



OIL AND NATURAL GAS CORPORATION LIMITED

Office of I/C SEM- Surface Team,
KDM Bhavan, Palavasana, Mehsana - 384 003

TENDER DOCUMENT

FOR

Repair of Fire tube of Heater Treater-A of Sobhasan CTF

TENDER NO: EY1PL25005

DATE: 03.11.2025

Dear Sirs,

1. Tenders are invited **under Limited-Single Bid System** for Repair of Fire tube of Heater Treater of Sobhasan CTF as per Scope of work given at **Annexure-II** of the Tender / RFQ.
2. Prices must be quoted as per **Price Format** attached at **Annexure-III**.
3. The Terms & Conditions of this tender shall be as per **Annexure-I** of tender document.
4. Bidder's failure to submit the details required as per Appendix A - D of this tender / RFQ might result into rejection of the bid.

DETAILS OF TENDER:

1.	Tender Number	EY1PL25005
2.	Type of Tender	Limited Tender
3.	Bidding System	Single Bid System
4.	Delivery / completion period	Within 30 days from the date of issue of NOA/PO, whichever is earlier.
5.	Terms of Delivery	FOR Mehsana
6.	Terms of Payment	As per existing rules and uploading of invoice along with supporting documents on vims.ongc.co.in
7.	NIT date	03.11.2025 at 18:00 hours IST
8.	Closing date and time for submission of bids	18.11.2025 at 15:00 hours IST
9.	Opening date and time for opening of bids	18.11.2025 at 15:30 hours IST
10.	Bid Validity	60 Days from the date of tender opening.
11.	Earnest Money Deposit / Bid Bond / Bid Security	Not applicable
12.	Security Deposit / Performance Bank Guarantee (PBG)	Within 15 days from the date of NOA or PO (whichever is earlier), 5 % of the work-order value in the form of PBG or a Bank draft from any nationalized bank in the name of Manager (F&A), ONGC Mehsana
13.	Liquidated Damage Charges	As per clause No.17(1) & 17(2) of Annexure-I
14.	Warranty period	As per Annexure-I
15.	Address for Correspondence	Office of GM (E) – I/c SEM, Surface Team, Phase-I, KDM Bhawan, Palavasana, Mehsana-384003
16.	Name of tender receiving officer	Prabhat Ranjan Singh, CE (P) Room No-25H, SEM Section, 1 st Floor, KDM Bhavan, Palavasana, Mehsana-384 003, Gujarat. Contact-9969229626

Please acknowledge receipt of the bidding document. Please quote Tender Number, RFQ Number, File Number and Vendor Number in all future correspondence against the tender.

Yours faithfully,

For, Oil and Natural Gas Corporation Limited

(Prabhat Ranjan Singh)
CE (P)
ONGC, Mehsana

APPENDIX-A: BIDDER'S INFORMATION PROFORMA

Please fill in the following Proforma and submit along with techno commercial bid.

Sl. No.	Requirement	Information (To be Provided by Bidder)
1.	Name of Bidder	
2.	Full Address of the Bidder	
3.	Contact Phone No. (s)	
4.	Contact Fax No. (s)	
5.	Contact Mobile No. (s)	
6.	E – Mail ID	
7.	Name of Contact Person	
8.	Designation of Contact Person	

Date :

Place :

Signature of the Authorised Signatory.....
(Name & Designation)

Seal of the bidder / Company

APPENDIX-B: BIDDER'S BANK DETAILS PROFORMA

Note:

1. In all cases, except the cases involving payment through 'Letter of Credit' or payment in foreign currency, ONGC shall make payments only through Electronic Payment mechanism (viz. NEFT / RTGS / ECS). Bidders should invariably provide the following particulars along with their offers.
2. For receiving payment through NEFT / RTGS, the bank / branch in which the bidder is having account and intends to have the payment should be either an NEFT enabled bank or SBI branch with core banking facility :

Sl. No.	Description	Details to be furnished by the bidder
1.	Name & Complete Address of the Supplier / Contractor as per Bank records :	
2.	Name & Complete Address of the Bank with Branch details.	
3.	Type of Bank account) Current / Savings / Cash Credit).	
4.	Bank Account Number (indicate "Core Bank Account Number", if any).	
5.	IFSC/ NEFT Code (11 digit code)/ MICR code, as applicable, along with a cancelled Cheque leaf.	
6.	Permanent Account Number (PAN) under Income Tax Act;	
7.	GSTIN (for supply of Goods and Services), as applicable.	
8.	E-mail address of the vendor/ authorized official (for receiving the updates on status of payments).	
9.	Confirmation as to whether the bidder belong to the category of Micro, Small and Medium Enterprises as defined in the "Micro, Small and Medium Enterprises Development Act, 2006 (MSMEDA)". If yes, specify the category of Micro, Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry, along with valid documentary evidence	
10.	Whether the firm is a NSIC registered unit	Yes / No. In case the firm is a NSIC registered unit. Kindly submit the NSIC registration certificate.

Signature of the Authorised Signatory.....
(Name & Designation)
Seal of the bidder / Company

**APPENDIX - C : CERTIFICATE REGARDING QUOTED PRICES AND
UNDERTAKING / DECLARATION OF THE BIDDER**

- i) This is to certify that the prices quoted by us under this **Tender No** _____ **RFQ No.** _____ **dated** _____ are not more than what we charge to other customers for the items of same specifications.
- ii) We undertake to provide all the necessary certificates/ documents for enabling ONGC to avail input GST benefits (wherever applicable), in respect of the payments of GST, which are payable against the contract (if awarded) along with documentary evidence for payment of GST.
- iii) We declare that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by ONGC debarring them from carrying on business dealings with ONGC.
- iv) We undertake that all the documents/certificates/information submitted by us against the **Tender No.** _____ **RFQ No.** _____ **dated** _____ are genuine. In case any of the documents / certificates / information submitted by us is found to be false or forged, action as deemed fit may be initiated by ONGC at its sole discretion.

Date:

Place:

Signature of the Authorised Signatory.....
(Name & Designation)

Seal of the bidder / Company

**APPENDIX-D : CHEKLIST FOR ACCEPTANCE OF FOLLOWING MAJOR
COMMERCIAL TERMS AND CONDITIONS OF TENDER**

Sl. No.	Tender Requirement	Reply Option for Bidders	Bidder's reply
1.	DELIVERY PERIOD/WORK COMPLETION PERIOD : Work to be completed within 30 days from the date of placement of Purchase Order/NOA, whichever is earlier.	Confirmed / Not confirmed	[.....]
2.	PAYMENT TERMS : Within 10 days after successful work completion.	Confirmed / Not confirmed	[.....]
3.	VALIDITY OF OFFER : 60 Days from the date of opening of bid.	Confirmed / Not confirmed	[.....]
4.	INSPECTION : The inspection shall be done by In Charge of Installation or his authorized representative or authorized representative of I/c Mech-ST from Base office as per the scope of work defined in Annexure-III	Confirmed / Not confirmed	[.....]
5.	SUBMISSION OF QUOTE IN THE PRICE FORMAT OF RFQ : Whether the bidder has quoted its prices in the price format of tender/ RFQ.	Confirmed / Not confirmed	[.....]
6.	SUBMISSION OF DULY FILLED IN APPENDIX-A - D OF RFQ & ANNEXURE- A Whether the bidder has submitted duly filled in Appendix-A to D of tender/ RFQ along with its offer.	Confirmed / Not confirmed	[.....]
7.	ACCEPTANCE OF ALL TERMS AND CONDITIONS OF RFQ : Whether the bidder has accepted all terms and conditions specified in the tender / RFQ.	Confirmed / Not confirmed	[.....]
8.	SUBMISSION OF OFFER : Whether the bidder has submitted its offer complete in all respect.	Confirmed / Not confirmed	[.....]

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Date:

Place:

Signature of the Authorised Signatory.....
(Name & Designation)

Seal of the bidder / Company

ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF TENDER / RFQ

- 1.0 Your rate should clearly specify whether the same are inclusive of GST or not. If the information is not given, your rate will be taken as inclusive of all Taxes / Duties / packing / delivery charges.
- 2.0 Rate should be given according to the unit and no other alternative will be considered.
- 3.0 Work is required to be completed within **30 days** from the date of PO/NOA whichever is earlier.
- 4.0 The validity of the offer should be **60 days** from the date of tender opening in respect of this tender. In the absence of period of validity being mentioned in your offer, it will be assumed that your offer conforms to the validity asked for in this inquiry.
- 5.0 Offers subject to prior sales will not be considered.
- 6.0 The estimated quantities are liable to change.

10.0 WARRANTIES AND GUARANTEES

10.1 MATERIALS AND WORKMANSHIP:

Supplier shall fully warrant that the stores, equipment and component supplied under the Order shall be new and of first quality according to the specifications and shall be free from defects (even concealed fault, deficiency in design, Materials and Workmanship).

- 10.2 Should any defects be noticed in design, material and/or workmanship within **12 months** after the goods or any portion thereof as the case may be have been delivered (and commissioned) to the final destination indicated in the Contract or for **12 months** after the date of dispatch whichever period concludes earlier unless specified otherwise in the condition of Contract, ONGC shall inform Supplier and Supplier shall immediately on receipt of such intimation, depute their personnel within **10 days** to investigate the causes of defects and arrange rectification/replacement/modification of the defective equipment at site, without any cost to ONGC within a reasonable period. If the Supplier fails to take proper corrective action to repair/replace defects satisfactorily within a reasonable period, ONGC shall be free to take such corrective action as may be deemed necessary at Supplier's risk and cost after giving notice to the Supplier.
- 10.3 Damage to the machinery and/or replacement due to incomplete and erroneous instructions issued by Supplier will be the responsibility of the Supplier and will be treated according to the provisions of warranty Clause. Normal wear and tear shall not come under purview of this Clause.
- 10.4 In case defects are of such nature that equipment shall have to be taken to Supplier's work for rectification etc., Supplier shall take the equipment at his cost after giving necessary undertaking or security as may be required by ONGC. ONGC shall if so required by the Supplier, dispatch the equipment by quickest mode on freight to pay basis to the Supplier's work. Afterwards Supplier shall deliver the equipment at site on freight pre-paid basis. All risks in transit to and fro shall be borne by the Supplier.
- 10.5 Equipment or spare parts thereof replaced shall have further warranty for a period of 12 months from the date of acceptance.
- 10.6 If the repairs, replacement or modifications referred are of such nature as may affect the efficiency of the equipment ONGC shall have the right to give to the Supplier within one

month of such replacement/renewal, notice in writing to carry out test as may be required for acceptance of the equipment.

11.0 REJECTION:

- 11.1 If ONGC finds that the goods supplied are not in accordance with the specifications and other conditions stated in the Order or its sample are received in damaged condition (of which matter ONGC will be the sole judge), ONGC shall be entitled to reject the whole of the goods or the part as the case may be and intimate to the Supplier the rejection without prejudice to the ONGC other rights and remedies to recover from the Supplier any loss which ONGC may be put to, also reserving its right to forfeit the Security Deposit/Performance Bond if any made for the due fulfillment of the Contract. The goods shall be removed by the Supplier and if not removed within **14** days of the date of communication of the rejection ONGC will be entitled to dispose of the same on account and at the risk of the Supplier and after recovering the storage charges at the rate of **5%** of the value of goods for each month or part of a month and the loss and expenses if any caused to the ONGC, pay balance to the Supplier.

12.0 REPLACEMENT:

- 12.1 If ONGC finds that material supplied are not of the correct quality or not according to specifications required or otherwise not satisfactory owing to any reason of which ONGC will be the sole judge, ONGC will be entitled to reject materials, cancel the contract and buy its requirement in the open market at the risk and cost of SUPPLIER, reserving always to itself the right to forfeit the performance security/Performance Bond placed by the SUPPLIER for the due fulfilment of the contract.
- 12.2 Rejected goods should be removed and replaced within **14** days of the date of communication of rejection.

13.0 SUB-LETTING AND ASSIGNMENT:

- 13.1 The Contractor shall not save with the previous consent in writing of the Purchase Authority, sublet, transfer or assign the Contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided nevertheless that any such consent shall not relieve the Contractor from any obligation, duty or responsibility under the Contract.

14.0 BREAKAGE/SHORTAGE:

- 14.1 Claim in respect of breakage / shortages in any case shall be preferred on the Supplier within thirty days from the date of receipt of stores by the consignee which shall be replaced/made good by the Supplier at his own cost. All risk of loss or damage to the material shall be upon the Supplier till it is delivered to the Purchaser / Consignee.

15.0 SECURITY DEPOSIT / PERFORMANCE BOND / CONTRACT SECURITY:

- 15.1 For purchases exceeding Rs. 1.00 Lakh, the successful bidder, within **15** days of receipt of Order / letter of award, will be required to send security deposit in the form of Bank Draft (or in lieu thereof Performance Bond, in the form of Bank Guarantee as per ONGC's standard proforma) @ **5%** of Contract value. However, the condition will not be applicable for procurement of materials of proprietary nature from Original Equipment Manufacturers or Distributors / Sole Selling Agents / Authorized Dealers of the Original Equipment Manufacturer.

16.0 CANCELLATION OF PURCHASE ORDER (applicable for purchases up to **Rs.1.00** Lakh):

16.1 ~~Time and date of delivery shall be the essence of the Contract. If the Contractor/Supplier fails to deliver the stores, or any installment thereof within the period fixed for such delivery in the schedule or any time repudiates the Contract before the expiry of such period, the purchaser may, without prejudice to any other right or remedy available to him, to cancel the Contract/PO or a portion thereof by serving prior notice to the Contractor/Supplier~~

17.0 **FAILURE AND TERMINATION CLAUSE/LIQUIDATED DAMAGES CLAUSE**
(applicable for purchases above Rs. 1.0 Lakh):

17.1 Time and date of delivery shall be the essence of the Contract. If the Contractor/Supplier fails to deliver the stores, or any instalment thereof within the period fixed for such delivery in the schedule or any time repudiates the Contract before the expiry of such period, the purchaser may, without prejudice to any other right or remedy, available to him to recover damages for breach of the Contract:

- (a) Recover from the Contractor/Supplier as agreed liquidated damages and not by way of penalty, a sum equivalent to **1/2% (half percent)** of the Contract / Supply Order price of the whole unit per week for such delay or part thereof (this is an agreed, genuine pre-estimate of damages duly agreed by the parties) which the Contractor has failed to deliver within the period fixed for delivery in the schedule, where delivery thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be up to a ceiling of **10%** of the Contract/PO price of the whole unit of stores which the Contractor/Supplier has failed to deliver within the period fixed for delivery; or
- (b) Cancel the Contract/PO or a portion thereof by serving prior notice to the Contractor/Supplier.
- (c) It may further be noted that clause(a) above provides for recovery of liquidated damages on the cost of Contract/Supply Order price of delayed supplies (whole unit) at the rate of **1/2% (half percent)** of the Contract/PO price of the whole unit per week for such delay or part thereof up to a ceiling of **10%** of the Contract/PO price of delayed supplies (whole unit). Liquidated damages for delay in supplies thus accrued will be recovered by the paying authorities of the purchaser specified in the PO, from the bill for payment of the cost of the materials submitted by the Contractor/Supplier or his foreign principals in accordance with the terms of PO/Contract or otherwise.
- (d) Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered only when all its components and parts are also delivered. If certain components are not delivered in time the equipment and material will be considered as delayed until such time all the missing parts are also delivered.

17.2. **Levy of liquidated damages(LD) due to delay in supplies :**

- a) LD will be imposed on lot wise, item wise and consignee wise unless **75%** of the value Ordered lot wise, item wise and consignee wise is supplied within the stipulated delivery period. Where **75%** of the value Ordered has been supplied within stipulated delivery period, LD will be imposed on the Order value of delayed Supply (ies) lot wise, item wise, consignee wise. However, where in judgement of ONGC, the Supply of partial quantity does not fulfil the operating need, LD will be imposed on full value of the PO.

- b) **Calculation of liquidated damages:** Liquidated damages will be calculated on the basis of contract/ supply order price of services/materials excluding duties and taxes, where such duties/taxes have been shown separately in contract/supply order.
- c) **Extension in delivery period due to delay on the part of ONGC :** When the extension of time is required due to any delay on the part of ONGC, extension of delivery time for the period of such delay involved may be granted provided the firm produces documentary evidence of the delay

18.0 TERMS OF PAYMENT:

18.1 All Invoices shall be raised in the name of Manager (F&A), ONGC Ltd, KDM Bhawan, Mehsana 384003 after successful completion of the work.

18.2 Invoices along with supporting documents (GeM contract copy, Job completion certificate) can be submitted/uploaded through VIMS Portal (<https://vims.ongc.co.in/>) by logging-in with the help of Vendor Code, which is the preferred mode of submission of Invoice. GeM Contract number should be clearly mentioned in the invoice. For submitting the invoices through VIMS Portal , following must be ensured:

- i. Invoices should be system generated and no hand written invoices shall be allowed.
- ii. Invoices need to be scanned at a minimum of 300 dpi, preferably in color.
- iii. Invoices should be in PDF format only.
- iv. For invoices, file name should be kept as "INVxxxxxx.pdf" (INV must be prefixed for correct categorization of invoice and differentiation from supporting document).
- v. A regular format must be maintained in which invoices are being submitted in ONGC.
- vi. Invoices should be digitally signed with Class - II /III Digital Certificate issued by any licensed CAs.

18.3.0 MODE OF PAYMENT:

ONGC shall make payments only through Electronic Payment mechanism (viz. NEFT/RTGS /ECS). For receiving payment through NEFT / RTGS, the bank/branch in which the bidder is having account and intends to have the payment should be either an NEFT enabled bank or SBI branch with core banking facility.

19.0 FORCE MAJEURE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall mean acts of God, War, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely ONGC and the Contractor.

Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 48 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, ONGC shall have the option of canceling this Contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

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ANNEXURE-II

Scope of Work for repair of Fire tube of Heater Treater-A of Sobhasan CTF.

Contractor Scope of Work

1. Manufacture New 2 meter Shell (14mm thk. Material SA 516 Gr. 70) at contractor workshop and Transport to SOBHASAN CTF Site. Material to be provided by contractor.
2. Deploy team to Cut damage Portion of Fire tube at ONGC site.
3. Prepare weld edge preparation of for C/S Set up.
4. DP Test of Weld edge preparation.
5. C/s. Set up of New Shell with Fire Tube.
6. Root run welding by TIG Welding.
7. Root run welding DP test.
8. Final Welding by SMAW welding process.
9. Final Weld visual inspection UT Test.
10. Material handling equipment's including tools and tackles required for execution of job shall be in the scope of contractor.
11. Work Permit System shall be taken by the Contractor from ONGC.
12. All necessary permission to be taken by the contractor.
13. Mobilization: 5 Days from NOA
14. Work Completion Period: 30 days from NOA.

ONGC Scope of Work

1. Issue of Work Permit System and Gas Monitoring and necessary safety precautions.
2. Facilitate Positive Isolation
3. Provision of water and electricity.
4. Facilitation of Gate pass to Contractor.
5. Crane shall be provided by ONGC.
6. Hydro test, Cleaning and Servicing shall be done as per existing ONGC Contract in presence of executing contract person entrusted with repair of fire tube.

ANNEXURE - III : PRICE FORMAT

TENDER NO.	EY1PL25005	RFQ NO.		BID NO.		BID DATE:	
DUE DATE OF TENDER OPENING				NAME OF THE BIDDER			
TYPE OF TENDER		LIMITED TENDER ON SINGLE BID		CURRENCY OF QUOTE		INDIAN RUPEES	
GST REGISTRATION NO.							

DETAILS OF THE TENDERED ITEMS AND THE PRICES QUOTED BY THE BIDDERS ARE MENTIONED HEREUNDER														
Sr. No	Mat Cod e	Description of the items	Qty.	UO M	HSN / SAC CODE	Basic Unit rate in INR	P & F Charge% on basic unit rate	Freight Charge% on basic	Insurance Charges% on basic	Bidder to indicate applicable GST rate in INR			Unit Rate inclusive of all taxes and charges (m)=sum of price of (f) to (l)	Total amount for all quantity upto ONGC Mehsana site, Gujarat
										CGST in INR%	SGST in INR%	IGST in INR%		
(a)	(b)	(c)	(d)	(e)		(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)=(m) * (d)
1		Repair of Fire tube of Heater Treater-A of Sobhasan CTF	1	AU										
Total quoted value inclusive of all taxes and charges in INR														

Note:

1. **Delivery Period:** Within **30 days** from the date of placement of NOA/PO, whichever is earlier.
2. **Validity of bid** : **60 Days** from the date of tender opening.

Signature of the Authorised Signatory.....
(Name & Designation)
Seal of the bidder / Company

