



OIL AND NATURAL GAS CORPORATION LIMITED
HAZIRA GAS PROCESSING COMPLEX
(MATERIALS MANAGEMENT DEPARTMENT)
ONGC NAGAR (P.O.), SURAT - 394 518, INDIA.

No. HZR/PLANT/MM/2025/MM/1426830/OLA No. 9010040221

Date 27.03.2025

To,

M/s. International Certification Services Pvt Ltd

ONGC V. Code: 834517

Address: 22/23, Goodwill Premises, Swastik Estate,

178 CST Road, Kalina, Santacruz (E),

Mumbai -400098, Maharashtra, India.

Tel.: +91-22-26507777-82, 42200900,

E-mail: info@icspl.org, anugrah.robert@icsasian.com, inc_tpi@icsasian.com,

Kind attn.: Dr. Sundar Kataria. (CMD)

Subject: Notification of Award against GePNIC Tender: 2025_ONGC_227201_1 for engaging third party inspection agency (TPIA) for the FGRC project at ONGC, Hazira.

Ref: Empanelment Notice: MR/ES/MM/EMP-CA & TPIA/03/2020-21(P861C21002) & amendments issued thereon from Offshore Engineering Services, Mumbai and ONGC Hazira GePNIC Tender: 2025_ONGC_227201_1.

Dear Sir/Madam,

Oil and Natural Gas Corporation Ltd (hereinafter referred to as 'ONGC'/ Company) is pleased to place this Notification of Award (NOA) on "M/s International Certification Services Pvt Ltd, Mumbai" (hereinafter referred to as 'Contractor') for subject work with following terms and conditions:

1.0 Schedule of Rates:

Rate applicable for the services to be rendered against this contract shall be as per Schedule of Rates (Appendix-A) enclosed with this NOA.

2.0 Scope of work:

The Scope of Work, Specification and Special Conditions of Contract for TPI services shall be as per Annexure-II & III of subject tender including amendments if any.

3.0 Contract Duration:

TPIA shall mobilize/ deploy TPI inspector/ surveyor within 15 days from date of NOA or date of deployment of TPI person(s) as intimated by ONGC after placement of NOA to TPIA whichever is later.

The TPI Contract shall remain valid for a period of one year beyond project completion period (including extension to schedule completion period of project, if any). Completion period of contract work of "TPIA for FGRC project at Hazira Plant" is 24 months from date of NOA i.e. upto 26.03.2027.

Any extension to schedule completion period of LSTK Contract, will correspondingly extend TPI contract also. Any extension of TPI Contract due to extension in LSTK Contract will be on same rates, terms & conditions.

4.0 Security Deposit:

To submit the Security deposit/Performance Bank Guarantee (PBG) of Rs 3,13,460/- (Rs. Three lakhs thirteen thousand four hundred sixty only) by way of, NEFT/RTGS/Electronic fund transfer to ONGC account or Demand draft or a Bank Guarantee/Electronic Bank Guarantee (E-BG) from Nationalized / scheduled bank within 15 days of the date of NOA i.e. on or before 11.04.2025.

In case of submission of SFMS Bank Guarantee/Electronic Bank Guarantee (E-BG), The bank guarantee for the said amount shall be drawn in favour of ONGC and PBG shall be valid up to 30.06.2027 (Claim period shall be valid upto 31.07.2027).

In case the contractor fails to submit the security deposit / performance Bank Guarantee within stipulated date, ONGC may take action as per conditions specified in the tender.

5.0 Other terms and conditions:

All other terms and conditions of the contract shall be as per subject tender to be read with clarifications/amendments and subsequent correspondences if any.

6.0 Signing of Contract:

The detailed contract will be signed by both parties within 15 days from the date of submission of PBG. Accordingly, after submission of PBG, it is requested depute authorized representative holding valid power of attorney for signing of detailed contract, under intimation to this office.

7.0 For the purpose of commencement of activities under the contract, this NOA will constitute a binding contract between ONGC and the Contractor.

8.0 For execution of contract, please contact to Shri. M Sampath Kumar, GGM (M)-HES, Admin Building, ONGC, Hazira Plant, Surat (Phone -0261-2875610).

For all correspondence in this regard and reference in PBG, please quote contract number 9010040221.

Kindly acknowledge the receipt of this NOA latest by 31.03.2025.

For all correspondence in this regard and reference in PBG, please quote contract number 9010040221.

Kindly acknowledge the receipt of this NOA latest by 31.03.2025.


(Virendra K Saroj)
Sr. MMO
22/03/2025

Copy To:

- i. GGM (M)-HES
- ii. CGM- Head (F&A)
- iii. GM(MM)-HPO

Schedule of Rates

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2.0	Man-day rate indicated above is all inclusive of rate including but not limited to the following: • Computer time, secretarial typing, clerical services etc. • Administrative, Managerial, Legal services etc. • Reprographic services, Material, Photocopy, stationery etc. • All local traveling, communication charges including telephone, telefax, courier etc. • All taxes, duties, fees, overheads, GST etc. The bidder to indicate applicable tax(es) and tariff %.
3.0	Transportation, accommodation and all other expenses for their deputed inspectors/ surveyors/ persons will be on TPI account. All expenses towards the workforce for carrying out TPI as per scope of work, shall be deemed to be included in the prices quoted and no separate payments on account of any such expenses shall be entertained.
4.0	Onshore-India: Manday shall be considered based on the jobs as mentioned below: • 8 hrs shift at site supervision shall be treated as one full day. • In case the actual utilization is less than specified hours on a given day for Onshore India, the man day shall be treated as ½ day. • Two half days shall be treated as one full day. • 8 hours for Base Support Coordination, Documentation, Procedure approval etc. on ONGC's requirement shall be treated as one full day. • No overtime allowance shall be payable.
5.0	Onshore-Abroad: The man day shall be considered based on self-certification as per the following: (i) For deputation of inspector from a location outside the country of inspection: • The time of deputation will be counted from the time the inspector reaches the country of inspection till he leaves the country. • 24 hrs or part thereof stay up to 12 hrs and beyond shall be treated as one full day. • Less than 12 hrs or part thereof shall be treated as ½ day. (ii) For deputation of local inspector from the country of inspection: • In case of local inspector (of that country) actual time spent for inspection, shall be basis of payment. One man-day onshore (abroad) for local inspector of that country shall be considered as 8 hours. Duration will be counted from the time the inspector reaches/leaves the work site. Payment will be made on pro-rata basis for actual duty hours. (iii) No overtime allowance shall be payable. (iv) Copy of boarding pass/Air ticket/Train/Bus/Taxi/Ferry Tickets/Receipts shall be considered as a proof of various timings. (v) ONGC shall not make any payments on account of foreign travel from India (like air ticket, visa etc.) and payment towards local conveyance, transportation, subsistence charges, i.e. boarding lodging etc. at both ends for place(s) within and outside India. The rates quoted by the bidders will be inclusive of such charges.
6.0	To identify places as the workplace for the project: • India Onshore: Any place, city /work centre located on Indian land. • India Onshore: The above rates are all inclusive while working in India Onshore. ONGC shall not make any payment on account of intra/ intercity air, train, vehicle travel, conveyance charges, boarding and lodging etc. The rates quoted by the TPIA should be inclusive of such charges. ONGC shall not make any payment towards local conveyance transportation, boarding lodging etc. at both ends for places within India. The rates quoted by the bidders should be inclusive of such charges.

7.0	The TPI cost shall be quoted lump sum cost for the given scope of work and restricted to the actual man days utilized. The TPI man-day rates shall remain firm and valid for one year beyond the painting project completion period (i.e. including extension to schedule completion period, if any) and shall not be subject to escalation on any ground whatsoever. No increase in Lump sum cost shall be allowed for the given scope of work on whatsoever ground. The man days mentioned for individual line items shall be interchangeable/ usable depending on the actual utilization but will be restricted to the total man days. In the event of inter-changeability of man days, the man day rate for payment shall be the lowest of rates quoted among interchanged activities/ items. Unless otherwise specified, for all contractual purposes man-day ceiling and contract value ceiling both shall be applicable.
8.0	The payment shall be made for actual man days worked/ spent either limited to total man days indicated above or total Lump sum price whichever is less. The man days shall not be inclusive of travel time. Manday rate shall not be payable for travel time.
9.0	Only in case of repeat failure or rework or extra work, TPI shall be provided additional man-days / increase in lumpsum cost based on actual man-days utilised. The man-day rate for such additional man-days shall be as per respective category of man day rate quoted above.
10.0	No mobilization charges shall be applicable to the contractor for TPI services to execute the project.
11.0	Remuneration and Terms of Payment:
11.1	CORPORATION shall pay to CONTRACTOR for the services, to be provided by the CONTRACTOR as per the Scope of Work, as per the price Schedule. The rates payable shall be firm during the entire CONTRACT period, including extension period, if any.
11.2	Invoice alongwith supporting documents can be submitted/ uploaded through VIMS Portal (https://vims ONGC CO IN/), which would be the preferred mode of submission of Invoice. Invoice (PDF digitally signed with class II/III signature) and supporting documents can be uploaded in VIMS Portal by logging-in with the help of Vendor code. However, in case Contractor is not able to submit/ upload the Invoice through VIMS Portal as mentioned above, Invoice alongwith supporting documents can also be submitted/ uploaded in the following: i) EMAIL Channel: Invoice (PDF digitally signed with class II/ III signature) and supporting documents can be submitted by sending these documents to a designated email id: ap_invoices[at]ONGC[dot]CO[dot]IN.

11.3	The original invoice should also accompany the following documents/ details: 1. Along with first invoice issued under GST Law: Following documents/ details should be invariably furnished alongwith the first invoice issued under GST law indicating the GST Registration of service provider: a) Copy of valid GST registration certificate b) Particulars required for making payments through 'Electronic Payment Mechanism', in accordance with the clause on 'MODE OF PAYMENT' appearing in 'Instructions to bidders') mentioned in empanelment tender no. MR/ES/MM/EMP-CA&TPIA/03/2020-21(P861C21002). c) Mobile No. (Optional). d) e-mail ID. 2. Periodical / Monthly payment: a) Invoice (i.e. Tax invoice as per relevant GST rules, in original and duplicate, clearly indicating GST Registration Number, Service Classification, GST Rate and amount of GST shown separately). b) Insurance policies and proof of payment of premium (As applicable). c) Details of statutory payments like EPF and ESI 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) Copy of Time sheet / Log Sheet /DPRs with summary. g) Any other document specifically mentioned in the Contract, or supporting documents in respect of other claims (if any), permissible under the Contract.
11.4	Payment shall be made within 10 (Ten) calendar days from the date of receipt of invoice at ONGC office.
11.5	The invoices should indicate the GST registration number of Contractor as well as the GST registration number of ONGC, Hazira Plant i.e; 24AAAC01598AZQ and invoice should be addressed to M/s Oil and Natural Gas Corporation Limited, Hazira Plant, Surat- 394518, Gujarat India.
12.0	CHANGE IN LAW AND REGULATIONS:
12.1	Laws, Acts, Rules, regulations etc. and the tariffs thereof considered by the bidder while estimating the incidence of taxes, duties, fees, levies etc. considered and included in the bidder's Quoted price, as per relevant provisions of General Conditions of Contract to be used for the purpose of adjustment to the contract price in the event of change in law in terms of General Conditions of Contract.
Note: 1. Bidder not indicating the rate as desired shall not be entitled for any claim due to Change in Laws. 2. The Taxes & duties indicated shall be paid on actual basis on submission of documentary evidence subject to maximum limit mentioned as above. In case, the actual Taxes & Duties paid by the bidder is less than mentioned, the difference will not be paid to the bidder and overall contract price will get reduced to that extent.	


 (Virendra K Saroj)
 Sr. MMO

27/03/2025

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- iii. GM(MM)-HPO