

सामग्री प्रबंधन विभाग

Material Management Department

ओएनजीसी, कावेरी परिसम्पत्ति, नेरवी कॉम्प्लेक्स, कारैक्काल-६०९६०४

ONGC, Cauvery Asset, Neravy Complex, Karaikal-609604

UT of Puducherry, Tel: 04368-235150/238842. Fax: 04368-38126

ONGC

ENERGY: Now AND Next

No.: KKL/CAU-ASSET/MAINT/2025/1446790

DATE: 21.08.2025

To

M/S. TRICHY SRI KANNAN TRANSPORTS PRIVATE LIMITED,
52, TANJORE MAIN ROAD OPP. ITI,
THIRUVERUMBUR TRICHY-620014.
EMAIL: srikannantpt@yahoo.co.in

SUB: LETTER OF AWARD (LOA) FOR HIRING OF 03 NOS 20 MT SLB & 04 NOS 30 MT SLB TRAILERS ON REGULAR MONTHLY BASIS FOR A PERIOD OF 3 YEARS: (OLA No:9010040999)

REF: YOUR OFFER BID ID - 852278 AGAINST TENDER NO. V16DC25001 IN GEPNIC PORTAL & FURTHER CORRESPONDENCE.

SIR,

WITH REFERENCE TO THE ABOVE, ONGC IS PLEASED TO ISSUE THIS LETTER OF AWARD (LOA) ON M/s. TRICHY SRI KANNAN TRANSPORTS PRIVATE LIMITED, TRICHY FOR "HIRING OF 03 NOS 20 MT SLB & 04 NOS 30 MT SLB TRAILERS ON REGULAR MONTHLY BASIS FOR A PERIOD OF 3 YEARS" ON THE FOLLOWING RATES, TERMS & CONDITIONS:

A. SCHEDULE OF RATES:

AS PER ANNEXURE-I OF THIS LOA.

B. ESTIMATED CONTRACT VALUE: Rs. 7,96,64,426/-

C. CONTRACT PERIOD:

THE CONTRACT SHALL BE VALID FOR A PERIOD OF THREE (03) YEARS. THE CONTRACT PERIOD SHALL BE FROM THE ACTUAL DATE OF MOBILIZATION (THE DATE WHEN THE TRAILERS ARE DEPLOYED FOR ONGC DUTY) OF THE TRAILER OR FROM THE LAST DATE OF ORIGINAL SCHEDULED DATE OF MOBILIZATION BY THE BIDDER WITHOUT LD, WHICHEVER IS EARLIER AND SHALL EXPIRE AUTOMATICALLY AFTER VALIDITY PERIOD IS OVER.

NOTE: - ONGC RESERVE THE RIGHT TO TERMINATE THE CONTRACT BY GIVING A NOTICE OF 30 DAYS IN CASE THE PERFORMANCE IS NOT FOUND SATISFACTORY OR IN CASE THE CONTRACTOR FAILS TO COMPLY WITH ANY ONE OR ALL TERMS AND CONDITIONS OF THE CONTRACT AT ANY

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21/08/2025

एफ.आर. जोशी / F.R. JOSHI
प्रबंधक (एमएम) / Manager (MM)
ओएनजीसी, कावेरी परिसम्पत्ति, कारैक्काल
ONGC, Cauvery Asset, Karaikal

TIME DURING THE PERIOD OF CONTRACT OR SERVICES OF THE CONTRACTORS ARE FURTHER NOT REQUIRED BY ONGC.

D. NO. OF VEHICLES HIRED: 03 NOS. OF 20 MT SLB TRAILER(GROUP-A) AND 04 NOS. OF 30 MT SLB TRAILER(GROUP-B) UNDER CATEGORY- II

E. MOBILIZATION PERIOD:

CONTRACTOR SHALL MOBILIZE AND DEPLOY THE VEHICLE WITH REQUIRED MANPOWER SO AS TO COMMENCE THE SERVICES AT THE SPECIFIED SITE (S) WITHIN A MAXIMUM OF **90 DAYS** FROM THE DATE OF THIS LOA (I.E. ON OR BEFORE 18.11.2025)

F. PERFORMANCE BOND:

PLEASE SUBMIT PERFORMANCE BOND FOR TOTAL **Rs. 23,90,000.00** (RUPEES TWENTY THREE LAKHS NINTY THOUSAND ONLY) WITHIN 30 DAYS OF ISSUE OF THIS LOA IN THE FORM OF NEFT/RTGS/ ELECTRONIC FUND TRANSFER TO DESIGNATED ACCOUNT OF ONGC (OR) AN IRREVOCABLE ELECTRONIC BANK GUARANTEE (AS PER THE PROFORMA ENCLOSED AT APPENDIX-I OF ANNEXURE II OF TENDER DOCUMENT no.V16DC25001) INITIALLY VALID UPTO 90 DAYS BEYOND THE CONTRACT PERIOD AND FOR FURTHER PERIOD OF ONE MONTH FROM DATE OF EXPIRY OF BANK GUARANTEE AS CLAIM PERIOD FROM INDIAN NATIONALISED BANKS/SCHEDULED BANKS.

IN CASE PBG IS NOT SUBMITTED WITHIN 30 DAYS FROM THE DATE OF L.O.A., A SUM EQUIVALENT TO 1.5% (ONE AND HALF PERCENT) OF THE AMOUNT OF PERFORMANCE SECURITY PER MONTH FOR SUCH DELAY OR PART THERE OF SHALL BE RECOVERED FROM THE FIRST BILL/INVOICE (& ANY REMAINING AMOUNT FROM SUBSEQUENT INVOICE) SUBMITTED BY THE SUPPLIER/CONTRACTOR.

G. TERMS AND CONDITIONS OF CONTRACT:

THE SCOPE OF WORK, SPECIFICATIONS, SPECIAL CONDITIONS OF THE CONTRACT AND OTHER TERMS & CONDITIONS AS STIPULATED IN THE TENDER NO. V16DC25001 SHALL BE APPLICABLE.

H. THE CONTRACT NO. FOR THIS L.O.A. SHALL BE "KKL/CAU-ASSET/MAINT/2025/1446790/9010040999". REFERENCE OF THIS CONTRACT NUMBER SHOULD INVARIABLY BE QUOTED IN ALL CORRESPONDENCE RELATING TO THIS CONTRACT.

I. YOU ARE REQUIRED TO EXECUTE AN AGREEMENT ON NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE WITHIN 30 DAYS FROM THE DATE OF THIS LETTER OF AWARD.

J. FOR EXECUTION OF CONTRACT, PLEASE CONTACT GM(LOGISTICS) – HEAD LOGISTICS, ONGC, KARAİKAL.

THIS LETTER OF AWARD SHALL BE BINDING CONTRACT TILL DETAILED CONTRACT AGREEMENT IS SIGNED.

PLEASE CONFIRM BY **24.08.2025**, THAT SECURITY DEPOSIT SHALL BE SUBMITTED TO THIS OFFICE ON OR BEFORE **24.09.2025**. ALSO NOTE THAT NON-SUBMISSION OF SECURITY DEPOSIT WITHIN THE STIPULATED

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[Signature]
21/08

एफ.आर. जोशी / F.R. JOSHI
प्रबंधक (एम एम) / Manager (MM)
ओ एन जी सी, कावेरी परिसम्पत्ति, कारैकाल
ONGC, Cauvery Asset, Karaikal

PERIOD MAY LEAD TO ANNULMENT OF THE CONTRACT AND ACTION AGAINST THE CONTRACTOR AS PER TENDER/ LOA CONDITIONS.

(FAKUR RAZEEN JOSHI)
MANAGER(MM)

एफ.आर. जोशी / F.R. JOSHI
प्रबंधक (एमएम) / Manager (MM)
ओ एन जी सी, कावेरी परिसम्पत्ति, कारैक्कल
ONGC, Cauvery Asset, Karaikal

COPY TO:

1. GM(LOGISTICS)-HEAD LOGISTICS, ONGC, CA, KKL
2. GM(F&A) – HEAD (FINANCE), ONGC, CA, KKL

ONGC, Cauvery Asset, Karaikal
प्रबंधक (एमएम) / Manager (MM)
ओ एन जी सी, कावेरी परिसम्पत्ति, कारैक्कल

ANNEXURE-I

SCHEDULE OF RATESGROUP A**Hiring of 03 nos. of 20 MT SLB Trailer (9 Hrs duty)**

No	Description	Rate exclusive of GST in INR	Rate of Applicable GST	Amount of GST in INR	Rate (Inclusive of GST) in INR
		(A)		(B)	(C) =(A) + (B)
1	Fixed Daily charges per trailer for 09-hour duty including 1 hour lunch break	6700.00	5.00%	335.00	7035.00
2	Running Charges for per kilometer run for actual running of Trailer	32.50	5.00%	1.63	34.13

GROUP B**Hiring of 04 nos. of 30 MT SLB Trailer (9 Hrs duty)**

No	Description	Rate exclusive of GST in INR	Rate of Applicable GST	Amount of GST in INR	Rate (Inclusive of GST) in INR
		(A)		(B)	(C) =(A) + (B)
1	Fixed Daily charges per trailer for 09-hour duty including 1 hour lunch break	6950.00	5.00%	347.50	7297.50
2	Running Charges for per kilometer run for actual running of Trailer	48.00	5.00%	2.40	50.40

TOTAL ESTIMATED CONTRACT VALUE FOR GROUP "A" AND GROUP "B": Rs. 7,96,64,426.00

Note:

1. The actual monthly run in KMs may increase or decrease based on the work requirement and payment shall be made as per actual usage.
2. The above rates are inclusive of Fair Wage Policy adopted by ONGC.

[Signature]
21/08

एफ.आर. जोशी / F.R. JOSHI
प्रबंधक (एमएम) / Manager (MM)
ओएनजीसी, कावेरी परिसम्पत्ति, कारैक्कल
ONGC, Cauvery Asset, Karaikal

सामग्री प्रबंधन विभाग

Material Management Department(P&IC)

ओएनजीसी, कावेरी परिसम्पत्ति, नेरवी कॉम्प्लेक्स, कारैक्काल-६०९६०४

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To

M/S. TRICHY SRI KANNAN TRANSPORTS PRIVATE LIMITED,
52, TANJORE MAIN ROAD OPP. ITI,
THIRUVERUMBUR TRICHY-620014.
EMAIL: srikannantpt@yahoo.co.in

SUB: ADDENDUM TO LETTER OF AWARD (LOA)

REF: 1. YOUR OFFER BID ID - 852278 AGAINST TENDER NO. V16DC25001 IN GEPNIC PORTAL & FURTHER CORRESPONDENCE.
2. LOA OF EVEN NO. DATED 21.08.2025 FOR HIRING OF 03 NOS 20 MT SLB & 04 NOS 30 MT SLB TRAILERS ON REGULAR MONTHLY BASIS FOR A PERIOD OF 3 YEARS: (OLA No:9010040999)

Sir,

WITH REFERENCE TO THE ABOVE, THE FOLLOWING ADDENDUM REGARDING THE REVISED FAIR WAGE POLICY TO THE ABOVE REFERRED LOA IS HEREBY AUTHORIZED:

Fair Wage Policy benefits should not be extended to any new contract labour engaged in an existing contract after the date of issue of revised fair wage policy (i.e. after 28.07.2025). Benefits of the Fair Wage Policy will be extended only to those contract labourers who were receiving benefits under the Fair Wage Policy through contractors on ONGC premises up to 28.07.2025. Any new contract labour deployed by contractors after this date will not be eligible for Fair Wage Policy benefits. In case, if the contractor deploys new labourers, then those contract labourers will not receive benefits under the Fair Wage Policy and fair wage components will be deducted from the monthly running bill by Indentor for those newly deployed labourers.

[Handwritten Signature]
21/08

एफ.आर. जोषी / F.R. JOSHI
प्रबंधक (एमएम) / Manager (MM)
ओ एन जी सी, कावेरी परिसम्पत्ति, कारैक्काल
ONGC, Cauvery Asset, Karaikal

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Revised Fair Wage Policy

Fair Wage Policy benefits should not be extended in the following conditions:

1. To any new contract labour engaged in an existing contract after the date of issue of the present instructions, i.e. from 28.07.2025.
2. To new contract labours engaged in any new job being outsourced for the first time by way of a new contract being awarded after 28.07.2025. For already floated tenders with Fair wage component, the issue may be dealt with as a post contract issue.

Besides that, the provisions and benefits extended under the Fair Wage Policy have been modified. The revised policy is as follows:

- (a) Benefits of the Fair Wage Policy will be extended only to those contract labourers who were receiving benefits under the Fair Wage Policy through contractors on ONGC premises up to 28.07.2025. Any new contract labour deployed by contractors after this date will not be eligible for Fair Wage Policy benefits.
- (b) Benefits under the Fair Wage Policy to be extended by contractors to their contract labour deployed by them include:
- (i) Fair Wage: - Applicable Minimum Wage + 35% of minimum wage as additional wage + Rs. 50/- per working day per worker. Minimum wage rates for "construction or maintenance of roads or building operations, etc." shall be taken as the base wage for calculating incremental increases on account of Fair Wage Benefits.
 - (ii) Statutory EPF compliance on Fair Wage, up to the monthly wage ceiling as per the EPF & MP Act, 1952.
 - (iii) Statutory ESI compliance on Fair Wages up to the monthly wage ceiling limit as per the ESI Act, 1948, at applicable rates.
 - (iv) Statutory Annual Bonus @8.33% in line with the provisions of the Payment of Bonus Act, 1965, as per the applicable salary/wages and limit specified in the Act.
 - (v) Leave with wages as per statutory provisions only.
 - (vi) Group Term Insurance or, if required, Individual Term Insurance Cover of Rs. 7.5 lakhs ensured by the contractor to each contract labour through an IRDAI approved Insurance company.
 - (vii) Additional Group Accident Insurance of Rs. 7.5 lakhs, or if required, Individual Insurance Cover of Rs. 7.5 lakhs for death due to accident, through an IRDAI approved Insurance company.
 - (viii) In cases where contract labours are deployed in areas where ESI is not notified/extended or the individual draws wages beyond the monthly wage ceiling under the ESI Act, the contractor shall obtain, at its cost, from any IRDAI approved insurance company, a Group Mediciam Insurance Cover or, if required, Individual Insurance Cover (Family Floater) of Rs. 5 lakhs for each contract labour engaged for contract execution. The family for which insurance cover (Family Floater) to be obtained shall consist of self, spouse and two dependent children only. The policy will only cover inpatient hospital treatment (IPD) for more than 24 hours.

21/08/2025

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ONGC, Cauvery Asset, Karaikal

(ix) Insurance for accident compensation liability under the Employees Compensation Act, 1923, for workers deployed in areas where ESI is not notified/extended or where wages exceed the monthly ESI wage ceiling.

(x) Premiums paid by the contractor to the IRDAI approved Insurance company for the aforementioned policies shall be reimbursed by ONGC to the contractor in addition to contractual payments, based on actuals and upon submission of required documents. Therefore, the cost of these policies need not be factored in during bid submission. All policies shall remain valid for the contract duration. Contractors must submit copies of such policies to ONGC before commencing execution of contract. Any payment from ONGC under the contract will commence only after submission of the required insurance policies. Compliance with the requirement of aforementioned insurance policies is mandatory. Failure or delay by the contractor in obtaining required insurance will be considered a breach of contract, and any resulting liabilities will be the contractor's sole responsibility. ONGC bears no liability for non-performance or failure by the contractor to secure required policy coverage for contract labour exclusively deployed under the contract.

(xi) (a) The contractor shall pay gratuity at the rate admissible under applicable labour laws to eligible workmen upon their superannuation / death/disablement due to accident or disease / separation or on contract completion, whichever is earlier. This payment will be made by the contractor from the Group Gratuity policy obtained for the contract. If there is any deficit between the Group Gratuity policy amount and the legally payable gratuity, the contractor shall cover the deficit. ONGC shall reimburse the contractor for any deficit amount paid. Upon contract completion, the contractor must submit documentary proof of gratuity payment to all eligible workmen. The contractor's Performance Bank Guarantee/Security Deposit will be released only after submission of such proof.

(b) In future contracts, contract labour receiving Fair Wage Policy benefits will have gratuity paid at 15 days' wages per completed year of service in the contract, in line with the Code on Social Security, 2020 and Gratuity will be paid by the contractor on the workman's superannuation / death/disablement due to or contract completion whichever is earlier. Completion of 5 years service is not mandatory for payment of Gratuity. No contract labour shall be deployed or continued beyond the age of superannuation, i.e., 60 years. The contractor shall be fully responsible and liable, at its cost, for gratuity payments to eligible workmen/employees engaged for ONGC contract execution.

(xii) The contractor shall not engage, employ, or deploy any workman for ONGC contract execution who has raised any industrial or labour dispute either personally or through a union claiming regular employment or higher wages in ONGC. However, ONGC shall provide details of workmen exempted from this provision due to orders or directions from labour authorities, Industrial Tribunals, or courts. The contractor shall issue a letter of appointment to each contract labour before deployment, specifying all service conditions including Fair Wage Policy benefits.

(xiii) Uploading the details of contract labour in the SWMS (Secondary Workforce Management System) Portal is a prerequisite for the extension of benefits under the Fair Wage Policy.

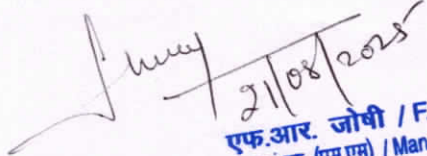
January 21/08/2025
एफ.आर. जोशी / F.R. JOSHI
प्रबंधक (एमएम) / Manager (MM)
ओ एन जी सी, कावेरी परिसम्पत्ति, कारैकाल
ONGC, Cauvery Asset, Karaikal

The benefits of the Fair Wage Policy will be extended based on the contract labour details uploaded in the SWMS Portal. Therefore, the contractor must upload the details of the deployed contract labour in ONGC's Secondary Workforce Management System (SWMS) and adhere to other compliances as required by the system. The Principal Employers are responsible for ensuring that these requirements are fulfilled.

(xiv) The contractor shall continue engagement of contract labour covered under job security provisions, subject to their willingness. Not all contract labour fall under job security. The list of contract labour covered under job security is available with the Indenter/Industrial Relations Section (HR Department) of ONGC.

Such engagement may be terminated on the following grounds:

- (i) On attaining superannuation age, i.e., 60 years.
- (ii) If the individual is unfit to work, removal may be undertaken after proper medical check-up and payment of statutory dues.
- (iii) On disciplinary grounds, following proper enquiry in accordance with law and principles of natural justice.
- (iv) If the individual has abandoned the job or been absent for a prolonged period.
- (v) On reduction of company activities or closure of the establishment.


21/08/2025
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ONGC, Cauvery Asset, Karaikal

INCHARGE
ASST. MANAGER
INDUSTRIAL RELATIONS
SECTION
ONGC, CAUVERY ASSET, KARAIKAL