ONGC
ENERGY: Now AND Next

Engineering Services
Office of I/c C&M
Nambar-II, Cinnamara,
ONGC, Jorhat-785704
Ph No. 0376 – 2707316

No. JOR/AAB/SERVICES/ENGG-SER/2025/LZ1SL25001/9010038962 **Dated: 04.04.2025**

To,

M/s INTERNATIONAL CERTIFICATION SERVICES PVT. LTD.
22 23 GOODWILL PREMISES
SWASTIK ESTATE
178 CST ROAD
SANTACRUZ E
MUMBAI, MAHARASHTRA - 400098
E-MAIL: anugrah.robert@icsasian.com

Kind Attn: Mr. Anugrah J Robert, Sr. Manager - Marketing

Sub: Notification of Award (NOA) for Hiring of TPI agency for C&M Works at ONGC Jorhat for three years.

Ref: Your Bid. ID No. 820717 submitted against Tender No. LZ1SL25001

Sir,

With reference to above, ONGC, Jorhat is pleased to place this NOA on you for Hiring of TPI agency for C&M Works at ONGC Jorhat for three years, with following major terms and conditions:

1. **Contract Value:** INR 32,90,245.92 (inclusive of GST @ 18%).

2. **Schedule of Rates:** As per Appendix–A enclosed.

3. **Scope of work:** As detailed in the tender document.

4. **Contract Period**: Three Years from the date of placement of Notification of Award (NOA).

5. **Security Deposit/ Performance Security: On or before 19.04.2025,** the contractor has to submit security deposit for an amount of **INR 98,710.00** in the form of NEFT/RTGS/Electronic fund transfer to ONGC or in lieu thereof an irrevocable Electronic Bank Guarantee (e-BG) or SFMS Bank Guarantee (SFMS BG) as per Appendix B. SD/PS shall be strictly as per proforma attached at Appendix-B and should be valid up to **03.07.2028** (further one month from the expiry of Bank Guarantee should be given for claim period i.e. up to **03.08.2028**).

   Contractor has to submit a confirmation within three days of issuance of this NOA, to the effect that SD/PBG will be submitted within the stipulated time. If contractor fails to submit the SD/PS within the stipulated date, ONGC can take action as per conditions specified in the tender.

6. All other terms and conditions shall be as per tender document of tender no. LZ1SL25001 (Ref: Tender ID: 2025_ONGC_225142_1 of CPPP).

7. For the purpose of commencement of activities under the contract, this Notification of Award (NOA) shall be binding between the contractor and ONGC. A formal contract will be signed within 30 days of date of this NOA on non-judicial stamp paper subject to receipt of acceptable Performance security in original.

Please acknowledge the receipt of this NOA.

4/4/25
(A. K. Agarwal)

अतुल कुमार अग्रवाल
A.K. AGRAWAL
महाप्रबंधक (सि.एवं.अनु.)
General Manager (C&M)
ओएनजीसी, जोरहाट परिसंपत्ति
ONGC, Jorhat Asset

APPENDIX-A

Schedule of Rates

Hiring of TPI agency for C&M Works at ONGC Jorhat for three years.
Ref: JOR/AAB/SERVICES/ENGG-SER/2025/LZ1SL25001/9010038962 dated: 04.04.2025

S. No.	Brief Description	Mandays	Break - up of Manday rate			
			Manday rate excluding GST	GST	Manday rate including GST	Total Amount
Unit		nos.	INR	%	INR	INR
A	B	C	D	E	F = D*(1+E)	G = C*F
1	**Hiring of TPI agency for C&M Works at various field of ONGC Jorhat Asset for three years** as per scope of work in the tender document	936	2,979.00	18%	3,515.22	32,90,245.92

Note:-

I. The above prices include GST and all other taxes.

II. Payment shall be made for actual man days worked/spent. The man days estimated by ONGC are not inclusive of travel time. Man day rate shall not be payable for travel time.

III. One Graduate Engineer is required on daily basis as a TPI Inspector to inspect the C&M works as per the scope of work mentioned in the tender for various fields of ONGC Jorhat Asset. The engineer will have to look after all jobs simultaneously for various fields/ locations.

IV. The requirement of engineers for inspection may increase/ decrease depending upon the work load. However, 7 days' notice shall be given by the Corporation to the agency for compliance and necessary action.

V. Man day rate indicated above is all inclusive rate including but not limited to the following:

a) All taxes, duties, fees, overheads etc.

b) Computer time, Secretarial typing, clerical services etc.

c) Administrative, Managerial, Legal Services etc.

d) Reprographic services, Materials, Photocopy, Stationery etc.

e) All local traveling, Communication charges including telephone, telefax, courier etc.

f) Boarding & lodging of engineers deployed during the currency of the contract.

VI. No overtime allowance shall be payable.

VII. The work place shall be India onshore: Various field of Jorhat Asset, ONGC

VIII. The above rate is all inclusive while working in Onshore. ONGC shall NOT make any payment on account of intra/intercity air, train, vehicle, travel, conveyance charges boarding and lodging etc.

IX. One man day-Onshore-India shall be considered as 8 hours.

X. In case the actual utilization is less than specified hours on a given day for Onshore India, the man day shall be treated as per tender /contractual conditions.

4/4/25

XI. The rates indicated above shall remain firm and valid till completion of the contract i.e. THREE Years from date of award of NOA and shall not be subject to escalation on any ground whatsoever.

XII. The Estimated Man-days mentioned above is only for evaluation purpose and tentative. Number of man-days may be increased or decreased as per requirement of ONGC.

XIII. Invoices with original supporting documents duly countersigned by the CORPORATION's representative/engineer wherever applicable will be submitted by the CONTRACTOR to CORPORATION and payment shall be made within <u>10 (ten)</u> calendar days from the date of receipt of invoice at the above office.

XIV. The original invoice should also accompany the following document/details:

1) <u>Along with first invoice:</u>

Following documents / details should be invariably furnished along with the first invoice:

a) Copy of valid registration certificate under the GST Rules.

b) Particulars required for making payments through "Electronic Payment Mechanism" in accordance with the clause on 'MODE OF PAYMENT' appearing in Annexure-i (Instruction to bidders') of bid document.

c) Mobile No. (Optional)

d) E-mail ID

2) <u>Periodical/Monthly payment:</u>

a) Invoice (i.e. Tax invoice as per relevant GST rules, in original and duplicate clearly indicating GST registration number, Service Classification, Rate and amount of GST shown separately).

b) Insurance policies and proof of payment of premium (As applicable)

c) Details of statutory payments like PF,ESI,EPF etc. (As applicable)

d) Undertaking by the contractor regarding compliance of all statutes.

e) Certificate by the contractor stating that labour have been paid not less than minimum wages. (As applicable)

f) Attendance sheet/Copy of time sheet /Log sheet /DPR s with summery showing non-operating period, operating period, Rig move period ,idle period, breakdown of equipment, non-deployment /short deployment etc (if any) and reasons thereof. (As applicable)

4/4/25

अतुल कुमार अग्रवाल
A.K. AGRAWAL
महाप्रबंधक (नि.एवं.अनु.)
General Manager (C&M)
ओएनजीसी, जोरहाट परिसंपत्ति
ONGC, Jorhat Asset

Appendix-B

Proforma of Electronic Bank Guarantee (e-BG) /SFMS Bank Guarantee(SFMS BG) towards Performance Security

PERFORMANCE GUARANTEE

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 Jorhat Asset, Cinnamara, Jorhat -785704 Assam (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. **JOR/AAB/SERVICES/ENGG-SER/2025/LZ1SL25001/9010038962 dated: 04.04.2025** (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with **M/s INTERNATIONAL CERTIFICATION SERVICES PVT. LTD.** 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 98,710.00 (Ninety Eight Thousand Seven Hundred Ten Only)** 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 for **Indian Rupees 98,710.00 (Ninety Eight Thousand Seven Hundred Ten Only)** 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.

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 for **Indian Rupees 98,710.00 (Ninety Eight Thousand Seven Hundred Ten Only)** and our guarantee shall remain in force until **03.07.2028**.

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:

NEFT/RTGS/Electronic fund transfer to account of ONGC as detailed below. In this case, it is required to submit the proof of successful payment of above S/D amount to the designated account of ONGC.

Beneficiary Account Name	**Oil & Natural Gas Corporation Limited**
Bank Name	**State Bank of India**
Branch	**Jorhat Main Branch**
Branch Code	**104**
Bank Account No.:	**10638563817**
IFSC Code	**SBIN0000104**

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:

Beneficiary Account Name	**Oil & Natural Gas Corporation Limited**
Bank Name	**State Bank of India**
Branch	**Jorhat Main Branch**
Branch Code	**104**
Bank Account No.:	**10638563817**
IFSC Code	**SBIN0000104**

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SWIFT/MICR code	**785002002**

Any claim under this Guarantee must be received by us on or before **03.08.2028**. 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)		-------------------- (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)		

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.

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. 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.

3. 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

(a) 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.

4. 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, 1st Floor, IBM office, Sector 62, Noida-201309, Uttar Pradesh
(x)	Communication Address Pin code	201309

7. For SFMS BG, interalia also refer to Clause 10.0

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.)

4/4/25

Signature Not Verified
Digitally signed by SHIPRA GOYAL
Date: 2025.05.19 15:36:35 IST
Location: eProcurement System for Central PSUs