

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**CONTRACTS DEPARTMENT**  
**P.O. DULIAJAN – 786602, ASSAM**

**E-TENDER NOTICE**

OIL INDIA LIMITED (OIL) invites Bids from experience Service Providers through its E-Procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following services under *single stage – 2 bid system*

<b>1.0 IFB No.</b>	<b>CDI7770P16</b>
Service Requirement	Outsourcing of Internal Audit
Cost of Bid Document	<b>₹ 2000.00</b>
Bid Security(EMD)	<b>NIL</b>
Period of Sale of Bid Document/Issue of User ID & Password	<b>07.07.2015 to 11.08.2015(15:30Hrs)</b>
Bid Closing / Opening Date & Time	<b>18.08.2015 (11:00 hrs / 14:00 hrs)</b>
Cost of Bid Document (Non-Transferable and Non-refundable) by way of Demand Draft / Banker’s Cheque from any schedule Bank in favour of OIL INDIA LIMITED and <b>payable at Duliajan</b> , along with the application(s) on applicants letter pad with a request for USER ID & PASSWORD is to be submitted to Head-Contracts, Contracts Department, Oil India Limited, P.O. Duliajan, Assam-786602. <i>Alternatively, applicants already having User ID &amp; Password for OIL’s e-portal can pay the requisite Bid Document cost &amp; Bid security against the IFB through the online payment gateway.</i>	
On receipt of request from applicants who do not have USER_ID and initial PASSWORD, it will be communicated to the bidder (through e-mail) and will be allowed to participate in the bidding through OIL’s E-Procurement portal on payment of requisite Bid document cost. No physical tender documents will be provided.	
PSU’s and SSI units registered with NSIC claiming exemption from payment of tender fee should submit their request with all credentials at least 7 days in advance to get access for participation in the tender.	
Note: All corrigenda, amendments, time extension, clarifications etc. if any to the above tenders will be hosted on the website and in the e-portal <a href="https://etenders.srm.oilindia.in/irj/portal">https://etenders.srm.oilindia.in/irj/portal</a> only and no separate notification shall be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep them updated.	

**OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPARTMENT, DULIAJAN**

OIL INDIA LIMITED invites ON-LINE BIDS from the short listed Bidders/Firms for the following mentioned works/services under SINGLE STAGE – 2 BID System on LIMITED Basis through its e-Procurement site:

**DESCRIPTION OF WORK/ SERVICE:**

*Outsourcing of Internal Audit*

**IFB NO:** CDI7770P16

**Type of IFB:** Open Single Stage Two Bid System.

**LOCATION:** Oil field head Quarter, Digboi, Moran, NEF Project and Pipeline of OIL INDIA LIMITED.

**CONTRACT PERIOD:** : 01(One) Year from the date of commencement of contract and extendable by another 01(One) year at the same rate and terms & conditions.

**BID CLOSING/ OPENING DATE & TIME:** 18.08.2015 (11:00HRS/14:00 Hrs)

**Bid Submission Mode:** Bid should be submitted online in OIL's E-Procurement portal

**Bid Opening Place :** Office of the Head-Contracts  
Oil India Limited  
Duliajan – 786602, Assam

**Bid Validity :** 180 days from Bid opening Date

**BID SECURITY AMOUNT:** Nil

**AMOUNT OF PERFORMANCE SECURITY:** Nil

**2.0 Bid should be submitted online up to 11:00 AM (IST) (OIL's e-procurement Portal Server Time) on the date as mentioned and will**

**FORWARDING LETTER****E-TENDER: CDI7770P16**

**be opened on the same day at 02:00 PM (IST) at Office of the Head-Contracts in presence of authorized representative of the bidder.**

**3.0 The rates shall be quoted as specified in the “PRICE BID FORMAT” and to be uploaded in attachment under Notes & Attachments tab.**

The bid and all uploaded documents must be Digitally signed using **“Class 3” digital certificate [e-commerce application (Certificate with personal verification and Organization name)]** as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.

**Digital Signature Certificates having “Organization Name” field as “Personal” are not acceptable. However, aforesaid Digital Signature Certificates having Bidder’s Name in the “ Organization Name” field are acceptable.**

The authenticity of above digital signature shall be verified through authorized CA after bid opening. If the digital signature used for signing is not of “Class -3” with Organizations name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and its proper usage by their employee.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidding company.

4.0 The Company reserves the right to reject any or all the tenders or accept any tender without assigning any reason.

5.0 (a) No Bidder can withdraw his bid within the validity or extended validity of the bid. Withdrawal of any bid within validity period may result in debarment from participation in future tenders, at the sole discretion of the company.

(b) Once a withdrawal letter is received from any bidder within the bid closing date, the offer will be treated as withdrawn and no further claim / correspondence will be entertained in this regard.

6.0 Conditional bids are liable to be rejected at the discretion of the Company.

7.0 The bidders are required to furnish the composition and status of ownership of the firm in whose name bid documents have been purchased/issued along with one or more of the following documentary

**FORWARDING LETTER****E-TENDER: CDI7770P16**

evidences (which are applicable to the bidder) in support of the same and scanned copies of the same should be uploaded along with the Un-priced bid documents.

a. In case of Sole Proprietorship Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, business and residential address, E-mail and telephone numbers of the owner and copies of Service Tax and Central Excise Registration Certificate.

b. In case of HUF, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form, Family Arrangement indicating therein the name, residential address, E-mail and telephone numbers of the owners in general and Karta in particular and copies of Service Tax and Central Excise Registration Certificate.

c. In case of Partnership Firm, Copies of Telephone(Landline Bill)/Electricity/ PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the partners(including the Managing Partner), registered partnership agreement/deed and copies of Service Tax and Central Excise Registration Certificate.

d. In case of Co-Operative Societies, Copies of Telephone(Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from Registrar of Co-Operative Societies and copies of Service Tax and Central Excise Registration Certificate.

e. In case of Societies registered under the Societies Registration Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, registration certificate from the Registrar of the state and copies Service Tax and Central Excise Registration Certificate.

f. In case of Joint Stock Companies registered under the Indian Companies Act, Copies of Telephone (Landline Bill)/Electricity/PAN card, latest Income Tax Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Directors or persons who are at the helm of affairs, Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles and copies of Service Tax and Central Excise Registration Certificate.

g. In case of Trusts registered under the Indian Trust Act, Copies of Telephone (Landline Bill)/Electricity/ PAN card, latest Income Tax

**FORWARDING LETTER**

**E-TENDER: CDI7770P16**

Return form indicating therein the name, residential address, E-mail and telephone numbers of all the Trustee or persons who are at the helm of affairs, registration certificate from the Registrar of the state, Trust Deed and copies Service Tax and Central Excise Registration Certificate.

8.0 The selected bidder will be required to enter into a formal contract, which will be based on their bid and O.I.L's Standard Form of Contract.

9.0 Time will be regarded as the essence of the Contract and the failure on the part of the Contractor to complete the work within the stipulated time shall entitle the Company to recover liquidate damages and / or penalty from the Contractor as per terms of the tender /contract.

10.0 The contractor will be required to allow OIL officials to inspect the work site and documents in respect of the workers payment.

11.0 **BACKING OUT BY BIDDER:** In case any bidder withdraws their bid within the bid validity period, the party will be debarred for a period of 2(two) years from the date of withdrawal of bid.

12.0 **BACKING OUT BY L-1 BIDDER AFTER ISSUE OF LOA:** In case LOA issued is not accepted by the L1 bidder then the bidder shall be debarred for 2 (two) years from the date of default.

13.0 **FURNISHING FRAUDULENT INFORMATION/DOCUMENT:** If it is found at any time that, a Bidder / Contractor has / had furnished fraudulent documents / information, the party/the contractor shall be debarred for a period of three (03) years from the date of detection of such fraudulent act, besides legal action.

14.0 **The tender will be governed by:**

**Forwarding Letter.**

**Instruction to Bidders**

**BRC-BEC**-Bid Rejection Criteria & Bid Evaluation Criteria.

**Part - I** - General Conditions of Contract. (GCC)

**Part - II** - Schedule of Work, Unit and Quantity (SOQ)

**Part - III** - Special Conditions of Contract (SCC)

**Part-IV**-Schedule of company's Plants, Materials and Equipments-

**Part-V**-Safety Measures (SM)

~~**Part-VI Integrity Pact**~~- Not Applicable for this IFB

**Proforma and Annexures**

**15.0 SPECIAL NOTE:****GUIDELINES FOR PARTICIPATING IN OIL'S E-PROCUREMENT :**

To participate in OIL's E-procurement tender, bidders should have a legally valid digital certificate **of Class 3 with Organizations Name** as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (<http://www.cca.gov.in>). Bidders must have a valid User Id to access OIL e-Procurement site. Bidders can click on **Guest** login button to view the available open tenders in the E-portal. In case bidder do not have user ID & Password, bidders shall request OIL with supporting documents through E-mail or fax or letter for issue of the **USER ID** and Password for accessing and submitting against the E-procurement tender. The detailed guidelines are available in OIL's e-procurement site. For any clarification in this regard, bidders may contact OIL.

**Please note that all tender forms and supporting documents are to be submitted through OIL's E-Procurement site only** except any other document if specified in the IFB which are to be submitted in sealed envelope super scribed with tender no. and due date to : The Head Contract, Contracts Department, Oil India Limited, Duliajan- 786602,

Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the bid or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in the rejection of its offer without seeking any clarifications.

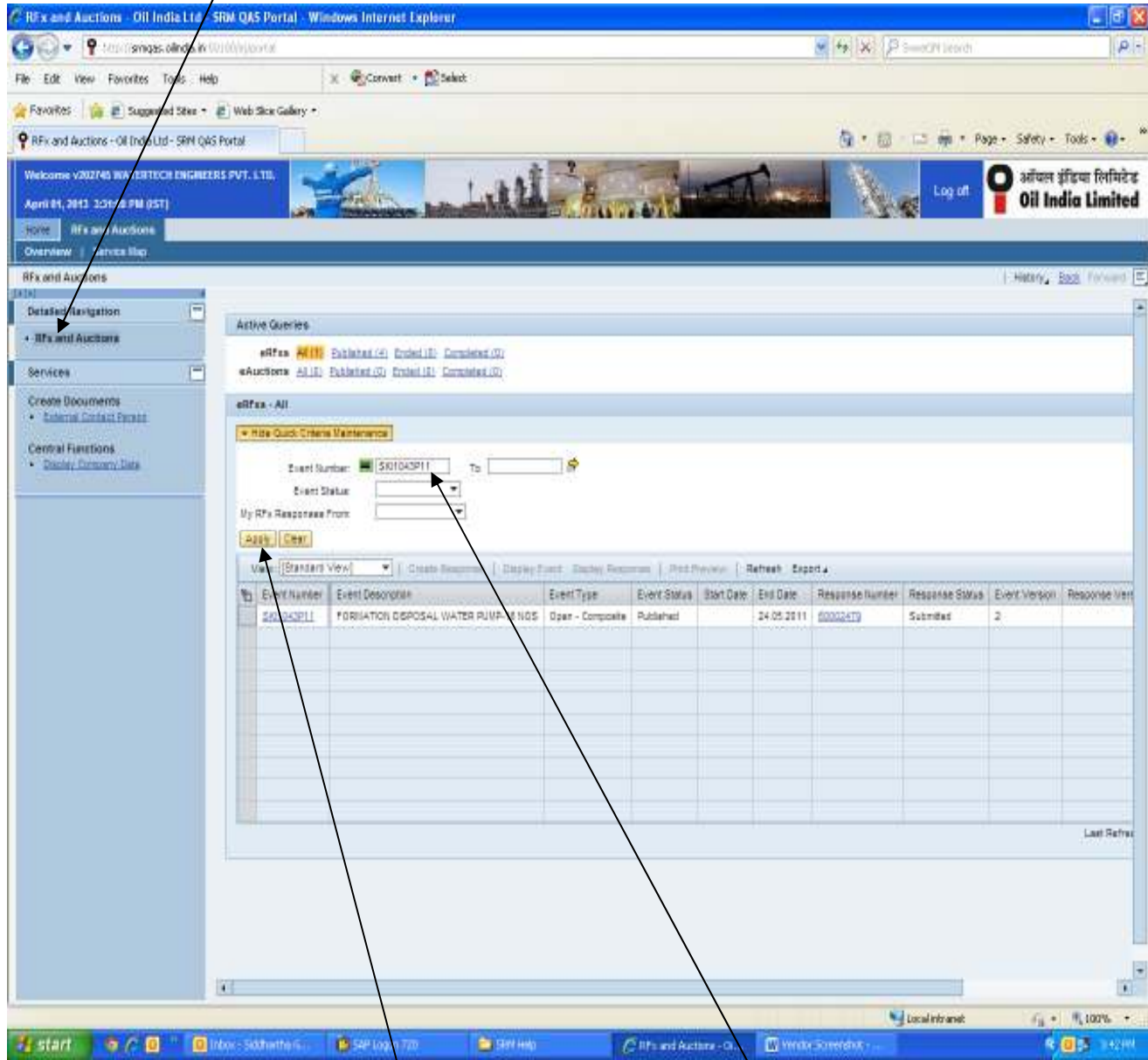
**16.0 The tender is invited under SINGLE STAGE 2- BID SYSTEM.** The bidder has to submit the "Un-Priced Techno-Commercial" and "Price-Bid" through electronic form in the OIL's e-Tender portal within the Bid Closing Date and Time stipulated in the e-Tender portal. **The Technical Bid is to be submitted as per Scope of Work & Technical Specifications along with all technical related documents related to the tender are to be uploaded under Technical RFx Tab.** The Price Bid rates shall to be quoted as specified in the "PRICE BID FORMAT" and to be attached as attachment under the Notes & attachment tab. **The price quoted in the "PRICE BID FORMAT" will only be considered for evaluation.**

**Please note that no price details should be uploaded under Technical RFx. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment under Notes & Attachment Tab. Offer not complying with above submission procedure will be rejected.**

A few screen shots to find out the required IFB is shown below.

1.

Select RfX and Auction Tab

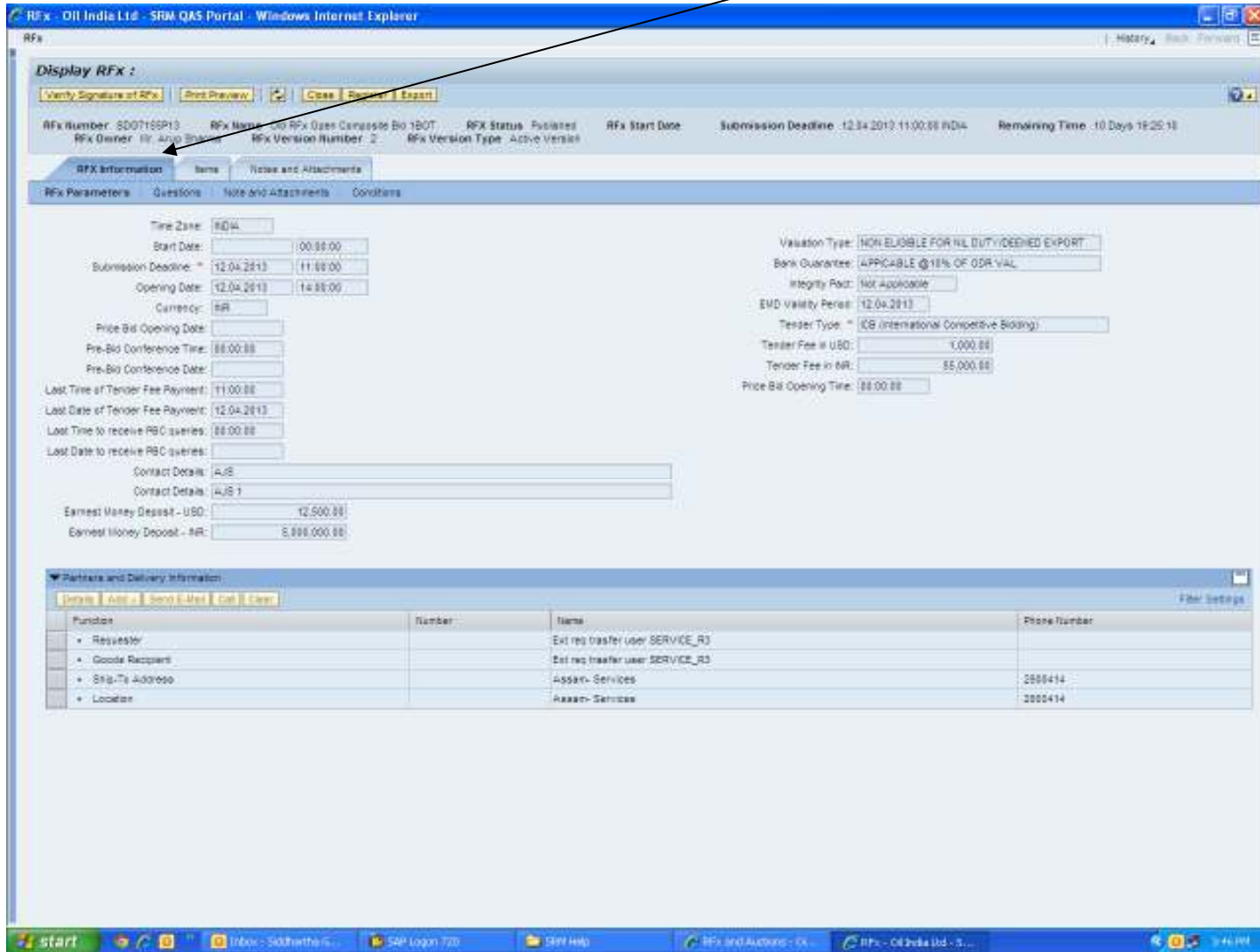


2.

3.

Please enter the IFB No. here & Click Apply Tab

After following the above mentioned steps, the details of the IFB under RFx information will be displayed as shown in the page below.



**NB: All the Bids must be Digitally Signed using “Class 3” digital signature certificate with Organizations Name (e-commerce application) as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.**



## **INSTRUCTIONS TO BIDDERS**

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

### **2.0 BIDDING DOCUMENTS**

2.1 The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points
  - (i) Company's IFB No.
  - (ii) Bid closing date and time
  - (iii) Bid opening date, time and place
  - (iv) Bid submission place
  - (v) Bid opening place
  - (vi) ~~The amount of Bid Security-~~ **Not applicable for this IFB.**
  - (vii) ~~The amount of Performance Guarantee-~~ **Not applicable for this IFB**
  - (viii) Quantum of liquidated damages for default in timely mobilizations
- b) Instructions to Bidders
- c) General Conditions of Contract (**Part-I**)
- d) Schedule of Work, Unit, Quantities, Rates and Prices (**Part- II-SOQ**)
- e) Special Conditions of Contract (**Part-III-SCC**)
- f) Schedule of company's Plants, Materials and Equipments-( **Part-IV**)
- g) Safety Measures (**Part-V-SM**)
- h) ~~Integrity Pact (**Part-VI**)-~~ **Not Applicable for this IFB**
- i) Price Bid Format
- j) BRC/BEC
- k) (**Proforma & Annexures**).

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

### **3.0 TRANSFERABILITY OF BID DOCUMENTS :**

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

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

#### **4.0 AMENDMENT OF BIDDING DOCUMENTS:**

4.1 At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.

4.2 The Addendum will be sent in writing through post / courier / Fax/e-mail to all prospective Bidders to whom Company has sent the bid documents and also be uploaded in the OIL's e-portal in the C-folder under the tab "Amendments to Tender Documents". The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason. Bidders shall also check OIL's E-Tender portal [C-folder under the tab "Amendments to Tender Documents"] for any amendments to the bid documents before submission of their bids.

#### **5.0 PREPARATION OF BIDS**

5.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.

5.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted on-line in the e-portal.

#### **6.0 BID FORM:**

6.1 The bidder shall complete the Bid Form and the appropriate Price Schedule furnished as attachment in the e-portal.

#### **7.0 BID PRICE:**

7.1 Prices must be quoted by the bidders, both in words and in figures. In case of any discrepancy between the words and in figures, the prices indicated in words only will be considered.

7.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and will not be subjected to variation on any account.

**7.3 Since the tender is invited under SINGLE STAGE 2- BID SYSTEM and such no price details should be uploaded/mentioned under Technical RFX Tab. Details of prices as per Price Bid format / Priced bid can be uploaded as Attachment in the attachment header under the notes and attachment tab. Offer not complying with above submission procedure will be rejected. Kindly refer the screen shots below.**

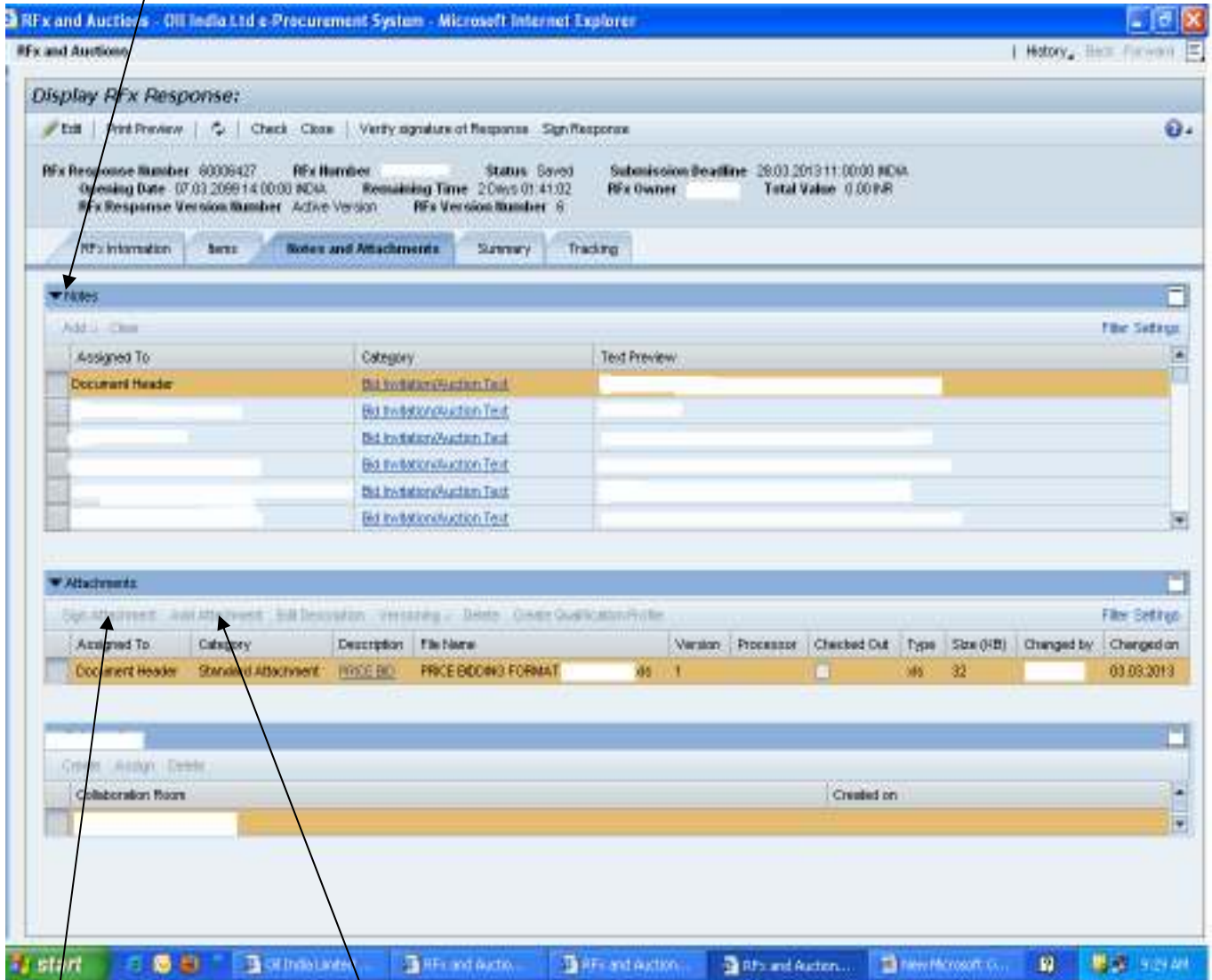
Click on this tab to upload Price Bid

The screenshot displays the 'Edit RFX Response' interface. At the top, there are navigation tabs: 'RFX Information', 'Items', 'Notes and Attachments', 'Conditions', 'Summary', and 'Tracing'. The 'Notes and Attachments' tab is selected. Below the tabs, there is a table with the following structure:

Question	Reply	Comment
exclusive Test:	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU SUBMITTED THE ORIGINAL BID BOND:	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
INDICATED IAC IS INCLUDED IN THE FOB PRICE:	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
FRII OCEAN FREIGHT: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU MENTIONED THE TR CHARGE: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU INDICATED THE TOLERANCE OF QUANTITY: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU INDICATED HANDLING CHARGE FOR RAIL DESPATCH:	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HANDLING CHARGE INCASE OF INDIAN BIDDER: 2000	<input type="radio"/> Yes <input checked="" type="radio"/> No	yes
HAVE YOU SUBMITTED THE SAMPLE:	<input type="radio"/> Yes <input checked="" type="radio"/> No	no
HAVE YOU ATTACHED PRICE SCHEDULE AS PER THE BIC (COMMERCIAL): <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
HAVE YOU QUOTED THE PRICES WITH ALL LIABILITIES INCLUDING STATUTORY LIABILITIES: <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Next Screen on clicking Notes & attachment Tab and go to edit mode

Bidders can insert comments here



1

2

Price Bid Format to be attached here after digitally signing the attachment

**Create Technical Rfx response ( creating Technical Rfx response is mandatory)**

To create Technical Rfx response click on [Technical Rfx Response](#) , at the top of the Response.(Refer screen shot on Page no:3)

System will redirect you to the C-folder in new window( Screen shot Below)

http://srmqas.olindia.in:50100/?NavigationTarget=navurl%3A%2F%2F80326e6426f1118277dff1a4s137f7 - Windows Internet Explorer

Tech. Responses

Collaboration on the Web

Home Refresh Search Favorites Settings Help Logout

Technical Details

V200211

Tech\_Bid

COLLABORATION

EXTERNAL Tech\_Bid

Folder **Tech\_Bid** [Help](#)

Current Path: Collaboration > ... > ... > V200211 > Tech\_Bid

Folder

To save any changes made, click Save.

Name

Subscribe

Authorization

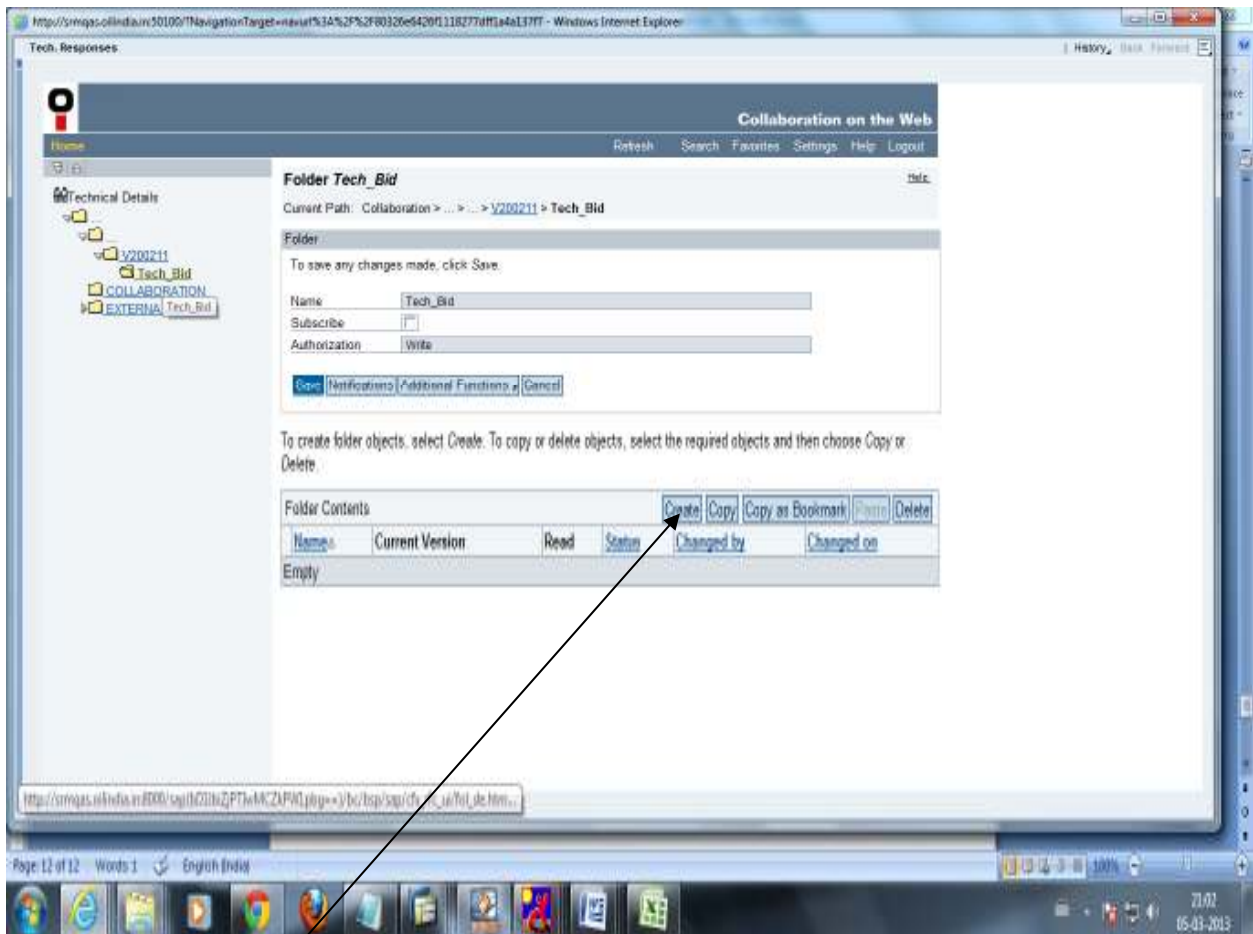
[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.

Folder Contents [Create](#) [Copy](#) [Copy as Bookmark](#) [Paste](#) [Delete](#)

Name <sup>A</sup>	Current Version	Read	Status	Changed by	Changed on
Empty					

http://srmqas.olindia.in:8000/sap(bD1IbZjPTIwMCZkPWI.pbg=)/bc/bsp/sap/cfx\_rfc\_ui/fol\_de.htm...



Click on button **Create** to create and upload new document.

7.4 Bidder shall be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the contract.

## **8.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**

8.1 These are as per BEC/BRC

## **9.0 PERIOD OF VALIDITY OF BIDS:**

9.1 Bids shall remain valid for 180 days from the date of bid opening.

9.2 In exceptional circumstances, the OIL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax). A Bidder may refuse the request without forfeiting its Bid Security (*Bid security clause is not applicable for this IFB*). A Bidder granting the request will neither be required nor permitted to modify their bid.

#### **10.0 FORMAT AND SIGNING OF BID:**

10.1 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed (digitally) by the Bidder or a person or persons duly authorized to bind the Bidder to the contract.

#### **11.0 SUBMISSION OF BIDS.**

11.1 Bids are to be submitted online through OIL's E-procurement portal with digital signature. The bid and all attached documents should be digitally signed by the bidder using "Class 3" digital certificates [e commerce application (Certificate with personal verification and Organisation Name)] as per Indian IT Act 2000 obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India(RCAI), Controller of Certifying Authorities(CCA) of India before bid is uploaded.

The bid including all uploaded documents shall be digitally signed by duly authorized representative of the bidder to bind the Bidder to the contract. The authenticity of above digital signature shall be verified through authorized CA after bid opening and in case the digital signature is not of "Class-3" with organization name, the bid will be rejected.

Bidder is responsible for ensuring the validity of digital signature and it's proper usage by their employees.

11.2 Any person signing the Bid or any other document in respect of this Bid Document or other relevant documents on behalf of the Bidder without disclosing his authority to do so shall be deemed to have the authority to bind the Bidder. If it is discovered at any time that the person so signing has no authority to do so, the Company(OIL) may, without prejudice to any other right or remedy, cancel his Bid or Contract and hold the Bidder liable to the Company(OIL) for all costs and damages arising from the cancellation of the Bid or Contract including any loss which the Company(OIL) may sustain on account thereof.

11.2 Timely submission of the bids is the responsibility of the Bidder should be submitted before the bid closing date and time. Company shall not be responsible for any delay.



11.3 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

11.4 Bidder shall submit the Bid, duly completed in terms of the Bid Document.

#### **12.0 DEADLINE FOR SUBMISSION OF BIDS:**

12.1 Bids should be submitted on-line up to 11.00 AM(IST)(Server Time) on the Bid Closing date mentioned in the Forwarding Letter. Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

12.2 No bid can be submitted after the submission date line is reached. The system time displayed on the e-procurement web page shall decide the submission dead line.

12.3 The documents in physical form must be received by Company at the address specified in the "Forwarding Letter" on or before the Bid Closing Date & Time mentioned in the "Forwarding Letter". Timely delivery of the same at the address mentioned in the Forwarding Letter is the responsibility of the Bidders.

#### **13.0 LATE BIDS:**

13.1 Bidders are advised in their own interest to ensure that their bids are uploaded in system before the closing date and time of the bid. Any Bid received by the Company after the Bid Closing Date & Time stipulated by the Company shall be rejected.

#### **14.0 MODIFICATION AND WITHDRAWAL OF BIDS:**

14.1 Bidders will be permitted by System to make any changes in their bid after the bid has been uploaded by the bidder prior to the date and time as mentioned in the bid. But no changes would be allowed by the system once the due date and for submission of bids has been reached and bids are opened.

14.2 No bid can be modified / withdrawn subsequent to the deadline for submission of bids.

14.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by



the Bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the Bidder's forfeiture of its Bid Security.

#### **15.0 EXTENSION OF BID SUBMISSION DATE :**

15.1 Normally no request for extension of Bid Closing Date & Time will be entertained. However, OIL at its discretion, may extend the Bid Closing Date and/or Time due to any reasons. In case of receipt of only one Bid on the Bid Closing Date and Time, OIL may extend the Bid Closing /Opening Date by 2(two) weeks. However, the bidder whose bid has been received within the bid closing date and time, will not be allowed to revise their Bid/prices. Withdrawal of such Bid also will not be permitted by the system.

#### **16.0 BID OPENING AND EVALUATION:**

16.1 OIL shall open the Bids, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Covering Letter. However, an authorization letter (as per Performa-I) from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend. **In technical bid opening date, only Technical RFx will be allowed to open by the system.** Bidders therefore should ensure that techno-Commercial bid is uploaded under the **Technical RFx** Tab Page only **and no price should be mentioned anywhere under the Technical RFx.**

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

16.3 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 14.0 shall not be opened. OIL shall examine bids to determine whether they are complete, whether requisite Bid Securities have been furnished, whether documents have been properly signed and whether the bids are generally in order.

16.4 Bid opening shall be done as detailed in clauses 16.1 and 16.2 above

16.5 OIL shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 16.3

16.6 To assist in the examination, evaluation and comparison of bids, normally no clarifications shall be sought from the Bidders. However, for assisting in the evaluation of the bids especially on the issues where the Bidder confirms compliance in the evaluation and contradiction exists on the same issues due to lack of required supporting documents in the Bid(i.e. document is deficient or missing), or due to some statement at other place of the Bid(i.e. reconfirmation of confirmation) or vice versa, clarifications may be sought by OIL at its discretion. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

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

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

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

#### **17.0 EVALUATION AND COMPARISON OF BIDS:**

17.1 The OIL will evaluate and compare the bids as per Priced Bid Format of the bidding documents.

17.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.

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

#### **18.0 CONTACTING THE COMPANY:**

18.1 Except as otherwise provided in Clause 14.0 above, no Bidder shall contact OIL on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by OIL vide sub-clause 16.6.

18.2 An effort by a Bidder to influence OIL in the bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

#### **19.0 AWARD CRITERIA:**

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

#### **20.0 OIL' S RIGHT TO ACCEPT OR REJECT ANY BID:**

20.1 OIL reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for OIL's action.

#### **21.0 NOTIFICATION OF AWARD:**

21.1 Prior to the expiry of the period of bid validity or extended validity, OIL will notify the successful Bidder in writing by registered letter or by cable or telex or fax or e-mail (to be confirmed in writing by registered / couriered letter) that its bid has been accepted.

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

#### **22.0 SIGNING OF CONTRACT:**

22.1 At the same time as OIL notifies the successful Bidder that its Bid has been accepted, OIL will either call the successful bidder for signing of

the agreement or send the Contract Form provided in the Bidding Documents, along with the General & Special Conditions of Contract, Technical Specifications, Schedule of rates incorporating all agreements between the parties.

22.2 Within 2 Weeks from the date of issue of Letter of Award (LOA), the successful Bidder shall sign and date the contract and return it to OIL. Till the contract is signed, the LOA issued to the successful bidder shall remain binding amongst the two parties.

22.3 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by OIL. OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be debarred for a period of 2(two) years from the date of default.

**23.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:**

23.1 If it found that a bidder has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

**24.0 BID DOCUMENT:**

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

**25.0 Mobilization Period:** 15 days from the date of issue of LOA

\*\*\*\*\* *END OF ITB* \*\*\*\*\*

**BID REJECTION CRITERIA & BID EVALUATION CRITERIA:****1.0 BID REJECTION CRITERIA (BRC):**

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in technical specifications (As noted in Instruction to Bidders). Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidder(s) without which the same will be considered as non-responsive and rejected.

**(A) TECHNICAL CRITERIA :**

1. The bidder (audit firm of Chartered Accountants/ Cost Accountants) must have office either at Guwahati/ Tinsukia/ Dibrugarh or Kolkata.
2. The Bidder shall have experience of carrying out minimum one audit (Statutory and / or Internal audit) of any Oil & Gas Company having turnover of Rs.5,000 crores during last 5 years.

To this effect, the bidder should submit copies of respective contract along with documentary evidence in respect of satisfactory execution of each those contracts, such as:

Satisfactory completion / performance report

OR

Any other documentary evidence that can substantiate the satisfactory execution of each of the contracts.

**Attested copy** of client's Audited balance sheets, Profit & Loss account etc. in support of turnover should be submitted.

3. The Bidder should provide a team having minimum four (04) number of Auditors and one (01) team leader. The auditors should be qualified finance professionals from India on full time basis and having qualification of CA / ICWA (CMA) / MBA-Finance. The team Leader must have minimum of **seven (07) year's post qualification (CA/ICWA/CMA) experience in Audit** and should be familiar with Auditing under SAP R/3 environment. DISA / CISA qualification will be preferred. The other team members should **have 03 years post qualification experience in Audit under SAP environment** preferably in MM / FI module. Additionally, the bidder should also provide one (1) Partner-in- charge for review and coordination with OIL Audit team once in quarter as per Special Condition of Contract.

4. A list of manpower proposed against the award of job be furnished mentioning :
  - a. Name of Auditors including team leader and Partner-in- charge.
  - b. Qualification (CA/ ICWA/CMA/ MBA (Finance).
  - c. Period of Post qualification experience as on Bid Closing date.
  - d. Name of Partners with membership No.
5. Firm should have Offices / Branches / Associates either at Kolkata or Dibrugarh/ Tinsukia/ Guwahati.
6. Firm should have more than 3(three) partners.

**(B) FINANCIAL CRITERIA :**

The average annual turnover of the bidder as per audited annual reports for the last 3(three) financial years ending 31<sup>st</sup> March 2014 should be Rs.12 (twelve) lakhs.

**(C) DOCUMENTATION:**

Bidder shall meet the Financial Evaluation Criteria as stated above. Bidder shall furnish all the necessary documentary evidence along with the bid to establish the Evaluation criteria including the following:

- (a) For Technical Criteria: For meeting the Technical Eligibility Criteria, documents as required meeting the criteria to be submitted.
- (b) For Financial Criteria: For authentication of documents submitted in support of Financial Criteria, the bidder shall submit Certificate from Chartered Accountant.  
Further copy of audited annual financial statements submitted in bid shall be **duly certified / attested.**
- (c) Other Criteria: Bidder shall submit all the forms and formats provided in the tender duly filled in with required information / details and **signed by the authorized signatory with rubber seal of the Firm / Company.**

**(D) GENERAL:**

- 1.1 The bid not meeting the requirements as given in Instruction to Bidders of this tender document will be rejected.
- 1.2 Bids should be submitted along with copy of Permanent Account Number and Service Tax Registration Number.

1.3 Bidder shall have to quote for all items as specified in Part II-SOQ. Part offer will be considered as non-responsive and rejected.

1.4 Bids not complying with Delivery, warranty, penalty and payment term clauses shall be rejected.

1.5 Bids not submitted in specified format will summarily be rejected.

1.6 Bidder shall have to quote for all items as specified in Section IV. Part offer will be considered as non-responsive and rejected.

1.7 Bids received after the bid closing date and time will be rejected. Similarly, modifications to bids received after the bid closing date and time will not be considered.

1.8 Bids not complying with **Liquidated Damages** and **payment term clauses** shall be rejected.

1.9 Bids are invited under composite bid system i.e., Technical as well as Commercial details together in single offer.

1.10 Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

1.11 The Bid documents are not transferable. Bids submitted by parties to whom Tender was not issued will be rejected.

1.12 Any bid received in the form of Telex/Cable/Fax/E-Mail/Courier will not be accepted. Only bids received in OIL's e-portal will be considered for evaluation.

1.13 Bids shall be typed or written in indelible ink and Original bid shall be digitally signed and uploaded by the bidder or his authorized representative, failing which the bid may be rejected.

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

1.15 Bids must be kept valid for a minimum period of 180 days from the date of scheduled bid closing. Bids with inadequate validity will be rejected.

1.16 Bidders must quote clearly and strictly in accordance with the **Price Bid Format** of the bidding documents; otherwise the bid will be summarily rejected. The Bids in which the rates for any part of the work are not quoted shall be rejected. However, if no charge is involved for any of the item, NIL should be mentioned against such part of work.

1.17 Bidder must accept and comply with the following clauses as given in the Bidding Document (GCC Part-I) in Toto, failing which offer will be rejected

- a) Force Majeure clause
- b) Tax liabilities clause
- c) Arbitration clause
- d) Applicable Law
- e) Liquidated Damage clause

1.18 The Company also reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder. The bidder must confirm their acceptance to this clause in their respective bids.

## **2.0 BID EVALUATION CRITERIA (BEC)**

The bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to the Bid Rejection Criteria as well as verification of original of any or all documents/ documentary evidences pertaining to BRC will be considered for further evaluation as per the Bid Evaluation Criteria given below:

1.0 To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on Grand Total Value of the Contract as per **Price Bidding Format** attached just below the "Tendering Text. (I.e. schedule of works, units, quantity, rates) of the tender.

2.0 To evaluate the inter-se-ranking of the offers, all Tax/levies will be considered as per prevailing Govt. guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

3.0 In the event of discrepancy between the words and figure, words shall prevail and adopted for evaluation.



**BRC-BEC**

**E-TENDER: CDI7770P16**

4.0 Bidder must submit (Digitally signed & upload) all necessary documents related to experience.

5.0 In case of identical lowest offered rate by more than 1 (one) bidder, the selection will be made by draw of lot between the parties offering the same lowest price.

**NOTE:**

1.0 The Compliance statement must be filled up by bidders and to be submitted along with their bids. In case bidder takes exception to any clause of the bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw/modify the deviation when/as advised by Company.

The loading so done by the company will be final and binding on the bidders. No deviation will, however, be accepted in the clauses covered under BRC.

2.0 To ascertain the substantial responsiveness of the bids, Company reserves the right to ask the bidder for clarification in respect of clauses covered under BRC also and such clarification fulfilling the BRC clauses in Toto must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.

3.0 If any of the clauses in the BRC contradicts with other clauses of bidding document elsewhere, then the clauses in the BRC shall prevail.

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

5.0 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.

6.0 Non submission of the documents as specified in BRC above will result in rejection of bids.

\*\*\*\*\*End of BRC-BEC\*\*\*\*\*

**PART- I**

**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1.0 DEFINITIONS:**

In the contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means agreement entered into between COMPANY and AUDITORS, as recorded in the contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to AUDITORS under the contract for the full and proper performance of its contractual obligations;
- (c) "The Work" means each and every activity required for the successful performance of the services described in Section IV, the Terms of Reference.
- (d) "COMPANY" means Oil India Limited;
- (e) "AUDITORS" means M/s. ----- performing the Internal Audit under this Contract.
- (f) "AUDITORS's Personnel" mean the personnel to be provided by the AUDITORS to provide services as per the contract.
- (g) "Services" means performance of Internal Audit service at Fields for 2015-16 and subject to extension for another one year 2016-17, as per the scope of work specified in **Part III-SCC** and compliance with all other obligations by the AUDITORS pursuant to and in accordance with the terms of this contract

**2.0 EFFECTIVE DATE AND DURATION OF CONTRACT:**

2.1 The contract shall become effective as of the date COMPANY notifies bidder in writing (through Letter of Award i.e. LOA) regarding awarding of contract. The duration of Contract, shall be reckoned from the date of commencement of Services, which shall not be beyond two weeks from date of LOA and shall be for a initial period of 01(One) year 2015-16, subject to extension by another one year in accordance with relevant clauses of the contract.

**3.0 GENERAL OBLIGATIONS OF AUDITORS:**

AUDITORS shall, in accordance with and subject to the terms and conditions of this Contract:

- 3.1 Before commencement of audit under the Scope of Work (**Part III-SCC**), the AUDITORS have to prepare a detail audit program and discuss with Head (Internal Audit) or his representative before start of each assignment.
- 3.2 Perform the work described in the Scope of Work (**Part III-SCC**) in most effective & efficient manner and furnish the Reports within the scheduled dates.
- 3.3 Except as otherwise provided in the Scope of Work and the special Conditions of the contract provide all professionally qualified and competent audit personnel as required to perform the work.
- 3.4 Perform all other obligations, work and services which are required by the terms of this contract or which reasonably can be implied from such terms as being necessary for the successful and timely completion of the work.

**4.0 GENERAL OBLIGATIONS OF COMPANY:**

COMPANY shall, in accordance with and subject to the terms and conditions of this contract:

4.1 Pay AUDITORS in accordance with terms and conditions of the contract.

4.2 Allow access to AUDITORS and their personnel, subject to normal security and safety procedures, to all areas as required for orderly performance of the work.

4.3 AUDITORS shall be provided all necessary support throughout the period of this contract.

4.4 Perform all other obligations required of COMPANY by the terms of the contract.

**5.0 PERSONNEL TO BE DEPLOYED BY AUDITORS:**

5.1 AUDITORS shall provide competent, qualified and sufficiently experienced (not less than 3 years post-qualification) Team of personnel comprising minimum of 4 (Four) members(Auditors) and one Team Leader to perform the work as required by terms of the contract.

5.2 In particular, Team Leader (hereinafter termed as 'key personnel') , who shall be a part of the team conducting audit, must have minimum of 7(Seven) year's of post qualification experience in audit function.

**6.0 CONFIDENTIALITY, USE OF CONTRACT DOCUMENTS AND INFORMATION:**

6.1 AUDITORS shall not, without COMPANY'S prior written consent, disclose the contract or any provision thereof or the content of any file or document or report or information furnished by or on behalf of OIL in connection therewith, to any person other than a person employed by AUDITORS in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance.

6.2 AUDITORS shall not, without COMPANY'S prior written consent, make use of any document or information provided by COMPANY except for purposes of performing the contract.

6.3 Any document supplied to AUDITORS in relation to the contract, other than the Contract itself, shall remain as the property of COMPANY and shall be returned (in all copies) to COMPANY on completion of AUDITOR'S performance under the Contract, if so required by COMPANY. All information obtained by or provided to AUDITORS, for conducting the audit, shall be considered confidential and shall not be divulged by AUDITORS or their employees to anyone other than the COMPANY'S designated personnel. This obligation on the part of AUDITORS shall be in force even after the termination of the contract.

**7.0 TAXES:**

7.1 Tax levied, under various provisions of Indian Income Tax Act and / or under any other enactment/rules, on income derived/payments received under this contract shall be on AUDITOR'S account and COMPANY shall not assume any responsibility on this account. Income Tax will be deducted at the prevailing rate from the amount payable to the Auditors.

7.2 AUDITORS shall be responsible for payment of personal taxes, if any, for all the personnel deployed by them.

7.3 Service Tax: Service Tax, as applicable, shall be on COMPANY'S account. However, liability for payment of the service tax shall lie on the AUDITORS.

**8.0 CHANGES:**

8.1 During the performance of the work, COMPANY may make a change in the scope of work mutually agreed within the general scope of this Contract including, but not limited to, changes in methodology, and minor additions to or deletions from the work to be performed. AUDITORS shall perform the work as changed. Changes of this nature will be effected by written order (Change Order) by OIL.

8.2 If any change result in an increase in compensation due to AUDITOR or in a credit due to OIL, AUDITOR shall submit to OIL an estimate of the amount of such compensation or credit in a form prescribed by OIL. Upon review of AUDITORS's estimate, OIL shall establish and set forth in the Change Order the amount of the compensation or credit for the change or a basis for determining a reasonable compensation or credit for the change. If AUDITORS disagrees with compensation or credit set forth in the Change Order, AUDITORS shall nevertheless perform the work as changed and the parties will resolve the dispute in accordance with Clause 13 hereunder. AUDITORS's performance of the work as changed will not prejudice their request for additional compensation for work performed under the Change Order.

**9.0 FORCE MAJEURE:**

9.1 In the event of either party being rendered unable by 'Force Majeure' to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such 'Force Majeure' will stand suspended as provided herein. The word 'Force Majeure' as employed herein shall mean acts of God, war, revolt, agitation, strikes, riot, fire, flood, sabotage, civil commotion, road barricade (but not due to interference of employment problem of the Contractor) and any other cause, whether of kind herein enumerated or otherwise which are not within the control of the parties to the contract and which renders performance of the contract by the said parties impossible.

9.2 Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within Seventy Two (72) hours of the alleged beginning and ending thereof, giving full particulars and satisfactory evidence in support of its claim.

9.3 Either party will have the right to terminate the contract, if such 'Force Majeure' condition continues beyond fifteen (15) days, with prior written notice. Should either party decide not to terminate the contract even under such condition, no payment would apply after expiry of fifteen (15) days period unless otherwise agreed to. Time for performance of the relative obligation suspended by the 'Force Majeure' shall then stand extended by the period for which such cause lasts.

**10.0 TERMINATION:**

10.1 TERMINATION ON EXPIRY OF THE TERMS (DURATION): This contract shall be deemed to have been automatically terminated on the expiry of duration of the contract or the extension, if any, thereof.

10.2 TERMINATION ON ACCOUNT OF FORCE MAJEURE: Either party shall have the right to terminate this Contract on account of Force Majeure as set forth in Article 9.0 above.

10.3 TERMINATION FOR UNSATISFACTORY PERFORMANCE: If at any time, during the first two years of the contract, COMPANY considers that the performance of the AUDITORS is not as per the scope of the work, as specified in the contract, or the quality of their reports is not satisfactory, COMPANY shall have the option to terminate this Contract by giving 30 days notice in writing to AUDITORS. The AUDITORS shall, in that event, be entitled to receive the fees up to the quarter for which to the audit has been completed by them and the report furnished.

10.4 CONSEQUENCES OF TERMINATION: In all cases of termination herein set forth, the relative obligations of the parties to the Contract shall be limited to the period up to the date of termination. Notwithstanding the termination of this Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

10.5 Upon termination of this Contract, AUDITORS shall return all of COMPANY'S items, which are at that time in AUDITOR'S possession.

10.6 In the event of termination of contract, COMPANY shall issue Notice of termination of the contract with date or event after which the contract will be terminated. The contract shall then stand terminated and the AUDITORS shall demobilize their personnel & materials.

**11.0 SETTLEMENT OF DISPUTES AND ARBITRATION:**

11.1 Any dispute under this Agreement will be settled through Arbitration as per **Indian Arbitration and Conciliation Act, 1996**. Place of Arbitration shall be at Duliajan, Assam. The award made in pursuance thereof shall be binding on the parties.

**12.0 NOTICES:**

12.1 Any notice given by one party to other, pursuant to this Contract shall be sent in writing or Fax or e-mail and confirmed in writing to the applicable address specified below:

Oil India Limited:

a) For Contractual matters  
Head (Contracts)  
OIL INDIA LIMITED  
PO. Duliajan, Dist. Dibrugarh,  
Assam. PIN:786 602  
Fax No. 91-374-  
Email: Contracts@oilindia.in.

b) For Technical matters  
HEAD (Internal Audit)  
OIL INDIA LIMITED  
PO. Duliajan, Dist. Dibrugarh,  
Assam - 786 602  
Fax No. 91-374-2800497  
Email: \*\*\*\*\*

c) AUDITORS

\_\_\_\_\_  
\_\_\_\_\_

Fax No. :  
Email :

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

**13.0 SUBCONTRACTING:**

13.1 AUDITORS shall not subcontract or assign, in whole or in part, their obligations to perform under this contract, except with COMPANYS's prior written consent.

**14.0 MISCELLANEOUS PROVISIONS:**

14.1 AUDITORS shall conform in all respects with the provisions of any Statute, Ordinance of Law and the regulations or bye-law of any local or other duly constituted authority which may be applicable to the services and with such rules and regulation public bodies and Companies as aforesaid and shall keep OIL indemnified against all penalties and liability of every kind for breach of any such Statute, Ordinance or Law, regulation or byelaw.

14.2 AUDITOR's key personnel cannot be changed during the tenure of the Contract except due to sickness/death/resignation of the personnel in which case the replaced person should have requisite experience and qualification, which will be again subject to approval by COMPANY.

**15.0 LIQUIDATED DAMAGES FOR DEFAULT IN TIMELY COMPLETION:**

15.1 Time will be of the essence of the contract.

15.2 In the event of the AUDITORS's default in maintaining the agreed completion period set out in the Contract, COMPANY shall have the right to cancel the Contract at any time after expiry of scheduled period without any reference to the AUDITORS and make alternative arrangement at the discretion of COMPANY and in which case the extra expenditure involved, if any, will be recoverable from the AUDITORS and COMPANY shall not be responsible towards such cancellation or any damage that may be incurred by the Contractor. The decision of OIL shall be final and binding on the Contractor.

15.3 As an alternative to Clause No. 15.2 above, COMPANY reserve the right to accept the job; but the AUDITOR shall be liable to pay liquidated damages @ 0.5% of the audit fees per quarter for the delay per week or part thereof from the stipulated date of submission of final report for each quarter, subject to ceiling of 7.5%. The amount of liquidated damage as stipulated above is a pre-estimated genuine loss as agreed by both the parties and shall be payable without any demur and shall not be open for any dispute whatsoever.

15.4 COMPANY also reserves the right to cancel the Contract without any compensation whatsoever in case of failure by the AUDITOR to commence operation within the stipulated period.

**16.0 LIABILITY:**

16.1 Except as otherwise expressly provided, neither COMPANY nor its servants, agents, nominees, Contractors, or sub-contractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss of or damage to the property of the AUDITORS and/or their Bidder or sub-contractors, irrespective of how such loss or damage is caused and even if caused by the negligence of OIL and/or its servants, agent, nominees, assignees, Bidder and sub-Contractors. The AUDITOR shall protect, defend, indemnify and hold harmless OIL from and against such loss or damage and any suit, claim or expense resulting there from.

16.2 Neither COMPANY nor its servants, agents, nominees, assignees, Contractor, sub-contractors shall have any liability or responsibility whatsoever for injury to, illness, or death of any employee of the AUDITORS and/or of its Contractor or sub-contractor irrespective of how such injury, illness or death is caused and even if caused by the negligence of COMPANY and/or its servants, agents nominees, assignees, Contractor and sub-contractors. The AUDITORS shall protect, defend, indemnify and hold harmless COMPANY from and against such liabilities and any suit, claim or expense resulting there from.

16.3 The AUDITORS hereby agrees to waive its right to recourse and further agrees to cause their underwriters to waive their right of subrogation against COMPANY and/or its underwrites, servants, agents, nominees, assignees, Contractor and sub-contractors for loss or damage to the equipment of the AUDITORS and/or its sub-contractors when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

16.4 The AUDITORS hereby further agrees to waive its right of recourse and agrees to cause its underwriters to waive their right of subrogation against COMPANY and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for injury to, illness or death of any employee of the AUDITORS and of its Contractor, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the contract.

16.5 Except as otherwise expressly provided, neither The AUDITORS nor its servants, agents, nominees, Contractor or sub-contractors shall have any liability or responsibility whatsoever to whomsoever for loss of or damage to the equipment and/or loss or damage to the property of COMPANY and/or their Contractors or sub-contractors, irrespective of how such loss or damage is caused and even if caused by the negligence of AUDITORS and/or its servants, agents, nominees, assignees, Contractor and sub-contractors. OIL shall protect, defend, indemnify and hold harmless AUDITORS from and against such loss or damage and any suit, claim or expense resulting there from.

16.6 Neither the AUDITORS nor its servants, agents, nominees, assignees, Contractors, subcontractors shall have any liability or responsibility whatsoever to whomsoever for injury or illness, or death of any employee of COMPANY and/or of its Contractors or subcontractors irrespective of how such injury, illness or death is caused and even if caused by the negligence of AUDITORS and/or its servants, agents, nominees, assignees, Contractors and sub-contractors. COMPANY shall protect, defend indemnify and hold harmless the AUDITORS from and against such liabilities and any suit, claim or expense resulting there from.

16.7 COMPANY agrees to waive its right of recourse and further agrees to cause its underwriters to waive their right of subrogation against the AUDITORS and /or its underwriters, servants, agents, nominees, assignees, Contractor and sub-contractors for loss or damage to the equipment of COMPANY and/or its Contractor sub-contractors when such loss or damage or liabilities arises out of or in connection with the performance of the contract.

16.8 COMPANY hereby further agrees to waive its right of recourse and agrees to cause it underwriters to waive their right of subrogation against the AUDITORS and/or its underwriters, servants, agents, nominees, assignees, Contractors and sub-contractors for injury to, illness or death of any employee of COMPANY and of its Contractors, sub-contractors and/or their employees when such injury, illness or death arises out of or in connection with the performance of the Contract.

**17.0 CONSEQUENTIAL DAMAGE:**

Except as otherwise expressly provided, neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the contract, including but without limitation, to loss or profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence (either sole or concurrent) of either party, its employees, agents or sub-contractors.

**18.0 INDEMNITY AGREEMENT:**

18.1 Except as provided hereof AUDITORS agrees to protect, defend, indemnify and hold COMPANY harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in

favour of AUDITOR'S employees, agents, Contractors and subcontractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

18.2 Except as provided hereof COMPANY agrees to protect, defend, indemnify and hold AUDITOR harmless from and against all claims, suits, demands and causes of action, liabilities, expenses, cost, liens and judgments of every kind and character, without limit, which may arise in favour of COMPANY'S employees, agents, Contractor and subcontractors or their employees on account of bodily injury or death, or damage to personnel/property as a result of the operations contemplated hereby, regardless of whether or not said claims, demands or causes of action arise out of the negligence or otherwise, in whole or in part or other faults.

**19.0 INDEMNITY APPLICATION:**

The indemnities given herein above, whether given by COMPANY or AUDITORS shall be without regard to fault or to the negligence of either party even though said loss, damage, liability, claim, demand, expense, cost or cause of action may be caused, occasioned by or contributed to by the negligence, either sole or concurrent of either party.

**20.0 PAYMENT, MANNER OF PAYMENT, RATES OF PAYMENT & INVOICING PROCEDURE:**

(A) COMPANY shall pay to AUDITORS, during the term of the contract, the amount due calculated according to the rates of payment set and in accordance with other provisions hereof. No other payments shall be due from COMPANY unless specifically provided for in this contract. All payments will be made in accordance with the terms hereinafter described.

(B) Total of Professional fees and Travel expenses inclusive of incidental expenses/cost [as referred in sub-clause (C), (D) herein below], as quoted in the price bid exclusive of applicable Service Tax for one year 2015-16 shall be Rs##### /- (Rupees #####.only), which shall be the total Contract Value exclusive of service Tax under this Agreement. Service Tax as applicable shall be to the Company's Account.

(C) AUDITORS shall be responsible for travel, boarding and lodging arrangement and any other incidental cost at the place where the office of the firm is located. However local conveyance will be arranged by the company.

(D) OIL will be responsible to provide boarding and lodging at the company's guest house/ nearby hotel and local transport in any other places of audit at its cost. Travel expense and any other incidental expenses/cost will have to be borne by the bidder. Lump sum payment towards cost of travel as quoted by the bidder will be paid quarterly on completion of audit subject to actual on production of valid supporting documents in respect of four team members, one team leader and one partner- in-charge. However the amount will be restricted to the amount quoted against these expenditures in the tender.

(E) For attending the meeting / presentation with senior management, Management Audit Committee and Audit Committee, Cost of travelling, boarding and loading, local conveyance in any other places other than the place of office of the audit firm will be provided by the company for maximum of two members.

(F) The COMPANY shall pay to the AUDITORS on completion of each quarterly audit and submission of Internal Audit Reports.



**PART- I(GCC)****E-TENDER:CDI7770P16**

(G) All payments due to AUDITORS shall be made by the COMPANY at AUDITOR'S designated bank. All bank charges will be to AUDITOR'S account. To enable the COMPANY to arrange e-remittance, the Appendix-I must be filled up/submitted by the bidder along with their bid.

(H) Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to AUDITORS written notice of objection to any item or items the validity of which COMPANY questions.

(I) AUDITORS shall submit 4 (four) sets of all invoices at COMPANY address duly superscribed 'Original' and 'copy' as applicable for processing of payment.

(J) AUDITORS shall submit invoices to COMPANY along with the submission of final quarterly reports.

**21.0 APPLICABLE LAW:**

21.1 This Contract shall be deemed to be a Contract made under, governed by and construed in accordance with the laws of India for the time being in force and shall be subject to the exclusive jurisdiction of Courts situated at Dibrugarh in Assam.

21.2 The AUDITORS shall ensure full compliance of various Indian Laws and Statutory Regulations, to the extent applicable for performing under this Contract.

**22.0 SUBSEQUENTLY ENACTED LAWS:**

22.1 Subsequent to the date of submission of bid, if there is a change in or enactment of any law or interpretation of existing law, which results in additional cost/reduction in cost to AUDITORS on account of the operation under the Contract, the COMPANY / AUDITORS shall reimburse/pay AUDITORS / COMPANY for such additional/reduced costs actually incurred.

**23.0 WAIVER & AMENDMENTS:**

23.1 It is fully understood and agreed that none of the terms and conditions of the contract shall be deemed waived or amended by either party unless such waiver or amendment is executed in writing by both the parties to this Contract. The failure of either party to execute any right of termination shall not act as a waiver or amendment of any right of such party provided hereunder.

**24.0 SET OFF CLAUSE:**

"Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of a sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited)."

**25.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENT:**

If it is found that a Bidder/Contractor has furnished fraudulent document/information, the party shall be debarred for period of 3(three) years from date of detection of such fraudulent act, besides the legal action.

IN WITNESS whereof the parties hereinto set there hands and seals the day and year first above written.

SIGNED & DELIVERED FOR AND ON BEHALF OF

-----  
(Signature of Contractor or his/her/  
their legal Attorney)

BY THE HAND OF HIS/ HER/ THEIR PARTNER/LEGAL ATTORNEY

-----  
(Full Name of Signatory)

(Seal of Contractor's Firm)

And in presence of

(Name of Witness)

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Witness)

-----  
(Full Name of Signatory)  
Address:-  
-----

\_\_\_\_\_  
(Signature of Acceptor)

SIGNED & DELIVERED FOR AND ON  
BEHALF OF OIL INDIA LIMITED.

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

**PART – III (SPECIAL CONDITIONS OF CONTRACT: SCC)**

**DESCRIPTION OF WORK/ SERVICE:**

Hiring of services of a Firm of Chartered Accountants/ Cost Accountants having offices at Guwahati/ Tinsukia/ Dibrugarh or Kolkata for conducting Internal Audit at Field Head-Quarters, Duliajan including NEF project and Pipeline Head-Quarter, Guwahati and Pipeline Services.

**SPECIAL TERMS AND CONDITIONS**

**1.0 (a) :**Oil India Limited intends to appoint a Firm of Chartered Accountants/Cost Accountants as the Internal Auditors to carry out the Internal Audit of the outsourced Audit Areas of the Fields at Duliajan, and Pipeline and its services , Guwahati, Assam, for the FY 2015-16 and with a provision for further extension by one year i.e. for 2016-17 at the same rate, terms & conditions based on the satisfactory performance of 2015-16 and such extension shall be at the discretion of OIL and binding on part of the contractor / firm., **The Internal Auditors should have prior exposure of auditing of Oil and Gas Companies under the SAP environment.**

**1.0 (b):**The Scope of Work required by OIL for above services with the time frame and periodicity of carrying out the same is noted below. The number of audits for each quarter planned will be advised by OIL as per the checklist to be given by OIL, which should be completed as per the schedule. The audit report should be issued within the stipulated time frame mentioned below. Audit report as stated above should include detailed observations together with an Executive Summary highlighting the key observations with their Risk Categorization and having bearing on the financial statements of OIL.

**1.0 (c): Data Selection for the audit:**

Data pertaining to the period of one year prior of audit or as advised by OIL HOD Audit. The audit checklist will be provided by OIL.

**1.0 (d):Time frame :** The audit is required to be carried out on quarterly basis as per the detail scope of work mentioned in sub clause 2.0 below. The audit report shall be issued within 45 days of completion of audit as per following timeline:

Stage	Timelines
Announcement Memo	2 Weeks before start of fields work
Draft Audit Report	Within 10 days after closure of the field work

Final Comments from Auditee	Within 10 days of issuance of Draft Audit Report
Final Audit Report	Within 14 days of receiving final comments or 45 days from the date of completion of audit (whichever is earlier)

**1.0 (e) Following procedures should be adopted before preparation of Final Audit Reports**

(a) Audit Observations should first be discussed on the spot with the representative (s) and / or Head of the concerned Audited department and only the unresolved draft observation point(s) there from should be included in the Draft Audit Report.

(b) Draft Audit Report, containing the unresolved audit observations, as mentioned in (a) above, should thereafter be furnished to respective process owner to obtain Management's comment.

(c) Final Audit Report should be issued after incorporating the Management's views/comments.

(d)The partner- in-charge should vet before issuance of the Final Audit report and visit DULIAJAN in each Quarter for consolidation of the Audit Reports on significant audit observations.

**1.0 (f) Deliverables:**

- Conducting the audit work as per schedule and checklist/input from OIL HOD Audit.
- Issuance of the Draft Audit Reports as per time schedule.
- Review of management comments and replies on Draft Audit Reports and discuss with OIL HOD audit before converting to Final Audit report.
- The final audit reports may be consolidated sphere wise (Duliajan/Pipelines) and 4 (four) sets of such reports may be issued.
- Presentation of Significant Audit Observations to Senior Management, Management Audit Committee Meeting and Audit Committee Meeting as and when required;

**1.0(g):**Audit should commence within 15 days of issuance of LOA (Letter of award).

**2.0 Scope of work:** OIL HOD Audit will identify the areas to be audited along with checklist/input for conducting the audit from **Section I** (Some of the Scope of Work Area).The broad scope of work is divided into the following:

- 1) Review of Systems
- 2) Review of Transactions
- 3) Review of Sanctions
- 4) Review of Internal Control
- 5) Review of Operations

### **2.1 Review of Systems**

A systems' audit is a means for verifying the efficiency of a system by performing end to end walkthrough for sample transactions of completely / partially automated process. For instance in auditing the system of purchases the audit procedure would be to follow the purchase indent from its origin in the indenting department through to the payment of the particular supplier's bill and the corresponding postings in the books of account as well as stock records. Such an audit provides a means of verifying whether the system, laid down in the manuals or by other means is actually being followed or not. It also provides a better understanding of the system and helps to disclose errors, incompleteness or irregularities in the systems of accounting or in the system of internal check.

### **2.2 Review of Transactions**

An audit of transaction involves an examination of supporting documents and accuracy of the transactions. The primary purpose of an audit of transactions is to verify the effectiveness of internal control. The objectives of such an audit are listed below:-

- 1) Transactions carried out are valid.
- 2) Recording of the transactions are proper.
- 3) Transactions are properly verified before recording.
- 4) Transactions are properly classified and recorded in correct Accounts Head.
- 5) Transactions are recorded without delay.
- 6) Transactions are properly included in the records and correctly summarized.

### **2.3 Review of Sanctions**

Sanctions consist of:

- a) Administrative Sanction
- b) Financial Sanction
- c) Technical Sanction

An audit of sanctions means verifying the followings:

- 1) All transactions are covered by sanctions.

- 2) The Authority sanctioning is competent to do so by virtue of the powers delegated to her/him by the provisions of any rules, regulations or orders framed or passed by the management.

The sanction accorded must be definite and must need a reference to the sanctioning authority itself or to any higher authority.

#### **2.4 Review of Internal Control**

A review of the internal control is a means by which audit can determine areas where opportunities for error or fraud exist in the system as a whole. It would be an appraisal into the organization to determine whether the management information is distributed to the appropriate level of management so that necessary action is taken by the right man at the right time. Audit must ensure that no one person should be in a position to control all phases of processing chances of error or defalcation. As far as practicable the work of an individual should be independent of, or checked by, the work of others. Similarly procedures must also be checked so as to ensure that one aspect of the control is automatically checked by a subsequent step. Audit must ensure that independent controls by management are functioning satisfactorily.

#### **2.5 Review of Operations**

A review of the operations means audit of day to day functioning of any of the department of the Oil India Ltd. It would be a check on efficiency of process followed in department and an assessment of process design and control gaps. Audit must ensure that the documented procedures have been updated from time to time, based on any changes in technology, environment or regulatory changes.

### **3.0 PAYMENT, MANNER OF PAYMENT, RATES OF PAYMENT & INVOICING PROCEDURE:**

(i) Firm is required to quote Quarterly Audit fees and cost of travel expense for conducting the internal audit in the price format thereon in accordance with **Part II-SOQ**.

(ii) Successful bidders shall be responsible for travel, boarding and lodging arrangement and any other incidental cost at the place where the office of the firm is located. However local conveyance will be arranged by the company.

(iii) OIL will be responsible to provide boarding and lodging at the company's guest house/ nearby hotel and local transport in any other places of audit at its cost. Travel expense and any other incidental expenses/cost will have to be borne by the bidder. Lump sum payment towards cost of travel as quoted by the bidder will be paid quarterly on completion of audit subject to actual on production of valid supporting documents in respect of four team members, one team leader and one partner- in-

charge. However the amount will be restricted to the amount quoted against these expenditures in the tender.

(iv) For attending the meeting / presentation with senior management, Management Audit Committee and Audit Committee, Cost of travelling, boarding and loading, local conveyance in any other places other than the place of office of the audit firm will be provided by the company for maximum of two members.

(v) The COMPANY shall pay to the AUDITORS on completion of each quarterly audit and submission of Internal Audit Reports.

(v) All payments due to AUDITORS shall be made by the COMPANY at AUDITOR'S designated bank. All bank charges will be to AUDITOR'S account. To enable the COMPANY to arrange e-remittance, the Appendix-I must be filled up/submitted by the bidder along with their bid.

(vi) Payment of any invoices shall not prejudice the right of COMPANY to question the validity of any charges therein, provided COMPANY within one year after the date of payment shall make and deliver to AUDITORS written notice of objection to any item or items the validity of which COMPANY questions.

(vii) AUDITORS shall submit 4 (four) sets of all invoices at COMPANY address duly superscribed 'Original' and 'copy' as applicable for processing of payment.

(viii) AUDITORS shall submit invoices to COMPANY along with the submission of final quarterly reports.

4.0 Firm is required to provide **five (5)** professional members, including an Audit Manager as the Team Lead for **60(sixty)** working days per person in every Quarter to complete the Quarterly audits. The concerned Partner-in-charge looking after the audit of OIL, is required to visit for 2 to 3 working days at Duliajan in each Quarter for consolidation of the Audit Reports on significant audit observations.

#### **5.0 Right to reduce the audit area:**

OIL reserves the right of reducing the number of audit areas to the extent of 20% of the total audit area annually depending upon the availability of the manpower in the Internal Audit Department. In such case, the professional fees will be reduced proportionality.

6.0 The firms are required to submit the profile, experience of conducting Internal Audits & Statutory Audits with the names of the clients & their nature of business, list the Partners / Qualified Managers & Assistants with their bio-data as well as the name of the persons who would be involved for the Audit and list of offices/ branches of the Audit Firm. **Team Leader must have minimum of Sevenyear's post qualification CA/ICWA(CMA) experience in Audit and should be familiar with Auditing under SAP**

**SCC-PART III****E-TENDER NO: CDI7770P16**

R/3 environment DISA / CISA qualification will be preferred. Firms should also specify their experience in Internal Audit in Oil & Gas Sector, if any. The other team members **(4 nos)** have to be professionally Qualified **CA/ICWA(CMA)/MBA-Finance** and should be familiar with Auditing under SAP R/3/ECC environment. DISA / CISA qualification will be preferred. **The team member other than team leader must have three years post qualification experience in Audit.**

6.1 The Team leader/other audit members shall be associated with the said assignment throughout the duration of the assignment. If any audit member including Team leader is required to be changed due to reasons beyond the control of the audit firm/at the request of the company (OIL), prior approval of the company should be taken for suitable substitute who shall fulfill the above minimum experience and educational criteria. OIL reserves the right not to accept any or all personnel, if found unsuitable in the opinion of OIL and in that case, suitable replacement will be provided without any cost to OIL.

**7.0 DURATION OF CONTRACT** : One year from the date of commencement of work which may be extended for further period of one (1) year at the same rates, terms and conditions.

**8.0 QUANTUM OF LIQUIDATED DAMAGE:** AUDITOR shall be liable to pay liquidated damages @ 0.5% of Quarterly audit fees per week or part thereof for delay (Average in quarter) in timely submission of Draft Audit reports for each quarter subject to ceiling of 7.5%.

**9.0 Implementation of E-audit in the company:** The Company is in the process of implementation of e-Audit system which is expected to be commenced from F.Y 2015-16. Any change in system by the company under E-audit scenario will be intimated to the audit firm for necessary adherence.

**10.0 Service Tax:** Service Tax, as applicable, shall be on COMPANY'S account.



**SECTION-I**

(Refer Clause 2.0 of SCC)

**DETAIL OF THESOME OF THE SCOPE OF WORK FOR CONDUCTING INTERNAL AUDIT AT FIELDS, DULIAJAN/ PIPELINE, GUWAHATI ARE GIVEN BELOW:-****1. Administration Department**

- 1 Planning, budgeting & monitoring
- 2 Equipment/ vehicle/ Company owned flats management and maintenance
- 3 Regulatory and statutory compliance
- Contracts monitoring
  1. Vehicle contracts
  2. Civil & Electrical, Security and Labor Contracts
  3. Any other contracts
- 4 Accommodation
- 5 Administration activities
- 6 Hospitality services such as hotels, car vendors etc.
- 7 Loans and benefits
- 8 Medical benefits
- 9 Logistics & stay
- 10 Liaison and boundary management
- 11 Complaints management
- 12 PR tracking
- 13 Creation of Service Entry Sheet (SES)
- 14 Manpower planning

**2. Civil Department**

- 1 Planning, budgeting & monitoring
- 2 EHS Compliance
- 3 Creation and release of purchase requisition
- 4 Survey (Fields and Projects)
- 5 Cost estimate
- 6 Design plan
- 7 Operations
- 8 Contracting of civil services
- 9 Field activities
- 10 Escalation
- 11 Issuance of equipment/spares items and storage
- 12 Equipment management and maintenance
- 13 Buy vis a vis hiring of civil equipment or tools
- 14 Creation of Service Entry Sheets (SES)
- 15 Certification of RA bills of vendor
- 16 Complaints (Township)
- 17 Miscellaneous activities
- 18 PR tracking
- 19 Manpower planning

**3. Contracts Department**

- 1 Purchase requisition and budget
- 2 Procurement
- 3 Cost estimate
- 4 Invitation for Bidding (IFB) in case of open bidding
- 5 Sale of bidding document
- 6 Pre-bid conference
- 7 Bidding process
- 8 Relaxation of standard terms and conditions
- 9 Open bidding
- 10 Limited bidding/ Single bidding
- 11 Receipt of bid
- 12 Opening of bid
- 13 Preliminary examination and comparison of bids
- 14 Evaluation of bids, preparation of Tender Committee Resolution (TCR) and award & signing of the contract
- 15 Commencement of work and issue of work order and monitoring of work
- 16 Liquidated damages
- 17 Retention money
- 18 Extension of contract period
- 19 Variation in contract
- 20 Extra / Substituted items
- 21 Escalation
- 22 Payment
- 23 Closure of contract
- 24 Performance appraisal
- 25 Bid security
- 26 Performance guarantee
- 27 Monitoring of lead times from PR to awarding of contract
- 28 PR tracking
- 29 Creation of Service Entry Sheet (SES)
- 30 Manpower planning

**4. ERP Department**

- 1 SAP change management
- 2 Access controls
- 3 SAP users and licence controls
- 4 Master data maintenance
- 5 Audit logs
- 6 SAP budget and related expenses
- 7 User training and SAP usage
- 8 PR tracking
- 9 Contract monitoring
- 10 Manpower planning
- 11 Creation of Service Entry Sheet (SES)

**5. Exploration & Development Department**

- 1 Acquisition of blocks
- 2 Monitoring of blocks
- 3 PR Tracking
- 4 Manpower Planning
- 5 Creation of Service Entry Sheet (SES)

**Centralized Exploration Monitoring Group (CEMG)**

- 1 Technical Support
- 2 Financial Review
- 3 IT Infrastructure
- 4 Legal Aspects
- 5 PR Tracking
- 6 Manpower Planning
- 7 Creation of Service Entry Sheet (SES)
- 8 Monitoring of Operator function and financial probity

**6. Finance and Accounts Department*****Asset Management***

- 1 Acquisition of assets
- 2 Capitalization of assets
- 3 Depreciation
- 4 Physical verification of fixed assets
- 5 Disposal of fixed assets
- 6 Ownership documents
- 7 Accounting policies

***Costing***

- 1 Costing records
- 2 COGS analysis
- 3 Variance analysis
- 4 Reconciliation of costing records with financial records
- 5 MIS reporting

***Payables***

- 1 Vendor master
- 2 Matching PO
- 3 Posting to payables
- 4 Vendor balances
- 5 Debit/ Credit notes
- 6 Legal case by vendors
- 7 Accounting policies
- 8 Bank guarantee

***Taxation***

- 1 Checklist of statutory requirements
- 2 System updates
- 3 Return filing
- 4 Tax payments
- 5 Availing exemptions and taking credits
- 6 Pending demands and assessments
- 7 Deferred Tax

***Treasury***

- 1 Working capital management
- 2 Interest & finance charges
- 3 Bank guarantees(BGs) and Letter of Credits(LCs)
- 4 Control over cash

***Financial Planning & Analysis***

- 1 Budget preparation
- 2 Measuring the actual
- 3 Comparison with the budget
- 4 Comparison with last year
- 5 Interim comparisons
- 6 Control steps taken
- 7 PR tracking
- 8 Creation of Service Entry Sheet (SES)
- 9 Manpower planning

***JV Operated***

- 1 JV contract
- 2 PSC and JOA compliance
- 3 Revenue sharing
- 4 Cash calls
- 5 Budget preparation
- 6 Recording of expenses and accounting
- 7 Insurance
- 8 Cost allocation

***JV Non-Operated***

- 1 JV contract
- 2 PSC and JOA compliance
- 3 Revenue sharing
- 4 Periodic audit
- 5 Budget preparation
- 6 Recording of expenses and accounting
- 7 Agreement terms

***Financial Reporting***

- 1 Adherence to laid down procedures
- 2 Intermediary account balances
- 3 JV/NELP accounting
- 4 Access rights
- 5 Non routine activities
- 6 Report and ledger review

***Payroll***

- 1 Payroll policies
- 2 Processing and disbursement of salaries
- 3 Reimbursement claims
- 4 Retirement benefits

***Receivables***

- 1 Matching sales orders
- 2 Price master
- 3 Posting to receivables
- 4 Monitoring of receivables
- 5 Debit/ Credit notes
- 6 Legal case initiation

***Insurance***

- 1 Insurance cover
- 2 Claims processing and follow-up
- 3 Pending claims
- 4 Accounting treatment

***Balance Sheet and GL Review***

- 1 Review of GL
- 2 Bank Reconciliation Statement along with Balance Confirmation
- 3 List of Provisions as on 31.03.2015 along with Supporting documents
4. Confirmation Letters of Customers and Vendor Balances.

**7. Information Technology**

IT General Controls applicable to all sections (including EDP, Commercial Systems, Infrastructure, Network and Communication and Technical Systems)

- 1 Planning, budgeting & monitoring
- 2 Statutory Compliance
- 3 User request management
- 4 Disaster recovery site
  
- 5 Process documentation
- 6 Backup procedures
- 7 IT administration
- 8 PR tracking
- 9 Creation of Service Entry Sheet (SES)
- 10 Manpower planning

#### Commercial Systems

- 1 Physical access controls
- 2 Logical controls
- 3 IT applications
- 4 ERP solutions

#### Infrastructure

- 1 Physical access controls
- 2 IT infrastructure and environmental controls

#### Network and Communication

- 1 Physical access controls
- 2 Network security

#### Technical Systems

- 1 Physical access controls
- 2 Logical controls
- 3 IT applications

### **8. Land**

- 1 Planning and assessment
- 2 Acquisition of land through Bipartite Negotiation / Settlement
- 3 Acquisition of land through Land Acquisition Act, 1894
- 4 Acquisition of land under Provision of Forest (Conservation) Act, 1980
- 5 Land records
- 6 Restoration of land
- 7 PR tracking
- 8 Creation of Service Entry Sheet (SES)
- 9 Manpower planning

**9. Material Department**

- 1 Budgeting
- 2 Material planning & monitoring
- 3 Operations
- 4 Purchase requisition
- 5 Purchase order
- 6 Vendor development and enlistment
- 7 Notice Inviting Tender (NIT)
- 8 Sale of bidding document
- 9 Bid security
- 10 Pre-bid conference
- 11 BEC/BRC
- 12 Two-bid system
- 13 Open tendering
- 14 Limited tendering/ Single tendering/ Emergency procurement
- 15 Spot purchases
- 16 Annual rate contract
- 17 Procurement of medicines
- 18 Receipt of bid
- 19 Opening of bid  
Evaluation of bids, preparation of Tender Tabulation / Purchase Proposal
- 20 Committee Resolution (TCR) and award & signing of the PO contract
- 21 Placement of order
- 22 Performance guarantee
- 23 Amendment to order
- 24 Follow-up
- 25 Replacement Supply
- 26 Receipt of material
- 27 Issuance of material
- 28 Demurrage
- 29 Storage
- 30 Scrap disposal
- 31 Insurance
- 32 DGCA permit and Explosives license
- 33 Monitoring of lead times from PR to PO issuance.
- 34 PR tracking
- 35 Creation of Service Entry Sheet (SES)
- 36 Manpower planning

**10. Medical Department**

- 1 Planning, budgeting & monitoring
- 2 Empanelment of hospitals
- 3 Patient registration
- 4 Billing for Entitled patient / Non entitled patient (NEP)
- 5 Receiving, storage and issuance process of drug
- 6 Patient's feedback and action plan

- 7 Regulatory and Statutory compliance
- 8 Certification of bills of vendor
- 9 Training
- 10 Claims
- 11 Service
- 12 PR tracking
- 13 Creation of Service Entry Sheet (SES)
- 14 Manpower planning

**11. Projects**

- 1 Planning, budgeting & monitoring
- 2 Statutory approvals  
Environment, Health and Safety Compliance
- 3
- 4 Contracting
- 5 Project Implementation/ Project Execution
- 6 Commissioning
- 7 Handing over of project
- 8 Monitoring framework
- 9 Projects investment
- 10 PR tracking
- 11 Creation of Service Entry Sheet (SES)
- 12 Manpower planning

**12. Transport Department**

- 1 Planning, budgeting & monitoring
- 2 Creation and release of purchase requisition
- 3 Deployment of vehicles
- 4 Passenger vehicle
- 5 Inspection
- 6 Certification of bills of vendor
- 7 Health, Safety & Environment
- 8 Maintenance
- 9 Inventory control of maintenance / spares items
- 10 PR tracking
- 11 Creation of Service Entry Sheet (SES)
- 12 Manpower planning

**13. Electrical****Planning and Administration**

- 1 Planning, budgeting & monitoring
- 2 Statutory compliances
- 3 PR tracking



- 4 Creation of Service Entry Sheet (SES)
- 5 Manpower planning

**Distribution**

- 1 Statutory compliances
- 2 Distribution

**Power Generation**

- 1 Operations
- 2 Maintenance

**Service Colony and Industrial Building, Air Conditioners, Production Installations, Projects, Rigs**

- 1 SOP compliance
- 2 Services - Operations
- 3 Safety
- 4 Training to workers
- 5 Security
- 6 Statutory compliances
- 7 Tools, spares and other expenses
- 8 HSE compliances

**14. Employee Relations Department****Appraisal Process**

- 1 Appraisal policy and process
- 2 Appraisal process
- 3 Eligibility and approvals
- 4 Written examination
- 5 Recent promotions
- 6 Employee interaction and communication

**Contract Labor and Recruitment**

- 7 Raising requisitions
- 8 Mode of recruitment
- 9 Recruitment notice
- 10 Evaluation process
- 11 Finalization of selection and pre-joining formalities
- 12 Contract employees
- 13 Joining process
- 14 Recruitment expenses
- 15 Legal/ Vigilance/ RTI

**Welfare and Sports**

- 16 Planning and administration
- 17 Contracting for services
- 18 Quality of services
- 19 Allotment of company quarters & maintenance

**Others**

- 20 Manpower planning
- 21 Budgeting
- 22 Reimbursements for expenses
- 23 Loans & advances
- 24 PF Loan / Withdrawal
- 25 Maternity Leave / Special Leave
- 26 Final settlement of dues to nominees of deceased employee
- 27 Payroll - processing and disbursement
- 28 Statutory compliance
- 29 Grievance management system
- 30 Employee separation
- 31 Job rotation and transfer
- 32 Labor union
- 33 PR tracking
- 34 Creation of Service Entry Sheet (SES)

**15. Human Resource****Payroll policies**

- 1 HR Payroll Policies
- 2 Employee master maintenance
- 3 Leave and attendance records
- 4 Payroll-Processing and Disbursement
- 5 Statutory compliance
- 6 Hospitality services

**Manpower Plan**

- 1 Manpower planning
- 2 Attrition rate analysis
- 3 Budgeting
- 4 PR tracking

**Organization and people**

- 1 Training employees
- 2 Performance evaluation and feedback
- 3 Setting goals
- 4 Motivating employees

5 Education policy

#### Recruitment

- 1 Raising requisitions
- 2 Mode of recruitment
- 3 Recruitment notice
- 4 Evaluation process
- 5 Finalization of selection and pre joining formalities
- 6 Contract employees
- 7 Joining process
- 8 Recruitment expenses

#### PMS

- 1 Appraisal policy and process
- 2 Appraisal process
- 3 Eligibility and approvals
- 4 Recent promotions
- 5 Employee interaction and communication

#### Personnel

- 1 SAP Change Management
- 2 Grievance management system
- 3 Leave policy
- 4 Travel policy
- 5 Insurance policy

#### Transfer

- 1 Job rotation and transfer

#### Separations

- 1 Resignations
- 2 Clearance procedures
- 3 Voluntary retirement scheme
- 4 Exit interview
- 5 Full and final payments (F&F)

#### Legal & Vigilance

- 1 Policies
- 2 Appointment of consultant
- 3 Legal/Vigilance
- 4 RTI cases

**16. Learning and Development Department**

- 1 Need identification
- 2 Trainings - planning and execution
- 3 Compulsory and statutory trainings
- 4 Planning and administration
- 5 PR tracking
- 6 Creation of Service Entry Sheet (SES)
- 7 Manpower planning

**17. Legal Cell**

- 1 Handling litigations
- 2 Legal compliance
- 3 Outsourced consultancy
- 4 Monitoring, tracking & vetting
- 5 PR tracking
- 6 Creation of Service Entry Sheet (SES)
- 7 Manpower planning

**18. Public Relation Department**

- 1 Budgeting
- 2 Implementation of CSR Policy/Projects
- 3 Implementation of corporate communication & media relations
- 4 Public relations
- 5 Public grievance management
- 6 Implementation of official language (Hindi)
- 7 MIS
- 8 PR tracking
- 9 Creation of Service Entry Sheet (SES)
- 10 Manpower planning

**19. Security**

- 1 Planning, budgeting & monitoring
- 2 Security services
- 3 Attendance records
- 4 Workforce deployment
- 5 Amenities and imprest to the workforce
- 6 Regulatory and Statutory Compliance
- 7 Vehicles/visitors movement
- 8 Certification of bills of vendor
- 9 Police background verification
- 10 Complaints
- 11 Training
- 12 PR tracking
- 13 Creation of Service Entry Sheet (SES)
- 14 Manpower planning

**20. Field Communication**

- 1 Planning, preparation and maintenance
- 2 Field communication
- 3 Technical up gradation
- 4 Equipment management and maintenance
- 5 Issuance of spare items
- 6 PR tracking
- 7 Creation of Service Entry Sheet (SES)
- 8 Manpower planning

**21. Chemical Department**

- 1 Planning, budgeting & monitoring
- 2 Planning, preparation and maintenance of drilling fluid
- 3 Sampling and testing of mud/cement
- 4 Sampling and testing of chemicals
- 5 Environment, health and safety compliance
- 6 Creation and release of purchase requisition
- 7 Issuance of chemicals/spares items/storage
- 8 Equipment management and maintenance
- 9 Buy vis a vis hiring of chemicals/ equipments
- 10 Creation of Service Entry Sheet (SES)
- 11 Certification of bills of vendor
- 12 Manpower planning

**22. Crisis Management Team**

- 1 Planning
- 2 Budgeting
- 3 Incident recording
- 4 Acquisition of assets
- 5 Operations
- 6 PR tracking
- 7 Creation of Service Entry Sheet (SES)
- 8 Manpower planning

**23. Production (Oil) Department****P & D**

- 1 Planning, budgeting & monitoring
- 2 Monitoring
- 3 Contracting and receiving
- 4 Billing and sales accounting
- 5 PR tracking
- 6 Creation of Service Entry Sheet (SES)
- 7 Manpower planning
- 8 New project and achievements

**Projects**

- 1 SOP compliance

- 2 Projects
- 3 Contract monitoring
- 4 Operations
- 5 Cost control analysis
- 6 New project and achievements
- 7 Safety
- 8 Training to workers
- 9 Security
- 10 Statutory compliances
- 11 Tools, spares and other expenses
- 12 HSE compliances

**Administration & Contracts**

- 1 Health, safety and environment compliances
- 2 Periodic audits & inspections
- 3 Statutory clearances and permission
- 4 Disposal of waste, hazardous chemicals and other by products
- 5 Administration
- 6 Contracts

**Operations**

- 1 SOP Compliance
- 2 Equipment management and maintenance
- 3 Maintenance
- 4 Maintenance of pipelines
- 5 Issuing material for replacement
- 6 Breakdown analysis
- 7 Safety
- 8 Training to workers
- 9 Statutory compliances
- 10 Tools, spares and other expenses
- 11 HSE compliances

**Installations (ITF/OCS/EPS/WPS)**

- 1 SOP compliance
- 2 Operations
- 3 Safety
- 4 Testing of flow lines
- 5 Equipment management and maintenance
- 6 Maintenance
- 7 ITF

Water Injection

- 1 Water Injection

Utility

- 1 Utility

WSS

- 1 Well Stimulation Services
- 2 Work over Operations

**24. Well Logging**

- 1 Data collection and its storage
- 2 Interpretation
- 3 Planning and budgeting process (Equipment, manpower etc.)
- 4 Planning and administration
- 5 Purchase requisition
- 6 Issuance of stores/spares items
- 7 Open hole/ cased hole
- 8 Logging equipment management and maintenance
- 9 Environment, Health and Safety Compliance
- 10 Certification of bills of vendor
- 11 Buy vis a vis Hiring of well logging equipment
- 12 Training
- 13 Creation of Service Entry Sheet (SES)
- 14 Manpower planning

**25. Center of Excellence**

- 1 Planning, budgeting & monitoring
- 2 Work programs
- 3 Hiring
- 4 PR tracking
- 5 Creation of Service Entry Sheet (SES)
- 6 Manpower planning

**SECTION -II**

(Refer Clause 3.0 of SCC)

Schedule of Work, Unit, Quantities, Rates and Prices.

Service Line No	Description of Work	for the period	unit in Words	Rate per Unit (Figs & Words)
10	Internal Audit Fees	Apr 15 - Jun 15	1	XYZ

**SCC-PART III**

**E-TENDER NO: CDI7770P16**

20	Internal Audit Fees	July 15 - Sept 15	1	XYZ
30	Internal Audit Fees	Oct 15 - Dec 15	1	XYZ
40	Internal Audit Fees	Jan 16 - Mar 16	1	XYZ
50	Travel expenses	Apr 15 - Jun 15	1	XYZ
60	Travel expenses	July 15 - Sept 15	1	XYZ
70	Travel expenses	Oct 15 - Dec 15	1	XYZ
80	Travel expenses	Jan 16 - Mar 16	1	XYZ
<b>Total</b>				

Service Tax, as applicable, shall be on COMPANY'S account.

\*\*\*\*\*



OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
Duliajan, Assam

**Description of Service:** Outsourcing of Internal Audit.

Part-II Schedule of Work, Unit and Quantity (\*Please do not quote any rate here under SOQ)

Item No	Description of Services	UOM	Quantity	Rate(Rs)	TOTAL(Rs)
<b>Rates for Part (A) Ind-AS Compliance</b>					
10	Internal Audit Fees April15-June15	1	AU		
20	Internal Audit Fees July15-Sept15	1	AU		
30	Internal Audit Fees Oct15-Dec15	1	AU		
40	Internal Audit Fees Jan16-Mar16	1	AU		
50	Travel Expenses Apr15-June15	1	AU		
60	Travel Expenses July15-Sept15	1	AU		
70	Travel Expenses Oct15-Dec15	1	AU		
80	Travel Expenses Jan16-Mar16	1	AU		
<b>GRAND TOTAL(Rs)</b>					

**NOTE**

1. Bidders are required to quote Quarterly Audit fees and cost of travel expenses for conducting the internal audit. While quoting rates Bidder must refer SCC Clause 3.0
2. Bidders are requested to quote exclusive of Service Tax. Service Tax, if applicable shall be to the Company's Account. However, Service Tax portion payable directly by the Service provider (if applicable) shall be reimbursed to the Contractor on the basis of the documentary evidence.
3. To ascertain the inter-se-ranking, comparison of the responsive bids will be made as per GRNAD TOTAL Value quoted by the bidder.

OIL INDIA LIMITED  
(A GOVT. OF INDIA ENTERPRISE)  
CONTRACTS DEPARTMENT, DULIAJAN

Schedule of company's Plants, Materials and Equipments: SCPME:  
PART-IV

Not Applicable

TO,  
**HEAD-CONTRACT**  
**OIL INDIA LIMITED**  
**DULIAJAN-786602**

**SUB: SAFETY MEASURES**

**Description of work/service:**

Outsourcing of Internal Audit

Sir,

We hereby confirm that we have fully understood the safety measures to be adopted during execution of the above contract and that the same have been explained to us by the concerned authorities. We also give the following assurances.

a) Only experienced and competent persons shall be engaged by us for carrying out work under the said contract.

b) The names of the authorized persons who would be supervising the jobs on day to day basis from our end are the following:

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

The above personnel are fully familiar with the nature of jobs assigned and safety precautions required.

c) Due notice would be given for any change of personnel under item(b) above.

d) We hereby accept the responsibility for the safety of all the personnel engaged by us and for the safety of the Company's personnel and property involved during the course of our working under this contract. Any violation pointed out by the Company's engineers would be rectified forthwith or the work suspended till such time the rectification is completed by us and all expenditure towards this would be on our account.

e) All losses caused due to inadequate safety measures or lack of supervision on our part would be fully compensated by us and the Company will not be responsible for any lapses on our part in this regard.

(Seal)

Yours Faithfully

Date \_\_\_\_\_

M/s \_\_\_\_\_

FOR & ON BEHALF OF BIDDER

**PROFORMA - I**  
**BID FORM**

To  
THE HEAD (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. DULIAJAN  
DIST. DIBRUGARH  
ASSAM # 786 602

Sub: IFB No. : CDI7770P16

Dear Sir,

Having examined the General and Special Conditions of Contract and the Terms of Reference including all attachments thereto, the receipt of which is hereby duly acknowledged, we the undersigned offer to perform the services in conformity with the said conditions of Contract and Terms of Reference for the sum of \_\_\_(No Price to be Stated)\_\_\_(Total Bid Amount in words and figures) stated below or such other sums as may be ascertained in accordance with the Price Bid Form attached herewith and made part of this Bid:

We undertake, if our Bid is accepted, to commence the work within (\_\_\_\_) days calculated from the date of issue of Company’s LOA.

We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

Signature and seal of the Bidder: \_\_\_\_\_

(In the capacity of) : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

\*\*\*\*\*

**PROFORMA - II**  
LETTER OF AUTHORITY

To,  
THE HEAD (CONTRACTS)  
OIL INDIA LIMITED  
(A Govt. of India Enterprise)  
P.O. DULIAJAN  
DIST. DIBRUGARH  
ASSAM # 786 602

Sir,

Sub: IFB No. CDI7770P16

We \_\_\_\_\_ confirm that Mr. \_\_\_\_\_ (Name and address) as authorized to represent us to Bid, negotiate and conclude the agreement on our behalf with you against Invitation No.: \_\_\_\_\_ for “ *Outsourcing of Internal Audit*”.

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Yours Faithfully,

Signature: \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_  
For & on behalf of: \_\_\_\_\_

Note: This letter of authority shall be on printed letter head of the Bidder and shall be signed by a competent person to bind such Bidder.



**PROFORMA - III**

**STATEMENT OF NON-COMPLIANCE**  
**(Only exceptions/deviations to be rendered)**

The Bidder shall furnish detailed statement of **exceptions/deviations**, if any, to the tender stipulations, terms and conditions in respect of each Section of Bid Document in the following format:

Section No.	Clause No. (Page No.)	Non-Compliance	Remarks

**Authorised Person’s Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Seal of the Bidder:**

**NOTE:** OIL INDIA LIMITED expects the bidders to fully accept the terms and conditions of the bid document. However, should the bidders still envisage some exceptions/deviations to the terms and conditions of the bid document, the same should be indicated as per above format and submit along with their bids. If the “**Statement of Non-Compliance**” in the above Proforma is left blank (or not submitted along with the technical bid), then it would be construed that the bidder has not taken any exception/deviation to the tender requirements.

\*\*\*\*\*

**APPENDIX - I**

**[TO BE FILLED-UP / SUBMITTED BY THE VENDOR ON ITS LETTER HEAD FOR E-REMITTANCE]**

Name:

FULL Address:

Phone Number :

Mobile Number :

E-mail address:

Fax Number :

Bank Account Number (in which the Bidder wants remittance against invoices):

Bank Name :

Branch :

Address of the Bank:

Bank Code :

IFSC/RTGS Code of the Bank:

NEFT Code of the Bank :

PAN Number :

Service Tax Registration Number:

\_\_\_\_\_  
Signature of Vendor with Official Seal

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