

**The National Small Industries Corporation Ltd**  
20-B, Abdul Hamid Street, (7th Floor)  
Kolkata – 700069, (West Bengal)

**NOTICE INVITING LIMITED TENDER**

**Sub- Two Bid Limited Tender for providing service of Retail Sales Centre (RSC) and Warehousing Services for Storage and Handling of Polymers at Howrah**

We are attaching herewith tender documents of Indian Oil Corporation bearing No. PC-M/PT/POLYMER/RSC/18-19/17 for setting up of RSC and Warehousing Services for Storage and Handling of Polymer at Howrah. The tender is due on 28.02.2019 upto 12.00 A.M. The Commercial Bid shall be opened on the same day on 28.02.2019 at 14.00 hrs. Followed by opening of Price Bids of eligible Bidders at 17.00 hrs. on 01.03.2019.

Reference to Indian Oil Corporation in the tender documents should be treated as reference to National Small Industries Corporation (NSIC). Please go through the notice inviting tenders, invitation to Bid, instructions to tenderers, general terms and conditions, **detailed scope of work, special terms & conditions, schedule of rates** as also the forms and formats in annexure – I.

Some of the salient features of the tender are as under:

1. **Location** : Howrah, West Bengal State
2. **Area required**:
  - (a) **Covered Carpet area** : 20,000 sq. ft.
  - (b) **Open area**: Minimum 04 Nos of shutter to be provided for loading and unloading of vehicles.
3. **Eligibility of Bidder**:
  - (a) should have turnover of Rs.89.41 Lac in any one of the last 3 years. The Bidder should be a reputed entity and in existence at least for last 3 years.
  - (b) Warehouse operations for handling, storage and dispatching of solid products for an amount as given below during any of the last five years ending on last day of the month immediately previous to the month in which last date of bid submission falls

S.N	RSC city	Single WO value (Rs in Lakhs) for similar work	Two single WO value (Rs in Lakhs) each for similar work	Three single WO value (Rs in Lakhs) each for similar work
1.	Howrah	63.14	50.52	37.89

Cont...2

: 2 :

4. **The premises:** Located on NH-16 (old NH6/ Mumbai Kolkata expressway) on the stretch between Chamrail and Panchla, a stretch of 25 km, and to be located within 3 km from the NH on either side. The offered premises should be leased to the bidder by the owner for the period of five years from the date of opening of the tender.
5. **Monthly quantity:** Estimated Annual Cargo Handling Quantity to be 36000 MT.
6. **Earnest Money Deposit:** Micro and Small Units registered and having valid registration are exempted for payment of EMD and as per condition mentioned in the tender.
7. **Validity :** Validity of rates shall be 180 days from the date of opening of the bids. Please submit your most competitive Bids in **Two Bid Systems**. The first is Commercial Bid and second one is Price Bid as per Schedule of Rates on of the tender documents.  
Following must be enclosed with the Commercial Bid in a separate envelope super scribing "**Commercial Bid**":
  1. This complete Tender Document
  2. Copy of audited balance sheet with P& L accounts for any one of the last three FY, which shall substantiate the turn over criteria.
  3. Relevant purchase Order/Work Order/Contract Agreement copy along with Execution certificate / Payment Certificate/Bank certificate indicating payment against said order.
  4. Self certificate as per format, wherever required.
  5. Bid form (F-1)
  6. Bidder's General information (F-2)
  7. Letter of authority / Board Resolution (F-3)
  8. Annual turnover (F-4)
  9. Declaration of Blacklisting /Holiday Listing (F-5)
  10. Details of relationship with directors (F-6)
  11. Bank account details of Bidder (F-7)
  12. DD/BG for EMD drawn on a scheduled Bank, Payable at new Delhi in favour of Indian Oil Corporation Limited. (F-8)
  13. BG for Security Deposit (F-9)
  14. No Deviation Confirmation (F-10)
  15. Contract Agreement (annexure -K)
  16. Memorandum of Association & Certificate of Incorporation of company as applicable.

Cont....3

: 3 :

17. Partnership Deed of Partnership firm, if applicable.
18. Self Attested copy of PAN CARD and GSTN
19. Other Relevant documents, as required, if any.
20. Registration under GST, any other act required for carrying out similar work in the state of West Bengal.
21. Ownership / Registered lease deed in respect of premises for 5 years along with Site Plan and Sketch of the premises offered.
22. Ownership / Rent Deed or Letter of Intent to rent in respect of handling equipment's.
23. Tender documents duly signed on each page and enclosed. The blanks in tenders / formats may be filled in as far as applicable.
24. Bidders are required to submit undertaking in below format in their letter head offering the warehouse.

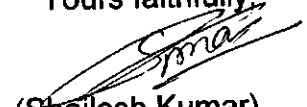
S.N	Particulars	Minimum requirement	Declaration by bidders in offered warehouse at the time of bid submission
1	Carpet area within the covered warehouse area (excluding loading/unloading/Ramp/office area) where product to be stored	20000 Sq Ft	To be given by Bidder
2	Concrete flooring within warehouse	Mandatorily - Yes	Y/N
3	Approach Road to Warehouse premises suitability for Big truck/ trailer movement with 6 axle	Mandatorily - Yes	Y/N
4	Minimum ceiling height (from floor to roof structure in case of roof is flat;. In case roof is slant then height will be taken along the side wall) is 20 Feet	Mandatorily - Yes	To be given by Bidder
5	No hazardous product is stored in the warehouse or in the immediate vicinity of the Warehouse	Mandatorily - Yes	To be given by Bidder
6	Floor level of the warehouse is higher as compared to the level of the immediate surrounding area to avoid flow of water inside the warehouse from surrounding area.	Mandatorily - Yes	To be given by Bidder

7	Open space for movement and parking of Trucks as well as container trailer movement is available.	At least for 4 No. Truck parking and movement for two big trailer (multi axle vehicle)	To be given by Bidder
8	Is the warehouse space availability in ground floor for the requisite carpet area	Mandatorily - Yes	To be given by Bidder
9	The will be no change in warehouse (location & address) at any stage of tendering and/or during contract. The same warehouse for which bid is being submitted shall be offer for physical inspection by IOCL.	Mandatorily - Yes	Y/N

The Corporation shall have right to reject all or any of the tenders without assigning any reason. There may be additional terms & conditions apart from the recorded ones in the tender documents depending upon the terms imposed by Indian Oil Corporation. It is again repeated that the reference to IOCL in the tender documents shall be treated to NSIC and the Bidder shall be bound to NSIC on back to back basis as per the terms & conditions in the tender documents.

Thanking you.

Yours faithfully,



(Shailesh Kumar)  
Senior Branch Manager

Encl. : Tender documents in pdf No.PC-M/PT/POLYMER/RSC/18-19/17

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**TECHNICAL BID**

Tender No. NSIC / KOL/RSC-IOCL/How/2018-19  
(Please reply against columns & Use separate sheet if necessary)

<p><b>A. Sub-contractor Details :</b></p> <p>i. Constitution</p> <p>ii. Res. Address (Partner &amp; Props.)</p> <p>iii. Business Address</p> <p>iv. Copy GST No.</p> <p>v. IT - PAN</p> <p>vi. Copy of IT Return / Balance Sheet</p> <p>vii. Experience in C. Agency</p> <p>viii. Quantity handled p.a.</p>	
<p><b>B. Stockyard Premises :</b></p> <p>i. Address</p> <p>ii. Area in Sq. Feet</p> <p>iii. Site Plan Attached</p> <p>iv. Meets requirements of Safety, Height &amp; Other conditions? Furnish details.</p> <p>v. Owned / Rented</p>	
<p><b>C. In case of Partnership / Co.</b></p> <p>i. Power of Attorney Attached ?</p> <p>ii. Board Resolution Attached ?</p> <p>iii. Copy of Partnership Deed ?</p> <p>iv. M&amp;A of Association Attached ?</p>	

Name and Signature of Tenderer  
with Address & Company Stamp

**Tender No. NSIC / KOL/RSC-IOCL/How/2018-19**  
**(Please reply against columns & Use separate sheet if necessary)**

**PRICE BID**

Sr. No.	ITEM	Unit	Quantity (Monthly)	Quoted Rate (Rs./Unit)	Total amount per month
1	Rent for Warehouse space	Sq ft	20000		
2	WH service Charges-including infrastructure (PC, Printer, consumables, furniture, manpower for invoicing, housekeeping, supervising, security, filing GST etc. all complete).	LS	1		
3	Cargo Handling Charges: (Stacking from loading bays to warehouse Bins, de stacking, Loading, quality control, safety, provision of ancillary facilities/services and documentation as per IOCL norms, invoicing etc all complete). Unloading of cargo by Road dispatch ex -IOCL supply point is within transporters scope till loading bays point of warehouse only.	MT	3000		
4	Unloading charges for Rail containers if received by Rail mode from IOCL supply point to RSC. Unloading of such cargo is within RSC operator scope.	MT	1500		
Total					

Name and Signature of Tenderer  
with Address & Company Stamp

Tender no: PC-M/PT/Polymer/RSC/18-19/17

Date: 18.02.2019



**IndianOil**

**TWO BID PUBLIC E-TENDER  
FOR  
RSC AND WAREHOUSING SERVICES FOR STORAGE AND  
HANDLING OF POLYMERS IN THE CITY OF HOWRAH**

**TENDER NO: PC-M/PT/POLYMER/RSC/18-19/17**

**DUE ON 04/03/2019 1600 Hrs**

**TENDER DOCUMENTS**

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**INDIAN OIL CORPORATION LIMITED  
(PETROCHEMICAL MARKETING)  
CORPORATE OFFICE  
1ST FLOOR, INDIAN OIL BHAVAN  
1, SRI AUROBINDO MARG  
YUSUF SARAI, NEW DELHI-110016**

Index Sheet

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**Annexure-A**

Indian Oil Corporation Limited  
(Petrochemical marketing)  
1st Floor, Indian Oil Bhavan  
1, Sri Aurobindo Marg, Yusuf Sarai,  
New Delhi – 110016

**NOTICE INVITING TENDER****Sub- Two Bid Public E-Tender for RSC and Warehousing Services for Storage and Handling of Polymers at Howrah city.**

Indian Oil has initiated e-tendering for procurement of goods and services through its website <https://iocletenders.gov.in>. All interested bidders are requested to obtain Class-3 Digital Signature Certificate (DSC) from any authorized certifying agency approved by Govt of India and register themselves with IOCL on this website using the DSC. Detailed instructions are available on the website.

Indian Oil Corporation Ltd invites electronic bids through its website <https://iocletenders.nic.in> under two bid system, (Part-I i.e. Techno-Commercial Part & Part-II, i.e. Price Part) for the subject work, from experienced service providers fulfilling the qualifying requirements stated hereunder:

Tender Type	Tender Validity (days)	Tender Download/Upload Period	Credential Bid opening date and time
Two Bid -Public e-tender	<b>180</b>	18/02/19 1600 Hrs to 04/03/19 1600 Hrs	05/03/19: 1600 Hrs or after

**e-tender ID: 2019\_BD\_92430\_1**

➤ **Pre –qualifications**

Note: Bidder have choice to applied for one or more than one RSC location but the requirement of PQ criteria value will be added against each RSC wise as per below listed tabular data.

**1. Warehouse:** The bidder(s) must qualify one of the following criteria:

- (i) The bidder should own the premises offered, or
- (ii) The offered premises should be leased to the bidder by the owner (for a minimum period of 05 (five) years from the date of opening of tender), or
- (iii) The bidder should have valid offer from the owner of the premises for leasing of the premises for Regional Sales Centre (RSC) for Polymers (the lease agreement with the owner for at least 05(Five) years should be submitted within 10 days of issue of LOI).

(Relevant documents to be attached).

**Note:** 1. The Premises of the warehouse should not be located inside the Premises of any Polymer Processors.

2. The owner includes Lessee, Sub Lessee of the premises ( Land and warehouse) having legal rights under the registered lease deed/ sub lease deed to lease/further sub-lease the premises for use of RSC operations for polymers. Where bidder is Lessee or sub Lessee of the premises, the copies of the lease deed /sub lease deed as applicable to be submitted. IOCL reserves the right to verify said copies from the original deeds.

2. **Regional Sales Centre (RSC) locations:** The bidder(s) must have warehouse with sufficient space to facilitate unloading/loading and stacking inside the warehouse at destinations as below:

Sl No	State	City of RSC	Proposed Location of RSCs	Estimated Annual Cargo Handling Quantity (MT)	Minimum covered carpet area (Sq ft) excluding office space, loading/unloading area and Ramp
1	West Bengal	Howrah	Located on NH16 (old NH6/ Mumbai Kolkata expressway) on the stretch between Chamrail and Panchla, a stretch of 25 km and to be located within 3 km from the NH on either side.	36000	20000

Note: The warehouse must be located at the above proposed location within the city as mentioned above. The estimated annual cargo handling quantity is only for indicative purpose which may vary as per Market demand.

### 3. Minimum Requirements of Allied facilities in Warehouse

The offered RSCs warehouse by bidders should meet the following minimum requirements of Allied facilities in Warehouse. Bidders are required to submit both the undertaking i.e. Part-A and Part-B in their letter head with seal and signature as a part of technical bid submission.

#### Part- A

1. The approach road from main gate to warehouse is suitable for movement of big trucks & trailers.
2. The warehouse is having proper locking system.
3. The minimum height of warehouse from floor to ceiling is 20 feet / higher than 20 feet. The area offered for warehouse is 20000 sq.ft. A minimum of 4 nos of shutters are provided with platforms for loading and unloading of vehicles.

4. The floor level of the warehouse is higher as compared to the level of the immediate surrounding area.
5. The area of loading and unloading platforms attached to front/rear of Warehouse are properly covered.
6. The floor of the warehouse is made of concrete and is properly levelled.
7. The warehouse is not having any loose electrical connections, hanging electrical wires and loose electrical fittings. All electrical lightings are covered and not exposed.
8. The warehouse is having proper ventilation and lighting arrangement. The offered warehouse has been positively segregated for storing IOCL product.
9. The warehouse does not pose any security threat due to the windows as the same have been fitted with proper iron grills.
10. The warehouse is having sufficient number of fire extinguishers in accordance with the size of the storage area i.e., one Fire Extinguisher for every 200 sq. Mt of the Warehouse area. The warehouse is provided with a minimum of 4 nos properly maintained fire extinguishers of sufficient capacity placed inside for easy access.
11. The warehouse will be provided with weighing and stitching machines in working condition.
12. The warehouse is easily accessible for big trucks and trailers.
13. There is no hazardous product stored in the warehouse or in the immediate vicinity of the warehouse.
14. All material will be stored by keeping polyethylene films on the floor and then placing the Polymer bags on the film. The grade wise stacking of the bags will be done.
15. Small office space size of at least 10feet x 8feet with facilities such as chairs/tables/shelves /PC/telephones/ Internet/ drinking water/Toilet/ first aid box/ security arrangement (24x7) etc will be provided at warehouse at no extra cost to IOCL. This office area is exclusive of the space offered for storage of Polymer in the Warehouse and will not be counted for minimum storage space requirement mentioned in the tender. Suitable power backup facility will be made available for uninterrupted operations.
16. Adequate covered space for loading/unloading and open space for movement and parking of Trucks as well as container trailer movement is available.
17. The Warehouse is located at ground floor and not in basement or any other floor such as first floor, second floor and so on.
18. The Bidder can offer multiple warehouses within the same premises having common boundary wall but the offered carpet area should fulfil the IOCL requirement as well as other specifications viz, height, approachability for big trucks/trailers etc. In case of

multiple warehousing within the same premises, bidder to submit full details with reference to each warehouse number.

19. The address of warehouse at the time of bid submission shall remain same during visit undertaken by IOCL officials.

**Document:** - Bidder to upload the undertaking in their letter head about the current status of all above 19 points with signature and seal, along with full address of warehouse offered as per enclosed format F-11 in the tender document.

**Part-B:** Following criteria is mandatory for qualifying for technical evaluation during the visit undertaken by IOCL nominated committee for physical verification of warehouse offered. In case any of the below parameters are not found in order for fulfilling the minimum criteria then their bid will be rejected during technical evaluation and price bid of such bidders shall not be opened. Therefore all the bidders are required to submit undertaking in below format in their letter head while offering the warehouse.

S.N	Particulars	Minimum requirement	Declaration by bidders in offered warehouse at the time of bid submission
1	Carpet area within the covered warehouse area (excluding loading/unloading/Ramp/office area) where product to be stored	20000 Sq Ft	To be given by Bidder
2	Concrete flooring within warehouse	Mandatorily - Yes	Y/N
3	Approach Road to Warehouse premises suitability for Big truck/ trailer movement with 6 axle	Mandatorily - Yes	Y/N
4	Minimum ceiling height (from floor to roof structure in case of roof is flat; In case roof is slant then height will be taken along the side wall) is 20 Feet	Mandatorily - Yes	To be given by Bidder
5	No hazardous product is stored in the warehouse or in the immediate vicinity of the Warehouse	Mandatorily - Yes	To be given by Bidder
6	Floor level of the warehouse is higher as compared to the level of the immediate surrounding area to avoid flow of water inside the warehouse from surrounding area.	Mandatorily - Yes	To be given by Bidder
7	Open space for movement and parking of Trucks as well as container trailer movement is available.	At least for 4 No. Truck parking and movement for two big trailer (multi axle vehicle)	To be given by Bidder
8	Is the warehouse space availability in ground floor for the requisite carpet area	Mandatorily - Yes	To be given by Bidder
9	The will be no change in warehouse (location & address) at any stage of tendering and/or during contract. The same warehouse for which bid is being submitted shall be offer for physical inspection by IOCL.	Mandatorily - Yes	Y/N

Bidder to also undertake that the balance (besides above 9 points as explained under Part-B) minimum requirement will be fulfilled out of above 19 check list points within 15 days post issuance of LOI, if shortlisted and awarded the contract.

(Document): Bidder to furnish Format F-12 as per enclosed in the tender document.

4. **Work Experience:** Warehouse operations for handling, storage and dispatching of solid products for an amount as given below during any of the last five years ending on last day of the month immediately previous to the month in which last date of bid submission falls.

S.N	RSC city	Single WO value (Rs in Lakhs) for similar work	Two single WO value (Rs in Lakhs) each for similar work	Three single WO value (Rs in Lakhs) each for similar work
1	Howrah	63.14	50.52	37.89

(Note: Similar work means warehousing & allied operations related to warehousing operations for any solid products)

(Note: All the prospective bidders have to submit their work experience on the letter head of their client for which warehousing work for solid products has been executed).

5. **Annual Turnover:** Document proof for having minimum annual turnover as per below tabulated data in any one of the last three preceding financial years i.e. 2015-2016, 2016-2017 & 2017-2018 to be uploaded in the tender site.

S.N	RSC City	Minimum Annual Turnover (In Rs. Lakh)
1	Howrah	89.41

(Documents: Bidder's copy of audited balance sheet/P&L accounts for any one of the last three FY which shall substantiate the turnover criteria need to be uploaded).

6. **Earnest Money Deposit (EMD):**

The proposed EMD amount is as mentioned below, shall be furnished by the bidder along with Credential Bid by way of online submission in IOCL tender portal through NEFT/RTGS or by way of Bank Guarantee (BG) as per the attached format. Original BG (submitted towards EMD) must be submitted in physical form to concerned tendering authority on or before closing date of tender. Non submission of EMD by BG in physical form or through online submission before due date of opening by the concerned bidder (s) shall lead to rejection of that bid.

S.N	RSC City	EMD Amount (In Rs. Lakh)
1	Howrah	4.47

### 7. **Relaxation for "Start-up company":-**

- No turnover and prior experience criteria with respect to start up shall be considered subject to meeting the quality and technical specification of the tendered items. To establish the quality and technical specification of the tendered items Technical capability following criteria to be ensured
  - All start up companies participating in the tender is required to submit valid certificate of recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt of India. (Upload valid certificate along with other documents)
  - Further bidder as a start-up company to meet the above criteria and at least one of the Promoters must have similar experience/capability in providing services for warehousing operations for which relevant self attested document duly notarized to be submitted.
  - Nature of Business mentioned in application made to get Start-up accreditation. Nature of the business should be related to warehousing & allied operations related to warehousing operations for any solid products. (Self Certificate along with copy of application may be enclosed)
  - A detailed Business plan covering complete implementation of work with following points needs to be submitted
    - Methodology to execute tendered work
    - Resource allocation & planning
    - CV/Qualification of key executives
    - Working capital & finance management
    - Safety, Security & statutory aspect
    - Any other important points which would be helpful to prove quality & technical capability
- Based upon above documents/ details, if IOCL is not convinced on meeting quality and technical capability of the bidder on the tendered items is able to execute the subject tender, the bid may be rejected without any further notice/ communication to the bidder.
- Start-up MSE companies are exempted from EMD amount.
- There shall not be any tax benefit for Start-up Companies.
- Security deposit at the prevailing rate is also applicable for Start-up companies.

8. **MSEs Bidders:** EMD is exempted for Micro & Small Enterprises (MSEs) registered with agencies/bodies as per Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012, issued by Ministry of Micro, Small and Medium Enterprises, Govt. of India. The certificate issued by the said agencies/bodies shall be valid on the date of opening of tender. All MSEs bidders are required to upload the valid certificates.

MSE In tender, participating Micro and Small Enterprises (MSEs) quoting rate within price band of L-1 + 15% (rates after reverse auction shall be considered for this purpose) for any individual RSC location on total minimum financial outgo for the corporation will be allowed to 100% job if they match the L-1 rate subjected to tender condition.

**Format for Experience Certificate to be submitted in client's letter head of Respective Bidder**

All the prospective bidders are expected to submit their experience in the following format:

"This is to certify that M/s. \_\_\_\_\_ have worked as our warehouse handling contractor for the work of handling of solid packaged products.

The details of materials handled by them during the previous \_\_\_\_\_ years

S. No.	Year	Work Description	Value of the work in Rs.	Place of work	Ref of relevant document- Work order, agreement etc. which can establish work value (To be uploaded in tender website)
1					
2					
3					

Date:

Signature:

Name:

Designation of signing authority:

(Bidder's client with name and full address)

### **TERMS & CONDITIONS**

- (a) All eligible and interested bidders are mandated to get enrolled on e-Tendering portal (<https://iocletenders.gov.in>).
- (b) The subject tender is an e-tender & can be downloaded from IOCL website, <https://iocletenders.gov.in>. Tender Document will not be issued in person or sent by post. Mere obtaining tender document through IOCL website shall, however, not be construed that the bidder/agency is considered qualified.
- i. Bidders are advised to read the instructions for participating in the e-tendering from the website <https://iocletenders.gov.in>. The Help Documentation placed at Home Page provides necessary guidance to bidders for using the e-Tendering site. A user id will be issued to each prospective bidder by e-Procurement system for participation in e-tendering through the enrolment process.
  - ii. Bidder shall download the Bidding Document in his own name and submit the bid directly. The Bidding Document is non-transferable.
  - iii. Bidders/Agencies shall ensure submission of complete information/documentation in the first instance itself. IOCL reserves the right to complete the evaluation based on the details furnished by the agencies without seeking any subsequent additional information. Bids not in compliance with Bidding Document or with incomplete information documents are liable for rejection.
  - iv. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
  - v. It is important to note that, the bidder has to click on the **Freeze Bid** Button, to ensure that he/she completes the Bid Submission Process. Bids, which are not frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
  - vi. Bids with any deviation/ queries will not be considered or accepted later on and bidders to ensure compliance of all provisions of the bidding document.
  - vii. IOCL reserves the right to accept or reject any tender in part or full, without assigning any reason whatsoever.
  - viii. IOCL will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
  - ix. Any addendum/corrigendum/sale date extension in respect of above tender shall be issued on our website: <https://iocletenders.nic.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated.
  - x. Bids can only be submitted and re-submitted before the last date and time of submission as per tender.

Note: All interested bidders are requested to register themselves with the portal indicated above and enrol their digital certificate with the user id for participation in the tender.

New Delhi.

DGM (PCM)



**Annexure-B****Information to Bidders for participation in E-Tendering**

Indian Oil Corporation Ltd. has developed a secured and user friendly system which will enable Vendors / Bidders to Search, View, Download tenders directly from Indian Oil Corporation Ltd., secured website and also enables them to participate & submit Online Bids on the e-tendering site <https://iocletenders.gov.in> directly from the website in secured and transparent manner maintaining confidentiality and security throughout the tender evaluation process and award.

All interested bidders are requested to register themselves with the portal indicated above and enrol their digital certificate with the user id for participation in the tender. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

**How to submit On-line Bids / Offers electronically against E-tendering?**

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

Late and delayed Bids / Offers after due date / time shall not be permitted in E-tendering system. No bid can be submitted after the last date and time of submission. (However, if the bidder intends to revise the bid already submitted, they may change / revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the reference time and bidders have to follow the same

Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

**No bid can be modified after the dead line for submission of bids.**

**No Manual Bids / Offers along with electronic Bids / Offers shall be permitted.**

**What is a Digital Signature?**

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allot on a regular basis Digital Certificates. Documents which are signed digitally are legally valid documents as per the Indian IT Act (2000).

**Why is a Digital Signature required?**

In order to bid for Indian Oil e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificate is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor / Bidder can submit their Bids / Offers On-line only after digitally signing the bid / documents with the above allotted Digital Signatures.

Bidders have to procure Digital Certificate (Class 3) on their own from any of the

• Certifying Authorities in India.

**Submission of Documents:**

The Unpriced Technical Bids and Price Bid have to be submitted online only.

However, documents which necessarily have to be submitted in originals like EMD and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a physical sealed envelope. Indian Oil shall not be responsible in any way for failure on the part of the

bidder to follow the instructions.

It is advised that the bidder uploads small sized documents (preferably up to 5 – 10 MB) at a time to facilitate in easy uploading into e-tendering site. Indian Oil does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

List of documents to be submitted along with the tender document:

List of Documents		
S.N	Documents to be uploaded as part of Credential bid	File Type
1	This complete Tender Document	.pdf
2	Copy of audited balance sheet with P&L accounts for any one of the last three FY, which shall substantiate the turn over criteria.	.pdf
3	Relevant Purchase Order/Work Order/Contract Agreement copy along with Execution Certificate/Payment Certificate/Bank Certificate indicating payment against said order	.pdf
4	Self Certificate as per format, wherever required.	.pdf
5	Bid Form (F-1)	.pdf
6	Bidder's General Information (F-2)	.pdf
7	Letter of Authority/Board Resolution (F-3)	.pdf
8	Annual Turnover (F-4)	.pdf
9	Declaration of Blacklisting/Holiday Listing (F-5)	.pdf
10	Details of Relationship with Directors (F-6)	.pdf
11	Bank Account Details of Bidder (F-7)	.pdf
12	DD/BG for EMD drawn on a scheduled Bank, payable at New Delhi in favour of Indian Oil Corporation Limited (F-8)	.pdf
13	BG for Security Deposit(F-9)	.pdf
14	No Deviation Confirmation (F-10)	.pdf
15	Contract Agreement(Annexure-K)	.pdf
16	Memorandum of Association & Certificate of Incorporation of Company as applicable	.pdf
17	Partnership Deed of Partnership firm, if applicable	.pdf
18	Self Attested copy of PAN CARD and GSTIN	.pdf
19	Other Relevant documents, as required, if any	.pdf

#### Help Desk for e-tendering

Bidders may contact the following resource persons for any assistance required in e-tendering:

Mr. Ravi	Kolkata	08981665512	Mr. Deepak	Mumbai	09820177883
Mr. Shashi	Noida	08130634323	Mr.Lalit	Mumbai	09004536892
Mr.Sawan	Noida	08130269544	Mr.Manu	Gurgaon	01242861244
Mr. Vikrant	Gurgaon	01242861318	Mr.Ankit	Gurgaon,	01242861317

Helpdesk Telephone No.:022-26447708, email id: [etenderinghelpdesk@indianoil.in](mailto:etenderinghelpdesk@indianoil.in)  
Business Hours: Mon-Fri-09:00 to 16:00 Hrs India Time (IST) (GMT+5:30 Hrs)

**Annexure-C****EMD PAYMENT DETAILS****EMD Payment:**

Various modes of EMD payment available post implementation of 100% Online EMD are given as below: For Indian Bidders:

EMD payment through Demand Draft (DD), Bankers Cheque (BC) and Swift Transfer (ST) shall not be accepted. For payment of EMD, bidders shall follow the following process:

Sl. No.	Instrument / Category	Process
1	Net Banking	Bidder shall choose "Net Banking" option and submit which will redirect bidder to payment gateway where he shall choose his bank and proceed to pay the EMD payment. After successful payment, system will bring him back to e-Tendering portal for further submission of offer.
2	NEFT/ RTGS	Bidders shall choose "NEFT/RTGS" option and submit. On next page he shall get the option to download NEFT/ RTGS challan (ICICI NEFT/ RTGS form) having unique bank account number for that particular EMD. Bidder shall pay NEFT/ RTGS as per details in generated challan either using online banking or by visiting his bank branch.
3	BG – Bank Guarantee	Bidder shall select YES against EMD exemption and shall select exemption type as "Percentage". Bidder shall enter 100 in Percentage/Amount field. Subsequently bidder shall upload the scanned copy of "Bank Guarantee (BG)" in the space provided for uploading EMD exemption document.
4	Exempted Category (General)	Bidder shall select YES against EMD exemption and shall select exemption type as "Percentage". Bidder shall enter 100 in Percentage/Amount field. Subsequently bidder shall upload the scanned copy of supporting EMD exemption document in the space provided for uploading EMD exemption document.
5	Partial Exempted Category	Bidder shall select YES against EMD exemption and shall select exemption type as "Fixed". Bidder shall calculate the exemption amount (i.e. Total EMD amount – EMD amount payable by the bidder) and enter the same in Percentage/Amount field. Subsequently bidder shall upload the scanned copy of the document specifying the reason for claiming.

If bidder opts for payment of EMD/SD in the form of bank guarantee, in such case, bidder has to submit copy of SFMS (Structured Financial Messaging System) message which has been transmitted from BG issuing bank to beneficiary's bank. For this purpose, Beneficiary Bank Branch Name, Address and IFSC Code details are attached.

Please refer "Special Instructions to the Bidder (SITB)" and "FAQs - Online EMD Facility in IOCL e-Tendering" documents uploaded in e-Tendering portal for detailed process and precautions to be taken.

Earnest Money deposit shall be exempted in the following cases:

- (i) Micro and Small Scale Units registered having valid registration.
- (ii) Public Sector undertaking of the Central/ State Government are exempted from payment of EMD.
- (iii) JVs of IOCL are exempted from payment of EMD.
- (iv) Start Up MSIEs are exempted from payment of EMD.

Tenders submitted without EMD shall be rejected summarily.

**Annexure-D**

**Indian Oil Corporation Limited  
(Petrochemical marketing)  
1st Floor, Indian Oil Bhavan  
1, Sri Aurobindo Marg,  
Yusuf Sarai, New Delhi – 110016  
INVITATION TO BID**

**Sub: - Two Bid Public E-Tender for RSC and Warehousing Services for Storage and Handling of Polymers at Howrah.**

Ref: **PC-M/PT/POLYMER/RSC/18-19/17**

Date: 18.02.2019

1. RSC and Warehousing Services for Storage and Handling of Polymers at Howrah, in complete accordance with our Tender Document and its attachments.
2. **Period of Contract:** Unless otherwise specified by the Corporation, the contract shall be awarded for **03 (three)** years to be reckoned from the date of commencement of first supply ex PPMC, Panipat, Haryana or Paradip, Odhisa. The contract shall have provision for extension of the contract for another term of **02 (two)** years at the sole discretion of IOCL on the same rates, terms and conditions.

The contractor shall abide by to continue the contract for 3 more months or till the award of the new contract, whichever is earlier, after expiry of the contract, at the same rates, terms and conditions of contract, if there is delay in finalization of next contract and so intimated by IOCL.

The contract can be terminated by giving three (03) months notice if so required by the IOCL without assigning any reason.

3. **Submission of Bids:** Bidders are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of required documents to substantiate the claim towards their credentials. While the tender shall be submitted online in soft copy on our e-tendering portal, the Earned Money Deposit has to be submitted to tender inviting office as per tender instruction before the due date and time, failing which the tender shall be summarily rejected. A scanned copy of the instrument BG or exemption certificate in case of Micro & Small Industries or exempted category has to be uploaded along with the tender in the appropriate link. The price bid (BoQ) must be submitted only in the prescribed Excel file available as a part of the e- tender. The tender and subsequent communications if any should be as a part of the bid. If the original EMD is sent by Registered Post/ Courier, the bidder should ensure that it reaches the tender inviting authority before closing date and time. Bidders should study the tender documents carefully before quoting.

4. **Filling of tender documents:** All interested bidders have to quote their rates in the format available in the tender online. No other form of bid shall be accepted and the tender shall be summarily rejected.
- 4.1 **Part-I:** Credential Bid complete with all technical and relevant details other than price shall be uploaded and this shall essentially contain the entire tender document.
- 4.2 **Part-II:** "Price bid".- The price bid (BoQ) must be submitted only in the prescribed Excel file available as a part of the e- tender
5. Bidder is required to digitally sign on all pages of the tender documents and approval/ authorization by proprietor / partner / Director need to be attached in case the documents have been signed by any person other than proprietor / partner / Director of the firm.
6. **TENDER OPENING: OPENING OF TECHNO-COMMERCIAL BID:**
- 6.1 The Techno-commercial part of the Bid shall be opened on-line on the date & time mentioned in the NIT. No Bidder shall be required to be present in IOCL's office for any E-Tender opening process. Bidders can view the status & tender opening statement by logging on to the website.
- 6.2 The Price Bids of only those bidders shall be considered for electronic opening and evaluation, whose bid is determined to be satisfying the prequalification criteria mentioned in NIT.
7. **SECURITY DEPOSIT (SD):** Security towards maximum stock to be stored in RSC will be as follows:
- 7.1 Considering maximum stock in respective RSCs, the security deposit shall be calculated as elaborated below:-
- (The highest price of Polymer grade (ZGTP at RSC Location) shall be considered as on the 1<sup>st</sup> day of the previous month of the opening of the technical bid).
- (a) A bank guarantee/Demand draft amounting to 30% of the value of stock to be kept in RSC will be given by RSC operator. The bank Guarantee shall be valid for the entire tenure of the contract and the claim period shall be valid up to at least six months beyond the expiry of the Agreement. This will also cover the risks involved with regard to performance of RSC Operator.
- (b) To calculate security amount :
- a. Maximum stock to be kept in RSC will be taken as 1 MT of product per 10 square feet of carpet area.
- b. The highest price of Polymers (ZGTP at RSC location) shall be considered as on the 1st day of the previous month of the last date of bid submission for the respective tender.
- (c) SD amount shall be based on maximum stock to be stored at RSC. The price considered for SD shall be reviewed every six month for upward revision only.
- (d) Security deposit shall be waived off in case of PSU Company like, CONCOR, CWC, and NSIC etc for RSC operations.

- 7.2 Stock position at RSC shall be reviewed in every six month for any upward revision in Security Deposit. The contractor shall submit the addition amount of security deposit if there is any upward revision in the same and so intimated by IOCL.
- 7.3 Security of the total product at RSC is the responsibility of RSC operator.
- 7.4 In case of non-fulfilment of the contract, 10% of the contract value will be deducted from the Bank Guarantee submitted by the RSC operator for the purpose of 'Security of IOC stock' as above.
- 7.5 The above security deposit shall be firm during the currency of contract irrespective of increase/decrease in Polymer price.
- 7.6 No interest shall be payable on Security Deposit.
- 7.7 Any loss/damages arising out of the Contract would be adjustable first against the Security Deposit. Any damages in excess of the Security Deposit will be recovered from payments due to the Service Provider under the Contract or deposits/payments due to the Service Provider under any other contract. Any leftover amount in this respect shall be payable by the Service Provider to IOCL.
- 7.8 Adjustment of EMC (if paid online) towards Security Deposit can be made on requests of the bidder.
- 7.9 Security Deposit would be refunded after 6 (six) months of the satisfactory completion of the Contract and on written request from the Service Provider.
8. **Validity of quoted rates:** Quoted rates shall be valid for 180 days from the date of closing of tender unless extended by mutual consent in writing.
9. Correspondence Address of Concerned Tendering Authority should be addressed as per details given below:  
DGM (PCM)  
INDIAN OIL CORPORATION LIMITED (Corporate Office)  
1st Floor, Indian Oil Bhawan, 1, Sri Aurobindo Marg, Yusuf Sarai, NEW DELHI-110016  
Email Id: [kumaravinish2@indianoil.in](mailto:kumaravinish2@indianoil.in); [singhi7@indianoil.in](mailto:singhi7@indianoil.in)
10. Pre-bid meeting: Pre-bid meeting will be held at our office at Indian Oil Bhawan, Yusuf Sarai, New Delhi on 25.02.2019 at 14:30 hrs.

Thanking you,

For & on behalf of  
Indian Oil Corporation Ltd  
DGM (PCM)

**Annexure-E**

**INDIAN OIL CORPORATION LIMITED  
(PETROCHEMICAL MARKETING)  
INSTRUCTION TO BIDDERS**

**1.0 GENERAL GUIDELINES:**

- 1.1 Bidders are advised to carefully study all the terms and conditions given in the tender document before quoting their rates.
- 1.2 Before submitting the tender, each page of the tender documents along with the all its Annexure and Attachments must be digitally signed by the Bidder in token of their acceptance of the same.
- 1.3 Tender documents are available as one set of credential bid and price bid documents separately. The complete set duly completed and signed is to be submitted online to the Corporation.
- 1.4 Tender should be submitted only in the prescribed form downloaded from the website namely [www.ioctenders.nic.in](http://www.ioctenders.nic.in)
- 1.5 Near relatives of an employee responsible for award and execution of this contract in the Corporation are NOT PERMITTED to quote. Bidders shall be obliged to intimate Corporation the names of persons who are near relatives of any employee of Corporation or in State or Central Government and who are working with the Bidder in their employment. Any violation of this condition, even if detected subsequent to the award of contract, would amount to breach of contract on Bidder's part entitling the Corporation to all rights and remedies available thereof.
- 1.6 The Bidder shall quote their rates with reference to each item and must tender for all the items shown in the attached price bid document.
- 1.7 Rates quoted would be valid and binding on the Bidder up to 180 days from the date of closing of tender unless extended by mutual consent in writing. Breach of this provision will entail forfeiture of the Earnest Money Deposit.
- 1.8 The Corporation reserves its right to:
  - a) Negotiate with any or all Bidders.
  - b) To reject any, or all tenders either in full or in part and/or accept any other tender, other than the lowest quotation without assigning any reason whatsoever.
- 1.9 Observance of safety instructions at the location of work is of utmost importance. Bidder shall be bound to bear all expenses on account of their personnel for any safety training. The Bidder will deploy only such workers who have attended such training course.
- 1.10 The Bidder shall not be entitled to claim any costs, charges, expenses for or incidental to in connection with preparation and submission and subsequent clarification of his tender even if the Corporation decides to withdraw the invitation to tender or the tender is rejected and/or cancelled on any count.
- 1.11 Bidders will be required to quote for all the items of the Price Bid. The tender received with part quotes shall be summarily rejected.



1.12 In case of any dispute/difference arising out of interpretation of any of the clauses/terms/provisions, decision of the Corporation shall be final and binding on all parties including the Bidder.

## **2.0 RATES**

2.1 Rates are to be quoted in Indian Rupees for each item per unit against the item given in Schedule of Rates 'SOR'.

2.2 Rates quoted/subsequently agreed upon negotiations shall be all inclusive of all other taxes and statutory levies and/or duties for the entire related activities as per the items of price bid and shall be applicable for the entire contract period except mentioned in the escalation clause. The applicable GST will be paid on actual applicable from time to time.

## **3.0 ELIGIBILITY CRITERIA FOR TENDERERS:**

As notified in the Notice Inviting Tender (NIT).

## **4.0 EARNEST MONEY DEPOSIT (EMD):**

As notified in the Invitation to Bid (ITB).

5.0 **EVALUATION:** The price bid of only the technically qualified bidders will be opened.

5.1 Evaluation shall be done RSC wise without any GST implication on the quoted price and based on minimum financial outgo to the Corporation against each RSC location.

5.2 Bidders are allowed to quote in BoQ (Price Bid) part only in E tender site. The minimum financial outgo to the Corporation against each RSC shall be considered while selecting the bidder(s).

5.3 Bidders have to mandatorily quote for all the items given in Schedule of Rates for each individual RSC. In case the bidder does not quote for any one/more items given in SOR against any particular RSC, the bid of the said bidder shall not be considered for further evaluation and same shall be rejected.

5.4 In case of tie at L-1 position among one/more bidder(s) for any particular RSC location, discounts shall be sought from such L-1 bidders to determine the final L-1 bidder.

5.5 In case the tie still exists at L-1 position among one/more bidder(s) for any particular RSC, the preference in award of work shall be given to the bidder having highest annual turnover as per last audited financial year i.e. 2017-2018 as submitted under tender's technical evaluation criteria shall be considered.

6.0 **MSEs Bidders:** In tender, participating Micro and Small Enterprises (MSEs) quoting rate within price band of L-1 + 15% for any individual RSC location on total minimum financial outgo for the corporation will be allowed to 100% job if they match the L-1 rate. In case of tie among MSEs bidders then same clause 5.4 & 5.5 as above would be applicable to arrive at L1 Bidder for any particular RSC.

In case any MSEs bidder found in L1 original position for any particular RSCs then above criteria of L1+15% shall not be applicable.

7.0 **No. of service provider:** Based on the minimum financial outgo to the Corporation, the contracts as above shall be awarded to only 01(one) service provider for each RSC. But for each RSC location there would be only one service provider as the job for individual RSC is non split able.

## **8.0 NEGOTIATION:**

- 8.1 Corporation reserves the right to negotiate with any or all Bidders.
- 8.2 Bidders may be required to visit the office of the Corporation as advised to them for negotiations/ verification of documents entirely at the cost of Bidders.
- 8.3 Only the proprietor or Partner or an authorized representative of the firm or partnership firm or company of society should personally attend such negotiation as commitments made and or clarification given during negotiations will be binding on the Bidder. He should carry the necessary authorization to attend such negotiations and hand over the same to the Corporation's representatives participating in negotiation.
- 8.4 Originals of the documents submitted as enclosures along with the tender documents to substantiate statements made in the tender documents are to be produced for the verification by the corporation during negotiations or at any time.
- 9.0 **NOTIFICATION OF AWARD** (Letter of Intent-LOI)
- 9.1 The Corporation will notify the award by Letter of Intent (LOI) to the successful Bidder.
- 9.2 Prior to the expiration of the period of Tender validity, the Corporation will notify the successful Bidder by Letter of Intent (LOI) that Tender submitted by Bidder has been accepted by the Corporation and the " Letter of Intent " as above will constitute formation of Contract.
- 9.3 The successful Bidder on receipt of "Letter of Intent " shall convey their acceptance by return email /letter and to be confirmed by letter within 7 days.
- 9.4 Contract shall be effective from the date of "acceptance of LOI" or any such other date as notified by the Corporation.
- 10.0 **AGREEMENT:**
- 10.1 Successful Bidder(s) would be required before undertaking the contract, to execute an agreement (draft given at attachment) within 15 days from the date of Letter of Intent, failing which EMD is liable to be forfeited and the offer shall be withdrawn. Failure to execute Agreement; and/or furnish required security deposit within prescribed time may render the bidder liable for forfeiture of Earnest Money Deposit (EMD) and withdrawal of offer without further notice and also without prejudice to the rights of the Corporation to recover damages under law.
- a) One specimen set of Agreement format is enclosed with tender documents. Bidders are advised to carefully read the same before submitting their tender.
- b) Corporation would supply two sets of Agreement Form to the successful Bidder along with the LOI. Both sets are to be signed with the firm's seal and returned to the Corporation along with the letter-confirming acceptance of the LOI. One non-stamped copy will be returned to the successful Bidders duly signed by competent authority of the Corporation.
- 10.2 When the person signing the tender is not the sole proprietor, necessary Power of Attorney authorizing the signatory to act on behalf of the proprietor/firm should be produced before signing the agreement and an authenticated copy of the Power of Attorney should be submitted for the Corporation record.
- 11.0 **DUPLICATION OF CLAUSE:** Whenever there is duplication of clause either in the terms and conditions or in the Agreement, the clause, which is beneficial to the contracting Corporation, will be considered applicable at the time of any dispute.
- 12.0 **SCHEDULE OF QUANTITIES**

The quantities indicated in Schedule of Rates (SOR) are only an approximate estimate of the annual volume expected under various heads of activities which may vary as per actual requirement and shall not form the basis of any dispute whatsoever. IOCL has right to increase the carpet area of RSCs as per market requirement during currency of contract for which IOCL will pay the rental to the finalized bidder at the same finalized rate, terms & conditions as mentioned in LOI/LOA (Letter of intent) for the additional space seeking for. Under such circumstances, finalized bidder to arrange the additional carpet area as and when required by IOCL within the same city

**Annexure-F**

**INDIAN OIL CORPORATION LIMITED  
(PETROCHEMICAL MARKETING)  
GENERAL TERMS AND CONDITIONS**

**1.0 DEFINITIONS:**

- 1.1 "**CORPORATION**" shall mean Indian Oil Corporation Limited (shall also mean to include IOCL as referred to in various parts of the Tender Document).
- 1.2 "**SERVICE PROVIDER**" shall mean the person, firm or corporation with whom upon successful tendering process; the Corporation shall execute the Work order/Contract for providing warehousing, packaging and handling facility for Polymer.
- 1.3 **CONTRACT/WORK ORDER** shall mean the Order and all its attachments and exhibits along with the Tender Document and its Attachments and Annexure.
- 1.4 **ASSIGNMENT AND SUBLETTING:** Except with the prior written permission of the CORPORATION, the SERVICE PROVIDER shall not assign its rights and obligations under this CONTRACT/WORK ORDER either in full or in part thereof to any other person or entity.
- 1.5 **Tenderer/Bidder:** A person, society, firm or company willingly participating in tender in given terms and conditions, is tenderer/ bidder.
- 1.6 **Tender:** Tender means the tender document (both technical and commercial) submitted by the tenderer for consideration by IOC.
- 1.7 **Name of Tender:** means the work i.e. RSC and Warehousing Service for storage and handling of Polymers at destinations in the city of Howrah.
- 1.8 **Pre Qualification Bid:** means documents regarding eligibility conditions as stipulated in the tender document for qualifying the bidder for consideration of opening of the Financial Bid.
- 1.9 **Schedule of Rates:** means the rates quoted by the tenderer in the prescribed format for various activities to be performed by the Service Provider.
- 1.10 **Price Bid:** means the document containing the Schedule of Rates to be considered for the purpose of evaluation and award of contract.
- 1.11 **RSC:** Regional Sales Centre.
- 1.13 **Unsatisfactory Performance:** The unsatisfactory working will include the following:
- I. Repeated failure to adhere to the work schedule.
  - II. Repeated occurrences of go-slow/strike or acts of indiscipline on the part of manpower deployed by Service Provider.
  - III. Repeated instances of improper work.

- IV. Repeated instances of failure to comply with instructions of IQCL.
- V. Repeated instances of safety violations.
- VI. Breach of terms of the contract.

**2.0 SPECIAL CONDITIONS OF CONTRACT:**

2.1 In case of any difference between any terms of the General Conditions of Tender/Work Order /Contract and that of the Special Conditions of Tender/Work Order/Contract the terms of the Special Conditions shall supersede and prevail over the terms of the General Conditions.

2.2 This Tender/Contract shall be subject to these General Terms and Conditions and any additional/Specific conditions referred to in the Tender/Contract, and no deviations shall be made from the requirement of the Tender/ Contract or from the General and Special Terms and Conditions unless deviations are approved in writing by the Corporation.

3.0 **DEFAULT:** In the event of any default of the Bidder to comply with any of the provisions or requirements hereof, the Corporation shall have the right to terminate and cancel the Tender/Contract with or without notice and without prejudice to any other rights, options, or remedies the Corporation may have, and the Corporation shall be relieved from any further obligations to the Bidder hereunder. In the event of such cancellation of order, the Corporation shall be entitled to arrange for the balance work including supply of equipments, materials and services from alternate Service Providers at the risk & cost of Bidder. The waiver of one default shall not be considered an automatic waiver of any other defaults.

**4.0 RESOLUTION OF DISPUTES/ARBITRATION:**

4.1 In case any dispute arises between the contractor and the owner and no settlement can be arrived at mutually, the contractor/owner may ask for the appointment of an arbitrator as per terms of agreement. Following points shall be kept in view in such cases: It should be ensured that the appointment of arbitrator is made within the period stipulated under the provisions of the Arbitration / Conciliation Act.

4.2 Venue of the arbitration shall be New Delhi, provided that the Arbitrators, with the consent of the owner and contractor, agree upon any other venue. The parties hereby agree that the court in State of Delhi alone shall have jurisdiction to entertain any application or any award/s made by the Sole Arbitrator or other proceedings in respect of anything arising under this Agreement. The performance of all the obligations under the contract shall not stop for any reason whatsoever during the said dispute/proceeding unless the contractor is specifically directed by corporation to desist from working in this behalf.

4.3 The parties hereby agree that the court in city of Delhi alone shall have jurisdiction to entertain any application or any award/s made by the Sole Arbitrator or other proceedings in respect of anything arising under this Agreement.

- 4.4 This Agreement covers entire understanding between the parties including the terms and conditions detailed in tender document/LOI/Work Order. No alteration / variation of any of the terms of this Agreement shall be valid unless made with the consent of both the parties and evidenced in writing duly signed by authorized representatives of both the parties.
- 4.5 The performance of all the obligations under the Contract shall not stop for any reason whatsoever during the said dispute/proceeding, unless the Vendor is specifically directed by Corporation to desist from working in this behalf.
- 4.6 The venue of arbitration shall be New Delhi and the language of proceedings shall be English.
- 5.0 **GOVERNING LAW AND JURISDICTION:** The Parties agree that the contract would be deemed to have been entered into at Delhi and would, therefore, shall be under the exclusive jurisdiction of Delhi Courts. All actions at law or suits arising out of, or in connection with this contract or the subject matter thereof and whether as to construction or otherwise shall be instituted in any court with competent jurisdiction in Delhi.
- 6.0 **SUSPENSION:** If at any time after the commencement of the work, the Corporation for any reason whatsoever does not require the whole/part thereof of work as specified in the tender to be carried out, the Corporation can also give notice in writing of the fact to the Service Provider for suspending whole/part of the specified work. The Service Provider shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have otherwise derived from the execution of work in full, but which he did not derive in consequence of the full amount of the work not having been carried out. The Service Provider shall not have any claim for compensation by reasons of any alterations having been made in original specifications and instructions, which involve any curtailment of the work, as originally contemplated.
- 7.0 **TERMINATION:** In the event of repeated instances of unsatisfactory service or any failure at any time on the part of the Service Provider to comply with the terms and provisions of this contract to the satisfaction of IOC (who shall be the sole judge and whose decision shall be final), or any breach of the terms and conditions of the Contract by the Service Provider, IOC shall have the right to terminate the Contract as a whole or in part without any liability, by giving **three months notice** in writing, provided however, that it shall be obligatory on the part of the Bidder to complete its contractual obligation during the period of such notice.
- 7.1 In the event of such termination of the contract, IOC shall be entitled to:
- (i) Forfeit the security deposit as it may consider fit;
  - (ii) Get the balance/remaining work done by making alternative arrangements as deemed necessary and until such time IOCs able to appoint a new regular Service Provider; and recover from the Service Provider (appointed under this tender) any extra expenditure incurred by IOC in getting the work done and damages which IOC may sustain as a consequence of such action.
- 7.2 If the extra expenditure incurred by IOC on account of unsatisfactory performance of the Service Provider as mentioned in paragraphs above is more than the Security Deposit

proposed to be forfeited, the expenditure over and in excess of the Security Deposit may be recovered by deducting the said amount from pending bills of the Service Provider under this tender or from money due to the Service Provider by IOC under this or any other contract or otherwise. The Service Provider shall have no claim whatsoever against IOC, in consequence on such recoveries or termination of the contract, as stated above.

7.3 The certificate of IOC as to the sum payable to the new agency, if the work in question had been carried out by him under the terms of contract, shall be final and binding on the Service Provider.

7.4 If at any time the Service Provider becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or, if he is convicted by any court of law, IOC will have the absolute option of terminating the contract forthwith and he shall have no right for damages or compensations on this account.

## 8.0 DEBARRING OF BUSINESS DEALINGS

(i) In the event of premature termination of contract in terms of provisions of clause 7 above, IOC shall also be entitled to debar the Service Provider for participation in future tenders of IOC for a period as deemed fit ranging from one (01) to three (03) years.

(ii) Further, in case if it comes to the notice of IOC that the bidder/Service Provider has used forged documents or misrepresented the facts in any manner either to get the contract or during the pendency of the contract, in all such cases IOC at its sole discretion may terminate the contract and debar such Service Provider for a period ranging from 1 to 3 years, as deemed fit. In all such cases, the provisions of clause 7, above (Termination of contract) will become applicable.

## 9.0 SERVICE PROVIDER'S RESPONSIBILITIES & DUTIES:

9.1 All the workers and/or person employed by the Service Provider shall be engaged by them as their own employees/workmen in all respect implied or expressed. The Service Provider shall be responsible against any liabilities of accident, partial or full disability, death etc. of their worker or third party. The Service Provider shall keep IOC indemnified against liabilities arising out of the contract on this account.

9.2 The Service Provider shall be solely responsible for compliance of all applicable laws and the statutory provisions enshrined therein; and the Service Provider shall specifically ensure compliance of all such various Laws, Acts, etc, including but not limited to the following (wherever applicable):

- (i) Contract Labor (Regulation & Abolition) Act 1970 and Rules made there under.
- (ii) The Employees (Provident Fund & Miscellaneous Provisions), Act 1952.
- (iii) The Employees State Insurance Act 1948 wherever applicable (in case ESI Act is not applicable the Workmen Compensation Act 1923 and Maternity Benefit Act 1961 will be applicable.)
- (iv) The Minimum Wages Act 1948.
- (v) The Payment of Bonus Act 1965.

- (vi) The Payment of Gratuity Act 1972.
- (vii) The Payment of Wages Act 1936.
- (viii) The Motor Vehicle Act. Etc
- (IX) The Bonus Act

- 9.3 The Service Provider shall maintain all the Registers and records, file the returns, display notices as required under the provisions and rules of various applicable labour and transport laws.
- 9.4 Apart from the indemnity provided to the principal employer under the various labour laws, the Service Provider shall fully indemnify IOC against all the payments, claims and liabilities whatsoever incidentally arising out of or for the compliance with or endorsement of the provisions of any labour or other laws to the extent of their applicability to the establishment/work in IOC.
- 9.5 It shall be the responsibility of the Service Provider to get all employees/workmen deployed at premises duly screened and verified, preferably through police verification. IOC shall have the right to object and require the Service Provider to remove forthwith from the premises any personnel employed by them, if in the opinion of IOC such person's conduct is not commensurate with the requirements, discipline, decorum and decency of IOC and/or the person is not desirable with proper performance of the work.
- 9.6 The Service Provider shall pay not less than minimum wages rate as notified by the appropriate Government to the employees/workers engaged by him. The disbursement of the wages shall be in the manner as prescribed under law.
- 9.7 The Service Provider shall provide adequate number of trained supervisors, equipment/ vehicle operators/drivers and other workers at all the desired operational points, to ensure proper and timely movement of containers, including performance of incidental and general services, expeditiously and to the satisfaction of IOC officials.
- 9.8 The Service Provider shall provide, at his own cost, all workers and other employees with necessary tools, safety helmets, shoes, jackets, etc. for effective and efficient discharge of the work contemplated in the contract. Necessary inventory for consumables and certain critical components of Road Transportation vehicles should also be provided by them at PPMC so that the work is not hampered at the terminal.
- 9.9 The Service Provider will be required to keep its premises and/or workshop in the IOC premises neat and clean in all respects. The Service Provider should also be equipped with suitable fire fighting arrangement in the area nominated for the positioning of his trailers/equipment in the terminal premises.
- 9.10 In every case in which, by virtue of the provisions of the aforesaid Acts or the Rules, IOC is obliged to pay any amount of wages to a workman employed by the Service Provider in execution of the work or to incur any expenditure in providing welfare and health amenities required to be provided under the aforesaid Act and the Rules or to incur any expenditure on account of the contingent liability of IOC due to the Service Provider's failure to fulfill his statutory obligations under the aforesaid Acts and the Rules, IOC shall be at liberty to withhold from the bills of the Service Provider the amount of wage as paid or the amount of expenditure so incurred, and without prejudice to the rights of IOC



under relevant sections of the concerned Acts. IOC shall be at liberty to recover such amount or part thereof by deducting it from Security Deposit and / or by invocation of bank guarantee from any sum due by IOC to the Service Provider whether under the particular contract or otherwise, IOC shall not be bound to contest any claim made against it under any sections of any of the Acts, except on the written request of the Service Provider and upon their giving to IOC security for all costs for which IOC might become liable in contesting such claim. The decision of IOC regarding the amount actually recoverable from the Service Provider as stated above shall be final and binding on the Service Provider.

- 9.11 If IOC, at any time, considers the mode adopted by the Service Provider of paying their workmen objectionable, it shall have the power of requiring a change of system within one week from the date of notice in writing to the effect, and in case of non-compliance with such notice, all payment to the Service Provider may be withheld

## **10 EMPLOYEES PROVIDENT FUND & ESI**

- 10.1 The onus of deposit of PF/ESI dues for their employees shall be on the Service Provider. Payment against Service Provider's bills will be released only when copies of relevant challans, PF Registration / Code Number along with photocopies of attendance and payment registers are to be provided for the previous month (i.e. one month prior to the period for which the bill pertains).

- 10.2 It shall be mandatory for the Service Provider to obtain (or at least apply for) labour licence before the commencement of the work. (To enable the Service Provider to apply for labour licence, necessary certificate of award of work shall be given by IOC).

## **11.0 LICENCE/PERMISSION/REGISTRATION**

- 11.1 Wherever any Licence/Permission from or Registration with Local or State or Central Authorities is required under the above Acts/Law or any other Laws Governing the work contracted for, the Service Provider shall at his own cost arrange for such Licence/Permission/Registration. Service Provider shall also be liable for producing for inspection such certificates and licences as may be required by the Local/State/Central Authorities/Railways or IOC as and when required. The Service Provider shall pay all levies, fees, taxes and charges etc. to appropriate authorities and other bodies as required by them under their rules for, vehicles / trailers, employees or workers engaged by him. These charges shall be borne by the Service Provider. However, if any new tax is levied, subsequent to the signing of the contract, reimbursement of the same may be considered by the Competent Authority on the basis of written proof regarding imposition of new tax. The vehicle/trailer shall not carry load in excess of the GVW as mentioned in the RC Book of the vehicle/trailer concerned. No claim or compensation for reimbursements, made against IOC by Service Provider shall be entertained by IOC for any breach of the provisions/Acts or laws by the Service Provider.

## **12.0 INSURANCE:**

- 12.1 It is advisable for Service Provider to take a suitable insurance policy to cover himself from risks involved in Handling and Warehousing of Polymers. Since this is a policy which protects the Service Provider, it is advisable that they take such a policy for a

value as they may feel appropriate. IOC, however, will be recovering the value of any loss or damage to product in the custody of the Service Provider from Service Provider's bills/Security Deposit/BG etc. irrespective of whether insurance policy has been taken by Service Provider or not.

### **13.0 SAFETY**

13.1 The Service Provider shall indemnify IOC against any violation of safety laws, rules and regulations while carrying-out operations as required by the contract. Service Provider would have to ensure that IOCL's laid down guidelines on safety are fully complied, any mishap that occurs due to non compliance of the same would invite penal action, which will depend on the severity of the incident, on the Service Provider. The safety of all personnel working inside the Warehouse would be the responsibility of the Service Provider. It will be responsibility of service provider to impart necessary safety training to all personnel working at RSC.

13.3 In case of minor injuries, incident/accident if any to contractor's person and IOC pays for the treatment of employees/persons engaged of service provider. The same will be recoverable from monthly bill of the service provider with additional charge of Rs.5000/- per case for every event of safety violations.

### **14.0 FORCE MAJEURE**

14.1 The terms and conditions hereof shall be subject to Force Majeure. Neither the Corporation nor the Bidder shall be considered in default in the performance of their respective obligations hereunder, if such performance is prevented or delayed because of:

- a) Any war of hostilities;
- b) Any riot of civil commotion;
- c) Any earthquake, flood, tempest, lightning or other natural physical disaster, impossibility of the use of any Railway, Port, Airport, Shipping services or other means of transport.
- d) Any strike or lockout (only those exceeding 30 continuous days in duration) affecting the performance of the obligations of the Corporation or that of the Service Provider or the ultimate Buyer of POLYMER.

14.2 The Bidder shall be entitled to the benefit of this clause only if he informs of the circumstances amounting to force majeure to the Corporation of the happening thereof by e-mail, immediately followed by a confirmatory letter. In the event of the Bidder, pleading any grounds as constituting force majeure, the opinion of the Management of the Corporation on that behalf alone shall prevail and, if in the opinion of the Management, the grounds pleaded by the Bidder do not constitute force majeure, then the Bidder shall not be entitled to plead the same and/or claim any relief under this clause. In case an event of force majeure continues for more than 30 days, the Corporation and the Bidder shall consult each other to find measures of settlement.

15.0 **LIABILITY OF CLAIMS:** IOCL shall not be liable for payment of any claim for charges arising out of or in consequence of negligence on the part of the Service Provider or any of his employees to any property belonging to third parties or the Service Provider or IOCL and any accident/untoward happening involving employees of the Service

Provider/any other agency. It shall be sole responsibility and liability of the Service Provider and he shall indemnify and keep indemnified and saved harmless IOCL against the same at all times.

15.1 Items of work not covered in this tender will be mutually discussed. The decision of IOCL will be final, conclusive and binding on the Service Provider.

15.2 In the event of the Service Provider performing any job which, according to the Service Provider, is not covered under the rates quoted and is chargeable in addition to other rates quoted, then the Service Provider should get this confirmed including the charges from IOCL before performing such jobs and decision of IOCL is final and binding on the Service Provider.

16.0 **CONFIDENTIALITY:**

16.1 For the purposes of this Agreement, "Confidential Information" shall include, but is not limited to all data, information, reports, records, prototypes, samples, models, designs, depictions, film, audio-visual material, software, firmware, tapes, discs, formulae, specifications or other documents or things that may be supplied or made available by IOCL to the Service Provider. Confidential Information also shall include information that has come to the knowledge of the Service Provider relating to the business (including future or possible business) of IOCL its related and associated companies or its Service Providers or customers pursuant to any dealings, discussions, negotiations, agreements or contracts entered into between the parties which is confidential or which IOCL should reasonably have assumed to be confidential or that the Service Provider has generated/developed using IOCL resources.

16.2 The Service Provider shall keep confidential Information confidential and secret, and shall not by default whether intentional or inadvertent disclose the information in a manner other than as set out in (i) to (iii) below;

- a) only use Confidential Information for the purposes of, and to the extent required, by this Agreement;
- b) only disclose Confidential Information:
  - i) to staff working on matters relating to this Agreement; or
  - ii) to the employees of the Service Provider, if any, who have executed a confidentiality covenant in a form agreed by IOCL and whose duties require such disclosure; or
  - iii) in accordance with a valid order or a court or tribunal requiring the disclosure of the Confidential Information, but to no other persons; and
- c) Disclose confidential Information in any other case only with IOCL's prior written consent and upon such terms and conditions as IOCL, may in its absolute discretion from time to time require.

16.3 The Service Provider accepts the responsibility of taking all reasonable steps to prevent disclosure by any person to whom the Service Provider has disclosed Confidential Information, and in any event of applying to Confidential Information no less than the same security and protection that it affords to its own information which it regards as secret and confidential.

16.4 Notwithstanding the parties agreement to submit disputes in respect of this Agreement to arbitration, the Service Provider agrees and acknowledges that a breach of its obligations under this Clause will cause irreparable harm to IOCL and would entitle IOCL, to seek immediate ex parte relief in a court of competent jurisdiction to restrain further misuse

and/or dissemination of Confidential Information in addition to any other remedies to which IOCL, would be entitled in law or in equity.

- 16.5 **No derogation:** The undertakings contained in these Clauses are in addition to and shall in no way derogate from the obligations of the Service Provider in respect of secret and confidential information at law or under any statute or trade or professional custom or use.

**Annexure-G**

**INDIAN OIL CORPORATION LIMITED  
(PETROCHEMICAL MARKETING)  
SPECIAL TERMS AND CONDITIONS**

1. The Special Conditions of Contract shall be read in conjunction with Schedule of rates, and any other documents forming part of contract, wherever the context so requires.
2. **LOCATION:**
  - 2.1. RSC locations: Warehousing and RSC operations under this contract shall be at Howrah District.
  - 2.2. The warehouse must be located at the proposed as mentioned in NIT.
3. **LOSS/DAMAGE:**
  - 3.1. The Service Provider shall be fully and exclusively responsible for the safety of the Product during receipt, storage and handling. SERVICE PROVIDER acknowledges that it shall be liable for all loss and damage arising out of or attributable to the following:
    - (i) Loss/down gradation of Product,
    - (ii) Tampered product packaging,
    - (iii) Bags getting wet in storage.
  - 3.2. Any shortage observed at the monthly inventory between book stock and physical stock would be recovered from the Service Provider.
  - 3.3. The Service Provider shall not stop work at any point due to any reason, which may affect the performance of the contract.
  - 3.3. Any customer complaint from customer relating to a non manufacturing issue will be the responsibility of the Service Provider and loss if any will be borne by the same.
- 4.0 **TERMS OF PAYMENT:** Payment shall be made as per "SOR" and as per terms of payment mentioned in the Contract Agreement.
  - 4.1 In consideration of the Service Provider performing the services and fulfilling its obligations, IOCL agrees to pay charges only as per the quoted/finalized rates for each item given in "SOR" for RSC operations Warehouse operations including Rent for warehouse space, Warehouse Service Charges and Cargo Handling Charges.
  - 4.2 As the contract shall commence from the date of issuing of work order (WO) so the remuneration/payment shall be entertained only from work order issuing date. No payment shall be entertained between the periods of LOI and WO.
  - 4.3 IOCL shall pay to the service Provider all amounts related to RSC operations within 15 (fifteen) Working Days of receipt of duly submitted bills against respective RSCs.
  - 4.4 GST will be charged extra at actual, as applicable from time to time.

**5.0 INCOME TAX/ SALES TAX/WORKS CONTRACT TAX:**

Tax deduction shall be made from all payments to the Service Provider as per rules and regulation in force in accordance with the Income Tax Act prevailing from time to time. IOCL will issue the necessary certificate for Tax deduction at source. The Service Provider should have valid registration for Sales Tax, Income Tax and Service Tax.

**6.0 MISCELLANEOUS:**

All obligations arising of labour deployment, labour laws to meet the necessary statutory requirement would solely lie on the Service Provider. The Service Provider would be solely responsible for safety and security of materials during transit.

**7.0 TERMINATION OF CONTRACT:**

IOCL reserves the right to terminate the entire contract or part thereof by giving 3(three) months' notice without assigning any reason.

**8.0 CONTRACT AGREEMENT:**

On award of the contract, the Service Provider shall enter into an agreement with IOCL in the prescribed Proforma within 15 days of the issue of LOA/LOI. The agreement shall be executed on non-judicial stamp paper (issued from Delhi) of RS. 100/- or as applicable as per Law. AGREEMENT:

- a) One specimen set of Agreement format is enclosed with tender documents. The Service Provider is advised to carefully read the same before submitting their tender.

**9.0 SUPERVISION OF WORK:**

The Service Provider or its authorized representative(s) shall be available at site all times, during the progress of the work.

**10.0 ADHERENCE TO SAFETY REGULATIONS:**

The Service Provider shall ensure that all safety precautions required one observed at all times during the execution of the job.

**11.0 NUISANCE:**

The Service Provider or its representative shall not at any time cause any nuisance on the site or do anything which shall cause unnecessary disturbance to other Service Provider at site.

**12.0 CARE OF WORKS:**

12.1 From the commencement to completion of the work, The Service Provider shall take full responsibility for the care for all works including all temporary works in case any damages, loss or injury shall happen to the work or to a part thereof or to any temporary works from any reason.

12.2 Disputes, if any, shall be amicably resolved within the provisions of the contract.

**13.0 JURISDICTION:**

The CONTRACT shall be governed by and constructed according to the laws in force in INDIA. The jurisdiction of the Courts shall be Delhi for the purpose of disputes, actions and proceedings arising out of the CONTRACT.

**14.0 EFFECTIVE DATE OF WORK:** The agreement would come into force with the effective date of contract. Effective date will be from the date of issue of offer letter awarding the job or such other date as may be notified by IOCL.

**15.0 LABOURERS/OPERATORS/SUPERVISORS**

15.1 It will be the responsibility of the Service Provider to ensure that their employees viz. skilled/unskilled/semi-skilled labourers also are to be trained on safe operating practices and procedures at the cost of the Service Provider and to the satisfaction of IOCL.

15.2 The employees of the Service Provider shall be solely and exclusively engaged by The Service Provider and shall at all times remain the employees of The Service Provider and they shall work under the supervision and control of The Service Provider. They shall under no circumstances be deemed to be the employees of IOCL for what so ever purposes.

15.3 The Service Provider to nominate qualified & trained persons along with Site in charge, for supervision, data entry, store keeping, co-ordination and, liaison for the implementation of the safety plan.

15.4 Service provider shall file GST returns and comply all statutory requirement related to polymer business in warehousing.

15.5 SERVICE PROVIDER to comply with all the security arrangements of IOCL.

**16 OTHER ISSUES**

16.1 **LIABILITY OF CLAIMS:** IOCL shall not be liable for payment of any claim for charges arising out of or in consequence of negligence on the part of The Service Provider or any of his employees to any property belonging to third parties or The Service Provider or IOCL and any accident/untoward happening involving employees of the The Service Provider /any other agency. It shall be sole responsibility and liability of The Service Provider and shall indemnify and keep indemnified and saved harmless IOCL against the same at all times.

16.2 **INDEMNITY:** Notwithstanding the expiry of the term of the Contract or its earlier termination and without prejudice to any other provisions in this Contract, The Service Provider shall be bound to keep IOCL, its representative and/or employees and its properties and assets fully indemnified at all times, from any action, claim or proceeding, for any reasons whatsoever or under any applicable provision of law, rules, regulations, bye laws, notifications, direction or order having the force of law, for anything done or omitted to be done by The Service Provider in contravention of any such provisions or for the infringement or violation thereof by The Service Provider in the course of performance of the obligations by The Service Provider. In such an event, if IOCL or any of its representatives, as the case may be, is adjudged to be liable to any penalties or to pay any compensation, the same shall be liability of the Service Provider. In the event, if IOCL is required, for any reason, to take over the liabilities, then the same shall be adjusted from any other amounts, which may be due and payable by IOCL to The Service Provider under this Contract or any other contracts or any other account and

without prejudice to any other rights or remedies available to IOCL under law or otherwise.

- 16.3 **INCREASE IN SCOPE OF WORK/NEW ITEMS:** IOC reserves its right to increase or decrease scope of work under this contract as and when there is a requirement as per market conditions. For the items as already specified in the SOR, the rates shall remain the same for the increased scope and no compensation shall payable for reduction in scope of work.
- 16.4 On written instruction from IOCL, The Service Provider shall perform any additional jobs in connection with the work. The Service Provider will have the right to represent in writing to IOCL within 14 days in case of any extra claim for such services. If no such representation in writing is received within the said period, The Service Provider's right to claim for the extra job performed will be deemed to have been waived. The decision of IOCL whether such additional work is covered under the existing work obligation of The Service Provider or not shall be final, conclusive and binding on the parties.
- 16.5 Items of work not covered in this tender will be mutually discussed. The mutually agreed decision will be final, conclusive and binding on both.
- 16.6 In the event of The Service Provider performing any job which, according to The Service Provider, is not covered under the rates quoted and is chargeable in addition to other rates quoted, then The Service Provider should get this confirmed including the charges from IOCL before performing such jobs and rates will be finalised after mutual discussion.

**17 CONFIDENTIALITY:**

- 17.1 For the purposes of this contract/tender, "Confidential Information" shall include, but is not limited to all data, information, reports, records, prototypes, samples, models, designs, depictions, film, audio-visual material, software, firmware, tapes, discs, formulae, specifications or other documents or things that may be supplied or made available by IOCL, Panipat & Paradip to The Service Provider. Confidential Information also shall include information that has come to the knowledge of The Service Provider relating to the business (including future or possible business) of IOCL, Panipat & Paradip, its related and associated companies or its customers pursuant to any dealings, discussions negotiations, agreements or contracts entered into between the parties which is confidential or which IOCL, Panipat & Paradip should reasonably have assumed to be confidential or that The Service Provider has generated/developed using IOCL resources.
- 17.2 The Service Provider agrees to:
- (i) Keep confidential Information confidential and secret, and shall not by default whether intentional or inadvertent disclose the information.
  - (ii) Only use Confidential Information for the purposes of, and to the extent required, by this Agreement;
  - (iii) Only disclose Confidential Information:
    - a. to staff working on matters relating to this Agreement; or
    - b. to Service Provider, if any, who have executed a confidentiality covenant in a form agreed by IOCL and whose duties require such disclosure; or
    - c. in accordance with a valid order or a court or tribunal requiring the disclosure of the Confidential Information, but to no other persons; and



- d. disclose confidential Information in any other case only with IOCL's prior written consent and upon such terms and conditions as IOCL, may in its absolute discretion from time to time require.
- 17.3 The Service Provider accepts the responsibility of taking all reasonable steps to prevent disclosure by any person to whom The Service Provider has disclosed Confidential Information, and in any event of applying to Confidential Information no less than the same security and protection that it affords to its own information which it regards as secret and confidential.
- 17.4 Notwithstanding the parties agreement to submit disputes in respect of this Agreement to arbitration, The Service Provider agrees and acknowledges that a breach of its obligations under this Clause will cause irreparable harm to IOCL and would entitle IOCL, to seek immediate ex parte relief in a court of competent jurisdiction to restrain further misuse and/or dissemination of Confidential Information in addition to any other remedies to which IOCL, would be entitled in law or in equity.
- 17.5 No derogation: The undertakings contained in these Clauses are in addition to and shall in no way derogate from the obligations of The Service Provider in respect of secret and confidential information at law or under any statute or trade or professional custom or use.
- 17.6 Each Party shall keep strictly confidential and shall not disclose to any third party the contents of this Agreement, any information provided to such Party ('Receiving Party') by the other Party ('Disclosing Party') pursuant to this Agreement or relating to the negotiations or performance of this Agreement. The Service Provider shall ensure that its employees, agents, partners, The Service Provider, consultants have similar obligation of confidentiality.
- 17.7 Nothing contained herein shall prevent the Receiving Party from disclosing any confidential information received from the Disclosing Party if and to the extent; (i) required to do so by law or any court, governmental or regulatory authority, provided that the Receiving Party shall give the Disclosing Party a complete description of the required disclosure; (ii) disclosed to the professional advisers or auditors of such Party; (iii) such information has come into the public domain through no fault of the Receiving Party; or (iv) the Disclosing Party has given its prior written consent to such disclosure.

#### **18 Reverse Auction (RA):**

- 18.1 "Bidders are informed that Reverse Auction will be conducted for finalizing this Tender. Please note that the highest bid received in Price Bid (BoQ) against this Tender shall not be eligible to participate in the Reverse Auction process and his bid will be rejected by the system. (In case of multi-lot Auction, Item wise H1 bidder will be disqualified for respective line item). Intimation by mail/SMS shall be provided to the eligible bidders for Reverse Auction along with its scheduled start time and other details.
- 18.2 The lowest price shall be available on the Reverse Auction screen at any point of time during the Auction process. This displayed price is the evaluated price based on which the lowest bid is determined as per evaluation criteria / Tender Terms & conditions. Accordingly the bidder will put his quote in the Auction window if he wants to offer the reduced price considering the evaluation criteria as per Price Bid (BoQ) / Tender Terms & Conditions.

- 18.3 Wherever required, the Evaluation factor/criteria shall be informed to the bidders before start of RA. In other cases the bidder shall calculate his final evaluated price as per BoQ or evaluation criteria mentioned in the tender document and quote accordingly.
- 18.4 The lowest quote after end of Reverse Auction shall be considered for further processing.
- 18.5 RA shall be done on total cost for individual RSC. Bidder has to submit his item wise work rates of final quoted amount. IOC reserves the right to accept work item wise rates break up of final quoted amount or to apply percentage reduction in original work item wise rates based on final quoted amount in RA.
- 18.6 For the purpose of extending MSE or any other preference /benefit as per guidelines, the latest quote of respective MSE bidder(s) during the tender-cum-auction process shall be considered.
- 18.7 IOCL reserves the right to conduct price negotiation with overall L1 bidder based on price quoted in BoQ and RA.

## 19 GENERAL:

- 19.1 The Service Provider shall observe and implement all the laws of the land, the rules framed there under which are beneficial to the staff employed by them and that IOCL shall in no event, be liable or responsible for any default that will arise out of non-observance of such laws/rules on the part of The Service Provider and The Service Provider shall indemnify and keep indemnified IOCL against the same and from all proceedings in respect thereof.
- 19.2 The Service Provider shall comply with all statutory provisions relating to trade/business/profession including their own employees or employees engaged by The Service Provider and IOCL shall not be responsible for any omission or commission.
- 19.3 Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause, which is beneficial to IOCL, will be considered applicable at time of any dispute.
- 19.4 As per the prevalent laws, the Income Tax will be deducted at source at the prevailing rates from time to time while making payment of bill.
- 19.5 The Service Provider shall be liable for claims towards any damage/injury caused to the IOCL's employees or other Service Providers etc., or IOCL's property, if caused due to the negligence of The Service Provider's employees. IOCL accepts no responsibility for any injury to any person, whether The Service Provider's employee or otherwise, caused due to negligence by The Service Provider and/or its workmen.
- 18.6 Engagement of The Service Provider by IOCL under this contract is on non-exclusive basis. Accordingly, The Service Provider acknowledges that IOCL shall be entitled to engage one or more service providers with respect to all or any part of the service provided/intended to be provided by The Service Provider under this contract, for one or more destinations, and that The Service Provider shall have no objection to the same.
- 18.7 IOCL shall not be responsible for any damage to the rake/container/ trailer or any other equipment used by the service provider during the course of operations, unless the damage is solely attributable to negligence of the part of IOCL.

## 19 Insurance:

- 19.1 The Service Provider shall at all times maintain valid insurance for all personnel, buildings, equipments and other structures at the RSC during the term of the Agreement with respect to RSC premises and third party liability.
- 19.2 IOCL shall at all times maintain valid insurance policy for all risks insurance cover with respect to the Product: (Polymer granules) only.
- 20 GST Compliance:** As per the current provisions, GST as applicable shall be paid by IOCL as per the regulation in force. Hence, rate quoted by the Bidder should not include the GST. Bidder to provide the GSTIN number to IOCL and all the bills raised by vendor should be GST compliant so as IOCL may avail input tax credit (ITC), if any. In case vendor fails to submit GST compliant invoice then the loss/liability of IOCL due to above ITC claim shall be recovered from the vendor's bill.

## 21 Vendor Performance Rating:

Vendor performance rating for this contract may be used as one of the parameters for technical evaluation of internal bidders in future tender/s for same/similar work/supply to be floated by IOC.

Indicative performance parameters for vendor performance are as below:

S. No.	Parameters	Weightage (W) %	Maximum marks (Max)	Weighted Marks
1	Adequate and Trained Manpower	25	100	25
2	Stock Accuracy (Physical Vs. Book)	10	100	10
3	Truck Turn Around Time (TTAT)	15	100	15
4	Bin Management	15	100	15
5	Documentation and Record Keeping	10	100	10
6	Compliance to all statutory obligations- timely payment of minimum wage, ESi, PF, Bonus etc.	15	100	15
7	HSE compliance	10	100	10
Total marks				100

Methodology for rating the performance on each of the above mentioned parameters are detailed below.

### 1) Adequate Trained Manpower index:

Adequacy of trained manpower to execute the work	Marks out of 100
100%	100
95-99%	80
90-94%	50
<90%	0

2) **Stock Accuracy Index:**

Accuracy	Marks out of 100
100%	100
99.74-99.99%	50
<99.74%	0

3) **TTAT Index:**

TTAT (Hrs)	Marks out of 100
0-2	100
2-3	50
3-4	25
>4	0

4) **Bin Management Index:**

Bin in order (%)	Marks out of 100
100	100
99-95	80
94-90	50
<90	0

5) **Documentation and Record Keeping :**

Quality	Marks out of 100
Excellent	100
Very Good	80
Good	50
Poor	0

6) **Compliance to all statutory obligations:**

Compliance to all statutory obligations	Marks Obtained Out of
100 %	100
Any deviation	0

7) **Safety Compliance Index:**

Instances of safety violation in a month	Marks Obtained Out of
Nil instance	100
Any safety violation	0

<b>22. GST Clause</b>	
<b>Clause No.</b>	<b>Description</b>
	<b>DEFINITIONS</b>
1	Contractual period / Work Completion Period /Contractual Delivery Date / Contractual Completion Period shall mean the Scheduled Delivery / Completion Period as mentioned in the LOA (Letter of Acceptance) or Purchase Order or Work Order and shall also include approved extensions, if any.
2	<b>Goods Service Tax</b>
2.1	Where any portion of the GCC/any other section of tender, is repugnant to or at variance with any provision of the SCC, then the provision of the SCC shall be deemed to override the provisions of the GCC and shall, to the extent of such repugnance or variations, prevail.
2.2	Rate variation in Taxes and any new promulgated taxes after last date of the submission of price bid only on the services (applicable to invoices raised on IOCL) within the contractual delivery date /period (including extension approved if any) shall be on IOCL's Account against submission of documentary evidence. Further, in case of delay in delivery of services, any upward rate variation in Taxes and any new promulgated taxes imposed after the contractual delivery date/period shall be to the Contractor's Account. Similarly in case of any reduction in the rate(s) of the Taxes between last date of submission of price bid relevant to the Contract and the date of execution of activities under the contract, the Contractor shall pass on the benefit of such reduction to IOCL with the view that IOCL shall pay reduced Tax to Govt.
2.3	If after the date of submission of Price BID, any new Tax is introduced (applicable to invoices raised on IOCL) in lieu of one or more of the then existing taxes and the rate and impact of the new taxes is in excess in aggregate of the rate and impact of existing tax or taxes which it replaces, IOCL shall on satisfactory proof reimburse the contractor the additional tax paid by the Contractor as the result of the imposition of the new taxes provided they are within the "contractual completion period". If on the other hand, the rate and impact of the new tax is less than the aggregate rate and impact of the tax(es) which it replaces, the CONTRACTOR shall pass on to IOCL the benefit thereof by reduction on the amount payable by the IOCL to the Contractor.
2.4	The contractor would be liable get registered with the respective Tax authorities. Goods Service tax being charged by the Contractors would be claimed by issuing proper TAX Invoice indicating details /elements of the tax charged and necessary requirements as prescribed under the Goods service tax laws and also to mention correct and valid registration number on all invoices raised on IOCL.
2.5	The contractor would be liable to reimburse or make good of any loss/claim by IOCL towards tax credit rejected /disallowed by the tax authorities due to non-deposit of taxes or noncompliance of tax laws by the Contractor.
2.6	The contractor will be under obligation for quoting/charging correct rate of the tax as prescribed under the Goods service Tax Laws. Further the Contractor shall avail and pass on benefits of all exemptions/concessions/benefits/waiver or any other benefits of similar nature or kind available under the Tax Laws. In no case, differential Tax Claims due to wrong classification of services or understanding of law or rules or regulations or any other reasons of similar nature shall be entertained by IOCL.
2.7	Goods Service Tax shall be paid to the Contractor on all taxable services against submission of Goods Service Tax invoice issued in terms of the provision of Goods Service Tax rules.
2.8	To enable IOCL to avail of GST input Credit on input services, the Contractor shall furnish to IOCL any and all certificates and documents as may be required to be furnished by IOCL to avail of the GST input Credit with respect to Goods Service Tax reimbursed by IOCL on the services provided by the CONTRACTOR.
2.9	The contractor should quote the Goods Service Tax Rate along with abatement available in the bid. The contractor should also mention about the details of Goods Service Tax that will be charged and payable to the contractor by IOCL and the details of balance portion which is payable by IOCL under Reverse Charge mechanism (RCM) if any.

2.10	The Goods service tax payable to the contractor will be as limited to the Rate quoted in the bid subject to increase/decrease in Goods Service Tax rate and no additional reimbursement will be given for additional liability of the Contractor by classifying it in any other taxable service other than quoted in the Price BID.
<b>3</b>	<b>INCOME TAX</b>
<b>Resident Bidders:</b>	
The contractor shall be exclusively responsible and liable to pay Taxes on Income arising out of payment made out of the contract.	
Wherever withholding tax i.e. Tax deduction at source (TDS) is applicable under the Income tax Act, 1961 the same will be deducted from the Invoices raised and TDS Certificate as per provision of the Income tax Act and Rules shall be issued to the contractor.	
PAN is mandatory. If PAN is not provided TDS would be deducted at higher rate as per the provisions of Income Tax Act.	
Tax deduction shall be made from all payments to the Contractor as per rules and regulation in force in accordance with the Income Tax Act prevailing from time to time.	
IOCL will issue the necessary certificate for Tax deduction at source.	
<b>PRICES, TAXES, DUTIES</b>	
Except as hereinafter provided, the contract price shall be inclusive of any and all taxes, duties (excluding GST) & other levies, and shall remain fixed and firm for the performance of services by the contractor until completion and acceptance by IOCL of all services commissioned through this Contract.	
Prices shall remain fixed and firm for the performance of services by the Contractor (unless otherwise specified) until completion and acceptance by IOCL of all services commissioned through this Contract.	
Bidder agrees to pay all taxes which are based on or determined by reference to its income or that of its personnel and services and will hold harmless and indemnify the Company from all claims, taxes, penalties, fines, interest and other costs which may be made or assessed against the Bidder with respect to the Services performed under this Contract or with respect to personnel of the bidder and its sub-contractors. The indemnities under this clause shall survive the term of this Contract by a term equal to the length of time allowed by statute. For the purpose of this clause, the benefit of any indemnity given in favour of the Company shall include its personnel, sub - contractors, joint venture partners, associates, affiliates and agents.	
The Company may deduct or withhold sums from payments to be made by the Company to the bidder to the extent that such deduction or withholding may be required by applicable law, orders, rules or directions of any competent taxing authority. The rates and prices set forth in this Contract shall be inclusive of any taxes required to be deducted or withheld.	

**Annexure-H**

**INDIAN OIL CORPORATION LIMITED  
(PETROCHEMIALS MARKETING)**

**DETAIL SCOPE OF WORK**

- 1.1 Indian Oil Corporation (IOC) intends to shift Polymers from its plant located at Panipat & from upcoming Paradip to proposed warehouse at the RSC locations as mentioned in NIT by Rail/Road.
- 1.2 The quantities as mentioned in NIT are indicative only. The actual quantity would fluctuate as per Market dynamics and demand for which bidder shall not have any right to claim compensation.
- 1.3 **The RSC Operator must have warehouse with sufficient space (to facilitate shifting of product laden containers from yard to warehouse for unloading within the allowable time limit) at destinations as mentioned above.**
- 1.4 After getting Letter of Intent (LOI), all necessary statutory formalities strictly to be completed at the earliest by RSC operators so as necessary work order shall be issued before commencement of work.
  - (i) Based on the minimum financial outgo to the Corporation, the contracts as above shall be awarded to one service provider for each RSC or the entire job for all the RSCs to only one service provider.

**2.0 Job responsibility:**

- 2.1 **Job responsibility of RSC operator:** The RSC operator shall be responsible for the following:
  - 2.1.1 **RSC and warehousing services for polymers at Howrah.** The RSC operator shall provide warehousing facilities for storage and handling of PP & PE Bags at Howrah and allied loading operations in the trucks placed by IOCL customer or by IOCL for dispatch to various destinations across the country, as may be specified in the Indent and placed by IOCL's customer. The RSC operator's Scope of Work shall include the following:
    - Ensure the no. of bags received is the same as the number mentioned in the invoice.
    - Shortage/loss/damage during warehousing operations at the RSC shall be the responsibility of the RSC operator.
    - Unloading of cargo will be in the scope of transporter for road movement from IOCL supply point. In case rail movement from IOCL supply point, then unloading will be in the scope of RSC operator. Transporter will unload the material till the loading bays only and further shifting of cargo from loading bays of warehouse to inside warehouse for stacking will be in the scope of RSC operator. At present IOCL plan to send the consignment by road dispatch from its supply point. But in future for dispatch by rail mode will not be ruled out.
    - Unloading of bags from containers (received via rail) and stacking up to designated height inside the warehouse.

- Stacking inside warehouse minimum of 20 bags (height) with adequate facility. Ensure tarpaulin or plastic sheet coverage on the floor before stacking of bags.
- Re bagging/stitching of damaged bags.
- Loading of cargo into customers' trucks for delivery to customers.
- Order processing, documentation, invoicing, MIS etc.,
- Security & Safety of product.
- Proper housekeeping.
- Ensuring quality & quantity of product in custody.
- Co-ordination with customers for trucks placement for transportation from RSC to customer point. Release of truck only after authorised by IOCL
- Providing adequate manpower.
- Monthly inventory to be done on 1st day of every month and signed by both vendor and IOCL representative.
- Ensure availability of empty bags/thread etc required for re bagging (to be supplied by IOCL).
- Portable stitching machine to be provided by Vendor
- Provide all warehousing facilities at the RSC. This includes having proper amenities in and around the Warehouse. Drinking water and washroom facility to be there.
- Arrange for delivery to consignee as specified in the Indent (given by IOCL representative-records of indent to be maintained) - by loading the PP woven sacks onto the trucks/vehicles placed by consignee.
- Filing of GST returns without any extra cost to IOCL.
- Warehouse to have adequate fire fighting equipments to tackle any emergency as per the safety norms of any warehouse.

**2.1.2 Receiving Container/Trucks:** The RSC operator shall, based on Intimation and advise, provide 'warehousing services', in compliance with all Requirements/ guidelines and manuals provided by IOCL, including but not limited to:

- (A) Services upon arrival of Container/Truck-Inbound (Ex Panipat & Paradip on stock transfer basis):
- The RSC operator/representative shall tally the Truck no./ container no. with the no. specified in the Stock Transfer Challan and check the physical condition of the Truck/ container.
  - The RSC operator/representative shall visually check the physical condition of each bag containing the Product for dust, damage, leak, moisture and presence of water/ greasy material/etc.
  - The RSC operator/representative shall arrange weighment of at least fifteen (15) bags from each Truck (on random basis) and in case the weight varies beyond permissible limits (as advised by IOCL), then all bags in such Truck are required to be checked for weight and recorded. Instances to be logged on variation observed.
  - The quality and quantity particulars recorded pursuant to above, shall be specified by the RSC operator/representative in all copies of the Stock Transfer Challan to be furnished by the driver of the Truck (Inbound) and each such copy shall be duly signed and stamped by the RSC operator/representative. All such copies of the Stock Transfer Challan shall be countersigned by the driver of the Truck (Inbound). The transporter's copy of the Stock Transfer Challan shall be handed over to the driver of the Truck (Inbound).



- The RSC operator/representative will also ensure that any shortages observed on unloading of Truck/ Container should be acknowledged in the Invoice and signature of driver taken so as penalty can be booked into transporter's account for the losses observed during transit.
- The RSC operator/representative shall ensure that the transporter to offload the Truck-Inbound, within 04 (four) hours of the Truck reporting at Point of destination.
- The RSC operator/representative shall ensure that the bags containing the Product are off-loaded from the Truck/ container at the RSC in a safe and secure manner. The bags containing the Product shall be stored / stacked in an area demarcated exclusively for IOCL Product. The RSC operator/representative shall ensure that bags, which do not meet the quality and quantity norms as advised by IOCL, shall be segregated and identified as such within the RSC allocated space.

**2.1.3 Storage inside warehouse:** The RSC operator/representative shall ensure that the bags containing the Product are stored and stacked in the RSC in such a manner so as to ensure that the bags are fit for use by IOCL customer. For such purpose the RSC operator/representative shall take the following minimum precautions:

- (i) Tarpaulin sheet shall be spread on the ground.
- (ii) Ensure cleanliness of the area for absence of dust, bird nest, water, greasy material etc. and avoid ingress of water/moisture particularly during rainy season.
- (iii) Ensure that the area remains no-smoking at all times and relevant signage to such effect should be displayed prominently.
- (iv) Ensure proper handling of the polymer bags.
- (v) Ensure that the polymer bags are stored in minimum 20 bags (height) stack arrangement.
- (vi) The ground area should be covered first before stacking.
- (vii) Full documentation on all product stored with proper history cards to made available at all the time

**2.1.4 Warehouse space and other infrastructure:** The RSC operator/representative shall demarcate space as mentioned in exhibit as per requirement of IOC at the time of signing of Agreement or more if required by IOCL at later stage at agreed tariff within the RSC But excluding the storage area demarcated for storing polymer bags to be exclusively used for the purposes of this Agreement. The RSC operator/representative shall maintain within the RSC, exclusive office facilities for IOCL (area of which will not be included/considered in carpet area for product storage/ warehouse) which shall include;

- (i) A proper office room with furniture/ fixtures and telephone facility,
- (ii) Minimum of 2 (two) computers, printers (dot matrix and coloured Laser jet printers having printing speed up to 28 PPM and Network connectivity in the same for printing of A4) and scanner of capacity and specification as advised by IOCL with required computer operator(s) for undertaking documentation as per requirements of IOCL,
- (iii) Proper internet connection at all times and connectivity between the RSC and IOCL's ERP system,

- (iv) The RSC operator/representative shall deploy adequate manpower for handling the Product and the warehouse in charge shall be the person responsible for co-ordination and communication with IOCL as per the terms in this Agreement.
- (v) The RSC operator/representative shall also ensure that a check scale is available for use at all the time.
- (vi) IOCL will provide software as well as training to computer operator. For connectivity between the RSC and IOCL's ERP system, SERVICE PROVIDER shall facilitate the same.
- (vii) **Working Hours:** The RSC operator/representative shall ensure that operations at the RSC are conducted **between 1000 am to 0600 pm** (indicative only for reference) on all working days in a week in general, which may be extended during increase of demand or any such requirement at any time during execution of the contract, without any extra cost to IOC. For operating on holidays, advanced intimation of 24 hours will be provided to the Operator for making the RSC operational as per IOCL requirement.

**2.1.5 Despatch from RSC:** Based on Advise issued by IOCL Representative from time to time, the RSC operator/representative shall ensure that the Product is loaded on Truck (Outbound) in a safe and sound manner. For such purpose the RSC operator/representative shall take the following minimum precautions:

- (i) Polymer bags shall be loaded on the basis of first-in first-out as as may be advised by IOC from time to time.
- (ii) Each Polymer bag shall be visually checked for dust, damage, soiling, moisture, water, greasy material, leak, stitch seams, damage in any loop etc.
- (iii) Fifteen (15) Polymer bags per truck shall be weighed. In case the weight is beyond permissible limits (as advised by IOCL), such bag is not to be despatched and shall be segregated and stored in a separate place identified for the same within the RSC and proper record shall be maintained. Further, in such event, all bags in such Truck are required to be checked for weight and recorded.
- (iv) The Truck (Outbound) shall be checked for absence of dust, mud, moisture, water, greasy material, protruding object etc.
- (v) The RSC operator/representative shall obtain due acknowledgment for Product received in good condition from transporters after loading the trucks (outbound).
- (vi) The RSC operator/representative shall complete all documentation in connection with despatch of Products by the Trucks (Outbound), including billing in the name of IOCL in case of sale of Product in the format and rates specified by IOCL from time to time.
- (vii) IOCL shall make available to The RSC operator/representative necessary printed stationery required by The RSC operator/representative to comply with obligations specified in this clause.
- (viii) The RSC operator/representative will ensure that all documentation is maintained on stock hand ed, receipt, dispatched and any sweep generated on the day. There has to be proper records on any bags damaged and torn during handling.

**2.1.6 Sweep Disposal:** The sweep generated in handling polymer at the RSC shall be handled as below:

- (i) C&T(Cut and Torn) Bags generated to be re bagged under strict supervision by the RSC operator/representative
- (ii) Any receipt of bags and products in unacceptable condition is to be noted in Invoice.

- (iii) Product to be downgraded to Sweep and Sweep Grade as maintained in PPMC in SAP be extended to all RSC Locations
- (iv) Booking of loss and shortage would be done by PPMC after monthly verified report from IOCL Officer I/C of RSC's.
- (v) Any damaged bag through road to be booked to transporters and cost recovered accordingly, RSC will not accept any unacceptable bags.
- (vi) The RSC operator/representative to ensure supervision of only okay bags are loaded at loading point to ensure that okay bags are only received at RSCs.
- (vii) Wet Bags receipt through the CTO due to improper container is to be noted and informed to IOC representative for reimbursement of cost on this account from the CTO.
- (viii) All Sweeps generated on account of handling at RSC's are to be booked on the RSC operator representative and IOCL Officer to have clear demarcation on sweep generated due to handling and that received through Truck. Sweep on account of handling is to be recovered from the RSC operator/representative for the cost differential as per Market price.
- (ix) Sale of sweep can be done by the RSC operator/representative on their own or by IOCL and reimburse the amount to the RSC operator/representative, as the case may be.

**2.1.7 Maintenance of warehouse:** The RSC operator/representative shall ensure that the RSC, especially the portion demarcated for IOCL Products, is maintained in clean and proper condition, suitable for storage of Product, at all times and undertake any repairs, maintenance, modifications and additions as may be necessary to carry out obligations under this Agreement and further ensure that the all Requirements are complied within the storage and handling of the Product.

**2.1.8** The RSC operator/representative shall ensure that all necessary manpower, equipment, such as check weigh scale (min 50 kg with tolerance limit of 100 gm), are available in good and proper condition at the RSC so as to enable loading and off-loading of the Product onto/from Trucks.

**2.1.9 Attending IOCL Customers:** The RSC operator/representative shall appropriately attend to IOCL's customers at the RSC during Working Hours.

**2.1.10 RSC Expenses:** The RSC operator shall be responsible for all costs and expenses at the RSC incurred in complying with its obligations under this Agreement, including electricity charges, water tax charges, postages, telephone, telex charges, municipal taxes and any other expenses and levies.

**2.1.11 Security Arrangements:** The RSC operator/representative shall be responsible for all security arrangements, whether during Working Days or holidays, as may be required or deemed fit by The RSC operator/representative for the purpose of performing its obligations under the Agreement.

**2.1.12** The **Material Safety Data Sheet (MSDS)** with respect to the Product is attached hereto as **Exhibit 2**, so as to assist the CTO/RSC operator/representative in taking special handling and storage care that is required in relation to the Product. Without prejudice to the aforesaid, the RSC operator/representative shall take particular care in ensuring that the RSC remains free and safe from moisture and pests.

**2.1.13 Reports:** The service provider shall have to submit daily/monthly reports in the formats as advised by IOCL.

**2.1.14 Stock Reconciliation:** The reconciliation of RSC stock shall be carried out on 1st day every month and records maintained.

**2.1.15 Escalation:** On completion of initial 3 years of the contract, if the contract is extended by IOCL for another term of 2 years in line with period of contract mentioned in the tender, Escalation of 3% on each line item of finalised SOR rates shall be applied for extended period of another two years.

**2.1.16 Penalty against unsatisfactory services:** Compensation against loss would arise out of delay/unsatisfactory services in warehousing are as elaborated below:-

The conditions which shall attract penalty against loss during the execution of the contract are listed below:

- Penalty against wrong loading: Rs. 25000/- per instance.
- Penalty against complain of dirty bags from customer: Rs 1000/- per instance.
- Interruption/stoppage/strike: Rs. 25000/- per instance of >30 minutes continuously plus the amount attributed to consequential damage for the corporation, if any, arises.

**Annexure-I****Price Bid**

**Sub:** RSC and Warehousing Services for storage & handling of Polymers in the city of Howrah. There will be only one BoQ for RSC location. Bidders are required to submit quote only in the BoQ format.

**BOQ: For RSC & warehousing services for Howrah city**

SI No.	ITEM	Unit	Quantity (Monthly)	Quoted Rate (Rs./Unit)	Total amount per month
1	Rent for warehouse space	sq ft	20000		
2	WH service Charges-including infrastructure (PC, Printer, consumables, furniture, manpower for invoicing, housekeeping, supervising, security, filing GST etc. all complete).	LS	1		
3	Cargo Handling Charges: (Stacking from loading bays to warehouse Bins, de stacking, Loading, quality control, safety, provision of ancillary facilities/services and documentation as per IOC norms, invoicing etc all complete). Unloading of cargo by Road dispatch ex-IOCL supply point is within transporters scope till loading bays point of warehouse only.	MT	3000		
4	Unloading charges for Rail containers if received by Rail mode from IOCL supply point to RSC. Unloading of such cargo is within RSC operator scope.	MT	1500		

**Note:**

- 1 Please do not quote your rates in the tender document. Rates are to be quoted in enclosed BoQ only at IOCL tender portal.
- 2 Bidders to quote all line items mandatorily against above BoQ, in case any bidder quoted partial line item rate or not quoted all the line items against above BoQ, their price bid would be summarily rejected.
- 3 Rates are to be quoted in Indian Rupees for the unit given along each item.
- 4 Rates quoted shall be inclusive of all taxes, duties, levies, etc. whatsoever applicable during currency of contract period.
- 5 Any cutting / alterations are to be properly authenticated by authorised signatory of the Service Provider at all places.
- 6 GST as applicable would be paid extra.

**Annexure-J**

**FORMS AND FORMATS**

F-1-BID FORM

F-2- BIDDER'S GENERAL INFORMATION

F-3- LETTER OF AUTHORITY

F-4-ANNUAL TURN OVER

F-5- PERFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

F-6 -RELATIONSHIP WITH IOCL DIRECTORS

F-7-BANK DETAILS OF BIDDERS

F-8 - BG IN LIEU OF EARNEST MONEY DEPOSIT

F-9- BANK GUARANTEE FOR SECURITY DEPOSIT

F-10- NO DEVIATION CONFIRMATION

F-11- UNDERTAKING BY BIDDER

F-12- UNDERTAKING BY BIDDER

**F-1**

**BID FORM**

To,

**MANAGER (PC – Marketing)  
INDIAN OIL CORPORATION LIMITED (Corporate Office)  
1st Floor, Indian Oil Bhawan  
1, Sri Aurobindo Marg, Yusuf Sarai, NEW DELHI-110016**

Dear Sir,

Subject: Tender for Two Bid Public E-Tender for RSC and Warehousing Services for Storage and Handling of Polymers at Howrah.

**TENDER NO. PC-M/PT/POLYMER/RSC/18-19/17**

With reference to your subject tender, we confirm having carefully read, studied and understood various conditions/documents supplied with the tender and submit them duly signed and stamped as having accepted in TOTO in conformity with, the said Bid Documents, including Addenda/corrigenda Nos. \_\_\_\_\_.

We confirm that this bid is valid for a **period of 180 days** from the date of opening of Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period. If our bid is accepted, we will provide the security deposit as mentioned in the tender clause within fifteen days of such award.

Until a final Agreement is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

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

We submit herewith our quotation, duly signed.

**F-2****BIDDER's GENERAL INFORMATION**

1. Name of the firm:
- 2(a) Registered office address of the firm:
- (b) Address for correspondence:
3. Phone Nos.:
4. Fax Nos.:
5. Mobile Nos.:
6. E-mail address:
7. Status of the Applicant (Individual, Proprietorship, Partnership, Limited Liability Partnership, Limited Company, Co-operative Society):
8. Registration No.:
9. Year of establishment:
10. Permanent Account No. (PAN issued by Income Tax Dept.):
11. Name and address of Proprietor/ Partners/ Directors:

Sr.	Name	Status	Address

12. Whether bidder/ Prop. / any of the Partners/ Directors are related (as defined under Companies Act 1956) to any of Directors of Company to which tender is being submitted. If so, name of Director of Corporation & nature of relationship: \_\_\_\_\_
13. We confirm that we are not involved in any litigation, which would render the performance of any obligation impossible in case, the contract is awarded to us.
14. We confirm that rates offered by us will remain valid for acceptance by you up to 180 days from the date of opening of this tender.



**F-3**

**LETTER OF AUTHORITY**  
**PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND SUBSEQUENT  
NEGOTIATIONS/CONFERENCES**

Ref. No.

Date:

To,

Indian Oil Corporation Limited  
Petrochemicals Marketing  
1-Sri Aurobindo Marg  
Yusuf Sarai  
New Delhi-110016

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s)  
to attend un-priced bid opening and price bid opening and for any other correspondence and  
communication against above Bidding Document:

1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized  
representatives.

Yours faithfully,

Signature :

Name & Designation :

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a  
person competent and having the power of attorney to bind the bidder. Not more than two  
persons are permitted to attend techno-commercial un-priced and price bid opening.

**F-4****Annual Turn Over****Each Bidder must fill in this form**

Annual Turnover data for the last three (3) years

Year	Year – year	Amount (INR)
Year 1	2017-2018	
Year 2	2016-2017	
Year 3	2015-2016	

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

**Bidder Tax Information:**

S. No.	Description	Input
i	GSTIN of bidder	
ii	Whether the bidder is exempted/ taxable/ SEZ/ non-taxable person under GST.	
iii	Whether the bidder is registered as regular tax payer or under composition scheme under GST.	
iv	PAN	
v	HSN Code of Material	
vi	Whether the bidder shall be making intra-state supplies or inter-state supplies to the recipient location	

**F-5**

**DECLARATION OF BLACK LISTING/HOLIDAY LISTING**

**In the case of a Proprietary Concern:**

I hereby declare that neither I in the name of my Proprietary concern M/s \_\_\_\_\_ which is submitting the accompanying bid/tender no. any other concern in which I am proprietor nor in any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by Indian Oil Corporation Ltd. or its Administrative Ministry, except as indicated below:

(Here give particulars of blacklisting or holiday listing and in absence thereof state "NIL")

**In the case of a Partnership Firm:**

We hereby declare that neither we, M/s \_\_\_\_\_ submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor of any firm or concern have or has been placed on blacklist or holiday list declared by Indian Oil Corporation Ltd. or its Administrative Ministry, except as indicated below:

(Here give particulars of blacklisting or holiday listing and in absence thereof state "NIL")

**In the case of Company:**

We hereby declare that we have not been placed on any holiday list or black list declared by Indian Oil Corporation Ltd. or its Administrative Ministry, except as indicated below:

(Here give particulars of blacklisting or holiday listing and in absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd. or its Administrative Ministry, shall have the right to reject my/our Bid, and if the Bid has resulted in a contract, the contract is liable to be terminated.

**F-6  
DETAILS OF RELATIONSHIP WITH DIRECTORS**

Bidders should furnish following details in the appropriate part based on their organization structure.

Organizational structure	Part of the form applicable.
Proprietary Firm	PART – A
Partnership Firm	PART – B
Company (Private / Public / Co- operative Society	PART – C

**PART – A**

(Applicable where Firm is Proprietary)

1. Name of the Proprietor:
2. Address:
3. State whether bidder is related to any of the Director(s) of the Corporation: YES / NO
4. If ' YES ' to 3, State the name(s) of the Director(s) and Bidder's relationship with him / her.

Strike off whichever is not applicable.

Date:

Signature \_\_\_\_\_  
Name of Person signing the tender \_\_\_\_\_  
Bidder's Name and address with seal \_\_\_\_\_

**PART – B**

(Applicable where the Tender is from a partnership firm)

1. Name of the partnership firm responding to the tender:
2. Address:
3. Names of partners:
4. State whether any of the partner of the bidder is a Director of IOC: Yes/No
5. If 'Yes' to (4) state the name(s) of the Director(s).
6. State whether any of the partner of the bidder is related to any of the Director(s) of IOC: Yes/No
7. If 'Yes' to (6) state the name(s) of the Director(s) & the bidder partner's relationship with him/ her.

Strike off whichever is not applicable.

Date:

Signature \_\_\_\_\_  
Name of Person signing the tender \_\_\_\_\_  
Bidder's Name and address with seal \_\_\_\_\_

PART – C

(Applicable where the Firm is a Public / Pvt. Ltd. Company/ Co-op. Society)

1. Name of the Company/ Co-operative Society responding the tender:
2. Address of: (a) Registered Office:  
(b) Principal Office:
3. State whether the Company is a Pvt. Ltd. Co. or Public Co. or Co-operative Society:
4. Names of Directors of the Company/ Co-operative Society:
5. State whether any of the Director Of the Bidder/ Company is a Director of IOC: Yes/No
6. If 'Yes' to (5) state the name(s) of the Director(s):
7. State whether any of the Director of the Bidder Company is related to any of the Director(s) of IOC: Yes/No
8. If 'Yes' to (7) state the name(s) of the Director(s) & the Concerned Director's (of the bidder Co.) relationship with him /her.  
Strike out whichever is not applicable.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
 Name of Person signing the tender \_\_\_\_\_  
 Bidder's Name and address with seal \_\_\_\_\_

DECLARATION 'I'

We declare that we have complied with and have not violated any clause of the standard Agreement.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
 Name of Person signing the tender \_\_\_\_\_  
 Bidder's Name and address with seal \_\_\_\_\_

DECLARATION 'II'

We declare that we do not have any employee who is related to any officer of the Corporation/ Central/ State Government.

OR

We have the following employees working with us who are relatives of the officers of the Corporation/ Central /State Government.

Name of the Employee Of the Service Provider	Name and Designation of the Officer of the Corporation / Central / State Government and relationship.
---	---

1. \_\_\_\_\_
2. \_\_\_\_\_

Strike off whichever is not applicable.

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

Signature \_\_\_\_\_

Name of Person signing the tender \_\_\_\_\_

Bidder's Name and address with seal \_\_\_\_\_

DECLARATION 'III'

The Bidder is required to state whether he/ she is a relative of any Director of the Corporation or the bidder is a firm in which Director of Corporation or his relative is a partner or is any other partner of such a firm or alternatively the Bidder is a private company in which Director of Corporation is member or Director, (the list of relative(s) for this purpose is given below)

N.B: Strike off whichever is not applicable. If the bidder employs any person subsequent to signing the above declaration and the employee so appointed happens to be relative of the Officer of the Corporation/ Central/ State Government, the bidder should submit another declaration furnishing the names of such employees who is/are related to the Officer/s of the Corporation/ Central/ State Government.

LIST OF RELATIVES

A person shall be deemed to be a relative of another, if any and only if,

- i) He / She / They are members of Hindu Undivided family or
- ii) He / She / They are Husband & Wife or
- iii) The one is related to the other in the manner indicated below.

- 1. Father
- 2. Mother (including Step Mother)
- 3. Son (including Step Son)
- 4. Son's Wife
- 5. Daughter (including Step Daughter)
- 6. Father's Father
- 7. Father's Mother
- 8. Mother's Mother
- 9. Mother's Father
- 10. Son's Son
- 11. Son's Son's Wife
- 12. Son's Daughter
- 13. Son's Daughter's Husband
- 14. Daughter's Husband
- 15. Daughter's Son
- 16. Daughter's Son's Wife
- 17. Daughter's Daughter
- 18. Daughter's Daughter's Husband
- 19. Brother (including Step Brother)
- 20. Brother's Wife
- 21. Sister (including Step Sister)
- 22. Sister's Husband

\*\*\*\*\*

**F-7**  
**BANK ACCOUNT DETAILS OF THE BIDDER**

Dated:

To,

M/s Indian Oil Corporation Ltd.

Address

Dear Sir,

With reference to your advice, we hereby agree to accept the payment of our bills through "RTGS/NEFT/Electronic Mode".

The desired bank account details are given below:

1.	Vendor Code allotted by IOCL in SAP	
2.	Name of Beneficiary (i.e IOCL Vendor)	
3.	Name of the Beneficiary's Bank	
4.	Address of the Beneficiary's Bank Branch	
5.	Contact details of Branch with STD Code	
6.	Beneficiary's Bank Account No. ( as per cheque copy )	
7.	Beneficiary's Account Type (SB/CC/CA)	
8.	Beneficiary's Bank IFSC Code ( 11 Digit)	
9.	Mobile No of Beneficiary (One Number only)	
10.	E-Mail Id of Beneficiary (One Mail Id only)	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank details.

I hereby declare that the particulars given above are correct and complete. I agree to receive transactional SMS / E-Mail Alerts from IOCL with regard to my bill payments

(Signature of Account Holder)  
Seal of the Vendor

Encl: Cancelled Cheque \_\_\_\_\_

\*\*\*\* We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (IOCL vendor) is maintained at our bank branch.

(Name of Bank & Branch)  
Authorized Signatory

**F-8**

**FORM OF BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT**

(On non-judicial stamp paper of appropriate value)  
(Validity of Bank Guarantee shall be at least for six months)

BG NO: \_\_\_\_\_  
DATED: \_\_\_\_\_  
VALID UPTO: \_\_\_\_\_

To,  
Indian Oil Corporation Limited  
Petrochemicals Marketing  
1-Sri Aurobindo Marg  
Yusuf Sarai  
New Delhi-110016

Ref: Tender No : PC-M/P/POLYMER/RSC/18-19/02

Sub: Two Bid Public E-Tender For RSC And Warehousing Services For Storage and Handling of Polymers at Howrah City.

Dear Sirs,

1. In consideration of the Indian Oil Corporation Ltd. (hereinafter called the "Corporation") having agreed to accept from \_\_\_\_\_ (Name of the bidder) \_\_\_\_\_ (hereinafter referred to as the "Bidder").

Earnest Money in the form of Bank Guarantee, under the terms and conditions of tender no. \_\_\_\_\_ dated \_\_\_\_\_ in connection with Two Bid Public E-Tender For RSC And Warehousing Services For Storage And Handling Of Polymers At Various destinations Across The Country" ( hereinafter called "the said tender"), for the due observance by the said bidder of the stipulation to keep the offer open for acceptance for a period of \_\_\_\_\_ days from the date of the opening of the tender and other stipulations of the tender . We, \_\_\_\_\_ (indicate the name of the bank) hereinafter referred to as "the Bank" at the request of \_\_\_\_\_ (mention the name of the bidder) do hereby undertake to pay on demand to the Indian Oil Corporation Limited an amount not exceeding Rs. \_\_\_\_\_ in the event of the said tendered having incurred forfeiture of earnest money as aforesaid or for the breach of any of the terms or conditions or the stipulations of the said tender and/or the contract if awarded including but not limited to non performance of the contract caused due to revision in price/pricing basis after close of the pricing part of the tender under an order of the Indian Oil Corporation Limited.

2. We \_\_\_\_\_ (indicate the name of Bank), do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the Indian Oil Corporation Limited stating that the amount claimed is due by way of forfeiture of earnest money or any loss or damage caused to or suffered or would be caused to or suffered by the Indian Oil Corporation Limited by reason of breach by the said tendered any of the terms or conditions or stipulations contained in the said tender or by reasons of the bidder's failure to perform the stipulations of the said tender. Any said such



demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

3. We \_\_\_\_\_ (indicate the name of the bank) undertake to pay to the Indian Oil Corporation Limited any money so demanded notwithstanding any dispute or disputes raised by the tendered in any suit or proceeding pending before any court or Tribunal or arbitrator relating thereto our liability under this present being absolute and unequivocal. The payment so made by the bank under this bond shall be a valid discharge of our liability for payment there under and the bidder shall have no claim against us for making such payment.
4. We \_\_\_\_\_ (Name of bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the terms, conditions or stipulations of the said tender and that it shall continue to be enforceable till all the dues of the Indian Oil Corporation Limited under or by virtue of the said tender/ contract have been fully paid and its claims satisfied or discharged or till Indian Oil Corporation Limited certifies that the terms and conditions of the said tender and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.
5. We \_\_\_\_\_ (name of the bank) further agree with the Indian Oil Corporation Limited that the Indian Oil Corporation Limited shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said tender or to extend time of performance by the said bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Indian Oil Corporation Limited against the said bidder and to forbear or enforce any of the terms or conditions relating to the said tender and shall not be relieved from our liability by reason of any such variation, or extension being granted to the said bidder or for any forbearance, act or omission on the part of Indian Oil Corporation Limited or any indulgence by the Indian Oil Corporation Limited to the said bidder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provisions have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the bank or the bidder.
7. We, \_\_\_\_\_ (name of bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Indian Oil Corporation Limited in writing.

Dated the \_\_\_ day of \_\_\_ 201\_\_

For \_\_\_\_\_

(indicate the name of the bank)

Place :

Date:

**F-9**  
**BANK GUARANTEE-SECURITY DEPOSIT**  
**(ON NON-JUDICIAL STAMP PAPER OF THE REQUIRED VALUE)**

BG No.:

Date:

Amount:

Validity:

To,  
Indian Oil Corporation Limited  
Petrochemical –Marketing Dept  
Corporate office

Ref: Tender No : PC-M/PT/POLYMER/RSC/18-19/02

Sub : Two Bid Public E-Tender For RSC And Warehousing Services For Storage and Handling of Polymers at Howrah District.

Dear Sir,

A. In consideration of M/s Indian Oil Corporation Limited having its registered office at INDIAN OIL BHAVAN, G-9, Ali Yavar Jung Marg Bandra (East) Mumbai-400051 and a place of business at \_\_\_\_\_ (hereinafter called the Corporation/Indian Oil) having agree to exempt M/s \_\_\_\_\_ having its office at \_\_\_\_\_ (hereinafter called the "said contractor") from the demand under the terms and conditions of the Agreement/Contract/offer letter/work order no. \_\_\_\_\_ dated \_\_\_\_\_ made between the Corporation and M/s. \_\_\_\_\_ the contractor(s) (for hereinafter called the said agreement) of the security deposit for the due fulfilment by the said contractor(s) of the terms and conditions contained in the said Agreement on production of a Bank guarantee for Rs \_\_\_\_\_ (Rupees \_\_\_\_\_ only). We \_\_\_\_\_ (hereinafter referred to as Bank) at the request of M/s. \_\_\_\_\_ (Contractor(s)) do hereby undertake to pay to the Corporation an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) against any loss or damage caused to or suffered by the Corporation by the reasons of any breach by the said contractor(s) of any of the terms and conditions contained in the said Agreement.

B. We \_\_\_\_\_ (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from the Corporation stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Corporation by reasons of breach of the said contractor(s) of any of the terms and conditions contained in the said agreement or by reason of the contractor's failure to perform the said Agreement. Any such demand made in the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

C. We undertake to pay the Corporation any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceedings pending before any court or Tribunal or Arbitrator relating there to our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

D. We \_\_\_\_\_ (name of Bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Corporation under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the corporation certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_ we shall be discharged from all liability under this guarantee thereafter.

E. We \_\_\_\_\_ (name of bank) \_\_\_\_\_ further agree with the Corporation that the Corporation shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or, to extend time of performance by the said contractor(s) from time to time or to postpone from any time or from time to time any of the powers exercisable by the Corporation against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or from any forbearance, act or omission on the part of the Corporation or any indulgence by the Corporation to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

F. This guarantee will not be discharged due to the change in the constitution of the bank or the contractor(s).

G. The bank agrees that this guarantee may be invoked on a number of occasions but so that the total amount payable hereunder shall not exceed Rs. \_\_\_\_\_.

H. We \_\_\_\_\_ ( name of the Bank) undertake not to revoke this Guarantee during its currency except with the previous consent of the Corporation in writing. Notwithstanding anything contained hereinabove,

a. The liability of the Bank under this Guarantee shall not exceed the amount of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ only).

b) This guarantee shall remain valid for a period of \_\_\_\_\_ (state period of validity) from the date hereof.

Dated \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

(Name & Signatures of the bank)

Note: Validity of Bank Guarantee shall be beyond six months of Validity of Contract

**F-10**

**NO DEVIATION CONFIRMATION**

To,

Indian Oil Corporation Limited  
Petrochemicals Marketing  
1-Sri Aurobindo Marg  
Yusuf Sarai  
New Delhi-110016

Dear Sir,

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

(SEAL AND SIGNATURE OF BIDDER)

**F-11**

Undertaking by Bidders in their letter head duly seal and signature

To,

Indian Oil Corporation Limited  
Petrochemicals Marketing  
1-Sri Aurobindo Marg  
Yusuf Sarai  
New Delhi-110016

Dear Sir,

We are submitting the undertaking of Part-A as a part of technical bid along with current status of warehouse being offered favouring subject tender. We are furnishing the complete details point wise as appended below:-

**Address of the warehouse offered:-**

Note: If any bidder is offering more than one warehouse then separate (Part-A) undertaking to be submitted (warehouse wise).

**Part- A (Minimum Requirements of Allied facilities in Warehouse)**

1. The approach road from main gate to warehouse should be suitable for movement of big truck & trailer.
2. The warehouse should have proper locking system.
3. The minimum height of offered premises from floor to ceiling should be at least 20 feet. Further for 20000 carpet area of warehouse minimum 04 no of shutter to be provided for loading and unloading of vehicles.
4. In order to prevent drain water entering the warehouse, especially during rainy season, the floor level of the warehouse should be higher as compared to the level of the immediate surrounding area.
5. There has to be proper covered area for loading and unloading in front/rear of Warehouse. At no stage will trucks be taken inside Warehouse for doing the same.
6. The floor of the RSC should be made of concrete structure and floor has to be properly levelled.

7. The warehouse should not have any loose electrical connections, hanging electrical wires and loose electrical fittings inside the warehouse. All electrical lighting are to be covered and not exposed.
8. The warehouse should have proper ventilation and lighting arrangement. The offered warehouse should be positively segregated for storing IOCL product.
9. The warehouse should not have any window which poses any security threat. If there is any window, it should be with proper iron grills.
10. The warehouse should have sufficient no. of fire extinguisher in accordance with the size of the storage area. Advisable that one Fire Extinguisher for every 200 sq. Mt of the Warehouse area. However minimum four no. properly maintained fire extinguishers of sufficient capacity are required to be placed inside the easily approachable warehouse area.
11. The warehouse should have weighing and stitching machines in working condition.
12. The warehouse should be easily accessible for big trucks.
13. No hazardous product should be store in the warehouse or in the immediate vicinity of the Warehouse.
14. All material shall be stored by keeping polyethylene films (at bidder's cost) on the floor and then placing the bags on the film. The grade wise stacking of the bags shall be done.
15. Small office space size of at least 10feet x 8feet with facilities such as chairs/tables/shelves /PC/telephones/ Internet/ drinking water/Toilet/ first aid box/ security arrangement (24x7) etc shall be provided at warehouse at no extra cost to IOCL. This office area will be outside the space offered for storage of Polymer in the Warehouse and will not be counted for minimum storage space requirement mentioned in the tender.
16. Adequate covered space for loading/unloading and open space for movement and parking of Trucks as well as container trailer movement should be available.
17. The Warehouse is located at ground floor and not in basement or any other floor such as first floor, second floor and so on.
18. The Bidder can offer multiple warehouses within the same premises having common boundary wall but the offered carpet area should fulfil the IOCL requirement as well as other specifications viz, height, approachability for big trucks/trailers etc. In case of multiple

warehousing within the same premises, bidder to submit full details with reference to each warehouse number.

19. The address of warehouse at the time of bid submission shall be the same during visit undertaken by IOCL officials.

(SEAL AND SIGNATURE OF BIDDER)

**F-12**

Undertaking by Bidders in their letter head duly seal and signature

To,

Indian Oil Corporation Limited  
Petrochemicals Marketing  
1-Sri Aurobindo Marg  
Yusuf Sarai  
New Delhi-110016

Dear Sir,

I/We, is/are submitting the undertaking of Part-B as a part of technical bid along with current status of warehouse being offered favouring subject tender. We are furnishing the complete details point wise as appended below:-

**Address of the warehouse offered:-**

Note: If any bidder is offering more than one warehouse then separate (Part-B) undertaking to be submitted (warehouse wise).

**Part- B (Minimum Requirements of Allied facilities in Warehouse)**

I/We understand that following criteria is mandatory for qualifying for technical evaluation during the visit undertaken by IOCL nominated committee for physical verification of warehouse offered. In case any of the below parameters are not found in order for fulfilling the minimum criteria then my/our bid will be rejected during technical evaluation and price bid shall not be opened.

S.N	Particulars	Minimum requirement	Declaration by bidders in offered warehouse at the time of bid submission
1	Carpet area within the covered warehouse area (excluding loading/unloading/Ramp/office area) where actual product can be stored	20000 Sq Ft	To be given by Bidder
2	Concrete flooring within warehouse	Mandatorily - Yes	Y/N
3	Approach Road to Warehouse premises suitability for Big trailer movement with multi axle vehicle	Mandatorily - Yes	Y/N
4	Minimum ceiling height (20 ft) from the roof structure in case of roof is flat. In case roof is slant then height should be taken along the side wall	Mandatorily - Yes	To be given by Bidder
5	No hazardous product should be store	Mandatorily - Yes	To be given by Bidder



	in the warehouse or in the immediate vicinity of the Warehouse		
6	Floor level of the warehouse is higher as compared to the level of the immediate surrounding area	Mandatorily - Yes	To be given by Bidder
7	Open space for movement and parking of Trucks as well as container trailer movement should be available.	At least for 4 No. Truck parking and movement for two big trailer (multi axle vehicle)	To be given by Bidder
8	is the warehouse space availability in ground floor for the requisite carpet area	Mandatorily - Yes	To be given by Bidder
9	Warehouse location and address is the same as offered by the bidder (in bid submission) during proposed visit by IOCL	Mandatorily - Yes	Y/N

I/we also undertake that the balance points as explained in Part-A (besides above 9 points as explained under Part-B) under minimum requirement of warehouse will be fulfilled within 15 days post issuance of LOI, if shortlisted and awarded the contract.

(SEAL AND SIGNATURE OF BIDDER)

Annexure-K

[To be transcribed on stamp paper]  
**INDIAN OIL CORPORATION LIMITED**  
**(PETROCHEMICALS MARKETING)**  
**CONTRACT AGREEMENT**

FOR

**INDIAN OIL CORPORATION LIMITED**  
**(Petrochemicals Marketing)**

**CONTRACT AGREEMENT FOR RSC AND WAREHOUSING SERVICES FOR STORAGE AND HANDLING OF POLYMERS AT HOWRAH DISTRICT**

This Agreement has been entered into on the [ ] day of [ ], 201\_, at New Delhi, by and between M/s Indian Oil Corporation Limited, a company incorporated, existing and functioning under laws of India, presently having its registered office at G9, Ali Yavar Jung Marg, Bandra (East), Mumbai 400 051 and Business Development office at Indian Oil Bhawan, Yusuf Sarai, New Delhi- 110 016 (hereinafter referred to as 'IOCL', which expression shall, unless repugnant to the subject or context, be deemed to include its successors, administrators and permitted assigns) of the One Part;

and

M/s \_\_\_\_\_, (name of RSC Operator) having its Registered Office \_\_\_\_\_ (address) and having its corporate office at \_\_\_\_\_ (address) (hereinafter referred to as 'RSC Operator', which expression shall, unless repugnant to the subject or context, be deemed to include its successors, administrators and permitted assigns) of the Other Part. **Whereas**

- A. IOCL has set up an integrated POLYMER Plant at Panipat Refinery and Petrochemical Complex, Panipat, Haryana, India & upcoming Paradip plant at Odhisa. IOCL wishes to set up 'Regional Sales Centre's at various locations in India so as to enable distribution and sale of POLYMER in an efficient manner.
- B. RSC OPERATOR has represented that it has adequate resources and experience to render services required to set up and operate a 'regional sales centre' as desired by IOCL.
- C. Parties wish to reduce into writing their understanding as set forth below.

Parties agree as follows

- 1.0 Definitions and Interpretation
- 1.1 Definitions

Unless repugnant to the meaning or context hereof, terms used in this agreement in the uppercase form shall have the meaning as given below: 'Advise' shall mean the advice issued by IOCL Representatives to RSC OPERATOR Representatives for dispatch of product from RSC to the customer. 'Agreement' shall mean this Agreement entered into between IOCL and RSC OPERATOR including any amendments hereto. 'Effective Date' shall have the meaning assigned to it in Clause 2. 'Intimation' shall mean the intimation issued by IOCL Representatives to RSC OPERATOR Representatives for product dispatch by IOCL, Panipat & Paradip intended for RSC. 'Liabilities' shall mean all direct, indirect and consequential losses, costs, damages, expenses, penalties, interest, claims (including third party claims) and liabilities imposed, claimed or levied or assessed against IOCL, attorneys' fees and disbursements of any kind or any nature whatsoever imposed upon IOCL, whether incurred directly or indirectly by IOCL. 'Party' shall mean IOCL and RSC OPERATOR individually and 'Parties' shall mean IOCL and RSC OPERATOR collectively. 'Person' shall mean, without limitation, an individual, corporation (including a non-profit corporation), partnership, joint venture, trust, association, organization, or other entity or governmental authority and shall include any successor (by merger or otherwise) of such entity. 'Point of Origin' shall mean the gate of the premises of the RSC. 'Point of Destination' shall mean the location as specified in the relevant Advise. 'Product' shall mean POLYMER (in various grades) stuffed in 25 Kg PP Woven Sacks (POLYMER BAG), depending on the context in which the expression is used. 'Requirement' shall mean requirement as per any legislation, rule, judicial order or any order of any person having the force of law, prevailing as on the day compliance is sought. 'RSC' shall mean the Regional Sales Centre located \_\_\_\_\_ (address) as described in Exhibit 1 attached hereto. 'Stock Transfer Challan' shall mean the stock transfer challan bearing the signature of IOCL Representative certifying amongst other things the quantity and quality of the Product in the relevant Truck (Inbound). 'Transitional Period' shall mean with respect to the Product, the period commencing from the Point of Origin till the loading of Product on outbound truck. 'Truck' shall mean the trucks used for loading of Product and carriage as envisaged in the Agreement. 'Truck (Inbound)' shall mean Truck containing Product and reporting/intended to report at the RSC. 'Truck (Outbound)' shall mean Truck containing Product and dispatched from the RSC. 'Working Days' shall mean, as to any location, any day other than notified holiday observed by IOCL.

- (i) 'Working Hours' shall mean 1000 am to 0600 pm on all Working Days which may be extended during increase of demand or any such requirement at any time during execution of the contract, without any extra cost to IOC.

## 1.2 Interpretation

- (i) Unless otherwise specified, any reference to Clauses, Sub-Clauses, Paragraphs and or Exhibits is intended to refer to Clauses, Sub-Clauses, Paragraphs and or Exhibits of the Agreement.
- (ii) Titles of Clauses, Sub-Clauses, Paragraphs and or Exhibits are intended for convenience of reading only and do not represent nor shall they be construed to represent any other meaning.
- (iii) References in this Agreement to any agreement or document shall be construed as a reference to each such agreement or document as the same may have been, or may from time to time be, amended, varied, notated, replaced or supplemented.

(iv) Unless otherwise specified, expressions such as 'hereby', 'hereunder' or the like are intended as 'by this Agreement' and 'under this Agreement' or the like as applicable and not by or under a specific Clause or Paragraph.

(v) Where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase shall have the corresponding meanings.

2.0 **Effective Date:** This Agreement shall come into full force and effect as on the date of first supply ex IOCL's plant located at PPMC, Panipat, Haryana or Paradip, Odhisa whichever is earlier.

3.0 **Period of Contract:** Unless otherwise specified by the Corporation, the contract shall be awarded for 03 (three) years to be reckoned from the date of commencement of first supply ex PPMC, Panipat, Haryana or Paradip, Odhisa. The contract shall also have provision for extension for another term of 02 (two) years at sole discretion of IOCL on same rates, terms and conditions.

The contractor shall abide by to continue the contract for 3 more months or till the award of the new contract, whichever is earlier, after expiry of the contract, at the same rates, terms and conditions of contract, if there is delay in finalization of next contract and so intimated by IOCL.

The contract may be terminated by giving three (03) months notice if so required by the IOCL (Corporation).

#### 4.0 **Scope**

4.1 During the term of this Agreement, RSC OPERATOR shall render services, based on Intimation and Advise issued by IOCL from time to time. The engagement by IOCL of RSC OPERATOR in terms of this Agreement is on a non-exclusive basis and nothing contained herein shall affect the right of IOCL to engage services of other Persons for similar services.

4.2 RSC OPERATOR shall, during the Transitional Period and at all hours, be fully and exclusively responsible for the safety, quantity and quality of Product as specified in the relevant stock transfer challan as held in their custody in performance of this agreement.

#### 5.0 **Obligations of RSC OPERATOR**

##### 5.1 **Services:**

RSC OPERATOR shall, based on Intimation and Advise, provide 'warehousing services', in compliance with all Requirements/ guidelines and manuals provided by IOCL, including but not limited to:

**RSC and warehousing services for polymers at Howrah:** The RSC operator shall provide warehousing facilities for storage and handling of PP & PE Bags at Howrah and allied loading operations in the trucks placed by IOCL customer or by IOCL for dispatch to various

destinations across the country, as may be specified in the Indent and placed by IOCL's customer. The RSC operator's Scope of Work shall include the following:

- Ensure the no. of bags received is the same as the number mentioned in the invoice.
- Shortage/loss/damage during warehousing operations at the RSC shall be the responsibility of the RSC operator.
- Unloading of cargo will be in the scope of transporter for road movement from IOCL supply point. In case rail movement from IOCL supply point, then unloading will be in the scope of RSC operator. Transporter will unload the material till the loading bays only and further shifting of cargo from loading bays of warehouse to inside warehouse for stacking will be in the scope of RSC operator.
- Unloading of bags from containers (received via rail) and stacking up to designated height inside the warehouse.
- Stacking inside warehouse minimum of 20 bags (high) with adequate facility.
- Re bagging/stitching of damaged bags.
- Loading of cargo into customers' trucks for delivery to customers.
- Order processing, documentation, invoicing, MIS etc.,
- Security & Safety of product.
- Proper housekeeping.
- Ensuring quality & quantity of product in custody.
- Co-ordination with customers for trucks placement for transportation from RSC to customer point.
- Providing adequate manpower.
- Monthly Inventory to be done on 1st day of every month and signed by both vendor and IOCL representative.
- Ensure availability of empty bags /thread etc required for re bagging (to be supplied by IOC).
- Portable stitching machine to be provided by Vendor
- Provide all warehousing facilities at the RSC.
- Arrange for delivery to consignee as specified in the Indent (given by IOC representative-records of indent to be maintained) - by loading the PP woven sacks onto the trucks/vehicles placed by consignee.
- Filing of G&T returns without any extra cost to IOC.
- Warehouse to have adequate fire fighting equipments to tackle any emergency as per the safety norms of any warehouse.

**4.2 Receiving Container/Trucks:** The RSC operator shall, based on Intimation and advise, provide 'warehousing services', in compliance with all Requirements/ guidelines and manuals provided by IOCL, including but not limited to:

- (A) Services upon arrival of Container/Truck-Inbound (Ex panipat & Paradip on stock transfer basis):
- The RSC operator/representative shall tally the Truck no./ container no. with the no. specified in the Stock Transfer Challan and check the physical condition of the Truck/ container.
  - The RSC operator/representative shall visually check the physical condition of each bag containing the Product for dust, damage, leak, moisture and presence of water/ greasy material/etc.

- The RSC operator/representative shall arrange weighment of at least fifteen (15) bags from each Truck (on random basis) and in case the weight varies beyond permissible limits (as advised by IOCL), then all bags in such Truck are required to be checked for weight and recorded. Instances to be logged on variation observed.
- The quality and quantity particulars recorded pursuant to above, shall be specified by the RSC operator/representative in all copies of the Stock Transfer Challan to be furnished by the driver of the Truck (Inbound) and each such copy shall be duly signed and stamped by the RSC operator/representative. All such copies of the Stock Transfer Challan shall be countersigned by the driver of the Truck (Inbound). The transporter's copy of the Stock Transfer Challan shall be handed over to the driver of the Truck (Inbound).
- The RSC operator/representative will also ensure that any shortages observed on unloading of Truck/ Container should be acknowledged in the Invoice and signature of driver taken so as penalty can be booked into transporter's account for the losses observed during transit.
- The RSC operator/representative shall ensure that the transporter to offload the Truck-Inbound, within 04 (four) hours of the Truck reporting at Point of destination.
- The RSC operator/representative shall ensure that the bags containing the Product are off-loaded from the Truck/ container at the RSC in a safe and secure manner. The bags containing the Product shall be stored /-stacked in an area demarcated exclusively for IOCL Product. The RSC operator/representative shall ensure that bags, which do not meet the quality and quantity norms as advised by IOCL, shall be segregated and identified as such within the RSC allocated space.

**4.3 Storage inside warehouse:** The RSC operator/representative shall ensure that the bags containing the Product are stored and stacked in the RSC in such a manner so as to ensure that the bags are fit for use by IOCL customer. For such purpose the RSC operator/representative shall take the following minimum precautions:

- (i) Tarpaulin sheet shall be spread on the ground.
- (ii) Ensure cleanliness of the area for absence of dust, bird nest, water, greasy material etc. and avoid ingress of water/moisture particularly during rainy season.
- (iii) Ensure that the area remains no-smoking at all times and relevant signage to such effect should be displayed prominently.
- (iv) Ensure proper handling of the polymer bags.
- (v) Ensure that the polymer bags are stored in minimum 20 bags (height) stack arrangement.
- (vi) The ground area should be covered first before stacking.
- (vii) Full documentation on all product stored with proper history cards to made available at all the time

**4.4 Warehouse space and other infrastructure:** The RSC operator/representative shall demarcate space as mentioned in exhibit as per requirement of IOC at the time of signing of Agreement or more if required by IOCL at later stage at agreed tariff within the RSC to be exclusively used for the purposes of this Agreement. The RSC operator/representative shall maintain within the RSC, exclusive office facilities for IOCL (area of which will not be

included/considered in carpet area for product storage/ warehouse as required in the tender document) which shall include;

- (i) A proper office room with furniture/ fixtures and telephone facility,
- (ii) Minimum of 2 (two) computers, printers (dot matrix and coloured Laser jet printers having printing speed up to 28 PPM and Network connectivity in the same for printing of A4) and scanner of capacity and specification as advised by IOCL with required computer operator(s) for undertaking documentation as per requirements of IOCL
- (iii) Proper internet connection at all times and connectivity between the RSC and IOCL's ERP system,
- (iv) The RSC operator/representative shall deploy adequate manpower for handling the Product and the Terminal in charge shall be the person responsible for co-ordination and communication with IOCL as per the terms in this Agreement.
- (v) The RSC operator/representative shall also ensure that a check scale is available for use at all the time.
- (vi) IOCL will provide software as well as training to computer operator. For connectivity between the RSC and IOCL's ERP system, SERVICE PROVIDER shall facilitate the same.
- (vii) Working Hours: The RSC operator/representative shall ensure that operations at the RSC are conducted between 1000 am to 0600 pm on all working days in a week in general, which may be extended during increase of demand or any such requirement at any time during execution of the contract, without any extra cost to IOC.

**4.5 Despatch from RSC:** There would be inter or intra state dispatches from RSC as advised by IOCL. Based on Advise issued by IOCL Representative from time to time, the RSC operator/representative shall ensure that the Product is loaded on Truck (Outbound) in a safe and sound manner. For such purpose the RSC operator/representative shall take the following minimum precautions:

- (i) Polymer bags shall be loaded on the basis of first-in first-out as may be advised by IOC from time to time.
- (ii) Each Polymer bag shall be visually checked for dust, damage, soiling, moisture, water, greasy material, leak, stitch seams, damage in any loop etc.
- (iii) Fifteen (15) Polymer bags per truck shall be weighed. In case the weight is beyond permissible limits (as advised by IOCL), such bag is not to be dispatched and shall be segregated and stored in a separate place identified for the same within the RSC and proper record shall be maintained. Further, in such event, all bags in such Truck are required to be checked for weight and recorded.
- (iv) The Truck (Outbound) shall be checked for absence of dust, mud, moisture, water, greasy material, protruding object etc.
- (v) The RSC operator/representative shall obtain due acknowledgment for Product received in good condition from transporters after loading the trucks (outbound).
- (vi) The RSC operator/representative shall complete all documentation in connection with despatch of Products by the Trucks (Outbound), including billing in the name of IOCL in case of sale of Product in the format and rates specified by IOCL from time to time.

- (vii) IOCL shall make available to The RSC operator/representative necessary printed stationery required by The RSC operator/representative to comply with obligations specified in this clause.
  - (viii) The RSC operator/representative will ensure that all documentation are maintained on stock handled, receipt, dispatched and any sweep generated on the day. There has to be proper records on any bags damaged and torn during handling.
- 4.6 Sweep Disposal:** The sweep generated in handling polymer at the RSC shall be handled as below:
- (i) C&T(Cut and Torn) Bags generated to be re bagged under strict supervision by the RSC operator/representative
  - (ii) Any receipt of bags and products in unacceptable condition is to be noted in Invoice.
  - (iii) Product to be downgraded to Sweep and Sweep Grade as maintained in PPMC in SAP be extended to all RSC Locations
  - (iv) Booking of loss and shortage would be done by PPMC after monthly verified report from IOCL Officer I/C of RSC's.
  - (v) Any damaged bag through road to be booked to transporters and cost recovered accordingly, RSC will not accept any unacceptable bags.
  - (vi) The RSC operator/representative to ensure supervision of only okay bags are loaded at loading point to ensure that okay bags are only received at RSCs.
  - (vii) Wet Bags receipt through the CTO due to improper container is to be noted and informed to IOCL representative for reimbursement of cost on this account from the CTO.
  - (viii) All Sweeps generated on account of handling at RSC's are to be booked on the RSC operator/representative and IOCL Officer to have clear demarcation on sweep generated due to Handling and that received through Truck. Sweep on account handling is to be recovered from the RSC operator/representative.
  - (ix) Sale of sweep can be done by the RSC operator/representative on their own or by IOCL and reimburse the amount to the RSC operator/representative, as the case may be.
- 4.7 Maintenance of warehouse:** The RSC operator/representative shall ensure that the RSC, especially the portion demarcated for IOCL Products, is maintained in clean and proper condition, suitable for storage of Product, at all times and undertake any repairs, maintenance, modifications and additions as may be necessary to carry out obligations under this Agreement and further ensure that the all Requirements are complied within the storage and handling of the Product.
- 4.8** The RSC operator/representative shall ensure that all necessary manpower, equipment, such as check scale (min 50 kg with tolerance limit of 100 gm), are available in good and proper condition at the RSC so as to enable loading and off-loading of the Product onto/from Trucks.
- 4.9 Attending IOCL Customers:** The RSC operator/representative shall appropriately attend IOCL's customers at the RSC during Working Hours.



- 4.10 RSC Operator shall at all times maintain valid insurance for all personnel, buildings, equipments and other structures at the RSC during the term of the Agreement with respect to RSC premises and third party liability.
- 4.11 **RSC Expenses:** The RSC operator shall be responsible for all costs and expenses at the RSC incurred in complying with its obligations under this Agreement, including electricity charges, water tax charges, postages, telephone, telex charges, municipal taxes and any other expenses and levies.
- 4.12 **Security Arrangements:** The RSC operator/representative shall be responsible for all security arrangements, whether during Working Days or holidays, as may be required or deemed fit by The RSC operator/representative for the purpose of performing its obligations under the Agreement.
- 4.13 The Material Safety Data Sheet (MSDS) with respect to the Product is attached hereto as Exhibit 2, so as to assist the RSC operator/representative in taking special handling and storage care that is required in relation to the Product. Without prejudice to the aforesaid, the RSC operator/representative shall take particular care in ensuring that the RSC remains free and safe from moisture and pests.
- 4.14 **Liability for Payments:** RSC OPERATOR shall be solely responsible for any payment (whether by way of salary or other benefits or compensation, statutory or otherwise) to be made to any person including its employees or any other persons retained by RSC OPERATOR or the account of such person, who is involved in providing any part of operations carried out in the RSC.
- 4.15 **Liability for Payments:** RSC OPERATOR shall be solely responsible for any payment (whether by way of salary or other benefits or compensation, statutory or otherwise) to be made to any person including its employees or any other persons retained by RSC OPERATOR or the account of such person, who is involved in providing any part of operations carried out in the RSC.
- 4.16 **Timely Service:** As time is the essence of the Agreement, RSC OPERATOR agrees to provide all infrastructure and service in a manner necessary to effect the timely and safe implementation of the Agreement.
- 4.17 **Compliance with Requirements:** RSC OPERATOR shall ensure compliance with all Requirements and maintain all records (including statutory records and documentation) as may be applicable in the performance of the Agreement, including provisions of the Motor Vehicles Act, GST laws and various labor laws. Without prejudice to the generality of the aforesaid, RSC OPERATOR shall be liable for payment of service tax, compliance with obtaining and maintaining all applicable licenses/permits required to perform in terms of this Agreement.

**Penalty against unsatisfactory services:** Compensation against loss would arise out of delay/unsatisfactory services in warehousing are as elaborated below:-

The conditions which shall attract penalty against loss during the execution of the contract are listed below:

- Penalty against wrong loading: Rs. 25000/- per instance.

- Penalty against complain of dirty bags from customer: Rs 1000/- per instance.
- Interruption/stoppage/strike: Rs. 25000/- per instance of >30 minutes continuously plus the amount attributed to consequential damage for the corporation, if any, arises.

**4.18 Reporting:** RSC OPERATOR shall furnish reports and other records in a timely manner, as per the formats and periodicity advised by IOCL from time to time. Such reports shall be accurate and be signed by RSC OPERATOR Representative.

## **5 Obligations of IOCL**

### **5.1 Make Payments**

IOCL shall make payments to RSC OPERATOR in accordance with sub-Clause 7.1.

**5.2 Product Insurance:** IOCL shall be responsible for maintaining adequate insurance cover with respect to Product stocked in the RSC pursuant to the Agreement.

**5.3 Stationery:** IOCL shall make available to RSC OPERATOR necessary printed stationery required by RSC OPERATOR to comply with obligations specified in Clause 4.1.3.

**5.4 Place of Business:** IOCL shall arrange for notification of the RSC as a 'place of businesses as applicable under provisions relating to GST. GST registration with respect to the RSC shall be the responsibility of RSC Operator, whereas supporting documents, if any will be provided by IOCL.

## **6. Inspection**

**6.1** IOCL shall be entitled to visit the RSC and any process carried therein to ensure compliance by RSC OPERATOR of this Agreement. RSC OPERATOR shall, at the request of IOCL make available for inspection by IOCL such records/documents bearing connection with the performance of the Agreement by RSC OPERATOR and also furnish photocopies of documents and may be requested by IOCL. Provided however, any such inspection is a right of IOCL and not its obligation, Such inspection by IOCL shall not in any manner relieve RSC OPERATOR of its obligation or responsibilities under the Agreement.

## **7. Indemnity**

### **7.1 Indemnity by RSC OPERATOR**

- (i) RSC OPERATOR agrees to indemnify IOCL in case any representations or warranty under the Agreement is found to be untrue or inaccurate.
- (ii) RSC OPERATOR shall be liable to fully indemnify IOCL against all Liabilities, in case of any loss caused to IOCL or any of its employees, directors or consultants, authorized representatives, agents, subsidiaries, successors and assigns, in the course of performance of the Agreement by RSC OPERATOR.

- (iii) Without prejudice to the generality of the aforesaid clause, RSC OPERATOR agrees to indemnify IOCL against all Liabilities by virtue of, or in connection with, or arising out of any:
- a. Failure of RSC OPERATOR to maintain or take appropriate licenses/permits/consent to carry out the purposes of the Agreement;
  - b. Claims made by any employees or agents of RSC OPERATOR, including any claim by RSC OPERATOR personnel that they are IOCL employees for any purpose; and
  - c. Claims arising from the negligence of RSC OPERATOR in performing its obligations under the Agreement.
  - d. Third party claims (e.g., discharge of effluent into nearby drains- neighborhood.
  - e. The a foregoing indemnities in paragraphs (a) to (c) above shall not apply to the extent such liability arises from or as a result of any negligent act or omission of IOCL.

**7.2 Indemnity by IOCL:** IOCL agrees to indemnify RSC OPERATOR in case any representations or warranty under the Agreement is found to be untrue or inaccurate.

**7.3 Encumbrance:** RSC OPERATOR acknowledges that it has no right to create any lien over the Product stored therein pursuant to the Agreement under any circumstance.

**7.4 Handover upon Termination:** Upon expiration or termination of this Agreement for whatever reason, RSC OPERATOR shall facilitate a smooth transition by rendering all such co-operation, including but not limited to handing over all stocks, materials, stationery belonging to IOCL, furnishing all relevant documents/records, as may be requested by IOCL, for a period of at least 30 (thirty) days from the date of such expiration or termination.

## **8. Payments and Taxes:**

**8.1** IOCL agrees to pay the charges for providing services in terms hereof, as specified in Schedule of Rates given in Work Order/Letter of Intent, within 15 (fifteen) Working Days of receipt of the invoice by IOCL.

**8.2** If IOCL disputes the validity of any portion of any invoice, IOCL will timely pay RSC OPERATOR the undisputed portion and will notify RSC OPERATOR of the invoice dispute. IOCL and RSC OPERATOR will work diligently and in good faith to resolve any invoice dispute. Meanwhile, RSC OPERATOR agrees that it shall continue to perform under the Agreement.

**8.3** Except as expressly specified in the Agreement, IOCL shall not be liable to pay any amounts whatsoever to RSC OPERATOR or to any person claiming through RSC OPERATOR.

**8.4 Invoice:** RSC OPERATOR shall raise invoice with respect to rent and charges, by the 7th of every calendar month. Invoice for any particular calendar month shall be raised in the immediately following calendar month.

**8.5 Taxes:** RSC OPERATOR shall be responsible for any and all taxes, levies and other costs as may be applicable in the course of performing under this Agreement and shall be responsible for filing all applicable returns.

## **9. Representations and Warranties**

### **9.1 Representations and Warranties of IOCL**

IOCL hereby represents and warrants to RSC OPERATOR as follows:

- (i) IOCL is competent to enter into the Agreement and perform in terms thereof.
- (ii) Execution of this Agreement or performance hereof by IOCL shall not violate any rule, regulation, law, order of court or contract by which IOCL is bound.

### **9.2 Representations and Warranties of RSC OPERATOR**

RSC OPERATOR hereby represents and warrants to IOCL as follows:

- (i) RSC OPERATOR is competent to enter into the Agreement and perform in terms thereof.
- (ii) Execution of this Agreement or performance hereof by RSC OPERATOR shall not violate any rule, regulation, law, order of court or contract by which RSC OPERATOR is bound.
- (iii) RSC OPERATOR is fully entitled to operate the RSC and the equipment in terms of the Agreement and the same are not encumbered in any manner and nor has RSC OPERATOR entered into any agreement whereby the same may be subject to encumbrance.

## **10. Other Provisions**

### **10.1 Term and Termination**

10.1.1 This Agreement shall be for a period of three years from the Effective Date with provision of extension for another period of two years at sole discretion, unless terminated earlier in terms hereof.

10.1.2 The contract can be terminated by giving three (03) months notice if so required by the IOCL without assigning any reason. The service provider does not have any right to terminate the contract during currency of contract.

### **10.2 Upon termination of this Agreement;**

- 10.2.1 Rights and obligation accrued by either Party prior to the date of termination shall not be affected,
- 10.2.2 All rights granted by IOCL to RSC OPERATOR under this Agreement, shall come to an end,
- 10.2.3 The obligation of RSC OPERATOR shall not be affected in any manner, and
- 10.2.4 RSC OPERATOR shall forthwith return to IOCL all unused stationery and promotional literature and material given by IOCL to RSC OPERATOR hereunder and shall remove all IOCL signage from the RSC. RSC OPERATOR shall ensure that signage is left mutilated.
- 10.3 Termination of this Agreement shall not affect provisions, which are intended by their very nature to survive termination of the Agreement, including provisions relating to indemnity.

**11. Force Majeure**

11.1 Any delay or failure by a Party in the performance of this Agreement (with the exclusion of confidentiality obligations under Clause 9.6 and payment obligations under this Agreement) shall be excused if and to the extent caused by force majeure event. Events of force majeure shall mean the following:

- (i) Acts of God;
- (ii) Acts of war of the public enemy, hostilities, or warlike operations (whether war be declared or not), invasion, act of foreign enemy, civil war or acts of terrorism;
- (iii) Public disorders, insurrection, revolution, rebellion, sabotage, riots, mutiny, usurpation of military power, conspiracy, civil commotion or violent demonstrations;
- (iv) Explosions fires, earthquake, landslide, volcanism, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or inclement weather condition, nuclear and pressure waves or other natural calamities;
- (v) order of any governmental authority; and
- (vi) Sabotage, embargo, import restriction, port congestion, lack of usual means of public transportation and communication (where caused by circumstances that are themselves events of force majeure), industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine or plague;

It is understood that commercial hardship, third party breach, equipment breakdown, strike and shutdown or lockout of the RSC OPERATOR shall not constitute an event of force majeure.

- 11.2 The Party suffering a force majeure event shall notify the other Party immediately in writing of the beginning and the cessation of the above circumstances.
- 11.3 In case of occurrence of an event of force majeure, each Party shall bear any costs incurred by it resulting there from. The Party affected by an event of force majeure shall use all reasonable efforts to prevent and reduce to a minimum and mitigate the effect of

delays occasioned by such event of force majeure including recourse to alternate acceptable sources of services and reasonable adjustment of work activities.

11.4 No Partnership: Nothing contained herein shall be construed to mean any relationship of partnership between the Parties.

12. RESOLUTION OF DISPUTES/ARBITRATION:

12.1 All In case any dispute arises between the contractor and the owner and no settlement can be arrived at mutually, the contractor/owner may ask for the appointment of an arbitrator as per terms of agreement. Following points shall be kept in view in such cases: It should be ensured that the appointment of arbitrator is made within the period stipulated under the provisions of the Arbitration / Conciliation Act.

12.2 Venue of the arbitration shall be New Delhi, provided that the Arbitrators, with the consent of the owner and contractor, agree upon any other venue. The parties hereby agree that the court in State of Delhi alone shall have jurisdiction to entertain any application or any award/s made by the Sole Arbitrator or other proceedings in respect of anything arising under this Agreement. The performance of all the obligations under the contract shall not stop for any reason whatsoever during the said dispute/proceeding unless the contractor is specifically directed by corporation to desist from working in this behalf.

12.3 The parties hereby agree that the court in city of Delhi alone shall have jurisdiction to entertain any application or any award/s made by the Sole Arbitrator or other proceedings in respect of anything arising under this Agreement.

12.4 This Agreement covers entire understanding between the parties including the terms and conditions detailed in tender document/LOI/Work Order. No alteration / variation of any of the terms of this Agreement shall be valid unless made with the consent of both the parties and evidenced in writing duly signed by authorized representatives of both the parties.

12.5 The performance of all the obligations under the Contract shall not stop for any reason whatsoever during the said dispute/proceeding, unless the Vendor is specifically directed by Corporation to desist from working in this behalf.

12.6 The venue of arbitration shall be New Delhi and the language of proceedings shall be English.

13. **Assignment**

RSC OPERATOR shall not assign this Agreement or any part hereof without the prior written consent of IOCL. IOCL shall be free to assign this Agreement.

14. **Confidentiality**

10.1. Each Party shall keep strictly confidential and shall not disclose to any third party the contents of this Agreement, any information provided to such Party ('Receiving Party') by the other Party ('Disclosing Party') pursuant to this Agreement or relating to the negotiations or performance of this Agreement. RSC OPERATOR shall ensure that its

employees, agents, partners, contractors, consultants have similar obligation of confidentiality.

10.2. Nothing contained herein shall prevent the Receiving Party from disclosing any confidential information received from the Disclosing Party if and to the extent; (i) required to do so by law or any court, governmental or regulatory authority, provided that the Receiving Party shall give the Disclosing Party a complete description of the required disclosure; (ii) disclosed to the professional advisers or auditors of such Party; (iii) such information has come into the public domain through no fault of the Receiving Party; or (iv) the Disclosing Party has given its prior written consent to such disclosure.

10.3. Entire Agreement: This Agreement represents the entire agreement between the Parties in relation to the subject matter contained herein. Any amendment to this Agreement shall be in writing as may be mutually agreed between the Parties.

10.4. Severability: If any provision of this Agreement shall be determined to be void or unenforceable under applicable law such provisions shall be deemed to be amended or deleted in so far as is reasonably inconsistent with the provision of this Agreement and to the extent necessary to conform with applicable laws and the remaining provisions of the Agreement shall remain valid and enforceable in accordance with its terms.

11 **Waiver:** Failure of either Party to enforce at any time or for any period of time any provision hereof shall not be construed to be waiver of any provisions or of the right thereafter to enforce each and every provision; nor shall any single or partial exercise of any right, power or privilege preclude any other future exercise thereof operate as a waiver.

12 **Concurrent Rights**

Parties shall be free to exercise any one or more of their rights concurrently.

13 **Notice:** Any notice required herein or otherwise shall be delivered to the address of each Party mentioned below or shall be served by registered mail, courier, or facsimile (followed by a letter in original) to the proper address mentioned below.  
If intended for IOC:

DGM (PCM)  
Indian Oil Corporation Ltd  
1, Sri Aurobindo Marg  
Yusuf Sarai, New Delhi-110016

If intended for RSC OPERATOR:

14 **Counterparts**

This Agreement shall be executed in two counterparts and each of them shall be an original but both the counterparts together shall constitute one and the same instrument.

In witness whereof, the Parties hereto have signed and executed this Agreement on the date first mentioned hereinabove

Witness

(Signature)

For M/s Indian Oil Corporation Limited  
(Authorized Signatory)

Name and Designation:  
Date:

Signature:  
Name:  
Particulars:  
Address:

Date:

(Signature)

For M/s \_\_\_\_\_  
(Authorized Signatory)

Name and Designation:  
Date:

Witness

Signature:  
Name:  
Particulars:  
Address:

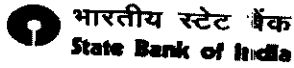
Date:



**Instructions for Issuing/Sending of BG/LC**

1. Proper stamp duty as applicable has been paid on the BG. This applies to all amendments to the BG including renewal or extension of validity of BG/LC.
2. For transmission of BG/LC thru SFMS, It is essential to send the BG/LC in the specified format in physical form on which stamp duty is paid, i.e., BG/LC printed on a stamp paper as SFMS is mandatory.
3. As Per RBI's directions, all BGs issued by banks should be serially numbered. BGs Issued for Rs. 50,000/- and above are required to be signed by both officials jointly.
4. The name, designation & authorised signatory number of the bank officials signing the BG should be mentioned with their signatures on the BG. This applies for renewal, amendments & revalidation of BG also.
5. Any Scheduled Bank (Other than Nationalised/PSU Bank) having at least Desired Credit Rating as below

Bank	If the Tenor of LC/BG is more than 1 Year, Credit Rating of	If the Tenor of LC/BG is Up to 1 Year, Credit Rating of
In case of Foreign banks	'A' of Moody's or equivalent.	'P-1' of Moody's or equivalent i.e. highest short term rating
In case of Indian banks	'AA' of CRISIL or equivalent.	'A-1+' of CRISIL or equivalent i.e. highest short term rating.



**भारतीय स्टेट बैंक**  
**State Bank of India**

कॉरपोरेट लेखा समूह-II, (शाखा कोड सं. 17313)  
चौक एवं पीपला टॉवर, रिजर्वेट कैपिटल पारमनाथ टॉवर  
भाई वीर सिंह मार्ग, गोल मार्केट, नई दिल्ली-110 001  
Corporate Accounts Group-II, (Branch Code No. 17313)  
4th & 5th Floor, Resort Capital Paramnath Towers  
Bhai Veer Singh Marg, Gole Market, New Delhi-110 001

Tel : 011-23475510 (CRM) 23475560 (D.M & COO) 23475601 (HR) 23475661 (CS) 23475561 (AAA) Fax : 011-23475536 (CRM) 23475680 (CS)  
23476088 (HR) 23475555 (A&J) Tele No. : 011-23475511 (AMT-1) 23475512 (AMT-2) 23475513 (AMT-3) 23475514 (AMT-4)

CAG II/ND/2015-16/  
23<sup>rd</sup> June 2015

**TO WHOMSOEVER IT MAY CONCERN**

<b>BENEFICIARY</b>	INDIAN OIL CORPORATION LTD
<b>Beneficiary Address</b>	8 <sup>th</sup> Floor, Business development, Indian Oil Bhawan, No. 1, Aurobindo marg, Yusuf Sarai, New Delhi-110016
<b>Account Number</b>	0000010813605465
<b>Name of the Bank</b>	STATE BANK OF INDIA
<b>Name of the Branch</b>	CORPORATE ACCOUNTS GROUP BRANCH II NEW DELHI
<b>Bank Address</b>	4 <sup>th</sup> , 5 <sup>th</sup> Floor, Resort Capital Paramnath Towers, Bhai Veer Singh Marg, Gole Market, New Delhi, 110001
<b>SWIFT CODE</b>	SBININBB824
<b>IFSC/RTGS Code</b>	SBIN0017313

**कुले भारतीय स्टेट बैंक**  
**For State Bank of India**

*[Signature]*  
मुख्य अधिकारी (आई.टी.डी.) / Chief Manager (ITD) /  
कॉरपोरेट लेखा समूह-II, नई दिल्ली (N), New Delhi

Tender no: PC-M/PT/PTA/Cons/22

**SIGNATURE OF TENDERER WITH SEAL**