



ONGC Limited

Materials Management Section (Delhi MM)
1st Floor, Tower A , DDU Urja Bhawan,
5 Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070
CIN No. L74899DL1993GOI054155
Tel: +91-11 26751010, Fax: +91-11– 26129091

File Ref. No. DLI/CA&C/MM/2024/AdAgency/1387969

Date: 04.04.2025

To, M/S EXPRESSION 360 SERVICES INDIA LIMITED, DELHI Email: connect@expression360.in	To, M/S CRAYONS ADVERTISING LIMITED, DELHI Email: del@crayonad.com	To, M/S RK SWAMY LIMITED, DELHI Email: biju.john@rkswamy.com
To, M/S SPAN COMMUNICATIONS, DELHI Email: delhispan@gmail.com	To, M/S SANKET COMMUNICATIONS PRIVATE LIMITED, DELHI Email: sanket_delhi@yahoo.com	To, M/S LAQSHYA MEDIA LIMITED, NOIDA Email: vijendre.b@laqshyagroup.com

SUB: NOA FOR EMPANELEMENT AND RATE CONTRACT AGAINST TENDER NO. X01KC24037 FOR 'EMPANELMENT WITH RATE CONTRACT OF ADVERTISING AGENCIES FOR ONGC DELHI NCR AND DEHRADUN LOCATION FOR A PERIOD OF THREE (03) YEARS'

REF: 1. Tender No. X01KC24037 in GePNIC portal.
2. Your bid against the above referred tender in GePNIC portal.
3. Your respective acceptance of "item wise lowest rates" for RC items vide letter/ e-mail dated 01.04.2025.
4. Letter dated 02.04.2025 for Empanelment and Rate Contract

Dear Sir/ Mam,

1. With reference to Tender No. X01KC24037 for 'Empanelment with Rate Contract of Advertising Agencies for ONGC Delhi NCR and Dehradun Locations for a period of Three (03) Years', the following agencies are empanelled for both RC items and non-RC items:

Sl. No.	Name of Agencies
1	M/s Laqshya Media Limited
2	M/s Expression 360 Services India Limited
3	M/s Span Communications
4	M/s Sanket Communications Private Limited
5	M/s RK Swamy Limited
6	M/s Crayons Advertising Limited

2. SCOPE OF WORK:

Scope of Work shall be as per tender no. X01KC24037 which is attached at Annexure - I.

3. SPECIAL CONDITIONS OF CONTRACT:

Detailed Special Conditions of Contract shall be as per tender no. X01KC24037.

4. SCHEDULE OF RATE:

The schedule of rate for RC items are attached at Annexure – II.

 जे करमाकर / J. Karmakar
महाप्रबन्धक (सां.प्र) / General Manager (MM)
ओ.एन.जी.सी. पहला तल, दीनदयाल उर्जा भवन,
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5. CONTRACT DURATION:

Duration of the empanelment and the rate contract (of regularly used items) shall be three (3) years from the date of issue of Letter of Empanelment. ONGC reserves the right to withdraw the empanelment at any stage without assigning any reason thereof. Period of empanelment i.e. 3 years is subject to satisfactory performance, with provision for Annual Review and de-empanelling any agency whose performance is unsatisfactory; additional agencies may be empanelled to fill in the vacancy (from the agencies which were considered during the initial empanelment process but could not be ultimately empanelled, as per ranking).

6. SECURITY DEPOSIT:

You are requested to submit Security Deposit for an amount of Rs.49,19,000/- in following mode:-

- NEFT/RTGS/Electronic fund transfer to designated account of ONGC (ONGC A/c details enclosed at Annexure - III.
- Electronic Bank Guarantee (e-BG) (proforma enclosed at Annexure- IV)
- SFMS Bank Guarantee(SFMS BG) (proforma enclosed at Annexure- IV)
- Unconditional irrevocable Insurance Surety Bond

The Security Deposit should be submitted within 15 days from the date of above referred Empanelment Letter i.e. on or before 17.04.2025.

The contractor shall confirm within 03 days of issue of this NOA that security deposit shall be submitted within 15 days (not required if already confirmed).

Non-submission of security deposit within stipulated period may lead to annulment of the contract and action against contractor as per tender conditions shall be taken.

7. SIGNING OF CONTRACT:

The contractor is required to sign a formal detailed contract with ONGC within a maximum period of 30 days of date of NOA. Until the contract is signed, the NOA shall remain binding amongst the two parties. In case of delay in signing the contract when the delay is on the part of the contractor, no payment will be made and mobilization will not be deemed completed.

- All terms and conditions shall be as per Tender No. X01KC24037 for Empanelment with Rate Contract of Advertising Agencies for ONGC Delhi NCR and Dehradun Locations for a period of Three (03) Years'.

 जे. करमाकर / J. J. Karmakar
महाप्रबन्धक (ता.प्र.) / General Manager
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Copy to:

- Head Co-ordination, ONGC, 2nd Floor, Tower A, Deendayal Urja Bhawan, Vasant Kunj, New Delhi – 110 070
- Head CC, ONGC, 4th Floor, Tower A, Deendayal Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070
- GM (F&A) -I/c Delhi Finance, ONGC, 2nd Floor, Tower A, Deendayal Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070
- GM - I/c CC, ONGC, 4th Floor, Tower A, Deendayal Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070



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ANNEXURE I

SCOPE OF WORK

1.0 The empanelled advertising agencies shall be working on various communication assignments. The brief Scope of Work giving an indicative list of assignments is as follows:

- Media Campaigns: Financial ads, AGM Speech Advertisement, Recruitment Advertisements, Corporate Advertisements, Product Advertisements, Internet Advertisements, Radio & TV Commercials, Outdoor advertisements, Hoardings and others.
- Publication of Expression of Interest (Eols), Statutory Advertisements, etc.
- Institutional campaigns, including Event Management and Advertisements
- All designing and creative jobs
- Routine Printing Jobs such as Banner, backdrop, Standee, Brochure, Leaflets, Handouts, Flyers, Pamphlets, House Journals etc., if and when required.
- Specialized jobs like Outdoor branding, Printing of Coffee Table Books, Printing jobs with customized effects like Snowing, Spot UV, Raised UV, etc.
- Printing of Diary, Calendar, Notepad, Annual Report, Sustainability Report, and other corporate reports pertaining to different departments, etc., if and when required.
- Corporate Films, Audio Visuals and Multi-Media presentations, etc.
- Exhibition Management - Both India and abroad
- Event Management
- Industrial Photography/videography
- Customised Gifts/Mementos/Giveaways
- Public Relations activities and organizing media gathering/Press Conference. Providing strategic PR support to top management, etc.
- Support during Crisis Management
- Social Media/Digital Media management, etc.
- Web-meetings/virtual events, etc.
- Such jobs for Ministry for Petroleum & Natural Gas and other organizations with which the company may be associated within the ambit of the broad scope of work above.

Note:

- i. The above is an indicative and not an exhaustive list of corporate communication activities that may be undertaken by company in future. However, the activities would be undertaken in line with the company's business and communication strategy and it may be possible that company may not undertake some of the activities mentioned above during the period of empanelment. Further, the empanelment doesn't guarantee any fixed quantum of work assignments for agencies during tenure of their empanelment.
- ii. In exceptional circumstances, the selected agencies may also be required to service other regional work-centres at the sole discretion of ONGC with approval of Chief CC.

 जे करमाकर / J. Karmakar
महाप्रबंधक (सां.प्र.) / General Manager (MM)
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ANNEXURE II

SCHEDULE OF RATE

PART A: ITEM LIST and PRICE FORMAT for Creative Design, Artwork and Adaptation				
Sl. No	Item	Unit	Unit Rate for Design + Master Artwork in Rs.	Unit Rate for Adaptation in Rs.
Corporate Collaterals				
1	Poster, Souvenir/Goodwill Ad	Per No	3811.50	1331.00
2	Standee/ Banner/ Backdrop etc	Per No	2722.50	423.50
3	Annual Report/ Sustainability Report	Per Page	1089.00	459.80
4	Corporate Brochure, In-house Journals, Magazines, Sports Report, Brand Collaterals, leaflet, folder etc.	Per Page	1306.80	544.50
5	Diary/Notebook, Work Manuals, SOP, etc– Unique Designed Pages & Master template (Master template means Layout, Header and Footer design for inner pages)	Per Page	816.75	490.05
6	Diary/Notebook, Manuals, SOP etc– Inner pages	Per page	381.15	169.40
7	Dummy Making charges- Booklet/Report	Per set of 4 pages	121.00	N/A
8	Wall Calendar	Per page	1524.60	1197.90
9	Desk Calendar	Per page	1089.00	816.75
10	Mnemonic / Specific event based Logo etc	Per no	4477.00	N/A
11	Graphic elements/ Illustrations	Per No	1210.00	N/A
12	Exhibition Panels	Per No	3049.20	1331.00
13	Invitation Card, Certificates	Per No/ Per Set	891.00	385.00
OOH Advertising				
14	Hoarding / Bus shelter / Gantry / Outdoor display	Per No	2613.60	1197.90
15	Panel - Kiosk / Bus / Van / Train / Metro	Per No	1524.60	1197.90
16	Full Van / Bus wrap /Train Wrap	Per wagon/ bogie	9801.00	1331.00
Social Media Creatives				
17	Facebook/Twitter/LinkedIn (Post, Cover and infographics)	Per No	2613.60	1331.00
18	Occasion based Greetings/Designs	Per No	1960.20	1331.00
19	GIFs	Per 5 frames	4950.00	1694.00

S.No	Statutory Charges/Taxes etc	GST percentage (%)
1	GST	18% for Sl. No. 1 to 19 of the above items



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PART A (Contd.): ITEM LIST and PRICE FORMAT for creative design, Artwork and Adaptation

Sl. No	Specialist services pertaining to Print and AV Media	Unit	Unit Rate in Rs
20	Video Shooting (Outdoor Location) – Format 4k	Per day	78650.00
21	Video Shooting (Interviews) – Format 4k	Per day	54450.00
22	Video Shooting - Drone Format 4k	Per day	66550.00
23	Script Translation - Hindi	Per 250 words (Hindi)	2750.00
24	Script Translation - other language	Per 250 words (Other language)	4235.00
25	Language Translation (For reports, press release, etc)	Per 250 words (Hindi)	423.50
26	Language Translation (For reports, press release, etc)	Per 250 words (Other language)	968.00
27	Editing Studio Cost with Editor	Per shift (per 8 hours)	10285.00
28	2D animation / graphics	Per sec	2276.01
29	3D animation / graphics	Per sec	2904.00

S.No	Statutory Charges/Taxes etc	GST percentage (%)
1	GST	18% for Sl. No. 20 to 29 of the above items


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PART B: ITEM LIST and PRICE FORMAT for Event Management Jobs

Sl No	Description of items.	Specifications	Unit of Measurement	Unit Rate in Rs
I.	Tentage Items			
1.	Stage with carpet cover along with frills/skirting	-	Sq ft (per day)	67.92
2.	Stage with vinyl cover (for performing arts)	-	Sq ft (per day)	83.60
3.	Raiser for photo-shoot with carpet (two layer excluding ground level)	-	Sq ft (per day)	63.36
4.	One seater sofa	Executive/High End	Per no. (per day)	544.50
5.	Two seater sofa	Executive/High End	Per no. (per day)	1562.27
6.	Three seater sofa	Executive/High End	Per no. (per day)	2084.77
7.	Revolving high backed executive chair	Executive/High End	Per no. (per day)	773.30
8.	Banquet chair with cover and bow	-	Per no. (per day)	70.40
9.	Coffee Table	Executive/High End	Per no. (per day)	462.00
10.	Pole for Flag 8 ft (Chrome Finish)	-	Per no. (per day)	1100.00
11.	Table Flag stand (with Country Flags)	-	Per no. (per day)	330.00
12.	Podium (Acrylic)	-	Per no. (per day)	1540.00
13.	Podium (Wooden)	-	Per no. (per day)	1320.00
14.	Q Manager	-	Per no. (per day)	357.50
15.	Projection Screen on Tri Pod Stand	-	Sq ft (per day)	37.40
16.	Projection Screen with non-printed Cloth masking	-	Sq ft (per day)	63.80
17.	Round Table	-	Sq ft (per day)	429.00
18.	Rectangular table with frills (including head table)	-	Per no. (per day)	110.00
19.	Food Stalls Canopy	-	Sq ft (per day)	161.70
20.	Gazebo Sitting	16 pax	Per no. (per day)	2640.00
		32 pax	Per no. (per day)	3520.00
21.	Octonorm	Including one 15A electric point, one dustbin, one table and 2 chairs and 3 spotlights in each 3X3 sq.mtr of stall	per sq.mtr of stall (per day)	616.00
22.	Aluminium/German Hangar with carpeting (without AC)	covered from all sides with suitable entry points	per sqft (floor coverage area) - per day	86.73
23.	Platform for hangar	min 4 inch height	per sqft (per day)	34.48
24.	Tower AC (without generator)		per Tonne (per day)	3344.00
25.	Water proof tentage	-	per sqft (per day)	88.11
26.	Non Water Proof tentage	-	per sqft (per day)	49.50



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27	Pedestal Fans	-	per sqft (per day)	110.00	
28	Mist Fans	-	Per no. (per day)	1254.00	
II.	Signage items				
29	Star Flex Banner (for non-office use) (High Print Quality) NOTE: Event manager to ensure environmentally conscious disposal of same after event		Sq ft (per design per event)	66.00	
30	Printing and framing on Star Flex (for non-office use) (High Print Quality) i.e. (Backdrop, Sidewing, standee, projection screen with masking etc) NOTE: Event manager to ensure environmentally conscious disposal of same after event		Sq ft (per design per event)	71.06	
31	Printing on Cloth - Digital print with latex ink (High print quality, eco-friendly) (Material: Polyester or cotton and Non PVC, Minimum 110 GSM +/- 5) i.e. Banners etc		Sq ft (per design per event)	115.50	
32	Printing and framing on Cloth - Digital print with latex ink (High print quality, eco-friendly) (Material: Polyester/or cotton and Non PVC, Minimum 110 GSM +/- 5) i.e. Backdrop, Sidewing, standee, projection screen with masking etc		Sq ft (per design per event)	159.50	
33	Printing and framing on Cloth - Digital print with eco-solvent ink (High print quality) (Polyester/cotton and Non PVC, Minimum 110 GSM +/- 5) i.e. Backdrop, Sidewing, standee, projection screen with masking etc etc		Sq ft (per design per event)	137.50	
34	a. Printing of vinyl with pasting on sunboard on 3MM Sunboard		Sq ft (per design per event)	91.30	
	b. Printing of vinyl with pasting on sunboard on 5MM Sunboard		Sq ft (per design per event)	105.05	
35	Chroma background setup	(Special Green screen used for setting up virtual backdrop during webcast)	Sq ft (per day)	137.50	
36	Meeting/Dressing room/Green room		Sq ft (per day)	60.00	
37	Easel (stands for holding painting)		Per no. (per day)	825.00	
III.	Audio-visual items				
38	LCD Projector with short throw lens	A	4500 Lumens	Per no. (per day)	2728.00
		B	5000 lumens	Per no. (per day)	3828.00
		C	6000 Lumens	Per no. (per day)	4928.00
		D	6500 Lumens	Per no. (per day)	5500.00
39	Laptop Computer + Clicker/ Pointer	Reputed brand	Per no. (per day)	1012.00	
40	LCD/Plasma with stand & masking	42"	Per no. (per day)	1617.00	
		47"	Per no. (per day)	2178.00	
		52"	Per no. (per day)	2398.00	
		60"	Per no. (per day)	2717.00	
41	Video monitor stand for console	-	Per no. (per day)	378.40	
42	VGA Splitter Max 4 Input	-	Per no. (per day)	722.70	
43	VGA Splitter Extron 1 x 8	-	Per no. (per day)	797.50	
44	Digital Switcher	-	Per no. (per day)	2145.00	
45	Switcher with PIP facility	-	Per no. (per day)	1562.00	

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46	Digital timer	-	Per no. (per day)	1562.00	
47	a. UPS - 3KVA	3KVA	Per no. (per day)	385.00	
	b. UPS - 5KVA	5KVA	Per no. (per day)	1320.00	
48	LED wall	2 mm	Sq ft (per day)	385.00	
		3 mm	Sq ft (per day)	330.00	
		Outdoor	Sq ft (per day)	198.00	
		Outdoor Water proof	Sq ft (per day)	275.00	
49	Digital Standee	min, 3ft by 5ft, LED screen	Per no. (per day)	11880.00	
50	Watch Out S/W including programming	-	Lumpsum	22000.00	
51	Videography including video camera setup	HD/4k (including cameraman)	Per no. (8 hrs)	7920.00	
52	Webcast setup with online recording and editing (including wiring) -	Per day (8 hrs)	Per no.	58410.00	
53	a. Still photographer (Half Day)	High quality latest camera	up to 4 hours shift	3575.00	
	b. Still photographer (Full Day)	High quality latest camera	up to 8 hours shift	7150.00	
54	Multi function device with lazer printing, scanning and photocopy facility	Reputed brand	Per no. (per day)	2200.00	
55	Internet/Wifi Dongle	With 4G speed and above	Per no. (per day)	440.00	
56	Camera mounted teleprompter system	Reputed Brand	Per no. (8 hours)	19470.00	
57	Wire Manager (for hiding wires/circuitry)		Per unit (per day)	473.00	
IV. Sound items					
58	Speakers	Reputed brand like JBL/ Bose or equivalent	Two way system	Per no. (per day)	3135.00
			Three way system	Per no. (per day)	4785.00
59	Microphones	Reputed brand like Shure, Sennheiser or equivalent	With chord & stand (SM 58, SM 57 or equivalent ,condenser etc.)	Per no. (per day)	627.00
			Chordless	Per no. (per day)	869.00
			Collar/ lapel	Per no. (per day)	869.00
			Goose neck with on/off switch	Per no. (per day)	869.00
			Foot	Per no. (per day)	814.00
60	Digital Mixer	Reputed brands like Rowland, Yamaha, Behringer or equivalent	12 channel	Per no. (per day)	3239.50
			16 Channel	Per no. (per day)	4339.50
			24 Channel	Per no. (per day)	5439.50
			32 channel	Per no. (per day)	8250.00
			60 channel	Per no. (per day)	8800.00
61	Audio Recording in Digital Format	-	Per hour	440.00	



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62	Audio monitors	Reputed brand like JBL/ Bose or equivalent	Per no. (per day)	1292.50
V	Lighting equipment			
63	Parcan Light	-	Per no. (per day)	341.55
64	LED Par Lights	-	Per no. (per day)	491.70
65	Profile Spot Light	-	Per no. (per day)	715.00
66	Strobe Light	-	Per no. (per day)	599.50
67	Halogen Light	-	Per no. (per day)	55.00
68	Gobo Light	-	Per no. (per day)	1039.50
69	Truss for Lighting system/projector	-	Sq ft (per day)	74.80
70	T-Stand for lighting system	-	Per no. (per day)	1540.00
71	Follow Spot Light HMI (White light)	-	Per no. (per day)	571.73
72	LED Victory Scanner	-	Per no. (per day)	1089.00
73	Moving Head	-	Per no. (per day)	1320.00
74	Digital Dimmer	-	Per no. (per day)	1595.00
75	Smoke machine	-	Per no. (per day)	1925.00
VI	Security Gadgets			
76	Hand Held Metal Detector(HHMD)		Per no. (per day)	545.60
77	Door Frame Metal Detector (DFMD)		Per no. (per day)	3634.40
78	Baggage Scanner		Per no. (per day)	26950.00
VI	Printing Services			
79	Badge card + Lanyard	-	Per No. (per design per event)	71.50
80	Invitation Card with envelope	4"X6" / 5"X5" (Single leaf) 4 Colour print including envelope	Per No. (per design per event)	110.00
81	Invitation Card with envelope	4"X6" / 5"X5" (closed size) 8"X6" / 10"5 inch (Open size) 4 colour print including envelope	Per No. (per design per event)	143.00
82	Certificates	A4 size matt/gloss art card 300 GSM	Per No. (per design per event)	49.50
83	Name branding plate on table	-	Per No. (per design per event)	82.50
84	Luggage tag (Plastic) with band	-	Per No. (per design per event)	44.00
VII	Manpower services			
85	Male usher	-	Per no. (per day)	1100.00
86	Female usher	-	Per no. (per day)	2035.00
87	Technician/Engineer Sound/light/AV etc for	-	Per no. (per day)	2200.00
88	Security Guards	Group 4 or equivalent	Per no. (per day)	880.00
89	Security Marshals (Bouncers) for crowd control	-	Per no. (per day)	2530.00
90	House Keeping staff	-	Per no. (per day)	1100.00

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VII	Other services	
91	Floral arrangement on table	- Per no. (per day) 220.00
92	Floral belt arrangement in front of head table	- Per no. (per day) 352.00
93	Ornamental plants in ceramic pots (6-8") - for gifting/souvenir	Per no. 1100.00
94	Bonsai in ceramic pots (8-12") - for gifting/souvenir	Per no. 2200.00
95	Floral arrangement on stand	- Per no. (per day) 660.00
96	Brass samai with accessories (6-8 wicks)	- Per no. (per day) 1100.00
97	Brass samai with accessories (12 wicks)	Per no. (per day) 1817.20
98	Portable Chemical Toilets	- Per no. (per day) 3049.20
99	Gen Set	62 Kva Per no., Per Shift (8 hrs) 13200.00
100	Gen Set	125 Kva Per no., Per Shift (8 hrs) 16500.00
101	Gen Set	250 Kva Per no., Per Shift (8 hrs) 22000.00
102	Carpet	Red/Grey/Green/Blue Per Sqft (per day) 22.00
103	Walkie Talkie with headset	- Per no. (per day) 495.00

S.No	Statutory Charges/Taxes etc	GST percentage (%)
1	GST	18% for Sl. No. 1 to 103 of the above items


 **जे. कर्मकर / J. Karmakar**
महाप्रबन्धक (सां.प्र.) / General Manager (MM)
ओ.एन.जी.सी. पहला तल, दीनदयाल ऊर्जा भवन,
5, नेलसन मंडेला मार्ग, वसन्त कुंज, नई दिल्ली-110070
ONGC, 1st Floor, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070



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ANNEXURE - III

BANK DETAILS OF ONGC A/C FOR SUBMISSION OF SECURITY DEPOSIT

- 1) Beneficiary Account Name: Oil and Natural Gas Corporation Limited
- 2) Bank Name: State Bank of India
- 3) Bank Account Number: 30102828469
- 4) IFSC Code: SBIN0000691



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ANNEXURE - IV

**PROFORMA OF ELECTRONIC BANK GUARANTEE (E-BG) /SFMS BANK GUARANTEE (SFMS BG)
TOWARDS PERFORMANCE SECURITY**

Ref. No. _____ Bank Guarantee No _____
Dated _____

To,

Oil & Natural Gas CORPORATION

India

Dear Sirs,

1. In consideration of Oil & Natural Gas CORPORATION Limited, incorporated under the Companies Act, 1956, having its Registered Office at Pandit Deen Dayal Upadhyaya Urja Bhawan, 5 Nelson Mendela Marg, Vasant Kunj, New Delhi - 110070, India and one of its offices at _____ (hereinafter referred to as 'ONGC', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and ONGC having agreed that the CONTRACTOR shall furnish to ONGC a performance guarantee for Indian Rupees/US\$ for the faithful performance of the entire CONTRACT.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./US\$ (in figures) _____ (Indian Rupees/US Dollars (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by ONGC on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by ONGC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that ONGC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that ONGC may have in relation to the CONTRACTOR's liabilities.



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4. The Bank further agrees that ONGC 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 CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in ONGC against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of ONGC or any indulgence by ONGC to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of ONGC under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till ONGC discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of ONGC or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.

9 Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./US\$ (in figures) _____ (Indian Rupees/US Dollars (in words) _____ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) _____.

All Claims of ONGC (beneficiary) against this Bank Guarantee, shall be remitted by the(Bank's name to be inserted) to the following account of ONGC only through electronic transfer of funds, unless otherwise specifically communicated by ONGC:

(Beneficiary Account details for e-BG only)

Beneficiary Account Name	Oil and Natural Gas Corporation Limited
Bank Name	State bank of India
Branch	CAG Delhi,
Branch Code	17313
Bank Account No	42559953079
IFSC Code	SBIN0017313
SWIFT Code	SBININBB824
Account Type	CC

(Beneficiary Account details for encashment of SFMS BG as well as for messaging BG advice in the form of message format 760 COV via SFMS):

- 1) Beneficiary Account Name: Oil and Natural Gas Corporation Limited
- 2) Bank Name: State Bank of India
- 3) Bank Account Number.: 30102828469
- 4) IFSC Code SBIN0000691



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Any claim under this Guarantee must be received by us on or before _____ (Indicate date of expiry of claim period which includes minimum one year period from the the expiry of this Bank Guarantee). If no such claim has been received by us by the said date, the rights of ONGC under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of ONGC under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank, through its authorised officer, has set its hand and stamp on this day of at

WITNESS NO. 1 ----- (Signature) Full name and official address (in legible letters)	WITNESS NO. 1 ----- (Signature) Full name, designation and official address (in legible letters) with Bank stamp. Attorney as per Power of Attorney No..... Dated
WITNESS NO. 2 ----- (Signature) Full name and official address (in legible letters)	WITNESS NO. 2 ----- (Signature) Full name, designation and official address (in legible letters) with Bank stamp. Attorney as per Power of Attorney No..... Dated

Note:

- (i) This Bank Guarantee/all further communications relating to the Bank Guarantee should be forwarded to (insert the address of the tender inviting work centre) only.
- (ii) Bank guarantee, duly executed as per the above format, is to enclosed with the offer
- (iii) Witness signature and Witness details shall not be required in e-BG. Official address, Bank stamp etc. shall also not be required in case of e- BG.



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INSTRUCTIONS FOR FURNISHING PERFORMANCE GUARANTEE

1. The Electronic Bank Guarantee by Indian Bidders will be given on non-judicial stamp paper /franking receipt as per stamp duty applicable at the place from where the CONTRACT has been placed. The non-judicial stamp paper /franking receipt should be either in name of the issuing bank or the contractor.
2. Foreign parties are requested to execute bank guarantee as par law in their country.
3. Foreign bidders will give guarantee either in the currency of the offer or US \$ (US Dollar) i.e. Indian Rs/US \$ have been mentioned only for illustration. Therefore, in case where bank guarantee is being given in currency other than 'Rupees' or U.S.\$, indicate the relevant currency of the offer.
4. The expiry date as mentioned in clause 9 should be arrived at by adding 90 days to the CONTRACT completion date unless otherwise specified in the bidding documents.
5. The bidders will give Electronic Bank Guarantee(e-BG) / SFMS Bank Guarantee(SFMS BG) from any of the following categories of Banks:
 - (a) Any Scheduled Bank incorporated in India, Bank Guarantee issued by foreign branches / foreign offices of such Scheduled Banks be counter guaranteed by the Indian Branch of any Scheduled Bank incorporated in India.
 - OR
 - (b) Any Branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign bank.
 - OR
 - (c) Any foreign Bank which is not a Scheduled Bank in India provided the Bank Guarantee issued by such Bank is counter guaranteed by any Branch situated in India of any Scheduled Bank incorporated in India.
6. For issuance of Electronic Bank Guarantee through National E-Governance Services Limited (NeSL) platform, details of ONGC (Beneficiary) are as under:

(i)	PAN	AAACO1598A
(ii)	Name	Oil and Natural Gas Corporation Limited
(iii)	Date of Incorporation	23.06.1993
(iv)	Email ID	ebg@ongc.co.in
(v)	Contact No.	7428133002
(vi)	Legal Constitution	Entity
(vii)	Registered office address	Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi-70
(viii)	Registered office address Pin code	110070
(ix)	Communication address	ONGC, Shared Service Center, 1 st Floor, IBM office, Sector 62, Noida-201309, Uttar Pradesh
(x)	Communication Address Pin code	201309

	ONGC Limited Materials Management Section (Delhi MM) 1st Floor, Tower A , DDU Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070 CIN No. L74899DL1993GOI054155 Tel: +91-11 26751010, Fax: +91-11– 26129091
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7. For SFMS BG, interalia also refer to Clause 10.0 and details are as under:-

(i)	PAN	AAACO1598A
(ii)	Name	Oil and Natural Gas Corporation Limited
(iii)	Date of Incorporation	23.06.1993
(iv)	Email ID	Jahar_karmakar@ongc.co.in
(v)	Contact Number	9868282275
(vi)	Legal Constitution	Entity
(vii)	Registered office address	Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi-70
(viii)	Registered office address Pin code	110070
(ix)	Communication address	Office of Delhi MM, 1 st Floor, Deendayal Urja Bhawan 5 Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070
(x)	Communication Address Pin code	110070

Note: The above instructions are also applicable for the other Bank Guarantees (such as Performance security by Supporting Company/Ultimate controlling company, Bank Guarantee towards release of LD etc.)

