK or provide certain facilities, it is understood that the CONTRACTOR shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.
- 3.4 The materials, design and workmanship shall satisfy the relevant INDIAN STANDARDS, the JOB SPECIFICATIONS contained herein and CODES referred to. Where the job specification stipulate requirements in addition to those contained in the standard codes and specifications, these additional requirements shall also be satisfied.

4.0 CONFIDENTIALITY

- 4.1 The Supplier cannot, without agreement of the Purchaser, disclose nor enable third parties to benefit from the documents drawn up in the course of his obligations under the Agreement or information received from the Purchaser / Consultant / Engineer/ Inspector.
- 4.2 Further, Supplier is not allowed to publish copy or transmit to third parties the documents that are transmitted to him by Purchaser or Consultant or Engineer or Inspector. The Purchaser or Consultant retains the right to claim damages from the supplier in the case where these documents have been used without such written consent.
- 4.3 However, these obligations do not apply to documents for which it can be demonstrated that
- Such documents were already public before these were communicated to the other party, or have become public since without any fault or negligence of the party concerned, or
 - Such documents were already in its possession without having obtained them directly or indirectly from the other party, or
 - Such documents were obtained from an independent source that had neither direct nor indirect secrecy commitment to the other party.
- 4.4 Regarding the application of this clause, the experts appointed by the Purchaser/ Engineer are not considered as third parties, and for this reason they have to respect, towards the Supplier, the same obligations as the Purchaser in these matters.



GENERAL CONDITIONS OF CONTRACT (GCC)



4.5 Any document, other than the Agreement itself, enumerated in GCC Clause 1.1 a) shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's obligations under the Agreement, if so required by the Purchaser.

5.0 CONTRACT PERFORMANCE BANK GUARANTEE

5.1 Please refer SCC

6.0 INSPECTIONS AND TESTS

6.1 Please refer SCC

7.0 TRANSPORTATION

7.1 Transportation of all items covered in the scope of contractor, will be arranged by contractor at his own cost including insurance and storage. Contractor will also be responsible for taking delivery of free issue material from store and Transportation to place of work including its coverage for transit insurance.

8.0 GUARANTEE/ WARRANTY/ DEFECT LIABILITY PERIOD

8.1 The Contractor warrants that the work carried out under the Agreement are meeting the requirement of the Bid document and will rectify/ repair any defective work on receipt of instructions from Owner/ Consultant.

8.2 The Owner shall promptly notify the Contractor in writing of any claims arising under this warranty.

8.3 Upon receipt of such notice, the Contractor shall, within a reasonable period, repair or replace the defective works thereof, free of cost to the Owner. The Contractor may take over the replaced works at the time of their replacement. No claim whatsoever shall lie on the Owner for the replaced or modified works thereafter. In the event of any correction of defects or replacement of defective work during the warranty period, the warranty for the corrected / replaced works shall be extended to a further period of twelve (12) Months from the date of such repair/replacement if put to use immediately or eighteen (18) Months. Defect liability period shall be 12 months from the date of handing over of the system and acceptance of HOGPL.

8.4 Upon receipt of such notice, the Contractor shall, within a reasonable period, repair or replace the defective works thereof, free of cost to the Owner. The Contractor may take over the replaced works at the time of their replacement. No claim whatsoever shall lie on the Owner for the replaced or modified works thereafter. In the event of any correction of defects or replacement of defective work during the warranty period, the warranty for the corrected / replaced works shall be extended to a further period of twelve (12) Months from the date of such repair/replacement if put to use immediately or eighteen (18) Months. Defect liability period shall be 12 months from the date of handing over of the system to HOGPL.

8.5 If the Contractor, having been notified, fails to remedy the defect(s) within a reasonable period, the Owner may proceed to take such remedial action as may be necessary, at the Contractor's risk and expense and without prejudice to any other rights which the Owner may have against the Contractor under the Agreement

9.0 PAYMENT TERMS

9.1 Contractor shall submit his monthly bills to the respective Engineer-In-Charge of Owner, attaching all the required documentary proof confirming there upon that all statutory obligations as per rules are being observed. Un-disputed payment shall be made to the contractor through Finance Department against Bills, duly certified by respective Owner's Engineer-In-Charge within 30 (Thirty) days, if found in order. No interest shall be paid in case of delay in payments.



GENERAL CONDITIONS OF CONTRACT (GCC)



For payment terms, refer payment term clause of SCC.

9.2 Payment shall be released after applicable tax deductions at source as per rules & acts enforced during the tenancy of the contract.

10.0 SUBCONTRACTING

10.1 The Contractor shall notify the Owner in writing of all subcontracts awarded under this Agreement if not already notified in the Contractor's bid and incorporated in the Agreement. Such notification and incorporation shall not relieve the Contractor from any liability or obligation under the Agreement. Such sub-contract shall be limited to certain bought-out items and sub-assemblies, which are not in line of Contractor's manufacturing or proposed manufacturing unit of authorized Contractor.

10.2 Such purchased and subcontracted items shall have to be necessarily in full compliance with the terms and conditions of the Agreement and do not relieve the Contractor of any of his contractual obligations. The Contractor shall be solely responsible for any action, deficiency or negligence of his sub- contractors.

10.3 For any subcontract, the Owner is entitled to demand from the Contractor, for approval of the list of sub-contractors, the Contractor intends to involve and of the orders he may entrust to them. Approval by the Owner cannot give rise to any legal bond between the Owner and the sub- contractors and leaves full responsibility only to the Contractor.

10.4 In the event where the warranty agreed between the Contractor and his sub-Contractors exceeds in scope or in period those required under the Agreement, the Contractor undertakes to make the Owner the full and direct beneficiary of such warranty.

11.0 DELAYS IN THE CONTRACTOR'S PERFORMANCE

11.1 Delivery of the Goods and performance of Services shall be made by the Contractor in accordance with the time schedule prescribed by the Owner in the Completion Schedule.

11.2 If the CONTRACTOR refuses or fails to execute the WORK or any separate part thereof with such diligence as will ensure its completion within the time specified in the CONTRACT or extension thereof or fails to perform any of his obligation under the CONTRACT or in any manner commits a breach of any of the provisions of the CONTRACT it shall be open to the OWNER at its option by written notice to the CONTRACTOR:

a. TO DETERMINE THE CONTRACT in which event the CONTRACT shall stand terminated and shall cease to be in force and effect on and from the date appointed by the OWNER on that behalf, whereupon the CONTRACTOR shall stop forthwith any of the CONTRACTOR's work then in progress, except such WORK as the OWNER may, in writing, require to be done to safeguard any property or WORK, or installations from damage, and the OWNER, for its part, may take over the work remaining unfinished by the CONTRACTOR and complete the same through a fresh contractor or by other means, at the risk and cost of the CONTRACTOR, and any of his sureties if any, shall be liable to the OWNER for any excess cost occasioned by such work having to be so taken over and completed by the OWNER over and above the cost at the rates specified in the schedule of quantities and rate/prices.

b. WITHOUT DETERMINING THE CONTRACT to take over the work of the CONTRACTOR or any part thereof and complete the same through a fresh contractor or by other means at the risk and cost of the CONTRACTOR. The CONTRACTOR and any of his sureties are liable to the OWNER for any excess cost over and above the cost at the rates specified in the Schedule of Quantities/ rates, occasioned by such works having been taken over and completed by the OWNER.

11.3 **In such events of above sub-clauses:**



GENERAL CONDITIONS OF CONTRACT (GCC)



- a. The whole or part of the Contract Performance Security furnished by the CONTRACTOR is liable to be forfeited without prejudice to the right of the OWNER to recover from the CONTRACTOR the excess cost referred to in the sub clause aforesaid, the OWNER shall also have the right of taking possession and utilising in completing the works or any part thereof, such as materials equipment and plants available at work site belonging to the CONTRACTOR as may be necessary and the CONTRACTOR shall not be entitled for any compensation for use or damage to such materials, equipment and plant.
- b. The amount that may have become due to the CONTRACTOR on account of work already executed by him shall not be payable to him until after the expiry of Six (6) calendar months reckoned from the date of termination of CONTRACT or from the taking over of the WORK or part thereof by the OWNER as the case may be, during which period the responsibility for faulty materials or workmanship in respect of such work shall, under the CONTRACT, rest exclusively with the CONTRACTOR. This amount shall be subject to deduction of any amounts due from the CONTRACT to the OWNER under the terms of the CONTRACT authorised or required to be reserved or retained by the OWNER.

11.4 Before determining the CONTRACT provided in the judgement of the OWNER, the default or defaults committed by the CONTRACTOR is/are curable and can be cured by the CONTRACTOR if an opportunity given to him, then the OWNER may issue Notice in writing calling the CONTRACTOR to cure the default within such time specified in the Notice.

11.5 Termination of the CONTRACT as provided above shall not prejudice or affect their rights of the OWNER which may have accrued upto the date of such termination.

11.6 The OWNER shall also have the right to proceed or take action above, in the event that the CONTRACTOR becomes bankrupt, insolvent, compounds with his creditors, assigns the CONTRACT in favour of his creditors or any other person or persons, or being a company or a corporation goes into voluntary liquidation, provided that in the said events it shall not be necessary for the OWNER to give any prior notice to the CONTRACTOR.

11.7 Except as provided under GCC or for the reasons solely attributable to the Owner, a delay by the Contractor in the performance of its delivery obligations shall render the Contractor liable to the imposition of liquidated damages pursuant to GCC, unless an extension of time is agreed upon without the application of liquidated damages

12.0 MEMBERS OF THE OWNER NOT INDIVIDUALLY LIABLE

12.1 No Director, or official or employee of the OWNER/ CONSULTANT shall in any way be personally bound or liable for the acts or obligations of the OWNER under the CONTRACT or answerable for any default or omission in the observance or performance of any of the acts, matters or things, which are herein contained

13.0 CONTRACTOR TO INDEMNIFY THE OWNER

13.1 The contractor shall indemnify the Owner and every member, officer and employee of the Owner, also Engineer-In-Charge and his staff against all action, proceedings, claims, demands, costs and expenses whatsoever arising out of all action, proceedings, claims, demands, costs and expenses which may be made against the Owner for or in respect of or arising out of any failure by the contractor in the performance of his obligations under the contract. The Owner shall not be liable for or in respect of consequence of any accident or injury to any workmen or other person in the employment of the contractor or his sub-contractor and contractor shall indemnify and keep the Owner indemnified against all such damages and compensations and against all claims, proceedings, claims, demands, costs and expenses whatsoever in respect thereof or in relation thereof.

13.2 If Owner have to pay any money in respect of such claims or demands as aforesaid the amount



GENERAL CONDITIONS OF CONTRACT (GCC)



so paid and the costs incurred by the Owner shall be charged to and paid by the Contractor and the Contractor shall not be at liberty to dispute or question the right of the Owner to make such payments notwithstanding the same may have been made without the consent or authority or in law or otherwise to the contrary.

13.3 If any action is brought before a Court, Tribunal or any other Authority against the Owner or an officer or agent of the OWNER, for the failure, omission or neglect on the part of the CONTRACTOR to perform any acts, matters, covenants or things under the CONTRACT, or damage or injury caused by the alleged omission or negligence on the part of the CONTRACTOR, his agents, representatives or his SUB-CONTRACTOR's, or in connection with any claim based on lawful demands of SUBCONTRACTOR's workmen, Contractors or employees, the CONTRACTOR, shall in such cases indemnify and keep the OWNER and/or their representatives harmless from all losses, damages, expenses or decrees arising out of such action.

14.0 SAFETY REGULATIONS

14.1 In respect of all labour, directly or indirectly employed in the WORK for the performance of CONTRACTOR's part of this agreement, the CONTRACTOR shall at his own expense arrange for all the safety provisions as per safety codes and abide by all labour laws, fire and statutory regulations and keep the Owner indemnified in respect thereof.

15.0 OTHER AGENCIES AT SITE

15.1 The CONTRACTOR shall have to execute the WORK in such place and conditions where other agencies will also be engaged for other works. No claim shall be entertained due to WORK being executed in the above circumstances

16.0 TERMINATION FOR DEFAULT

16.1 The Owner may terminate the Agreement when the Contractor's situation at any time after Notification of the Award is found to have become so precarious that there is every indication that he will not be able to fulfil his obligations. Such indications may be, for example, the Contractor's filing for bankruptcy or composition, or going into receivership or liquidation, or any similar procedures under applicable legislation.

16.2 Save for the cases provided for in Clause, if the Contractor fails to fulfill any of his obligations, the Owner reserves the right, after simple summons to comply and without prejudice to any other measures provided for in the Contract Documents and as per the owners approved holiday policy, to offset the Contractor's deficiency by substituting Contractor by another third party to the Contractor for the purpose of carrying out those obligations, at the Contractor's expense, risk and peril, or to terminate the Agreement without prejudice to the Owner's rights of receiving reparation for the resulting damage.

16.3 The Guidelines for Holiday listing (Banning of business dealing) as adopted and available on HOGPL website shall be applicable.

17.0 TERMINATION FOR OWNER'S CONVENIENCE

17.1 The Owner, by written notice sent to the Contractor, may terminate the Agreement, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Owner's convenience, the extent to which performance of the Contractor under the Agreement is terminated, and the date upon which such termination becomes effective.

17.2 The Goods that are complete and ready for shipment/ dispatch as on the date of Contractor's receipt of notice of termination shall be accepted by the Owner on the terms and prices mutually agreed at that time.



GENERAL CONDITIONS OF CONTRACT (GCC)



- 17.3 For the remaining Goods, the Owner may elect:
- a. To have any portion completed and delivered at the Agreement terms and prices and / or
 - b. To cancel the remainder and pay to the Contractor an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Contractor; and/or
 - c. To pay any reasonable and demonstrable otherwise non recoverable expenses incurred by the Contractor.

18.0 PAYMENT IF THE CONTRACT IS TERMINATED

18.1 If the CONTRACT shall be terminated as per Bid pursuant to Clause TERMINATION FOR DEFAULT of GCC, the CONTRACTOR shall be paid by the OWNER in so far as such amounts or items shall not have already been covered by payments of amounts made to the CONTRACTOR for the WORK executed and accepted by ENGINEER-IN-CHARGE prior to the date of termination at the rates and prices provided for in the CONTRACT and in addition to the following:

- a. The amount payable in respect of any preliminary items, so far as the Work or service comprised therein has been carried out or performed and an appropriate portion as certified by ENGINEER-IN-CHARGE of any such items or service comprised in which has been partially carried out or performed.
- b. Any other expenses which the CONTRACTOR has spent for performing the WORK under the CONTRACT subject to being duly recommended by ENGINEER-IN-CHARGE and approved by OWNER for payment, based on documentary evidence of his having incurred such expenses.

18.2 The CONTRACTOR will be further required to transfer the title and provide the following in the manner and as directed by the OWNER.

- a. Any and all completed works.
- b. Such partially completed WORK including drawings, information and CONTRACT rights as the CONTRACTOR has specially performed, produced or acquired for the performance of the CONTRACTOR.

19.0 NO WAIVER OF RIGHTS

19.1 Neither the inspection by the OWNER or any of their officials, employees, or agents nor any order by the OWNER for payment of money or any payment for or acceptance of the whole or any part of the Work by the OWNER nor any extension of time, nor any possession taken by OWNER shall operate as a waiver of any provision of the CONTRACT, or of any power herein reserved to the OWNER, or any right to damages herein provided, nor shall any waiver of any breach in the CONTRACT be held to be a waiver of any other subsequent breach.

20.0 PRICE REDUCTION SCHEDULE (PRS)

20.1 Please refer SCC

21.0 FORCE MAJEURE

21.1 For purposes of this clause, 'Force Majeure' means an event beyond the control of the Supplier or Owner and not involving the Supplier's fault or negligence and not foreseeable, all having impact on the performance of the respective obligations as detailed hereinafter. Such events may include, but are not restricted to:

- War, whether declared or not, civil war, unrest and revolution, piracy, terrorism, sabotage;



GENERAL CONDITIONS OF CONTRACT (GCC)



- Natural disasters such as tornadoes, earthquakes, tidal waves, floods, destruction by lightning, etc.
- Explosions, fires, destruction of machinery, plant and installations of any nature
- Arbitrary action, if any of the Government of India or a relevant State;
- Refusal by government authority of Government of India to grant the necessary permits needed to carry out the Agreement provided such refusal is not the result of the doing of the parties.
- Boycotts, strikes and lock-outs of any nature, disruptive, occupation of plant and premises, work stoppages occurring at the premises of the party requesting to be relieved of its liability, so long such cause is not effected by such party's controlled administration or employees.

21.2 Should any one or more of the events referred to in this clause occur, affecting the performance of the obligations of either of the parties, under the Agreement, such party shall notify to the other party the existence of a cause for force majeure as soon as it has knowledge of such event but not later than fifteen (15) Days from such date the event has arisen. The notification shall contain the details regarding the nature, starting date, presumed end date, as well as the estimated effects of the case of force majeure or other cause of force majeure on the obligations of the party which has incurred the event.

21.3 As soon as the cause for exoneration has ended, the party, the performance of which has been affected shall notify, in writing, to the other party the precise date of the end of the cause of force majeure and the extent, with justification, to which it has actually been affected in the performance of its obligations. It adds to this statement the necessary certificates issued by an authorised entity.

21.4 Any case of force majeure suspends the carrying out of the obligations affected. However, the party which claims force majeure shall show every diligence towards reducing as much as feasible the effects thereof. It is exonerated only for the minimum period, which may (in no event exceed the period of existence of the force majeure itself) have actually occurred as a result of the force majeure.

21.5 The parties may request that the Agreement be deemed cancelled if it's carrying out has become totally impossible.

22.0 SETTLEMENT OF DISPUTES

22.1 If any dispute or difference arising between the Parties in respect of or concerning or connected with the interpretation or implementation of this CONTRACT, or otherwise arising out of this CONTRACT, the parties hereto shall promptly and in good faith negotiate with a view to bring out and amicable resolution and settlement.

22.2 In the event, no amicable resolution or settlement is reached within a period of 30 days from the date on which dispute difference arose (in writing), such dispute or difference shall be settled by referring the same to Sole Arbitrator in accordance with the provisions of The Arbitration and Conciliation Act, 1996, or any other statutory modification/ amendment thereof.

22.3 HOGPL will nominate three independent persons who can be the Sole Arbitrator and intimate the same to Vendor. The Vendor needs to choose one person from the said nominees as Sole Arbitrator. If Vendor fails to choose the arbitrator within thirty days from receipt of a nomination by HOGPL, HOGPL will have right to choose the Sole Arbitrator.

22.4 The arbitration proceedings shall be held in Mumbai and shall be conducted in the English language. The decision of such arbitration shall be binding and conclusive upon the Parties. The Parties to the arbitration shall equally share the costs and expenses of any such



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arbitration.

22.5 It is hereby clarified that the Courts at Mumbai alone shall have jurisdiction to try and entertain any and all suits or other proceedings in respect of, relating to or otherwise arising out of this Contract.

23.0 LIMITATION OF LIABILITY

23.1 Except in cases of wilful negligence or wilful misconduct, and in the case of infringement, the Supplier shall not be liable to the Owner, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits provided that this exclusion shall not apply to any obligation of the Supplier to pay Price Reduction to the Owner and the aggregate liability of the Supplier to the Owner, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

24.0 GOVERNING LANGUAGE

24.1 The Agreement shall be written in English language unless specified otherwise in the SCC. All correspondence and other documents pertaining to the Agreement which are exchanged by the parties shall be written in the same language. In case, any document/brochure etc. is written in any other language then its English translation shall govern.

25.0 APPLICABLE LAW

25.1 The Contract shall be governed and interpreted in accordance with the applicable laws of India.

26.0 NOTICES

26.1 Any notice given by one party to the other pursuant to this Agreement shall be sent to the other party in writing by registered mail or facsimile and confirmed in writing to the other party's address specified in the Agreement.

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

27.0 TAXES, DUTIES AND LEVIES

27.1 Owner shall directly pay the Customs Duty and GST to concerned Authorities in case of foreign bidders.

27.2 Owner shall make from contractor's bills such tax deductions as are required as per rules and regulations in force from time to time.

27.3 Statutory Variation on the rates of Taxes and Duties of Owner's country, included in the contract price, will be applicable during the contractual period against documentary evidence. Imposition of any fresh statutory levy/ tax shall be considered by Owner against documentary evidence up to the contractual completion period only on finished products.

27.4 The CONTRACTOR agrees to and does hereby accept full and exclusive liability for the payment of any and all Taxes, Duties now in force and hereafter increased, imposed or modified from time to time in respect of WORKS and materials and all contributions and taxes for unemployment compensation, insurance and old age pensions or annuities now or hereafter imposed by any Central or State Government authorities which are imposed with respect to or covered by the wages, salaries, or other compensations paid to the persons employed by the CONTRACTOR and the CONTRACTOR shall be responsible for the compliance with all obligations and restrictions imposed by the Labour Law or any other law affecting employer-employee relationship and the CONTRACTOR further agrees to comply, and to secure the compliance of all SUB-CONTRACTORS with all applicable Central, State, Municipal and local law and regulation, and requirement of any central, State or Local Government agency or authority. CONTRACTOR further agrees to defend, indemnify and hold



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OWNER harmless from any liability or penalty which may be imposed by the Central, State or Local authorities by reason of any violation by CONTRACTOR or SUB-CONTRACTOR of such laws, regulations or requirements and also from all claims, suits or proceedings that may be brought against the OWNER arising under, growing out of, or by reason of the work provided for by this CONTRACT, by third parties, or by Central or State Government authority or any administrative sub-division thereof.

28.0 STATUTORY VARIATION

28.1 Any statutory variation in GST within the contractual delivery period of lot shall be in Owner's account subject to the documentary evidence to be furnished by the supplier. Any benefit due to decrease in the taxes and duties shall be pass on to the Owner. Any variation in taxes and duties after Contractual Delivery Period shall be in Supplier's account.

29.0 INSURANCE

29.1 GENERAL

CONTRACTOR shall at his own expense arrange secure and maintain insurance with reputable insurance companies to the satisfaction of the OWNER as follows:

CONTRACTOR at his cost shall arrange, secure and maintain insurance as may be necessary and to its full value for all such amounts to protect the WORKS in progress from time to time and the interest of OWNER against all risks as detailed herein. The form and the limit of such insurance, as defined here in together with the under works thereof in each case should be as acceptable to the OWNER. However, irrespective of work acceptance the responsibility to maintain adequate insurance coverage at all times during the period of CONTRACT shall be that of CONTRACTOR alone. CONTRACTOR's failure in this regard shall not relieve him of any of his responsibilities and obligations under CONTRACT.

Any loss or damage to the work/ material, during transportation, storage, erection and completion of work till such time the WORK is taken over by OWNER, shall be to the account of CONTRACTOR. CONTRACTOR shall be responsible for preferring of all claims and make good for the damage or loss by way of repairs and/or replacement of the parts of the Work damaged or lost. CONTRACTOR shall provide the OWNER with a copy of all insurance policies and documents taken out by him in pursuance of the CONTRACT. Such copies of document shall be submitted to the OWNER immediately upon the CONTRACTOR having taken such insurance coverage. CONTRACTOR shall also inform the OWNER at least thirty days in advance regarding the expiry cancellation and/or changes in any of such documents and ensure revalidation/renewal etc., as may be necessary well in time.

All costs on account of insurance liabilities covered under CONTRACT will be to CONTRACTOR's account and will be included in VALUE OF CONTRACT. However, the OWNER may from time to time, during the currency of the CONTRACT, ask the CONTRACTOR in writing to limit the insurance coverage risk and in such a case, the parties to the CONTRACT will agree for a mutual settlement, for reduction in VALUE OF CONTRACT to the extent of reduced premium amounts.

CONTRACTOR as far as possible shall cover insurance with Indian Insurance Companies.

i) **EMPLOYEES STATE INSURANCE ACT:**

The CONTRACTOR agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employee State Insurance Act 1948 and the CONTRACTOR further agrees to defend, indemnify and hold OWNER harmless for any liability or penalty which may be imposed by the Central, State or Local authority by reason of any asserted violation by CONTRACTOR or SUB-CONTRACTOR of the Employees' State Insurance Act, 1948, and also from all claims, suits or proceeding that may be brought against the OWNER arising under, growing out of or by reasons of the



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work provided for by this CONTRACTOR, by third parties or by Central or State Government authority or any political sub- division thereof.

The CONTRACTOR agrees to fill in with the Employee's State Insurance Corporation, the Declaration Forms, and all forms which may be required in respect of the CONTRACTOR's or SUB- CONTRACTOR's employees, who are employed in the WORK provided for or those covered by ESI from time to time under the Agreement. The CONTRACTOR shall deduct and secure the agreement of the SUB- CONTRACTOR to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the Employee's Contribution Card at wages payment intervals. The CONTRACTOR shall remit and secure the agreement of SUB- CONTRACTOR to remit to the State Bank of India, Employee's State Insurance Corporation Account, the Employee's contribution as required by the Act. The CONTRACTOR agrees to maintain all cards and Records as required under the Act in respect of employees and payments and the CONTRACTOR shall secure the agreement of the SUB-CONTRACTOR to maintain such records. Any expenses incurred for the contributions, making contributions or maintaining records shall be to the CONTRACTOR's or SUB-CONTRACTOR's account.

The OWNER shall retain such sum as may be necessary from the total VALUE OF CONTRACT until the CONTRACTOR shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act, 1948, have been paid. This will be pending on the CONTRACTOR when the ESI Act is extended to the place of work.

ii) **WORKMEN COMPENSATION AND OWNER'S LIABILITY INSURANCE:**

Workmen Compensation, Medclaim policy and Owner's Liability Insurance shall be taken by the CONTRACTOR at its own cost covering all its employees (except those who are covered in ESI scheme against submission of documentary evidence) policy, who are engaged in the performance of this CONTRACT. If any of the work is sublet, the CONTRACTOR shall require the SUB-CONTRACTOR to provide workman's Compensation and Owner's liability insurance for the latter's employees if such employees are not covered under the CONTRACTOR's Insurance.

The policy shall indicate:

1. Work Order No.
2. Complete scope of work
3. Site/ location details
4. Details of workmen to be insured
5. Validity period of the insurance coverage

iii) **ACCIDENT OR INJURY TO WORKMEN:**

The PURCHASER shall not be liable for or in respect of any damages or compensation payable as per law in respect or in consequence of any accident or injury to any workman or other person in the Employment of the CONTRACTOR or any SUB-CONTRACTOR save and except an accident or injury resulting from any act or default of the PURCHASER, his agents or servants and the CONTRACTOR shall indemnify and keep indemnified the PURCHASER against all such damages and compensation (save and except and aforesaid) and against all claims, demands, proceeding, costs, charges and expenses, whatsoever in respect or in relation thereto.

iv) **TRANSIT INSURANCE**

Open transit policy of all items to be transported by the CONTRACTOR to the SITE of



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WORK, shall be taken by the CONTRACTOR and monthly declaration of the materials to be transported or transported to be declared to the insurance agency. This will include the materials to be supplied by the CONTRACTOR to HOGPL site and or any free issue materials issued by HOGPL, to be transported to site for execution of work. The cost of transit insurance should be borne by the CONTRACTOR and the quoted price shall be inclusive of this cost.

v) **COMPREHENSIVE AUTOMOBILE INSURANCE**

This insurance shall be in such a form as to protect the Contractor against all claims for injuries, disability, disease and death to members of public including PURCHASER's men and damage to the property of others arising from the use of motor vehicles during on or off the 'site' operations, irrespective of the Ownership of such vehicles.

vi) **COMPREHENSIVE GENERAL LIABILITY INSURANCE**

This insurance shall protect the Contractor against all claims arising from injuries, disabilities, disease or death of member of public or damage to property of others due to any act or omission on the part of the Contractor, his agents, his employees, his representatives and Sub-Contractor's or from riots, strikes and civil commotion.

Contractor shall take suitable Group Personal Accident Insurance Cover for taking care of injury, damage or any other risks in respect of his Engineers and other Supervisory staff who are not covered under Employees State Insurance Act.

The policy shall cover third party liability. The third party (liability shall cover the loss/disablement of human life (person not belonging to the Contractor) and also cover the risk of damage to others materials/ equipment/ properties during construction, erection and commissioning at site. The value of third party liability for compensation for loss of human life or partial/full disablement shall be of required statutory value but not less than Rs. 2 lakhs per death, Rs. 1.5 lakhs per full disablement and Rs. 1 lakh per partial disablement and shall nevertheless cover such compensation as may be awarded by Court by Law in India and cover for damage to others equipment/ property as approved by the Purchaser. However, third party risk shall be maximum to Rs. 10(ten) lakhs to death.

The Contractor shall also arrange suitable insurance to cover damage, loss, accidents, risks etc., in respect of all his plant, equipment and machinery, erection tools & tackles and all other temporary attachments brought by him at site to execute the work.

Any such insurance requirements as are hereby established as the minimum policies and coverage's which Contractor must secure and keep in force must be complied with, Contractor shall at all times be free to obtain additional or increased coverage's at Contractor's sole expenses.

vii) **CONTRACTOR'S ALL RISK INSURANCE POLICY (CAR)**

The contractor shall take all risk insurance policy at its own cost to cover physical loss or damage to the works at the site occurring prior to acceptance of work or part thereof taken over by the owner at its sole discretion with an extended maintenance coverage for the contractor's liability including Third Party Liability in respect of any loss or damage during the warranty period. Endorsements to the policy shall include coverage for faulty workmanship and materials.

Contractor will be required to take insurance coverage of minimum 1.5 times the order value to cover the cost of free issue material/items issued by the Owner and the cost of materials being procured by the CONTRACTOR. The policy shall be taken for individual work order.



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The policy shall indicate:

1. Work Order No.
2. Complete scope of work
3. Site/ location details
4. Type of risks covered
5. Validity period of the insurance coverage

The policy shall indicate complete scope of work, site, location details of work, type of risks covered and validity of the insurance

viii) ANY OTHER INSURANCE REQUIRED UNDER LAW OR REGULATIONS OR BY OWNER:

CONTRACTOR shall also carry and maintain any and all other insurance(s), which he may be required under any law or regulation from time to time without any extra cost to OWNER. He shall also carry and maintain any other insurance which may be required by the OWNER

30.0 DAMAGE TO PROPERTY OR TO ANY PERSON OR ANY THIRD PARTY

30.1 CONTRACTOR shall be responsible for making good to the satisfaction of the OWNER any loss or any damage to structures and properties belonging to the OWNER or being executed or procured or being procured by the OWNER or of other agencies within in the premises of all the work of the OWNER, if such loss or damage is due to fault and/or the negligence or wilful acts or omission of the CONTRACTOR, his employees, agents, representatives or SUB-CONTRACTORS.

30.2 The CONTRACTOR shall indemnify and keeps the OWNER harmless of all claims for damages to property other than OWNER's property arising under or by reason of this agreement, if such claims result from the fault and/or negligence or wilful acts or omission of the CONTRACTOR, his employees, agents, representative of SUB-CONTRACTOR.

30.3 The CONTRACTOR shall take sufficient care in moving his plants, equipment's and materials from one place to another so that they do not cause any damage to any person or to the property of the OWNER or any third party including overhead and underground cables and in the event of any damage resulting to the property of the OWNER or of a third party during the movement of the aforesaid plant, equipment or materials the cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by the OWNER or ascertained or demanded by the third party shall be borne by the CONTRACTOR. Third party liability risk shall be Rupees One lakh for single accident and limited to Rupees Ten lakhs.

31.0 DATE OF COMING INTO EFFECT

31.1 The date of coming into effect shall be the date of Notification of Award unless otherwise specified in SCC.

32.0 EXECUTION OF WORK

32.1 The CONTRACTOR shall be responsible for ensuring that works throughout are executed in the most substantial, proper and workmanlike manner with the quality of material and workmanship in strict accordance with the SPECIFICATIONS and to the entire satisfaction of the ENGINEER-IN-CHARGE. The CONTRACTOR shall provide all necessary materials equipment labour etc. for execution and maintenance of WORK till completion unless otherwise mentioned in the CONTRACT



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33.0 CARE OF WORKS

33.1 From the commencement to completion of the WORK, the CONTRACTOR shall take full responsibility for the care for all works including all temporary works and in case any damages, loss or injury shall happen to the WORK or to any part thereof or to any temporary works from any cause whatsoever, shall at his own cost repair and make good the same so that at completion the WORK shall be in good order and in conformity in every respects with the requirement of the CONTRACT and the ENGINEER-IN- CHARGE's instructions.

34.0 ALTERATIONS IN SPECIFICATIONS, DESIGN AND EXTRA WORKS

34.1 The WORK covered under this CONTRACT having to be executed by the CONTRACTOR on a lump sum firm price. The OWNER will not accept any proposals for changes in VALUE OF CONTRACT or extension in time on account of any such changes which may arise to the CONTRACTOR's scope of WORK as a result of detailed Engineering and thereafter during the execution of WORK. The only exception to this will be a case where the OWNER requests in writing to the CONTRACTOR to upgrade the SPECIFICATIONS or the size of any major pieces of equipment's, plant or machinery beyond what is normally required to meet the scope of WORK as defined in the CONTRACT DOCUMENT.

34.2 In such cases, a change order will be initialled by the CONTRACTOR at the appropriate time for the OWNER's prior approval giving the full back-up data for their review and for final settlement of any impact on price within 30 (thirty) days thereafter

35.0 POSSESSION PRIOR TO COMPLETION

35.1 The ENGINEER-IN-CHARGE shall have the right to take possession of or use any completed or partially completed WORK or part of the WORK. Such possession or use shall not be deemed to be an acceptance of any work completed in accordance with the CONTRACT agreement. If such prior possession or use by the ENGINEER-IN- CHARGE delays the progress of WORK, equitable adjustment in the time of completion will be made and the CONTRACT agreement shall be deemed to be modified accordingly.

36.0 SUSPENSION OF WORKS

36.1 Subject to the provisions of sub-para (ii) of this clause, the CONTRACTOR shall, if ordered in writing by the ENGINEER-IN-CHARGE, or his representative, temporarily suspend the WORKS or any part thereof for such written order, proceed with the WORK therein ordered to be suspended until, he shall have received a written order to proceed therewith. The CONTRACTOR shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the WORKS aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the WORKS as aforesaid will be granted to the CONTRACTOR should he apply for the same provided that the suspension was not consequent to any default or failure on the part of the CONTRACTOR

36.2 In case of suspensions of entire WORK, ordered in writing by ENGINEER-IN-CHARGE, for a period of more than two months, the CONTRACTOR shall have the option to terminate the CONTRACT

37.0 CARE OF WORKS

37.1 Defects prior to taking over:

If at any time, before the WORK is taken over, the ENGINEER-IN-CHARGE shall:

- a) Decide that any works done or materials used by the CONTRACTOR or by any SUB-CONTRACTOR is defective or not in accordance with the CONTRACT, or that the works or any portion thereof are defective, or do not fulfil the requirements of CONTRACT (all such matters being hereinafter, called 'Defects' in this clause), and



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- b) As soon as reasonably practicable, gives to the CONTRACTOR notice in writing of the said decision, specifying particulars of the defects alleged to exist or to have occurred, then the CONTRACTOR shall at his own expenses and with all speed make good the defects so specified.

In case CONTRACTOR shall fail to do so, the OWNER may take, at the cost of the CONTRACTOR, such steps as may in all circumstances, be reasonable to make good such defects. The expenditure so incurred by the OWNER will be recovered from the amount due to the CONTRACTOR. The decision of the ENGINEER-IN-CHARGE with regard to the amount to be recovered from the CONTRACTOR will be final and binding on the CONTRACTOR. As soon as the WORK has been completed in accordance with the CONTRACT (except in minor respects that do not affect their use for the purpose for which they are intended and except for maintenance thereof provided in tender document and have passed the tests on completion, the ENGINEER-IN-CHARGE shall issue a certificate (hereinafter called Completion Certificate) in which he shall certify the date on which the WORK have been so completed and have passed the said tests and the OWNER shall be deemed to have taken over the WORK on the date so certified. If the WORK has been divided into various groups in the CONTRACT, the OWNER shall be entitled to take over any group or groups before the other or others and there upon the ENGINEER-IN-CHARGE shall issue a Completion Certificate which will, however, be for such group or groups so taken over only. In such an event if the group /section/ part so taken over is related, to the integrated system of the work, notwithstanding date of grant of Completion Certificate for group/ section/ part. The period of liability in respect of such group/ section/ part shall extend 12 (twelve) months from the date of completion of WORK.

37.2 Defects after taking over:

In order that the CONTRACTOR could obtain a COMPLETION CERTIFICATE he shall make good, with all possible speed, any defect arising from the defective materials supplied by the CONTRACTOR or workmanship or any act or omission of the CONTRACT or that may have been noticed or developed, after the works or groups of the works has been taken over, the period allowed for carrying out such WORK will be normally one month. If any defect be not remedied within a reasonable time, the OWNER may proceed to do the WORK at CONTRACTOR's risk and expense and deduct from the final bill such amount as may be decided by the OWNER.

If by reason of any default on the part of the CONTRACTOR a COMPLETION CERTIFICATE has not been issued in respect of any portion of the WORK within one month after the date fixed by the CONTRACT for the completion of the WORK, the OWNER shall be at liberty to use the WORK or any portion thereof in respect of which a completion certificate has not been issued, provided that the WORK or the portion thereof so used as aforesaid shall be afforded reasonable opportunity for completing these works for the issue of Completion Certificate.

38.0 DEFENCE OF SUITS

- 38.1 If any action is brought before a Court, Tribunal or any other Authority against the Owner or an officer or agent of the OWNER, for the failure, omission or neglect on the part of the CONTRACTOR to perform any acts, matters, covenants or things under the CONTRACT, or damage or injury caused by the alleged omission or negligence on the part of the CONTRACTOR, his agents, representatives or his SUB-CONTRACTOR's, or in connection with any claim based on lawful demands of SUB-CONTRACTOR's workmen or employees, the CONTRACTOR, shall in such cases indemnify and keep the OWNER and/or their representatives harmless from all losses, damages, expenses or decrees arising out of such action.

39.0 DEDUCTIONS FROM THE CONTRACT PRICE

- 39.1 All costs, damages or expenses which OWNER may have paid or incurred, which under the



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provisions of the CONTRACT, the CONTRACTOR is liable/will be liable, will be claimed by the OWNER. All such claims shall be billed by the OWNER to the CONTRACTOR regularly as and when they fall due. Such claims shall be paid by the CONTRACTOR within 15 (fifteen) days of the receipt of the corresponding bills and if not paid by the CONTRACTOR within the said period, the OWNER may, then, deduct the amount from any moneys due i.e., Contract Performance Security or becoming due to the CONTRACTOR under the CONTRACT or may be recovered by actions of law or otherwise, if the CONTRACTOR fails to satisfy the OWNER of such claims.

40.0 COMPLETION CERTIFICATE

40.1 Application for Completion Certificate:

When the CONTRACTOR fulfils his obligation under Clause 37.1 he shall be eligible to apply for COMPLETION CERTIFICATE.

The ENGINEER-IN-CHARGE shall normally issue to the CONTRACTOR the COMPLETION CERTIFICATE within one month after receiving any application therefore from the CONTRACTOR after verifying from the completion documents and satisfying himself that the WORK has been completed in accordance with and as set out in the construction and erection drawings, and the CONTRACT DOCUMENTS.

The CONTRACTOR, after obtaining the COMPLETION CERTIFICATE, is eligible to present the final bill for the WORK executed by him under the terms of CONTRACT.

40.2 Completion certificate

Within one month of the completion of the WORK in all respects, the CONTRACTOR shall be furnished with a certificate by the ENGINEER-IN-CHARGE of such completion, but no certificate shall be given nor shall the WORK be deemed to have been executed until all scaffolding, surplus materials and rubbish is cleared off the SITE completely nor until the WORK shall have been measured by the ENGINEER-IN-CHARGE whose measurement shall be binding and conclusive. The WORKS will not be considered as complete and taken over by the OWNER, until all the temporary works, labour and staff colonies are cleared to the satisfaction of the ENGINEER-IN-CHARGE.

If the CONTRACTOR fails to comply with the requirements of this clause on or before the date fixed for the completion of the WORK, the ENGINEER-IN-CHARGE may at the expense of the CONTRACTOR remove such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid, and the CONTRACTOR shall forthwith pay the amount of all expenses so incurred and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realised by the sale thereof.

40.3 Completion certificate documents

For the purpose of Clause 40.2 the following documents will be deemed to form the completion documents:

- i) The technical documents according to which the WORK was carried out.
- ii) Four (4) sets of construction drawings showing therein the modification and correction made during the course of execution and signed by the ENGINEER-IN-CHARGE.
- iii) COMPLETION CERTIFICATE for 'embedded' and 'covered' up work.
- iv) Certificates of final levels as set out for various works.
- v) Certificates of tests performed for various WORKS.
- vi) Material appropriation, Statement for the materials issued by the OWNER for the WORK



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and list of surplus materials returned to the store duly supported by necessary documents.

41.0 FINAL DECISION AND FINAL CERTIFICATE

41.1 Upon expiry of the period of liability and subject to the ENGINEER-IN-CHARGE being satisfied that the WORKS have been duly completed by the CONTRACTOR and that the CONTRACTOR has in all respect duly made-up any subsidence and performed all his obligations under the CONTRACT, the ENGINEER-IN-CHARGE shall (without prejudice to the rights of the OWNER to retain the provisions of relevant Clause hereof) otherwise give a certificate herein referred to as the FINAL CERTIFICATE to that effect and the CONTRACTOR shall not be considered to have fulfilled the whole of his obligations under CONTRACT until FINAL CERTIFICATE shall have been given by the ENGINEER-IN-CHARGE notwithstanding any previous entry upon the WORK and taking possession, working or using of the same or any part thereof by the OWNER.

42.0 CERTIFICATE AND PAYMENTS ON EVIDENCE OF COMPLETION

42.1 Except the FINAL CERTIFICATE, no other certificates or payments against a certificate or on general account shall be taken to be an admission by the OWNER of the due performance of the CONTRACT or any part thereof or of occupancy or validity of any claim by the CONTRACTOR.

43.0 CONTRACTOR'S SUB-ORDINATE STAFF AND THEIR CONDUCT

43.1 Contractor, on or after award of the Contract shall Name and Depute a qualified engineer having sufficient experience in carrying out work of similar nature, to whom the equipment's, materials, if any, shall be issued and instructions for works given. The Contractor shall also provide to the satisfaction of the Engineer in Charge. sufficient and qualified staff to superintend the execution of the Contract, foremen and leading hands including those specially qualified by previous experience to supervise the types of works comprised in the Contract in such manner as will ensure work of the best quality, expeditious working. Whenever in the opinion of the Engineer in Charge additional properly qualified supervisory staff is considered necessary, they shall be employed by the Contractor without additional charge on accounts thereof.

43.2 If and whenever any of the Contractor's assistants, foremen, or other employees shall in the opinion of Engineer In Charge be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties of that in the opinion of the Purchaser or the Engineer In Charge, it is undesirable for administrative or any other reason for such person or persons to be employed in the works, the Contractor, is so directed by the Engineer In Charge, shall at once remove such person or persons from employment thereon. Any person or persons so removed from the works shall not again be employed in connection with the Contract without the written permission of the Engineer In Charge. Any person so removed from the Contract shall be immediately re placed at the expense of the Contractor by a qualified and competent substitute. Should the Contractor be requested to repatriate any person removed from the works he shall do so and shall bear all costs in connection herewith.

43.3 The Contractor shall be responsible for the proper behaviour of all the staff, foremen, workmen, and others, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Contractor shall be bound to prohibit and prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupiers of land and properties in the neighbourhood and in the event of such employee so trespassing, the Contractor shall be responsible therefore and relieve the Purchaser of all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Engineer In Charge upon any matter arising under this clause shall be final. The Contractor shall be liable for any liability to Purchaser on account of deployment of Contractor's staff etc. or incidental or arising out of the



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execution of Contract.

43.4 The Contractor shall be liable for all acts or omissions on the part of his personnel, staff, foremen and workmen / labour and others in his employment, including misfeasance or negligence of whatever kind in the course of their work or during their employment, which are connected directly or indirectly with the Contract.

43.5 The contractor shall depute his supervisor for supervision of the services, as per the scope of services mentioned and to receive instructions from Engineer-In-Charge or his representative.

44.0 MODIFICATION IN CONTRACT

44.1 All modifications leading to changes in the Contract with respect to technical and/or commercial aspects shall be considered valid only when accepted in writing by Owner by issuing amendment to the Contract. Issuance of acceptance or otherwise in such cases, shall not be any ground for extension of agreed completion date and also shall not affect the performance of contract in any manner except to the extent mutually agreed through a modification of Contract.

44.2 Owner shall not be bound by any printed conditions or provisions in the Contractor's Bid Forms or acknowledgment of Contract, invoices, packing list or any other documents, which imposes any conditions at variance with or supplemental to Contract.

45.0 RIGHT TO GET SERVICES CARRIED OUT THROUGH OTHER AGENCIES

45.1 Nothing contained herein shall restrict OWNER from accepting similar services from other agencies at its sole discretion and at the risk and cost of the contractor, if the contractor fails to provide the said services any time not up to the satisfaction of Engineer-in-Charge.

46.0 EMPLOYMENT LIABILITY OF CONTRACTOR

46.1 The Contractor shall indemnify Owner & shall be solely and exclusively responsible for any liability arising due to any difference or dispute between him and his employee / Third Party for the execution of this contract at any time during / after the contract period is over. All workmen engaged by the contractor shall be on his roll and be paid by him and Owner shall have no responsibility towards them.

46.2 The Contractor shall be directly responsible and indemnify the Owner against all charges, claims, dues, etc. arising out of disputes relating to the dues and employment of personnel deployed by him.

46.3 The Contractor shall indemnify the Owner against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.

46.4 The Contractor shall ensure regular and effective supervision of the personnel deployed by him.

47.0 COMPLIANCE OF LAWS

47.1 The contractor deploying contract labour shall obtain license from appropriate licensing authority as per prevailing rules & regulation and as modified from time to time during contract period.

47.2 The contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various Labour Laws / legislations including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.

47.3 The Contractor shall also be bound to discharge obligations as provided under various statutory enactments including the Employees Provident Fund and Miscellaneous Provisions



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Act 1952, ESI Act 1948, Contract Labour ("Regulation & Abolition") Act 1970, Minimum Wages Act 1948, payment of wages Act 1936, Workmen's Compensation Act 1923 and other relevant Acts, Rules & Regulations in force from time to time.

- 47.4 The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government Agencies as applicable under the laws in respect of the contract and of personnel deployed by the contractor for rendering services to Owner and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the Owner's contribution to the Provident Fund. The contractor shall also be responsible for payment of any administration / inspection charges thereof, wherever applicable, in respect of personnel deployed by him relating to the work of Owner.
- 47.5 The Contractor shall not engage / deploy any person of less than 18 years under this contract, and the person(s) to be deployed should be physically and mentally fit.
- 47.6 The installations where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by Owner for its operation. Contractor shall follow best Engineering practice and relevant international safety standards. It shall be duty / responsibility of the Contractor to ensure the compliance of fire safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the Contractor's personnel will lead to the termination of the Contract in all respects and shall face penal / legal consequences.
- 47.7 Personnel protective items like safety helmets, safety shoes, hand gloves, eye protection, cotton working overalls / dresses (not synthetic materials) and other required materials for the safety of the contractor's personnel shall be arranged by the contractor himself. However firefighting equipment shall be arranged by Owner.
- 47.8 The Contractor shall arrange for life insurance for all his personnel deployed on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of Workers Compensation Act, 1923 or any other law in force, Owner has to pay compensation for a workman employed by the Contractor due to any cause whatsoever, the amount so paid shall be recovered from the dues payable to the Contractor and/or security deposit with Owner. General third-party insurance for CNG Station shall be arranged by Owner.
- 48.0 THE ENGINEER-IN-CHARGE**
- 48.1 Issue the contractor from time to time during the running of the Contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the Contract and the Contractor shall carry out and bound by the same.
- 48.2 During the currency of this Contract, OWNER can increase and / or decrease the number of the services required & quantity of work /services shown in from the Schedule of Rates.
- 48.3 Order the Contractor to remove or replace any workmen whom the Owner considers incompetent or unsuitable and opinion of the Owner representative as to the competence of any workman engaged by the contractor shall be final and binding on the Contractor. Key personnel can be deployed at site only after getting approval from the OWNER.
- 49.0 REPATRIATION AND TERMINATION**
- 49.1 OWNER shall reserve the right, at any time during the currency of the contract without assigning any reason thereof to terminate it by giving 30 days' notice to contractor, and upon expiry of such notice period the contractor shall vacate the site / office provided to him by Owner immediately.
- 49.2 Goods procured by the Contractor, but not utilised till date of termination will be the



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responsibility of the Contractor and no claim will be entertained by the Owner for the same.

49.3 Also, Owner will not be responsible for any cost incurred by the Contractor including but not limited to repatriation of the workers, lease amount deposit for accommodation provided to the workers, etc. In case Owner has to incur expenses due to the same, the same shall be recovered from the dues payable to the contractor and / or security deposit held with OWNER.

50.0 INDEMNITY

50.1 Contractor shall exclusively be liable for non-compliance of the provisions of any act, laws rules and regulations having bearing over engagement of workers directly or indirectly for execution of Contract and the Contractor hereby undertake to indemnify the Owner against all actions, suits, proceedings, claims, damages demands, losses, etc. which may arise under Minimum Wages Act 1948, payment of wages Act 1936, Workmen's Compensation Act 1923, Personnel Injury (Compensation Insurance) Act, ESI Act, Fatal accident Act, Industrial Dispute Act, Shops and Establishment Act, Employees Provident Fund Act, Family Pension and deposit Linked Insurance schemes or any other act or statutes not herein specifically mentioned but having direct or indirect application for the persons engaged under this contract.

51.0 CONTRACTOR'S SUB-ORDINATE STAFF AND THEIR CONDUCT

51.1 Contractor, on or after award of the Contract shall Name and Depute a qualified engineer having sufficient experience in carrying out work of similar nature, to whom the equipment's, materials, if any, shall be issued and instructions for works given. The Contractor shall also provide to the satisfaction of the Engineer-in-Charge. sufficient and qualified staff to superintend the execution of the Contract, foremen and leading hands including those specially qualified by previous experience to supervise the types of works comprised in the Contract in such manner as will ensure work of the best quality, expeditious working. Whenever in the opinion of the Engineer-in-Charge additional properly qualified supervisory staff is considered necessary, they shall be employed by the Contractor without additional charge on accounts thereof.

51.2 If and whenever any of the Contractor's assistants, foremen, or other employees shall in the opinion of Engineer-in-Charge be guilty of any misconduct or be incompetent or insufficiently qualified or negligent in the performance of their duties of that in the opinion of the Owner or the Engineer-in-Charge, it is undesirable for administrative or any other reason for such person or persons to be employed in the works, the Contractor, is so directed by the Engineer-in-Charge, shall at once remove such person or persons from employment thereon. Any person or persons so removed from the works shall not again be employed in connection with the Contract without the written permission of the Engineer-in-Charge. Any person so removed from the Contract shall be immediately re-placed at the expense of the Contractor by a qualified and competent substitute. Should Contractor be requested to repatriate any person removed from the works he shall do so and shall bear all costs in connection herewith.

51.3 The Contractor shall be responsible for the proper behaviour of all the staff, foremen, workmen, and others, and shall exercise a proper degree of control over them and in particular and without prejudice to the said generality, the Contractor shall be bound to prohibit and prevent any employees from trespassing or acting in any way detrimental or prejudicial to the interest of the community or of the properties or occupiers of land and properties in the neighbourhood and in the event of such employee so trespassing, the Contractor shall be responsible therefore and relieve the Owner of all consequent claims or actions for damages or injury or any other grounds whatsoever. The decision of the Engineer-In-Charge upon any matter arising under this clause shall be final. The Contractor shall be liable for any liability to Owner on account of deployment of Contractor's staff etc. or incidental or arising out of the execution of Contract.

51.4 The Contractor shall be liable for all acts or omissions on the part of his personnel, staff,



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foremen and workmen / labour and others in his employment, including misfeasance or negligence of whatever kind in the course of their work or during their employment, which are connected directly or indirectly with the Contract.

52.0 ABNORMAL HIGH RATED ITEMS (AHR)

52.1 In item rate contract where the quoted rates for the items exceed 50% of the estimate rates, such items will be considered as Abnormally High Rates (AHR) items and payment of AHR items beyond the SOR stipulated quantities shall be made at the lowest amongst the following rates:

1. Rates as per SOR, quoted by the Contractor/Bidder.
2. Rate of the item, which shall be derived as follows:
 - a) Based on rates of Machine and labour as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).
 - b) In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labour plus 15% to cover contractor's supervision profit, overhead & other expenses.

53.0 JURISDICTION

53.1 The contract shall be governed by and constructed according to the laws in force in Maharashtra.

54.0 REPEAT ORDER

54.1 PURCHASER reserves the right to place repeat order upto 100% of the original ordered quantity (s) with same unit rate and terms & conditions of the original order issued by owner within one (01) year of issuance of the LOI/ work order.

55.0 OWNERSHIP

55.1 The title of Ownership in respect of equipment, materials etc. supplied by Contractor for incorporation in permanent works for execution of contract shall pass on to Owner on the date of issue of completion certificate.



SPECIAL CONDITIONS OF CONTRACT (SCC)



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SECTION-IV

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SECTION-IV SPECIAL CONDITIONS OF CONTRACT (SCC)

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SPECIAL CONDITIONS OF THE CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of the Contract. The corresponding clause number of the GCC is indicated in parentheses.

1.0 DEFINITIONS

GCC 1.1(a): The Owner is: **HPOIL GAS Private Limited** (HOGPL) as (1301, 13th Floor, Meridian Business Centre, Plot No 27, Sector 30, Near Sanpada Railway Station, Vashi, Navi Mumbai - 400705)

GCC 1.1(c): The Consultant is: VCS Quality Services Private Limited

2.0 INTERPRETATIONS

- 2.1 Where any portion of the GCC is repugnant to or at variance with any provisions of the SCC then, unless a different intention appears, the provisions of the SCC shall be deemed to govern the provisions of the GCC and SCC provisions shall prevail to the extent of such repugnancy, or variations exist.
- 2.2 In Contract Documents unless otherwise stated specifically, the singular shall include the plural and vice versa wherever the context so requires.
- 2.3 Notwithstanding the sub-division of the Contract Documents into separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Agreement so far as it may be practicable to do so.
- 2.4 All headings, subtitles and marginal notes to the clauses of the GCC, SCC or to the Specifications or to any other part of Bid Document are solely for the purpose of giving a concise indication and not a summary of the contents thereof, and they shall never be deemed to be part thereof or be used in the interpretation or construction thereof.
- 2.5 The terms fully capitalized and/or initial capitalized shall be interchangeable and shall have the meaning as assigned to fully capitalized term or initial capitalised term.
- 2.6 In case of irreconcilable conflict between relevant Indian standards, GCC, Special Conditions of Contract, Specifications, Drawings and Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict, in order of precedence:

(i)	Contract Agreement
(ii)	Detailed letter of acceptance along with statement of agreed variations and its enclosures such as schedule of rates, labor rates, etc.
(iii)	Letter / Fax of Acceptance
(iv)	Instruction to Bidders
(v)	Special Conditions of contract
(vi)	General Conditions of contract
(vii)	Job / Particular Specifications
(viii)	Drawings
(ix)	Technical / Material specifications
(x)	Indian standards
(xi)	Other Applicable Standards.



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2.7 The requirements of any statutory body like Indian boiler regulation, Tariff Advisory Committee, Chief controller of Explosives, Nagpur etc, shall govern where these are more stringent than the requirements specified above.

3.0 TERMINATION FOR DEFAULT

GTC Clause 16.2 to be modified as below:

3.1 Save for the cases provided for in Clause, if the Contractor fails to fulfil any of his obligations, the Owner reserves the right, after simple summons to comply and without prejudice to any other measures provided for in the Contract Documents and as per the owners approved holiday policy, to offset the Contractor's deficiency by substituting Contractor by another third party to the Contractor for the purpose of carrying out those obligations, at the Contractor's expense, risk and peril, or to terminate the Agreement without prejudice to the Owner's rights of receiving reparation for the resulting damage.

3.2 The Guidelines for Holiday listing (Banning of business dealing) as adopted and available on HOGPL website shall be applicable.

4.0 INSPECTIONS AND LABORATORY TESTS

4.1 The Contractor shall carry out the various tests as enumerated in the tender document and as per direction of owner/ owner's representative either on field or outside/ laboratories concerning the execution of work by contractor. All the expenses shall be borne by the contractor and shall be considered as included in the items given in SOR.

4.2 Contractor shall give prior notice sufficiently ahead of time to the owner and also to the authorities to conduct inspection/to witness such tests.

4.3 The work is subject to inspection at all times by the owner/ owner's representative. The Contractor shall carry out all instructions given during inspection and shall ensure that the work is being carried out according to the technical specifications of this tender, the technical documents and the relevant codes of practice furnished to him during the performance of the work.

4.4 All results of inspection and tests will be recorded in the Inspection reports, Performa of which will be approved by the owner. These reports shall form part of the completion of the document.

4.5 Inspection and acceptance of the work by the owner shall not relieve the contractor from any of his responsibilities under this contract.

4.6 Statutory fees paid to Statutory Authorities and others for repeat tests and Inspection due to failures, repairs etc. for the reasons attributable to the Contractor shall be borne by the Contractor.

4.7 After completion of all tests as per specification the whole work will be subject to a final inspection to ensure that job has been completed as per requirement. If any defects noticed in the work are attributable to Contractor these shall be attended by the Contractor at his own cost, as and when they are brought to his notice by the owner. The owner shall have the right to have these defects rectified at the risk and cost of the contractor if he fails to attend to these defects immediately.

4.8 For all detailed Test and specification refer technical tender.

5.0 STATUTORY VARIATIONS IN TAXES

5.1 The entire work covered under this contract shall be treated as works contract services. Bidder shall be required to quote their unit rates for all the SOR items inclusive of all applicable taxes viz. GST as defined in the tender document. Any statutory variation in the GST during the



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scheduled completion period only shall be considered by the owner against documentary evidence.

6.0 SITE EQUIPMENT AND SITE ORGANIZATION

6.1 Site Equipment

The Contractor shall without prejudice to his overall responsibility to execute and complete the work as per specifications and time schedule, adequate equipment's and tools and tackles and augment the same as decided by the owner depending on the exigencies of the work so as to suit the survey schedule, without any additional cost to HOGPL. The bidder shall submit a list of site equipment's which is proposed to deploy for the subject work along with deployment schedule. No Site Equipment shall be supplied by the HOGPL.

6.2 Site Organization

The tenderer shall submit the details of Organization proposed by him at site of work for the implementation of the works under the contract, together with bio data of the key personnel. The contractor shall however without prejudice to his overall responsibility to execute and complete the works as per specifications and time schedule progressively deploy adequate qualified and experienced personnel together with skilled/unskilled manpower and augment the same as decided by Engineer-in-charge depending on the exigencies of work to suit the Work schedule without any additional cost to HOGPL.

7.0 TIME FOR COMPLETION

7.1 The period of Contract shall be Ten (10) Months i.e., Nine (9) months for mechanical completion and One (1) month for commissioning. The effective date of order will be as per the first notification of award.

7.2 The period of completion given includes the time required for mobilization [07 (Seven)] days as well as testing, rectifications, if any, retesting and completion in all respects to the entire satisfaction of the Engineer-in-Charge.

7.3 Contractor shall complete 40% of pipe laying work within three (3) months from the first notification of award. Further next 40% of pipe laying work shall be completed in next three (3) months. Balance 20% of pipe laying work must be completed in three (3) months.

7.4 A joint programme of execution of work will be prepared by the Engineer-in-Charge and Contractor. This programme will take into account the time of completion mentioned above.

7.5 The contractor shall keep minimum mobilization of team of personnel and resources including site equipment, tools & tackles, vehicles, office with printers etc at site for carrying out the site works under the scope of work for the work fronts communicated in writing by HOGPL/VCS from time to time.

7.6 Contractor shall give Daily Progress Report of work done on previous day in the Performa prescribed.

7.7 A joint Monthly/weekly programme of execution of work fronts allotted will be prepared by the Contractor in consultation with Owner. This programme will take into account the time of completion mentioned below and if the Contractor fails to achieve the targeted progress schedule, the Owner/Consultant at its option, may terminate the contract as contractor's default and get the work completed from other sources at contractor's risk & cost.

7.8 The Contractor shall scrupulously adhere to these Targets/Programmed by deploying adequate personnel, in good time to achieve the targets set out in the weekly and monthly programme. In all matters concerning the extent of targets set out in the weekly and achievements, the decision of the Engineer-in-charge shall be final and binding on the contractor.

7.9 The contractor shall submit fortnightly report covering all major activities indicating schedule /



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actual progress, slippages & its reasons and catch up plan.

- 7.10 This completion period is inclusive of time for Site mobilization & intervening monsoon and the scope of work shall be completed as per instructions of the Owner.

8.0 INDEMNITY

- 8.1 Contractor shall exclusively be liable for non-compliance of the provisions of any act, laws rules and regulations having bearing over engagement of workers directly or indirectly for execution of Contract and the Contractor hereby undertake to indemnify the Owner against all actions, suits, proceedings, claims, damages demands, losses, etc. which may arise under Minimum Wages Act 1948, payment of wages Act 1936, Workmen's Compensation Act 1923, Personnel Injury (Compensation Insurance) Act, ESI Act, Fatal accident Act, Industrial Dispute Act, Shops and Establishment Act, Employees Provident Fund Act, Family Pension and deposit Linked Insurance schemes or any other act or statutes not herein specifically mentioned but having direct or indirect application for the persons engaged under this contract.

9.0 QUALITY ASSURANCE/ QUALITY CONTROL

- 9.1 Bidder shall include in his offer the Quality Assurance Programme containing the overall quality management and procedures, which is required to be adhered to during the execution of contract. After the award of the contract detailed quality assurance programme shall be prepared by the contractor for the execution of contract for various works, which will be mutually discussed and agreed to.

- 9.2 The Contractor shall establish document and maintain an effective quality assurance system outlined in recognized codes.

- 9.3 Quality Assurance System plans/procedures of the Contractor shall be furnished in the form of a QA manual. This document should cover details of the personnel responsible for the Quality Assurance, plans or procedures to be followed for quality control in respect of Engineering, Procurement, Supply, Installation, Testing and Commissioning.

The quality assurance system should indicate organizational approach for quality control and quality assurance of the construction activities, at all stages of work at site as well as at manufacture's works and dispatch of materials.

- 9.4 The Employer/Consultant/Consultant or their representative shall reserve the right to inspect/witness, review any or all stages of work at shop/site as deemed necessary for quality assurance.

- 9.5 The contractor has to ensure the deployment of Quality Assurance and Quality Control Engineer(s) depending upon the quantum of work. This QA/QC group shall be fully responsible to carry out the work as per standards and all code requirements. In case Engineer-in-Charge feels that Contractor's QA/QC Engineer(s) are incompetent or insufficient, contractor has to deploy other experienced Engineer(s) as per site requirement and to the full satisfaction of Engineer-In-Charge.

10.0 COMPLETION DOCUMENTS

- 10.1 Contractor in three sets shall submit the following documents in hard binder, as a part of completion documents:

- a. Copies of the Inspection reports, welding, lowering etc, HDD Profiles, Approved construction drawing, As-built drawing, Pre-testing, final Hydrostatic and other Test reports.
- b. Consumption statements of Coated Steel Line Pipes/ Bare Station Steel Pipes/PE Line Pipes certified by Owner's Site Engineer.
- c. Material Reconciliation.



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- d. All other requirements as specified in the respective specifications.
- e. Completion Certificate issued by Owner's Site Engineer.
- f. No claim & No due certificate by the Contractor.
- g. Completion Certificate for embedded and covered up works wherever applicable.
- h. Recovery statement, if any.
- i. Statement for reconciliation of all the payments and recoveries made in the progress bills.
- j. Copies of deviation statement and order of extension of time, if granted.
- k. Copies of all documents related to statutory requirements like Labour License, CAR Policy, WCP, EPF, ESI challans etc.
- l. Any other contractual documents required on completion.
- m. Soft copy of Pipe Book and alignment drawing, Isometric drawing and other relevant documents.

Note: The Contractor shall be eligible to apply for issue of completion certificate after submission of completion documents as mentioned above.

11.0 ADDITIONAL WORKS/ EXTRA WORKS

- 11.1 HOGPL reserves their right to execute any additional works/extra works, during the execution of work, either by themselves or by appointing any other agency, even though such works are incidental to and necessary for the completion of works awarded to the Contractor. In the event of such decision taken by HOGPL Contractor is required to extend necessary cooperation and act as per the instructions of HOGPL.

12.0 PAYMENT TERMS AND MODE OF PAYMENT

- 12.1 Mobilisation Advance (Not Applicable)

12.2 The Payment terms for Execution of Work shall be as follows:

1st running bill shall be processed only after submission of statutory documents like Workmen Compensation (WC) policy, Insurance policies (Open transit policy), labour license, BOCW registration, Contractor All Risk (CAR) policy, and GST registrations of Haryana and Maharashtra etc. Running bill shall be processed only after submission of RPF/ESI challans of previous month.

The contractor shall submit material reconciliation statement. Contractor will raise the bill on mile stone basis and payment shall be made on certification of bill by Engineer-in-Charge as follows:

12.2.1 Under Ground Pipelines

- a. 15 % progressively after clearing & grading of ROU, stringing of pipes, field joint welding, radiography & NDT.
- b. 20 % progressively on completion of trenching by excavation/ blasting & joint coating.
- c. 10 % progressively on lowering of pipeline in trenches and backfilling with crown.
- d. 10 % progressively on completion of compaction, dressing, clean-up, restoration.
- e. 20 % progressively on completion of Hydro testing, dewatering, swabbing & submission of as built drawing/ pneumatic testing (in case of common trench).
- f. 10% on completion of pre-commissioning (Nitrogen purging etc.) commissioning, handing over and submission of final documents.



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- g. 5 % progressively on completion of work and obtain NOC from Statutory authorities.
- h. 10% on completion of material reconciliation and all work in all respects and acceptance thereof by EIC.

12.2.2 Above Ground Piping

(a) Weld Joints:

- 90% on alignment, welding, NDT etc. to complete the weld joints.
- 10% on completion of all work in all respects and acceptance thereof by Engineer-in-Charge.

(b) Erection & Testing/ SV/ Tap off:

- 65% progressively on completion of erection of piping along with supports, vent drains, alignment, hydro testing, dewatering and clean-up to achieve mechanical completion.
- 15% on completion of painting, commissioning and submission of "As Built Drawings/ Final documents".
- 10% on completion of material reconciliation.
- 10% on completion of all work in all respects and acceptance thereof by Engineer-in-Charge.

12.2.3 Civil Works

- a. 90% progressively on completion of individual item work on pro-rata basis as certified in monthly progress bill.
- b. 10% on completion of all works in all respects and acceptance thereof by Engineer-in-Charge.

12.2.4 Liaisoning Work

Payment for the liaisoning work shall be made for the actual length of network laid as follows:

- a. 90% payment of length for which permission letter from statutory bodies is obtained and submitted to HOGPL and actual laying of pipeline.
- b. 10% on completion of all works in all respects and acceptance thereof by Engineer-in-Charge.

12.2.5 HDD Work/Rock Drilling/ Molding

- a. 30 % on completion of stringing of pipes, field joint welding, radiography, pre-hydro testing of carrier pipe & field joint coating till the string ready for pulling.
- b. 30 % after completion of pulling of carrier pipe thru HDD and post hydro testing (If required).
- c. 20 % progressively on completion of hydro testing, dewatering, swabbing & submission of as built drawing.
- d. 10% on completion of pre-commissioning (Nitrogen purging etc.), commissioning, handing over and submission of final documents.
- e. 10% on completion of material reconciliation and all work in all respects and acceptance thereof by Engineer-in-charge

12.2.6 TCP/ CIPL & DCVG SURVEY



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The payment for Temporary Cathodic Protection System shall be made based on the actual measurement of Pipeline in KM protected. Accordingly, the lumpsum price for Temporary Cathodic Protection system shall be considered and payable on prorata basis as per the following break-up.

- a. 50% progressively on receipt of equipment / materials at site and verification of test certificate, inspection release notes etc.
- b. 20% on installation, testing and commissioning of the TCP system progressively of protected length.
- c. 20% on Installation, testing and commissioning of TCP system of all crossings progressively.
- d. 10% on completion of works in all respect and acceptance of the system by OWNER.

12.3 **Any other work (Not mentioned above)**

- a. 90% progressively on completion of individual item work on pro-rata basis as certified in monthly progress bill.
- b. 10% on completion of all works in all respects and acceptance thereof by Engineer-in-Charge.

Contractor to note that they can raise RA bills up to 90% of total awarded value of Purchase/ Work Order, balance amount will be paid on closure of Purchase / Work Order.

12.4 **The above payment break-up may be further modified at site, based on specific and valid request by the contractor at the site on sole discussion of EIC.**

13.0 **PAYMENT METHODOLOGY**

13.1 The contractor shall raise invoices on monthly basis for works carried out duly certified by Engineer-in- Charge in triplicate. The contractor to ensure that the invoices of completed work should be raised & duly certified by Engineer-in-charge within one month to avoid any statutory penalties on delay in paying taxes.

13.2 The payment shall be released within 30 days from the date of receipt of invoice, if found to be in order and duly certified by PMC/EIC.

13.3 The Payment shall be released through RTGS only.

13.4 The contractor after completion of all the works shall prepare the final bill and submit in accordance with the requirements of the contract in a similar manner as above. The running account bills thus far paid are considered as advances against the works done pending finalization of the final bill. All the work measurement sheets, inspection notes, test certificates etc. duly certified by the authorised site engineer of HOGPL shall be submitted along with the final bill in 3 (three) copies. The bill shall be processed if found in order.

14.0 **TIME LIMIT FOR CLAIMS**

14.1 Under no circumstances whatsoever, shall the contractor be entitled to any compensation from Owner on any account unless the contractor shall have submitted claim pertaining to the contract in writing to the Engineer-in-Charge within 30 days of cause of such a claim occurring. Contractor shall be deemed to have waived off is writes to claim the same, if the claim is not raised within this period.

15.0 **CONDITIONS FOR FREE ISSUE MATERIALS**

15.1 Whenever any material is issued by Owner, following conditions in addition to other conditions as specified in the contract shall be applicable.



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- 15.2 Necessary indents will have to be raised by the Contractor as per procedure laid down by the Engineer in- charge from time to time, when he requires the above material for incorporation in permanent works.
- 15.3 Materials will be issued only for permanent works and not for temporary works, enabling works etc. unless specifically approved by the Engineer-in-charge and the same shall not be taken into account for the purpose of materials reconciliation.
- 15.4 The contractor shall bear all other cost including lifting, carting from issue points to work. Site/ contractor's store, custody and handling etc. and return of surplus/ serviceable scrap materials to Owner's storage points to be designated by the Engineer-in-charge etc. No separate payment for such expenditure will be made.
- 15.5 No material shall be allowed to be taken outside the plant without a gate pass.
- 15.6 The contractor shall be responsible for proper storage, preservation and watch & ward of the materials.
- 15.7 All free issue materials shall be issued to contractor against submission of **Indemnity Bond** on non-judicial stamp paper of appropriate value (as per Form-14 attached in bid document) for **150% value of free issue materials**.
- 15.8 In case of any manufacturing defect found in free issue material, same shall be communicated to Engineer-In-Charge in writing within 15 days from the date of issue of such material and return the same at HPGPL store within 30 days from the date of issuance
- 16.0 BUILDING AND OTHER CONSTRUCTION WORKERS (BOCW), ACT 1996**
- 16.1 Applicability – the said act is applicable to every establishment which employs or had employed on any day often preceding twelve months, 10 or more building workers in any 'Building or other construction work' (Building or other construction work means the construction, repairs, maintenance or demolition of or in relation to building , streets, roads, railways, tramways, airfields, drainages, embankment, transmission and distribution of power, water works, oil and gas installations, pipeline etc., (refer section 2(d) of the act). It does not include any building and other construction work to which the factory act 1948 and the mines act 1952 is applicable).
- 16.2 Bidder's quoted price shall be inclusive of BOCW Tax.
- 17.0 NON-COMPLIANCE RATIONALIZATION**
- 17.1 In case of non- availability of required material to be provided by the contractor and the material being available with HOGPL, it can be issued to the contractor on chargeable basis. The charges payable by the contractor shall be in advance and at the last work order rate plus 15% overhead charges. However, any delay on account of non-availability of material shall be to contractor's account for applicability of PRS clause.
- 18.0 CONTRACTOR'S OBLIGATION AT SITE**
- 18.1 Contractor shall establish site office in the respective areas, allotted to them with adequate facilities like three tables, six chairs, telephone, computer with mailing (internet), printer (including consumables), file rack, AC etc. for effective communication and documentation.
- 18.2 In addition to above, contractor shall provide separate space with facilities like two tables, six chairs, two telephones, two computers with mailing (internet), printer with consumables, file racks, AC etc. and one office boy within the site office for HOGPL & CONSULTANT for effective monitoring & documentation of the project.
- 18.3 Contractor shall provide as and when required a wagon(s) suitable for soil removal, for the delivery or reinstatement materials and for the transport of pipe to and from site.
- 18.4 Contractor shall provide transport for their technical staff and operatives to move from site to



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site, and to move tools and equipment from site to site, this vehicle will also be fitted with a tow bar suitable for the towing of a mobile air compressor or pipe trailer.

- 18.5 Contractors shall make appropriate arrangements to ensure that their supervisor(s) are adequately mobile and can attend sites or meetings with HOGPL, other authorities or customers as required, without any undue delay.
- 18.6 Contractors shall provide cell phones to their supervisors for day-to-day communication with HOGPL and site representatives of HOGPL
- 18.7 Contractor shall employ a Project Manager / Coordinator and two site engineers on company roll. Contractor shall submit Electronic Challan cum Return (ECR) of PF deposit of all employees deployed on HOGPL site as proof that employees are on company pay role. The Project Manager / Coordinator must have qualification of BE Mech / Diploma in Mech Engineering with min. 2-5 years & Site Engineers must have minimum Diploma in Mechanical Engineering with 3years of work experience in gas pipe line job
- 18.8 Project Manager/ Coordinator shall be single point of contact for all the works and must represent company in the review meetings.
- 18.9 Any change in key persons working at site shall be informed to the Owner promptly.
- 18.10 Owner will not allow switching/swapping of key personnel of any contractor working at site from one contractor to another during the continuity of the contract.
- 18.11 Contractor shall deploy Equipment's, Tools & tackles etc., at site as defined in tender documents.
- 18.12 1 No. – Four-wheeler with driver at disposal of site in-charge of HOGPL. It shall be well equipped with tools and tackles for attending on-going execution work. In case of non-availability of vehicle at site on any instance, HOGPL shall levy penalty at the rate of Rs. 2000/- per day.
- 18.13 Contractor shall complete all the activities defined in clause no.18.1 and 18.2 above within 30 days from the date of FOI. On failure to fulfil the requirement, contractor shall be liable for a penalty of Rs. 1000/- per day.
- 18.14 Contractor shall ensure to make the payment of wages of his workers deployed at HOGPL site through net banking system/draft/cheque.
- 19.0 COMPENSATION FOR IDLE TIME**
- 19.1 The Owner shall make every reasonable effort to have free issue materials and right - of - use (ROU) available so as not to delay laying activities. No Idle time claim shall be entertained under any circumstances.
- 20.0 PENALTIES**
- 20.1 HOGPL shall have right to levy following penalties on the Contractor and deduct applicable amount from the Contractor's Running Bills:
- 20.2 In case proper barricading, along the trench and pits, as per technical specification for Laying of steel Pipeline, is not provided, the work shall be immediately suspended till such time proper barricading, as per the technical specification is provided and penalty will be levied as per SCC clause "PENALTIES" 20.4.
- 20.3 In case required numbers of safety equipment like Safety Harness belts, helmets, fluorescent jackets etc as per the Technical Specifications and Special conditions of the contract of the tender, could not be provided by the contractor during execution, work shall be suspended and penalty will be levied as per SCC clause "PENALTIES" 20.4.



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- 20.4 Either of the case as in clause "PENALTIES" 20.2 & 20.3 above shall attract penalty of Rs. 1000.00 per instance. Any subsequent instance shall attract penalty of Rs. 5000.00 per instance with a notice to contractor. Subsequent non-compliance within 5 days shall lead to a deduction of upto 5% from RA bill at the discretion of the EIC and may also lead to black listing of the contractor for future jobs.
- 20.5 In case of complete compliance of HSE norms throughout the contract period the contractor shall be issued a letter of appreciation by the Owner on recommendation by the consultant.
- 20.6 In case the contractor does not mobilise the HDD machine at site and fails to start the work within one week from the intimation received from EIC, HOGPL at its sole discretion may get it executed from an alternate agency at the risk and cost of the contractor. Also, an administrative charge @ 15% over and above the actual cost incurred shall also be levied from the contractor's bill.
- 20.7 In case any welding joints is being carried out by personnel other than approved/qualified welder as per the Technical Specifications for laying of steel pipelines, Rs 2000.00 per joint shall be levied and the person supervising the work shall be suspended from HOGPL sites. In addition, contractor will cut out the joint & re-weld the same at his own cost as per instruction of Engineer-in-charge.
- 20.8 In case of installation of contractor's supplied material without inspection and prior approval EIC/sited in charge, Rs. 5000/- per instance shall be levied from the running bills.
- 20.9 In case of non-compliance of statutory provisions penalty will be imposed by the owner as detailed below:
- 20.9.1 Contractor's failure to submit RPFC challans along with the bills for more than one month during the tenancy of the contract shall attract penalty of Rs. 5000.00 per month. Owner may suspend the work if challans are not submitted within three months.
- 20.9.2 Delay in obtaining ESI/WC cover taken for shorter duration will result into retention of an amount equal to 5% of RA bill which will be released on receiving the requisite documents/challans after deducting a penalty of Rs. 1000.00 per month per instance over and above the amount which would have otherwise being paid by the contractor in obtaining the required ESI/WC Cover.
- 20.9.3 Delay in submitting the required insurance policies as specified in the tender document will result into a penalty of Rs. 5000.00 over and above the amount which would have otherwise being paid by the contractor in obtaining the required insurance policies. The contract may be terminated in case of in-ordinate delays at the sole discretion of owner.
- 20.9.4 The contractor must obtain labour license before the start of work at allotted site. The completion period specified against each work order includes time required for mobilisation and fulfilment of all statutory requirements as defined in the tender document.
- 21.0 PRICE REDUCTION SCHEDULE (PRS)**
- 21.1 In case contractor fails to complete the work/ services within stipulated period as defined in allotment letters then unless such failure is due to force majeure as defined in Bid document, there will be reduction in contract price @ **0.5% of the total contract value for every week or part thereof of the delay, subject to maximum of 5% of the total contract value**. Owner may without prejudice to any methods of recovery, deduct the amount of such PRS from any money due or which may at any time become due to contractor from its obligations or liabilities under the contract or by recovery against the performance bank guarantee. Both Owner and contractor agree that the above percentage of price reduction are genuine pre-estimates of the loss/ damage which Owner would have suffered on account of delay/ breach on the part



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of contractor and the said amount will be payable on demand without there being any proof of the actual loss/ damage caused by such delay/ breach. Owner decision in the matter of applicability of price reduction shall be final and binding.

22.0 DEFECT LIABILITY PERIOD

22.1 The defect liability period for awarded work will be 12 months which shall be reckoned from the actual completion date of contract (i.e. 12 months from the date of actual completion of work and hand over of site and acceptance of Work of last Call-out Order).

23.0 RESPONSIBILITY OF CONTRACTOR

23.1 All expenses towards mobilization at site and demobilization including bringing in equipment, work force, materials, dismantling the equipment, clearing the site etc., shall be deemed to be included in the price quoted and no separate payments on account expenses shall be entertained.

23.2 Contractor shall be solely responsible for making available for executing the work, all requisite, tools, tackles and testing equipment and appliances. HOGPL shall not in any way be responsible for providing any such equipment, machinery, tools and tackles etc.

24.0 ALTERATIONS IN SPECIFICATIONS, DESIGN AND EXTRA WORKS

24.1 The ENGINEER-IN-CHARGE shall have to make any alterations in, omission from, additions to or substitutions for, the Schedule of Rates, the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the WORK and the CONTRACTOR shall be bound to carry out the such altered/ extra/ new items of WORK in accordance with any instructions which may be given to him in writing signed by the ENGINEER-IN- CHARGE, and such alterations, omissions, additions or substitutions shall not invalidate the CONTRACT and any altered, additional or substituted work which the CONTRACTOR may be directed to do in the manner above specified as part of the WORK shall be carried out by the CONTRACTOR on the same conditions in all respects on which he agreed to do the main WORK. The time of completion of WORK may be extended for the part of the particular job at the discretion of the ENGINEER-IN- CHARGE, for only such alterations, additions or substitutions of the WORK, as he may consider as just and reasonable. The rates for such additional, altered or substituted WORK under this clause shall be worked out in accordance with the following provisions: -

For Item Rate Contract

- a. If the rates for the additional, altered or substituted WORK are specified in the CONTRACT for the WORK, the CONTRACTOR is bound to carry on the additional, altered or substituted WORK at the same rates as are specified in the CONTRACT.
- b. If the rates for the additional, altered or substituted WORK are not specifically provided in the CONTRACT for the WORK, the rates will be derived from the rates for similar class of WORK as are specified in the CONTRACT for the WORK. The opinion of the ENGINEER-IN- CHARGE, as to whether or not the rates can be reasonably so derived from the items in this CONTRACT will be final and binding on the CONTRACTOR.
- c. If the rates for the altered, additional or substituted WORK cannot be determined in the manner specified in sub-clause (a) and (b) above, then the CONTRACTOR shall, within 7 days of the date of receipt of order to carry out the WORK, inform the ENGINEER-IN-CHARGE of the rates which it is his intention to charge for such class of WORK, supported by analysis of the rate or rates claimed, and the ENGINEER-IN-CHARGE shall determine the rate or rates on the basis of the prevailing market rates, labour cost at schedule of labour rates plus 10% to cover contractor's supervision, overheads and



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profit and pay the CONTRACTOR accordingly. The opinion of the ENGINEER- IN-CHARGE as to current market rates of materials and the quantum of labour involved per unit of measurement will be final and binding on the CONTRACTOR.

- d. Where the item of work will be executed through nominated specialist agency as approved by the ENGINEER-IN-CHARGE, then the actual amount paid to such nominated agency supported by documentary evidence and as certified by ENGINEER-IN-CHARGE shall be considered plus 10% (ten percent) to cover all contingencies, overhead, profits to arrive at the rates.
- e. However in either of the eventualities above the work shall not be stopped or partially stopped or slowed down pending finalisation of the rates.

25.0 HEALTH SAFETY AND ENVIRONMENT (HSE)

- 25.1 All the safety rules and regulations prevailing and applicable from time to time at the execution as directed by OWNER will be strictly adhered to by the Contractor.
- 25.2 Contractor has to ensure the safety of man and machine all the times. Damages to equipment's due to bad workmanship/negligence will be recovered as per the decision of owner, which will be final and binding upon the contractor.
- 25.3 The contractor shall supply all the protective safety equipment's like helmets / hard head hats, gumboots / safety shoes, hand gloves, safety belts, eye protection, ear protection etc. to his workmen at his own cost as required by operations.
- 25.4 Tobacco/ Ghutka chewing or other such acts, are strictly prohibited at the site.
- 25.5 Contractor shall follow the HOGPL'S Safety Manual.

26.0 PROVIDENT FUND

- 26.1 The Contractor shall strictly comply with the provisions of Employees Provident Fund Act applicable in India and register them with Regional Provident Fund Commission (RPFC) before commencing the work. The Contractor shall deposit employees and Owners contributions to the RPFC every month. The Contractor shall furnish along with each running bill, the challan/ receipt for payment made to the RPFC for the preceding months. EPF contribution is to be made for actual basic wages, which can't be less than the prevailing minimum wages as prescribed by Govt. of Maharashtra from time to time.
- 26.2 In case the RPFC's challan/ receipt, as above, is not furnished, contractor shall deduct 5% (Five percent) of the payable amount from Contractor's bill and retain the same as a deposit such retained amount shall be refunded to Contractor on production of RPFC Challan/receipt for the period covered by the related running bill.
- 26.3 In case it is observed that contractor fails to submit requisite RPFC Challans along with bills more than once during the tenancy of the contract and submits subsequently a token penalty per instance may be imposed by owner.

27.0 SUPPLY OF WATER, POWER CONNECTION AND OTHER UTILITIES

- 27.1 The Owner/ Consultant will not provide any power and water during execution period. Contractor shall apply and obtain necessary power and water connection from relevant authority and will pay its uses charges or arrange the same from the other sources.
- 27.2 **Land for Residential Accommodation:** No Land shall be made available for residential accommodation for staff and labour of CONTRACTOR.

28.0 CONSTRUCTION AIDS, EQUIPMENTS, TOOLS & TACKLES

- 28.1 CONTRACTOR shall be solely responsible for making available for executing the WORK, all requisite CONSTRUCTION EQUIPMENTS, Special Aids, Cranes and the like, all Tools, Tackles and Testing Equipment and Appliances, including Customs of such equipment etc. as



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required. In case of Customs of the same the rates applicable for levying of Custom Duty on such Equipment, Tools, & Tackles and the duty drawback applicable thereon shall be ascertained by the CONTRACTOR from the concerned authorities of Government of India. It shall be clearly understood that OWNER shall not in any way be responsible for arranging to obtain Custom Clearance and/or payment of any duties and/or duty draw backs etc. for such equipment's so imported by the CONTRACTOR and the CONTRACTOR shall be fully responsible for all taxes, duties and documentation with regard to the same as specified in Technical Volume II of II.

28.2 Contractor will be required to deploy at least 3 teams at a time. Each team should ensure at least following for parallel and earliest execution of work:

- (a) HDD machine along with required operator/helper.
- (b) 1 JCB / Poclain machine for trenching with required operator/helper.
- (c) 1 Crane with required Operators equipped with all tools & tackles
- (d) 1 Fitter
- (e) 1 Welder with all tools & Tackles, welding machine, Generator etc.
- (f) 1 Helpers
- (g) 2 Rigger
- (h) 1 Grinder with all tools and tackles
- (i) Manpower with required material for joints coating
- (j) 5 Civil labour with required tools & tackles.

29.0 COMPLIANCE WITH LAW

29.1 Contractor shall abide by all prevailing Laws of India including but not limited to:

- a. The Mines Act.
- b. The Minimum Wages Act, 1948.
- c. The Workman's Compensation Act, 1923.
- d. The Payment of wages Act, 1963.
- e. The Payment of Bonus Act, 1965.
- f. The Contract Labour (Regulation & Abolition) Act, 1970 and the rules framed there under.
- g. Employee's Pension Scheme, 1995.
- h. Inter-State Migrant (Regulation of Employment and Condition of Service) Act. 1979.
- i. The Employees Provident Fund and Miscellaneous Provisions Act, 1952.
- j. GST Act.
- k. Any other Statute, Act, Law as applicable.

30.0 MEASUREMENT OF WORKS

30.1 Payment will be made on the basis of measurements taken by Contractor and certified by Engineer-in-charge. Measurement shall be based on "Approved for Construction" drawings, to be the extent that the work conforms to the drawings and details are adequate.

30.2 Wherever work is executed based on instructions of Engineer-in-charge or details are not adequate in the drawings, physical measurements shall be taken by Contractor in the presence of Engineer-in-charge.



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- 30.3 Measurements of weights shall be in metric tonnes corrected to the nearest Kilogram. Linear measurements shall be in meters corrected to the nearest centimetres.
- 30.4 No other payment either for temporary works connected with this Contractor for any other item such as weld, shims, packing plates etc. shall be made. Such items shall be deemed to have been included for in the rates quoted
- 30.5 The investigation agency shall be wholly responsible for all kinds of safety measures for its workmen and any risk of accident involving local inhabitants.
- 30.6 All measurements shall be in metric system. All the works in progress will be jointly measured by the representative of the Engineer-in-charge and the contractor's authorised agent progressively. Such measurements will be either recorded/typed by the contractor in the numbered measurement sheets to be supplied by Engineer-in-Charge / Owner or computerized by Contractor themselves. The measurements shall be signed in token of acceptance by the contractor or his authorized representative. The contractor shall submit the bill in the approved Performa in triplicate to the Engineer-in-Charge of the work.
- 31.0 SITE CLEANING**
- 31.1 Contractor shall clean and keep clean (Housekeeping and cleanliness) the work site always to the satisfaction of the owner for easy access to work site and to ensure safe passage, movement and working.
- 31.2 The Contractor shall dispose of the unserviceable materials, debris etc. to any area, as decided by the owner.
- 31.3 No extra payment shall be paid on this account.
- 32.0 WORKMANSHIP**
- 32.1 Regarding work completion, the decision of the owner will be final and binding.
- 32.2 The work executed and material supplied shall be to the satisfaction of Owner and contract price shall include for any incidental and contingent work although not specifically mentioned in the contract but is necessary for its completion in an efficient and workman like manner.
- 32.3 The Owner or his authorized representative shall approve the quality of all the materials used by contractor from time to time.
- 33.0 RIGHT TO GET SERVICES CARRIED OUT THROUGH OTHER AGENCIES**
- 33.1 Nothing contained herein shall restrict OWNER from accepting similar services from other agencies at its sole discretion and at the risk and cost of the contractor, if the contractor fails to provide the said services any time not up to the satisfaction of Engineer-in-Charge.
- 34.0 SUB-LETTING OF CONTRACT**
- 34.1 No part of this contract, nor any share or interest therein, in any manner or extent, will be transferred or assigned or sub-let, directly or indirectly, to any person / firm or organisation by the contractor without written consent of Owner.
- 35.0 RECONCILIATION OF OWNER SUPPLIED MATERIALS**
- 35.1 The contractor shall submit an account for all materials issued by Owner, consumption and physical verification report of remaining materials in the proforma prescribed by the Engineer-in-charge on quarterly basis. On completion of the work, the contractor shall submit "Material Appropriation Statement/ Reconciliation Statement" for all materials issued by the Owner in the proforma prescribed by the Engineer-in-charge.
- 35.2 All coated line pipes as per line pipe specifications enclosed elsewhere in the bidding document, shall be issued on linear measurement basis. All other piping materials shall be issued on numbers basis. All cut piece's pipes measuring in length measuring 2 m to 9 m when



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returned to Owner's storage points after bevelling, shall be considered as serviceable material. All cut pieces of pipes measuring less than 2 m will be treated as wastage/ scrap. All pipes above 9 m will be considered as good pipe.

For 3LPE Coated Steel Line Pipes:

For the purpose of accounting of coated line pipes following maximum allowances shall be permitted.

- | | |
|--|-------|
| i. Unaccountable wastage | 0.1% |
| ii. Scrap (all cut pieces of pipes measuring less than 2m) | 0.25% |

Unaccountable wastage/ scrap shall be at actual as per site assessment subject to maximum as stated above.

35.3 All unused, scrap materials and salvageable materials shall be the property of the Owner and shall be returned by the Contractor category-wise at his cost to the Owner's designated store yard (s). In case the Contractor fails to do so or exceeds the limits of allowances specified above for scrap/ serviceable materials, then recovery for such quantities not returned as well as returned in excess of permitted limit by the Contractor will be done at the penal rate i.e. 200% of landed cost (i.e. landed cost of free issue materials plus 100% penalty) at the time of final bill/ closing of contract by Engineer-in-charge shall be effected from the Contractor's bill (s) or from any other dues of the Contractor to the Owner. Contractor shall be responsible for the adjustment and measurement of the surplus materials to be returned to the store. Contractor shall also be responsible for suitable segregation of returned materials into separate stacks of serviceable and scrap materials. Wherever certain material is covered under Contractor's scope of supply whether part or in full for any item of work covered under SOR, no allowance towards wastage/ scrap etc. shall be accounted for during execution stage

35.4 Any payments due to the Contractor may be withheld to cover these charges.

35.5 All waste materials, part lengths of pipe and other partly used items are the property of HOGPL and must be returned to the stores with the appropriate documentation so that they can be considered as part of the material reconciliation.

36.0 INSURANCE

GCC clause no. 29.0

In partial modification to GCC clause 29.0, it may note that sub-clause no. iii), v) & vi) stands deleted.

36.1 Contractor shall at his own expense arrange, secure and maintain insurance with reputed insurance companies to the satisfaction of the Owner as may be necessary and to its full value for all such amounts to protect the works in progress and his personnel from time to time and the interest of Owner against all risks as detailed in bid document. The form and the limit of such insurance as defined herein together with the under writer works thereof in each case should be as acceptable to the Owner. However, irrespective of work acceptance, the responsibility to maintain adequate insurance coverage at all times during the period of Contract shall be that of Contractor alone. Contractor's failure in this regard shall not relieve him of any of his responsibilities and obligation under the Contract.

All costs on account of insurance liabilities covered under this Contract will be to Contractor's account and will be included in Contract Price.

36.2 Contractor as far as possible shall cover insurance with Indian Insurance Companies.

37.0 STATUTORY APPROVALS

37.1 General permissions shall be obtained by the Purchaser. However, working approval from any authority required as per statutory rules and regulation of Central/ State Government/ Local



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Bodies shall be the Contractor's responsibility unless otherwise specified in the bid document. The application on behalf of the Purchaser for submission to relevant authorities along with copies of required certificates complete in all respects shall be prepared and submitted by the Contractor well ahead of time so that the actual construction/ commissioning of the work is not delayed for want of the approval/ inspection by concerned authorities.

37.2 The Contractor shall arrange the inspection of the work by the authorities and necessary co-ordination and liaison work in this respect shall be the responsibility of the contractor. However, Purchaser will reimburse the statutory fees paid by the contractor, if any, to the Contractor at actual on production of documentary evidence for all inspections and approval to such authorities.

37.3 Any change/ addition required to be made to meet the requirements of the statutory authorities shall be carried out by the Contractor without additional cost to Purchaser. The inspection and acceptance of the work by statutory authorities shall however, not absolve the Contractor from any of his responsibilities under this Contract.

38.0 MATERIAL TO BE SUPPLIED BY THE CONTRACTOR

38.1 Contractor will place timely orders on Owner's specified manufacturers/agencies so as to receive the material in accordance with the execution of project activities. The orders to be placed by the contractor shall incorporate certain clauses with respect to delivery schedule, guarantee/warranty, inspection and despatch clearance by Owner. The items and quantities shall be in accordance with the work to be executed and shall be verified by Owner for its appropriations.

38.2 All material will be manufactured as per approved Quality Assurance Plan (QAP) only to be specified by Owner. Material will be inspected by owner's appointed third party inspection (TPIA), the charges of which shall be in owner scope.

38.3 After approval of QAP, Contractor will submit a schedule production plan mentioning qty's of production along with inspection call at-least one week in advance from the date of commencement of production.

38.4 Contractor will submit a written request to Owner for dispatch clearance of material. For this purpose, he will be required to submit detailed material test inspection report and release note issued by the TPIA. On getting the dispatch clearance, the contractor will arrange material dispatch to the designated project site(s).

38.5 Contractor shall arrange for proper storage of his material distinctly separate from free-issued material. Contractor shall require appraising Owner regarding cover area, lock & key arrangement of its safe custody, resources marked safe and proper receiving, stocking, issuing, and maintaining all verifying records on regular basis.

38.6 Contract shall invariably submit copies of order placed by them on various agencies for sourcing material and shall ensure submission of invoices, challans/packing lists, LR Copy, material inspection report and guarantee/warranty certificate for each lot of material received at Owner's site.

38.7 All material should be covered under warranty for satisfactory performance for maximum period of defect liability of executed work. Any defect noticed during defect liability period shall be promptly attended as faulty material must be contractor's responsibility to take-up the matter with material supplier. Any delay on account of non-availability of ordered material or replacement of faulty material shall not be waived by the reason of material having ordered to and inspected by Owner's recommended agencies. Faulty material must be contractor's responsibility to take-up the matter with material supplier. Any delay on account of non-availability of ordered material or replacement of faulty material shall not be waived by the reason of material having ordered to and inspected by Owner's recommended agencies.

38.8 Before award of works order/ starting of work at allotted site, contractor shall provide details of



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stores and site office established by him for the intended work. Failing which the allocation of work may be deferred by Owner. Also, the contractors shall submit details of tools & tackles under his procession required for execution of the work. Owner shall verify all these aspects before allocating work to the contractor.

- 38.9 The networking work includes Horizontal Directional Drilling (HDD) at various locations by means of HDD machines of appropriate capacities. Contractor advised to apprise himself of all such requirements and confirm in writing to the owner of having HDD machines with him or having tie-up with some reputed contractor. Any delay during the executing due to non-availability of HDD machine shall not be accepted by Owner.
- 38.10 Contractor will not transfer any free issue as well as his supplied material to any other site/ any other contractor without prior written approval of the Engineer- In-charge.

39.0 GENERAL

- 39.1 All personnel of the contractor entering on work premises shall be properly and neatly dressed and shall wear uniform badges while working on premises of the Owner including work sites.
- 39.2 The rates quoted by the bidder must be inclusive of all the taxes, duties & levies including BOCW Tax except GST. All taxes, duties, other statutory levies and rates thereof applicable as of 10 days prior to due date of submission of bid shall be included in the quoted rates.
- 39.3 Contractor shall provide all labour and necessary supervision to carry out the work as per the scope of work as defined in tender document, which forms part of this contract in accordance with the conditions of the contract laid down in this part of contract read in conjunction with General Conditions of Contract.

40.0 CLOSURE OF WORK ORDER

- 40.1 It is contractor's obligation to submit final bill and all requisite documents as per tender condition for closure of the contract within 15 days after completion of work.
- 40.2 In case contractor fails to close the work order within 15 days' period, HOGPL/VCS will initiate action to close the contract as per documents/data available on the record. HOGPL reserves the right to adjust any pending liability of the closed contract from the any other running contract.

41.0 CONTRACTOR'S PERFORMANCE

- 41.1 Contractor's performance will be evaluated after every 6 (Six) month as per vendor performance evaluation criteria of HOGPL.

42.0 CONTRACT PERFORMANCE BANK GUARANTEE

- 42.1 The successful bidder shall furnish to the purchaser the Contract Performance Bank Guarantee (CPBG)/ Insurance surety bond equivalent to **5% of the total Contract value** (total Contract value will be exclusive of all taxes, duties) within a period of Fifteen (15) Days from the date of issue of LOI/ Work Order.

If bidders fail to submit Insurance surety bond /CPBG, Security Deposit (SD) of **2% of the total contract value** has to be made by the successful bidder, with whom the contract is decided to be entered and a **retention of 5% from each running bill** will be made. The said SD has to be deposited in the form of e-payment/account payee crossed demand draft drawn in favour of HPOIL Gas Private Limited (HOGPL), **within 15 days from the date of LOA/PO**. HOGPL reserves the right to cancel the contract and forfeit the EMD in case the party fails to comply to the above.

- 42.2 The work can start after receipt of Insurance surety bond/CPBG/SD only, in case of failure to submit Insurance surety bond/CPBG/SD within the stipulated time HOGPL reserves right to



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award work to another contractor without any intimation to the contractor.

- 42.3 The proceeds of the Insurance surety bond/Contract Equipment Performance Bank Guarantee/SD shall be payable to the Purchaser as compensation for any loss or damage resulting from the Supplier's failure to complete its obligations under the Agreement.
- 42.4 The Insurance surety bond/Contract Equipment Performance Bank Guarantee/SD shall be denominated in the currency of the Contract/ Letter of award.
- 42.5 A bank guarantee issued by a nationalized bank or a scheduled Indian bank (other than cooperative banks) or thru e-payment or by the branch of a reputable international bank located in India and registered with RBI.
- 42.6 The Insurance surety bond/Contract Performance Guarantee will be discharged by the Owner and returned to the Supplier not later than thirty (30) days following the date of completion of all the contractor's performance obligations under the Contract, including any warranty obligations.
- 42.7 The Insurance surety bond/Contract Performance Bank Guarantee/SD should be kept valid for 90 days beyond the completion of defect liability period. All bank guarantees will also have 30 days claim period beyond expiry date.
- 42.8 Non submission of Insurance Surety bond/CPBG/SD in the stipulated time, bidder shall attract a penalty of INR 5,000/- per week
- 42.9 The CPBG shall contain the following details;
- Claim period 30 days more than the validity of the CPBG
 - Address of Bank (Issuing Branch as well as Mumbai Branch)
 - Contact Person name (Issuing Branch as well as Mumbai Branch)
 - Telephone Numbers of contact persons of bank (Issuing Branch as well as Mumbai Branch)
 - Email address of contact persons of bank (Issuing Branch as well as Mumbai Branch).
- 42.10 Insurance surety bond/CPBG shall be issued in favour of HPOIL Gas Private Limited Mumbai, 1301, 13th Floor, Meridian Business Centre, Plot No 27, Sector 30, Near Sanpada Railway Station, Vashi, Navi Mumbai – 400705.
- 42.11 **HOGPL BANKING DETAILS REQUIRED FOR CPBG**

HOGPL Banking Details	
Bank Name	CANARA BANK
Branch Code	005310
IFSC Code	CNRB0005310
SWIFT Code	CNRBINBBID
MICR Code	400015173
Account No.	5310201000035

43.0 CORRESPONDING ADDRESS

A. PURCHASER:



SPECIAL CONDITIONS OF CONTRACT (SCC)



C&P Department
HPOIL Gas Private Limited
1301, 13th Floor, Meridian Business Centre, Plot No 27, Sector 30,
Near Sanpada Railway Station Vashi, Navi Mumbai - 400705.
Tel: 022-49494272
Email: biveksingh@hpoilgas.in / candp1@hpoilgas.in

B. CONSULTANT:

Head of Department

Contracts & Procurement - CGD
VCS Quality Services Private Limited
Plot No. 22, Assotech Business Cresterra,
Unit no. 1116 - 1121, Tower 4, Sector-135,
Noida-201304, Uttar Pradesh
Board Line : +91 120 5058575 / 76

Rachna Shukla, Tel: +91-9899812852

E-mail: rachna.shukla@vcsprojects.com

Ashwani Chandra - +91-8447121518

Email: ashwani.chandra@vcsprojects.com

Shivani Sharma- +91-79880 86125

Email: shivani.sharma@vcsprojects.com



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SECTION-V FORMS & FORMATS



FORMS & FORMATS



LIST OF FORMS & FORMAT

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FORM -1

BIDDER'S GENERAL INFORMATION

1.1	Bidder Name	
1.2	Numbers of Years in Operation	
1.3	Address of Registered Office	
1.4	Operation Address (If different from above)	
1.5	Telephone Number	
1.6	Mobile Numbers, if any	
1.7	E-mail address	
1.8	Website	
1.9	ISO Certifications, if any (If yes, please furnish details)	
1.10	Nature of firm Partnership firm/ Prop firm / LLP/ Private limited /Public Ltd/Others	
1.11	If others please specify	
1.12	Details of Directors/ Proprietors / Partners	(Kindly attach separate sheets giving details for name of directors / proprietors and their stakes along with the supporting documents)
1.13	Bankers' Name	
1.14	Branch	
1.15	Branch Code	
1.16	Bank account numbers	
1.17	PAN No.	
1.18	TIN No.	



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1.19	Whether SSI Registrant or not	
1.20	GSTN Registration no	
1.21	EPF Registration no.	
1.22	ESI Registration No.	

(SEAL AND SIGNATURE OF BIDDER)



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FORM-2

BID BOND PROFORMA / PROFORMA FOR EMD

Bank Guarantee No.....

Date.....

To,

M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

TENDER NO.....for.....
HEREAS..... (HEREINAFTER CALLED 'THE Bidder' has submitted his Bid dated..... for (Herein after called 'The Bid') KNOW ALL MEN by these presents that WE (hereinafter called 'The Bank') are bound unto HPOIL GAS Private Limited' Mumbai having their office at 1301, 13th Floor, Meridian Business Centre, Plot No 27, Sector 30, Near Sanpada Railway Station, Vashi, Navi Mumbai - 400705 (herein after called 'HOGPL') in the sum of for which payment well and truly made to HOGPL, the BANK binds itself its successor and assigns by these presents. Sealed with the Common Seal of the said BANK this day ofyear.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws his Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of his bid by HOGPL during the period of bid validity
 - a) Fails or refuses to execute the Contract Form, if required: or
 - b) Fails or refuses to furnish the PERFORMANCE SECURITY in accordance with the Instructions to the Bidder.

We undertake to pay HOGPL up to the above amount upon receipt of its first written demand, without HOGPL having to substantiate its demand, provided that in its demand HOGPL will note the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions specifying the occurred condition or conditions.



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The Guarantee will remain in force up to and including 60 days after the period of bid validity and any demand in respect thereof should reach the BANK not later than the above date.

(Signature of the BANK)

(Signature of the Witness)

Name & address of Witness:

Date:



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INSURANCE SURETY BOND TOWARDS BID SECURITY

(On Non-Judicial stamp Paper of appropriate value)

TO: HPOIL GAS PRIVATE LIMITED

(Address as applicable)

IN CONSIDERATION OF MESSRS. HPOIL GAS PRIVATE LIMITED Company registered under the Companies Act, 2013, having its registered office at Marathon Futurex, 10th floor, N M Joshi Marg, Lower Parel (East), Mumbai- 400013 (hereinafter called "The Corporation/Creditor" which expression shall include its successor in business and assigns) issued a tender on Messrs a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956/ 2013 having its office at(hereinafter called "the Tenderer/Principal Debtor" which expression shall include its executors, administrators and assigns) against Tender no dated..... (Hereinafter called "the Tender" which expression shall include any amendments/ alterations to "the Tender" issued by "the Corporation/Creditor") for the supply of goods to/execution of work/ providing services for "the Corporation/Creditor " and "the Corporation/Creditor " having agreed not to insist upon immediate payment of Earnest Money for the fulfilment of the said tender in terms thereof on production of an acceptable Surety Bond for an amount of Rs. (Rupees only).

1. We, (name of Surety) having office at, India (hereinafter referred to as "the Surety" which expression shall include its successors and assigns) at the request and on behalf of "the Tenderer/Principal Debtor" hereby agree to pay to "the Corporation/Creditor" without any demur on first demand an amount not exceeding Rs.....(Rupees.....only) against any loss or damage, costs, charges and expenses caused to or suffered by "the Corporation/Creditor" by reason of non-performance and fulfilment or for any breach on the part of "the Tenderer/Principal Debtor" of any of the terms and conditions of the said "tender". We hereby confirm that "the Corporation/ Creditor" has been recognised as a 'beneficiary' of this Surety Bond

2. We (name of Surety) hereby confirm that we are authorised under the law and regulations to enter into this Surety Insurance Contract in favour of "the Corporation/Creditor".

3. We,(name of Surety) further agree that "the Corporation/Creditor" shall be sole judge whether the said "Tenderer/Principal Debtor" has failed to perform or fulfil the said "tender" in terms thereof or committed breach of any of the terms and conditions of the order issued pursuant to the said "Tender" and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by "the Corporation/Creditor" on account thereof and we waive in favour of "the Corporation/Creditor" all the rights and defences to which we as "the Surety" and/or "the Tenderer/Principal Debtor" may be entitled to.

4. We, (name of Surety) further agree that the amount demanded by "the Corporation/Creditor" as such shall be final and binding on "the Surety" as to "the Surety's" liability to pay and the amount demanded and "the Surety" to undertake to pay "the



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Corporation/Creditor" the amount so demanded on first demand and without any demur notwithstanding any dispute raised by "the Tenderer/Principal Debtor" or any suit or other legal proceedings including arbitration or conciliation pending before any court, tribunal or arbitrator or conciliator(s) relating thereto, our liability under this Bond being absolute and unconditional.

5. We, (name of Surety) further agree with "the Corporation/Creditor" that "the Corporation/Creditor" shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said "tender"/or to extend time of performance by "the Tenderer/Principal Debtor" from time to time or to postpone for any time to time any of the powers exercisable by "the Corporation/Creditor" against "the Tenderer/Principal Debtor" and to forbear to enforce any of the terms and conditions relating to "the tender" and we shall not be relieved from our liability by reason of any such variation or extension being granted to "the Tenderer/Principal Debtor" or for any forbearance, act or omission on the part of "the Corporation/Creditor" or any indulgence by "the Corporation/Creditor" to "the Tenderer/Principal Debtor" or by any such matter or things whatsoever which under the law relating to sureties would but for this provision have the effect of relieving us.

6. NOTWITHSTANDING anything hereinbefore contained, our liability under this Bond is restricted to ` (Rupees..... only). This Surety Bond shall be irrevocable and remain in full force for a period of 180 (one hundred and eighty) days from the opening of "the Tender" with a further claim period of 60 (sixty) days and shall continue to be enforceable till all amounts under this Surety Bond have been paid unless a demand or claim under this Bond is made on us in writing within above said periodical rights of "the Corporation/Creditor" under this bond shall be forfeited and we shall be relieved and discharged from all liabilities thereunder.

7. We, (name of Surety) further undertake not to revoke this Bond during its currency except with the previous consent of "the Corporation/Creditor" in Writing.

8. We, (name of Surety), further agree that any breach/non-compliance/non-adherence of the terms of the agreement, if any, between "the Tenderer/Principal Debtor" and "the Surety" including but not limited to payment of premium, violation of conditions, claims procedures , shall not in any way affect our obligation under this Bond and we agree to forthwith, on first demand, without protest or demur, pay the amounts so demanded by "the Corporation/Creditor".

9. We, (name of Surety) lastly agree that "the Surety's" liability under this Bond shall not be affected by any change in the constitution of "the Tenderer/Principal Debtor".

10. "The Surety " has power to issue this bond in favour of "the Corporation/Creditor" in terms of the documents and/or the Agreement/Contract or MOU entered into between "the Tenderer/Principal Debtor" and "the Surety " in this regard.

IN WITNESS WHEREOF the Surety has executed this document on this day of For Surety (by its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Surety")



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FORM-3

POWER OF ATTORNEY

(To be submitted on the letter-head of company)

Tender No.: _____ Tender Description: _____

Name of Bidder: _____

“The undersigned _____(Name of LEGAL PERSON*) is lawfully authorized to represent and act on behalf of the company M/s _____(Name of bidder) whose registered address is _____ and does hereby appoint Mr./Ms _____ [name of authorized person/(s)] _____ (Designation) of M/s _____(Name of bidder) whose signature appears below to be the true and lawful attorney/(s) and authorize him/her to sign the bid (both digitally and manually)and all subsequent communications, agreements, documents etc., in the name and on behalf of the company in connection with the tender no. _____ for _____ (Name of work).

The Signature of the authorized person/(s) herein constitutes unconditional obligations of M/s _____ (Name of bidder)

This Power of Attorney shall remain valid and in full force and effect before we withdrawal it in writing (by fax, or mail or post). All the documents signed (within the period of validity of the Power of Attorney) by the authorized person/(s) herein shall not be invalid because of such withdrawal.

SIGNATURE OF THE LEGAL PERSON

(Name of person with Company seal)

SIGNATURE OF THE AUTHORIZED PERSON/(S)

(Name of person)

E-mail id:

Digital token no. used for uploading the bid:

*(*In case of a Single Bidder, Power of Attorney issued by the Board of Directors/ CEO / MD / Company Secretary of the Bidder/ all partners in case of Partnership firm/Proprietor (for Proprietorship firm) in favour of the authorized employee(s) of the Bidder, in respect of the particular tender for signing the Bid and all subsequent communications, agreements, documents etc. pertaining to the tender and to act and take any and all decision on behalf of the Bidder, is to be submitted.*



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FORM-4 A ANNUAL TURNOVER

Bidder must fill in this form

Annual Turnover data for the last 3 years:

Year		Amount (in INR)
Year 1:		
Year 2:		
Year 3:		

1. The information supplied should be the Annual Turnover of the bidder
2. A brief note should be appended describing thereby details of turnover as per audited results.

SEAL AND SIGNATURE OF THE BIDDER



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FORM – 4 B FINANCIAL STATUS

Bidder must fill this form

FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR

Description	For the year of -----
	Amount (in INR)
1. Current assets	
2. Current Liabilities	
3. Working Capital (Current Assets- Current liabilities)	
4. Net Worth Owners funds (Paid up share capital and Free Reserves & Surplus) (NW)	

- Attached are copies of the audited balance sheets, including all related notes and income statement for the last Audited Financial year, indicated above, complying with the following conditions;
- All such documents reflect the financial situation of the bidder
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statement for partial periods shall be requested or accepted)

SEAL AND SIGNATURE OF BIDDER



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FORM – 5

FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE

(To be provided on Bank's Letter Head)

To,
M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

Dear Sir,

This is to certify that M/s (Name of the bidder with address) (hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for HOGPL's RFQ/Tender no. _____ dated _____ for _____ (Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly, M/s _____ (name of the Bank with address) confirms availability of line of credit to M/s _____ (name of the bidder) for at least an amount of Rs. _____.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores (or Equivalent USD) and the undersigned is authorized to issue this certificate.

Yours truly
for
(Name & address of Bank)

(Authorized signatory)

Name of the signatory :

Designation :

Stamp



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FORM-6

CHECK LIST FOR AGREED TERMS AND CONDITIONS

S. NO.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Price Basis	FOT-Site (HOGPL's Store)
2	Firm & Fixed Prices	Accepted
3	Complete Scope of work as defined in the Bid documents	Accepted
4	Confirmation of acceptance of bid document in Toto	Included
5	Prices include all Taxes, duties, levies, fees, insurance, etc.	Included
6	Contract Validity (As per Bid document)	Included
7	Price Reduction Schedule as per Bid document	Accepted
8	Terms of Payments (As per Bid document)	Accepted
9	Performance Bank Guarantee to be submitted in fifteen (15) days	Accepted
10	General /Special/ Technical terms & Conditions of Bid	Accepted
11	Validity of bid & bid security	Accepted
12	Tender Processing fees amount (Payable to M/s ITI limited) submitted:	Submitted
13	EMD of requisite amount submitted : Details of EMD: DD/BG no..... Dtd.....for (NEFT/ RTGS)	Submitted
14	Price Quoted as per SOR.	Yes
15	Deviation / exception Form 7	Yes
16	General & Special Conditions of Contract & Technical terms and conditions of the Tender	Accepted
17	Guarantee/ Warranty/ Defect Liability Period	Accepted
18	GST @% as applicable	Included
19	Place of Works/ Godown for dispatch
20	Split of Qty.	Not Applicable

Name of the Bidder : M/s
Signature :
Name :
Designation :
Date :
Seal :



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FORM -7 DEVIATION FORM (On Bidder's letter head)

To,

M/s. HPOIL GAS Private Limited
13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

Notes

- 1) BIDDER may give here a consolidated list of deviations / clarifications / comments for all sections of the bid documents which for an appropriate offer are considered unavoidable by him.
- 2) Deviations / clarifications mentioned elsewhere in the offer shall not be binding on the HOGPL and any such deviations if indicated elsewhere other than this form will render the offer non-responsive and shall liable to be rejected.
- 3) BIDDER shall state the reason for the deviations in the remark column.
- 4) Only the deviations listed herein, in conjunction with the original Tender shall constitute the contract document for the award of the job of the BIDDER.

Sec No./ Cls. No.	Page No.	Requirements as per tender	Deviation by Bidder	Clarification / Comments by Bidder	Remarks

The bidder confirms that all clauses of the tender document, which are not listed above are fully complied by the bidder.

(Signature of the bidder)



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FORM – 8

DECLARATION (on Bidder's letter head)

To,

M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

We confirm that we are not under any liquidation, court receivership or similar proceedings.

We also confirm that we have not been banned or delisted owner or its parent companies or by any Indian Government organisation.

SEAL AND SIGNATURE OF BIDDER



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FORM - 9

PROFORMA FOR LETTER OF AUTHORITY

Ref. No. _____

Date: _____

To,

M/s. HPOIL GAS Private Limited
13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

Sub: Bidding Document for.....

We _____ hereby authorise following representative (s) to attend the Un-priced Bid opening and Priced Bid opening against above Bidding Document:

1. Name & Designation _____ Signature _____

2. Name & Designation _____ Signature _____

We confirm that we shall be bound by all and whatsoever our representative(s) shall commit.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

SEAL OF THE COMPANY



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FORM -10

DETAILS OF LITIGATION (ON BIDDER'S LETTER HEAD)

Bidder shall furnish details of litigation cases of the bidder during the last 5 years if any, in this Form.



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FORM - 11

(CERTIFICATE FROM CHARTERED ACCOUNTANT)

Date:

To,

M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705

Subject: Certificate regarding.....

Dear Sir,

We..... (Name of the Statutory Auditor/Chartered Accountant) are the Statutory Auditor/Chartered Accountant of M/s..... (Name of the bidder).

We hereby confirm that we have issued following certificate:

- 1.
- 2.
- 3.

Thanking You,

Place:

(Signature)

Date:

Name of Authorised Signatory

Membership No.

UDIN No.:

Encl.: As above

Note:

Submission of this form is Mandatory for all the bidders.



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FORM - 12

FORMAT FOR STATUTORY AUDITOR'S/ CHARTERED ACCOUNTANT

CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER

(For supply of Goods/Works/Services)

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following

A. ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount
Year 1:	
Year 2:	
Year 3:	

B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR:

Description	Year: _____
	Amount (Currency)
1. Currency Assets	
2. Current liabilities	
3. Working capital (Current assets-current liabilities)	
4. Net worth (Paid up share capital and free reserves & surplus)	

Name of Audit Firm:

[Signature of Authorized signatory]

Chartered Accountant

Name:

Date:

Designation:

Seal:

Membership no.

UDIN No.:

Instructions:

- The financial year would be the same as one normally followed by the bidder for its Annual Report.
- The bidder shall provide the audited annual financial statements as required for this Tender Document. Failure to do so would result in the personnel being considered as non-responsive.
- For the purpose of this Tender document (i) Annual Turnover shall be "Sale value/Operating Income" (ii) Working capital shall be "Current Assets less Current Liabilities" and (iii) Net Worth shall be "Paid up share capital and free reserves & Surplus"



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FORM -13

DECLARATION ON TENDER DOCUMENT PURCHASED / DOWNLOADED (on Bidder's letter head)

Ref. No.

Date:

To,

M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

Sub: - Bid Document no. ----- for Tender name
..... (Volume I & II) Corrigendum & Reply to bidder's queries etc.

Sir,

We hereby confirm that we have read each page of the subject tender document along with Corrigendum & Reply to bidder's queries thoroughly and understood the complete Scope of Work and other terms & conditions. We hereby also confirm that tender terms & conditions are acceptable to us and any deviation other than mentioned in deviation form is not to be taken into account.

Yours faithfully,

Signature

Name & Designation

For and on behalf of



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FORM -15
LETTER OF UNDERTAKING
(To be filled in by the tendering party in official letter head)

Ref no.:

Date:

To,

M/s HPOIL Gas Private Limited
13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai – 400705

SUBJECT:

Tender No.:

We have gone through the complete tender documents including all addendum(s)/corrigendum(s) issued and we are hereby submitting our TECHNO COMMERCIAL OFFER for providing “.....” Project” of M/s HPOIL GAS PRIVATE LIMITED. We have pleasure in making our TECHNO-COMMERCIAL OFFER in accordance with your BID requirements and its corrigendum for your consideration.

I/We also confirm that we will verify documents after opening of technical bid, if required, for verification of document uploaded on the e-portal in support of the BEC. Presently, all supporting required technical & financial documents on account of BEC have been submitted without any certification from chartered engineers/notarized due to present condition and situation but the same shall be submitted to owner for their validation on demand after becoming L-1 bidder before issuance of LOI/ LOA.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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PERFORMA OF INDEMNITY BOND FOR SUPPLY OF MATERIALS BY PURCHASER/ OWNER

(To be executed on non-judicial stamp paper of appropriate value)

WHEREAS HPOIL Gas Private Limited, Mumbai (INDIA) (hereinafter referred to as "HOGPL") which expression shall unless repugnant to the context includes their legal representatives, successors and assigns having their registered office at C/o HPCL, 4th Floor, Richardson & Cruddas Building, Sir J J Road, Mumbai-400008 has entered into an Contract with (hereinafter referred to as the CONTRACTOR which expression shall unless repugnant to the context include their legal representatives, successors and assigns) for on the terms and conditions as set out, inter-alia, in the Contract No..... Dated..... and various documents forming part thereof hereinafter collectively referred to as the "CONTRACT" which expression shall include all amendments, modifications and/or variations thereto.

- i) HOGPL has agreed to supply to the CONTRACTOR, equipment, plants and materials (finished, semi-finished and raw) for the purpose of EXECUTION of the said CONTRACT by the CONTRACTOR (the equipment, plants and materials to be supplied by HOGPL to the CONTRACTOR, hereinafter for the sake of brevity referred to as the "said materials") and pending execution by the CONTRACTOR of the CONTRACT incorporating the said materials, the said materials shall be under the custody and charge of the CONTRACTOR and shall be kept, stored, altered, worked upon and/or fabricated at the sole risk and expense of the CONTRACTOR.
- ii) As a pre-condition to the supply of the said materials by HOGPL to the CONTRACTOR, HOGPL has required the CONTRACTOR to furnish to HOGPL an Indemnity Bond in the manner and upon terms and conditions hereinafter indicated.

NOW, THEREFORE, in consideration of the premises aforesaid the CONTRACTOR hereby irrevocably and unconditionally undertakes to indemnify and keep indemnified HOGPL from and against all loss, damage and destruction (inclusive but not limited to any or all loss or damage or destruction to or of the said materials or any item or part thereof by theft, pilferage, fire, flood, storm, tempest, lightning, explosion, storage, chemical or physical action or reaction, binding, warping, exposure, rusting, faulty workmanship, faulty fabrication, or faulty method or technique of fabrication, strike, riot, civil commotion, or other act or omission or commission whatsoever within or beyond the control of the CONTRACTOR, misuse and misappropriation (inclusive but not limited to the misuse or misappropriation by the CONTRACTOR and the CONTRACTOR's servants and/or agents) whatsoever to, or of in the said materials or any part of them thereof from the date that the same or relative part of item thereof was supplied to the CONTRACTOR upto and until the date of return to HOGPL of the said materials or relative part of item thereof or completed fabricated works(s) incorporating the said material and undertake to pay to HOGPL forthwith on demand in writing without protest or demur the value as specified by HOGPL of the said material or item or part thereof, lost, damaged, destroyed, misused and/or misappropriated, as the case may be or, together with HOGPL's costs and expenses (inclusive of but not limited to handling, transportation, cartage, insurance, freight, packing and inspection costs/or expenses upto) and aggregate limit of _____ (In _____ words _____ Only).



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AND THE CONTRACTOR hereby agrees with HOGPL that:

- i) This Indemnity/Undertaking shall be a continuing Indemnity/ Undertaking and shall remain valid and irrevocable for all claims of HOGPL arising hereunder upto and until the midnight of . However, if the CONTRACT for which this Indemnity/Undertaking is given is not completed by this date, the CONTRACTOR hereby agrees to extend the Indemnity/Undertaking till such time as is required to fulfill the CONTRACT.
- ii) This Indemnity/Undertaking shall not be determined by any change in constitution or upon insolvency of the CONTRACTOR but shall be in all respects and for all purposes be binding and operative until payment of all moneys payable to HOGPL in terms of hereof.
- iii) The mere statement of allegation made by or on behalf of HOGPL in any notice or demand or other writing addressed to the CONTRACTOR as to any of the said material or item or part thereof having been lost, damaged, destroyed, misused or misappropriated while in the custody of the CONTRACTOR and/or prior to completion of the completed fabricated work(s) and delivery to job site thereof incorporating the said materials shall be conclusive of the factum of the said material or item or part thereof having been supplied to the CONTRACTOR and/or the loss, damage, destruction, misuse or misappropriation thereof, as the case may be, while in the custody of the CONTRACTOR and/or prior to the completion of the completed fabricated work(s) and delivery to job site thereof incorporating the said materials without necessity on the part of HOGPL to produce any documentary proof or other evidence whatsoever in support of this.
- i) The amount stated in any notice of demand addressed by HOGPL to the CONTRACTOR as to the value of such said materials lost, damaged, destroyed, misused or misappropriated, inclusive relative to the costs and expenses incurred by HOGPL in connection therewith shall be conclusive of the value of such said materials and the said cost and expenses as also of the amount liable to be paid to HOGPL to produce any voucher, bill or other documentation or evidence whatsoever in support thereof and such amount shall be paid without any demur and on demand and no dispute shall be raised concerning the same.

The undersigned has full power to execute this Indemnity Bond on behalf of the CONTRACTOR under the Power of Attorney dated

Place:

(SIGNED BY COMPETENT AUTHORITY)

Dated:

Official seal of the CONTRACTOR



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INSURANCE SURETY BOND TOWARDS PERFORMANCE OF THE OBLIGATIONS OF SUPPLIER/CONTRACTOR

(On Non-Judicial stamp Paper of appropriate value)

TO: HPOIL GAS PRIVATE LIMITED

(Address as applicable)

IN CONSIDERATION OF THE HPOIL GAS PRIVATE LIMITED, Company registered under the Companies Act, 2013, having its registered office at Marathon Futurex, 10th floor, N M Joshi Marg, Lower Parel (East), Mumbai- 400013 (hereinafter called "the Corporation/Creditor" which expression shall include its successors and assigns) having awarded to M/s..... a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956/2013 having its office at (hereinafter referred to as "the Supplier/Principal Debtor" which expression shall wherever the subject or context so permits includes its successors and assigns) a supply contract in terms inter alia, of "the Corporation's/Creditor's" order No.....dated and the General procurement conditions of "the Corporation/Creditor" and upon the condition of "the Supplier's/Principal Debtor's" furnishing security for the performance of "the Supplier's/Principal Debtor's" obligations and/or discharge of "the Supplier's/Principal Debtor's" liability under and/or in connection with the said supply contract upto a sum of Rs..... (Rupees) amounting to 5% (five percent) of the total contract value.

We Surety having its office at (hereinafter referred to as "the Surety" which expression shall include its successors and assigns) hereby jointly and severally undertake and guarantee to pay to "the Corporation/Creditor" in rupees forthwith on demand in writing and without protest or demur of any and all moneys anywise payable by "the Supplier/Principal Debtor" to "the Corporation/Creditor" under, in respect of or in connection with the said supply contract inclusive of all "the Corporation's/Creditor's" losses and damage and costs, (inclusive between attorney and client) charges, and expenses and other moneys anywise payable in respect of the above as specified in any notice of demand made by "the Corporation/Creditor" to "the Surety" with reference to this Insurance Surety Bond upto and aggregate limit of Rs.....(Rupees.....) and "the Surety" hereby agrees with "the Corporation/Creditor" that:

1. This Insurance Surety Bond shall be a continuing and shall remain valid and irrevocable for all claims of "the Corporation/ Creditor" and liabilities of "the Supplier/Principal Debtor" arising upto and until midnight of.....
2. This Insurance Surety Bond shall be in addition to any other guarantee or security whatsoever that "the Corporation/Creditor" may now or any time anywise have in relation to "the Supplier's/Principal Debtor's obligation/liabilities under and/or connection with the said supply contract, and "the Corporation/Creditor" shall have full authority to take recourse to or enforce this security in preference to the other security(ies) at its sole discretion and no failure on the part of "the Corporation/Creditor" to enforcing or requiring enforcement to any other security shall have the effect of releasing "the Surety" from its full liability hereunder.
3. "The Corporation/Creditor" shall be at liberty without reference to "the Surety" and without affecting the full liability of "the Surety" hereunder to take any other security in respect of "the Supplier's/Principal Debtor's" obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-a-vis "the Supplier/Principal Debtor" of the said supply contract or to grant time and/or indulgence to "the Supplier/Principal Debtor" or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forebear from enforcement of all or any of the obligations of "the Supplier/Principal Debtor" under the said supply contract and/or the remedies of "the Corporation/Creditor"



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under any other security(ies) now or hereafter held by "the Corporation/Creditor" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the Supplier/Principal Debtor" or release of forbearance whatsoever shall have the effect of releasing "the Surety" from its full liability to "the Corporation/Creditor" hereunder or of prejudicing rights of "the Corporation/Creditor" against "the Surety".

4. This Insurance Surety Bond shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the Supplier/Principal Debtor" but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to "the Corporation/Creditor" in terms hereof

5. "The Surety" hereby waives all rights at any time inconsistent with the terms of this Insurance Surety Bond and the obligations of "the Surety" in terms hereof shall not be anyway affected or suspended by reason of any dispute having been raised by "the Suppliers/Principal Debtors" (whether or not pending before any arbitrator, conciliator(s), officer, tribunal or court) or any denial of liability by "the Supplier/Principal Debtor" or any other order of communication whatsoever by "the Supplier/Principal Debtor" stopping or preventing or purporting to stop or prevent any payment by "the Surety" to "the Corporation/Creditor" in terms hereof.

6. The amount stated in any notice of demand addressed by "the Corporation/Creditor" to "the Surety" as liable to be paid to "the Corporation/Creditor" by "the Supplier/Principal Debtor" or as suffered or incurred by "the Corporation/Creditor" on account of any losses or damages or costs, charges/and/or expenses shall be as between "the Surety" and "the Corporation/Creditor" be conclusive of the amount so liable to be paid to "the Corporation/Creditor" or suffered or incurred by "the Corporation/Creditor", as the case may be, and payable by "the Surety" to "the Corporation/Creditor", in terms hereof.

7. Notwithstanding anything contained herein above:

I. Our liability under this Insurance Surety Bond shall not exceed Rs

II. This Insurance Surety Bond shall be valid up to and including (date); and

III. We are liable to pay the Insurance Surety Bond amount or any part thereof under this Insurance Surety Bond only and only if you serve upon us a written claim or demand on or before the expiry of 30 days from the date of expiry of this Insurance Surety Bond.

8. "The Surety" has power to issue this Insurance Surety in favour of "the Corporation/Creditor" in terms of the documents and/or the agreement/contract or MOU entered into between "the Supplier/Principal Debtor" and "the Surety" in this regard.

IN WITNESS WHEREOF the Surety has executed this document on thisday of For Surety (by its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Surety")

_____ Bank

(By its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Bank")



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BANK GUARANTEE FOR PERFORMANCE OF THE OBLIGATIONS OF SUPPLIER / CONTRACTOR

(on non-judicial stamp paper of appropriate value)

To,

M/s. HPOIL GAS Private Limited
1301, 13th Floor, Meridian Business Centre,
Plot No 27, Sector 30,
Near Sanpada Railway Station,
Vashi, Navi Mumbai - 400705.

IN CONSIDERATION OF THE HPOIL GAS PRIVATE LIMITED, a Joint Venture Company of HINDUSTAN PETROLEUM COMPANY LIMITED AND OIL INDIA LIMITED, registered under the Companies Act, 2013, having its registered office at Marathon Futurex, 10th Floor N.M. Joshi Marg, Lower Parel (East), Mumbai – 400013 (hereinafter called "the Company" which expression shall include its successors and assigns) having awarded to M/s _____ partnership firm/sole proprietor business/a

company registered under the Companies Act, 1956 having its office at (hereinafter referred to as "the Supplier" which expression shall wherever the subject or context so permits includes its successors and assigns) a supply contract in terms inter alia, of "the Company's"

Order No:..... dated and the General procurement conditions of "the tender" and upon the condition of "supplier's" furnishing security for the performance of "the Supplier's" obligations and/or discharge of "the supplier's" liability under and/or in connection with the said supply contract up to a sum of INR.....(Indian Rupees_) amounting to 3% (three percent) of the total contract value.

We, (hereinafter called "the Bank" which expression shall include its successors and assigns) hereby jointly and severally undertake and guarantee to pay to "the Company" in rupees forthwith on demand in writing and without protest or demur of any and all moneys anyway payable by "the Supplier" to "the Company" under, in respect of or in connection with the said supply contract inclusive of all the Company's losses and damage and costs, (inclusive between attorney and client) charges, and expenses and other moneys anyway payable in respect of the above as specified in any notice of demand made by "the Company" to the Bank with reference to this Guarantee up to and aggregate limit of _____ (Indian Rupees _____) and "the Bank" hereby agrees with "the Company" that:

1. This Guarantee/Undertaking shall be a continuing Guarantee /Undertaking and shall remain valid and irrecoverable for all claims of "the Company" and liabilities of "the Supplier" arising up to and until midnight of _____
2. This Guarantee/Undertaking shall be in addition to any other guarantee or security whatsoever that "the Company" may now or any time anyway have in relation to "the Supplier's" obligation/liabilities under and/or connection with the said supply contract, and "the Company" shall have full authority to take recourse to or enforce this security in preference to the other security(ies) at its sole discretion and no failure on the part of "the Company" to enforcing or requiring enforcement to any other security shall have the effect of releasing "the Bank" from its full liability hereunder.



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3. "The Company" shall be at liberty without reference to "the Bank" and without affecting the full liability of "the Bank" hereunder to take any other security in respect of "the Supplier's" obligation and/or liabilities under or in connection with the said supply contract and to vary the term vis-a-vis "the supplier" of the said supply contract or to grant time and/or indulgence to "the Supplier" or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forebear from enforcement of all or any of the obligations of "the supplier" under the said supply contract and/or the remedies of "the Company" under any other security(ies) now or hereafter held by "the Company" and no such dealing(s), variation(s) or other indulgence(s) or agreement(s) with "the supplier" or release of forbearance whatsoever shall have the effect of releasing "the Bank" from its full liability to "the Company" hereunder or of prejudicing rights of "the Company" against "the Bank".
4. This Guarantee/Undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of "the supplier" but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to "the Company" in terms hereof.
5. "The Bank" hereby waives all rights at any time inconsistent with the terms of this Guarantee/Undertaking and the obligations of "the Bank" in terms hereof shall not be anyway affected or suspended by reason of any dispute having been raised by "the suppliers" (whether or not pending before any arbitrator, officer, tribunal or court) or any denial of liability by "the supplier" or any other order of communication whatsoever by "the supplier" stopping or preventing or purporting to stop or prevent any payment by "the Bank" to "the Company" in terms hereof.
6. The amount stated in any notice of demand addressed by "the Company" to "the Bank" as liable to be paid to "the Company" by "the supplier" or as suffered or incurred by "the Company" on account of any losses or damages or costs, charges/and/or expenses shall be as between "the Bank" and "the Company" be conclusive of the amount soliable to be paid to "the Company" or suffered or incurred by "the Company", as the case may be, and payable by "the Bank" to "the Company", in terms hereof.
7. Notwithstanding anything contained herein above:
 - i. Our liability under this guarantee shall not exceed `
 - ii. This Bank Guarantee shall be valid up to and including ; and
 - iii. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or # before the expiry of 30 days from the date of expiry of this guarantee.
8. "The Bank" has power to issue this guarantee in favour of "the Company" in terms of the documents and/or the agreement/contract or MOU entered into between "the supplier" and "the Bank" in this regard.

IN WITNESS where of _____ Bank, has executed this document at ____ on ____ of Year 202__.

_____ Bank
(By its constituted attorney)

(Signature of a person authorized to sign on behalf of "the Bank")



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PROFORMA FOR CONTRACT AGREEMENT

(On Non –Judicial Stamp Paper)

LOI No. HOGPL /

Dated -----

Contract Agreement for the work of ----- of HPOIL Gas Pvt Ltd (HOGPL) made on ---/---/---- between (Name and Address)-----, hereinafter called the "CONTRACTOR" (which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees) of the one part and HPOIL Gas Pvt Ltd hereinafter called the "EMPLOYER" (which term shall, unless excluded by or repugnant to the subject or context include its successors and assignees) of the other part.

WHEREAS

- A. The EMPLOYER being desirous of having provided and executed certain work mentioned, enumerated or referred to in the Tender Documents including Letter Inviting Tender, General Tender Notice, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, Plans, Time Schedule of completion of jobs, Schedule of Rates, Agreed Variations, other documents has called for Tender.
- B. The CONTRACTOR has inspected the SITE and surroundings of WORK specified in the Tender Documents and has satisfied himself by careful examination before submitting his tender as to the nature of the surface, strata, soil, sub-soil and ground, the form and nature of site and local conditions, the quantities, nature and magnitude of the work, the availability of labour and materials necessary for the execution of work, the means of access to SITE, the supply of power and water thereto and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and thing referred to, or implied in the tender documents or having any connection therewith and has considered the nature and extent of all probable and possible situations, delays, hindrances or interferences to or with the execution and completion of the work to be carried out under the CONTRACT, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the WORK and which might have influenced him in making his tender.
- C. The Tender Documents including the Notice Letter Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Schedule of Rates, General Obligations, SPECIFICATIONS, DRAWINGS, PLANS, Time Schedule for completion of Jobs, Letter of Acceptance of Tender and any statement of agreed variations with its enclosures copies of which are hereto annexed form part of this CONTRACT though separately set out herein and are included in the expression "CONTRACT" wherever herein used.

AND WHEREAS

The EMPLOYER accepted the Tender of the CONTRACTOR for the provision and the execution of the said WORK at the rates stated in the schedule of quantities of the work and finally approved by EMPLOYER (hereinafter called the "Schedule of Rates") upon the terms and subject to the conditions of CONTRACT.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS: -



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1. In consideration of the payment to be made to the CONTRACTOR for the WORK to be executed by him, the CONTRACTOR hereby covenants with EMPLOYER that the CONTRACTOR shall and will duly provide, execute and complete the said work and shall do and perform all other acts and things in the CONTRACT mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said WORK and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract.
2. In consideration of the due provision execution and completion of the said WORK, EMPLOYER does hereby agree with the CONTRACTOR that the EMPLOYER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the EMPLOYER at the Schedule of Rates and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time in such manner as provided for in the CONTRACT.

A N D

3. In consideration of the due provision, execution and completion of the said WORK the CONTRACTOR does hereby agree to pay such sums as may be due to the EMPLOYER for the services rendered by the EMPLOYER to the CONTRACTOR, such as power supply, water supply and others as set for in the said CONTRACT and such other sums as may become payable to the EMPLOYER towards the controlled items of consumable materials or towards loss, damage to the EMPLOYER'S equipment, materials construction plant and machinery, such payments to be made at such time and in such manner as is provided in the CONTRACT.
4. It is specifically and distinctly understood and agreed between the EMPLOYER and the CONTRACTOR that the CONTRACTOR shall have no right, title or interest in the SITE made available by the EMPLOYER for execution of the works or in the building, structures or work executed on the said SITE by the CONTRACTOR or in the goods, articles, materials etc., brought on the said SITE (unless the same specifically belongs to the CONTRACTOR) and the CONTRACTOR shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the SITE or structures and the EMPLOYER shall have an absolute and unfettered right to take full possession of SITE and to remove the CONTRACTOR, their servants, agents and materials belonging to the CONTRACTOR and lying on the SITE.

The CONTRACTOR shall be allowed to enter upon the SITE for execution of the WORK only as a licensee simpliciter and shall not have any claim, right, title or interest in the SITE or the structures erected thereon and the EMPLOYER shall be entitled to terminate such license at any time without assigning any reason

The materials including sand, gravel, stone, loose, earth, rock etc., dug up or excavated from the said SITE shall, unless otherwise expressly agreed under this CONTRACT, exclusively belong to the EMPLOYER and the CONTRACTOR shall have no right to claim over the same and such excavation and materials should be disposed off on account of the EMPLOYER according to the instruction in writing issued from time to time by the ENGINEER-IN- CHARGE.

In Witness whereof the parties have executed these presents in the day and the year first above written.



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Signed and Delivered for and on
on behalf of EMPLOYER.

HPOIL GAS PRIVATE LIMITED

Date:

Place:

Signed and Delivered for and

On behalf of the CONTRACTORS.

(NAME OF THE CONTRACTOR)

Date:

Place:

IN PRESENCE OF TWO WITNESSES

1.

2.

1.

2.



SCHEDULE TO RATES (SOR)



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SECTION – VI SCHEDULE OF RATES (SOR)

(Refer separate SOR enclosed and available at website)