



OIL AND NATURAL GAS CORPORATION LTD

Materials Management Department,
Cambay Project, P O Kansari,
Dist. Anand, Gujarat.

Document No. : NOA_9030013575

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Date 05.03.2026

To,
M/s HITACHI HI-REL POWER ELECTRONICS(Vendor Code : 102291)
GANDHINAGAR
Attn:

SUBJECT: Notification of Award (NOA) for Comprehensive Annual Maintenance contract of 2X20 KVA UPS of Hitachi Hi-Rel Power electronics Pvt Ltd make for 3 yrs at Anklaav EPS, Cambay Asset.

Ref: Tenderreferencenumber:CY7KS25008
TenderID:2025_ONGC_257810_1

ONGC Cambay Asset is pleased to place Notification of Award (NOA) on M/s Hitachi Hi-Rel Power Electronics Private Limited for Comprehensive Annual Maintenance contract of 2X20 KVA UPS of Hitachi Hi-Rel Power electronics Pvt Ltd make through OEM for 3 yrs at Anklaav EPS, Cambay Asset

Duration of Contract: The contract is valid for the firm period of 03 years from the issue date of notification of award (NOA)

Terms & Conditions: The scope of work for comprehensive Annual maintenance contract of 2 x 20KVA UPS as a minimum but not limited to the following shall be as follows.
1. The given work is being carried out for the purpose of CAMC of UPS installed at Anklaav - EPS, surface installation, ONGC Cambay, Cambay Asset.
2. The quarterly preventative maintenance of UPS will be carried out as per OEM standard manual. OEM shall also check the health of UPS battery and submit the report to ONGC. Replacement of UPS battery, if required, shall be under the scope of ONGC.
3. The vendor shall ensure the availability of necessary spares to maintain UPS uptime. Replacement of defective parts required for repair or restoration of the UPS, except for the main batteries, shall be carried out by the OEM at no additional cost.
4. The OEM shall visit the site on a date scheduled in consultation with ONGC to

carry out the preventive maintenance of the UPS.

5. The agency shall obtain the required entry pass from the ONGC Security Section, Cambay, in advance. Prior to commencement of work, the agency shall also obtain the necessary work permit and electrical lockout clearance from the Installation Manager or Safety Officer of Ankla EPS.

6. The OEM shall ensure the availability of UPS throughout the contract period.

7. Any malfunction or breakdown of the UPS, as intimated by ONGC through e-mail or telephonic communication, shall be attended to by the OEM. The agency/OEM shall report at the site within 24 hours of such intimation, irrespective of weekends or public holidays, and shall restore the system within the subsequent 24 hours.

Note:

a) Turn Around Time (TAT - Restoration) shall be within 24 Hrs, If there is blackout at load end,

b) Turn Around Time (TAT - Restoration) shall be within 48 Hrs. If the load is working on any healthy UPS systems or UPS is down due to battery related issues,

Failure to repair or restore the UPS within the stipulated time as mentioned under note shall attract Liquidated Damages (LD) as specified in Para 15 of the Scope of Work.

8. All logistics, lodging, and boarding expenses incurred during site visits shall be borne by the OEM.

9. The OEM shall deploy trained/skilled personnel and bring its own measuring instruments, tools & tackles, air/vacuum blower, etc. required for carrying out the preventive/breakdown maintenance job.

10. The preventative maintenance/repair job of UPS is to be carried out in coordination with Installation Manager - Ankla EPS or their authorized representative.

11. The service/preventive maintenance report shall be signed by the Installation Manager or their authorized representative. One copy of the signed report shall be handed over to the Installation Manager or their authorized representative for future reference and record.

12. The UPS shall be handed over to the OEM in healthy working condition at the commencement of the contract. Upon completion of the contract period, the OEM shall return the UPS to ONGC in the same healthy working condition.

13. For the entire scope of work, payment shall be made on a quarterly basis only.

14. If UPS remains down for a period of 10 days, ONGC reserves the option to get the system repaired/replaced from third party at the risk and cost of the contractor with due intimation. The cost for carrying out such repairs/replacement will be deducted from the quarterly maintenance bills.

15. Liquidated Damage (LD):

(i) In case the UPS unit is not restored within the stipulated time as mentioned in Para 7 of the Scope of Work (SOW), a deduction of Rs. 1,000/- (Rupees One Thousand only) per day shall be made from the quarterly maintenance charges.

(ii) If the quarterly preventive maintenance is not carried out as per the schedule, a deduction of Rs. 1,000/- (Rupees One Thousand only) per day shall be made from the quarterly maintenance charges after a grace period of seven (07) days.

(iii) Liquidated Damages (LD) shall be calculated on the basis of quarterly maintenance charges, excluding duties and taxes, wherever such duties and taxes are shown separately in the contract.

(iv) The Total LD shall not be more than 10% of annual contract value.

16. Payment Terms:

(i) No advance payment shall be made.

(ii) Payment shall be made on quarterly basis after submission of required document. Contractor shall upload complete set of non-negotiable documents (scanned copy of submitted to bank for payment at <https://vims.ongc.co.in>. Payment

shall be made within 10 days after submission of clear bills.

17. Contract Period:

The contract is valid for the firm period of 03 years from the issue date of notification of award (NOA). The OEM shall carry out the first preventive maintenance of the UPS within fifteen (15) days from the date of issue of the NOA.

18. SPECIAL CONDITIONS OF CONTRACT:

- (a) The Job shall be carried out strictly in accordance with the terms and conditions of the contract and Scope of Work.
- (b) The OEM personnel shall adhere to all ONGC safety, security, and statutory regulations while working at the site.
- (c) The OEM shall be responsible for any damage caused to ONGC property due to negligence or improper handling by its personnel.
- (d) Force Majeure: Neither party shall be held liable for failure to perform obligations under this contract due to circumstances beyond their reasonable control, such as natural calamities, war, or government restrictions.
- (e) ONGC reserves the right to terminate the contract at any time by giving due notice if services are found unsatisfactory or in violation of contract terms.
- (f) The bidder shall supply and use the hardware such as screw, bolts, nuts, washers etc., of appropriate size and suitable material.
- (g) The contractor shall arrange the required safety accessories such as Safety shoes, Helmets and Hand gloves etc. for their work force and follow all the safety regulations.
- (h) The responsibility of the OEM work force at site shall be entirely of the contractor and under no circumstances shall be responsibility of ONGC.
- (i) Contractor has to engage qualified supervisors & technicians possessing competent certificate from the State Licensing Board for nature of work involved.

19. MISCELLANEOUS RESPONSIBILITIES:

- a) It shall be the responsibility of the Contractor to ensure full compliance of the following security provisions.
- b) To obtain duty passes for all the personnel well in advance from the Security Section of ONGC, Cambay after designing the prescribed Declaration Forms in respect of each person.
- c) To ensure that none of the personnel carry any match box, lighter, cameras nor do any photography in / around any of ONGC's installations/facilities projects. Photography on or around work locations is completely prohibited.
- d) To ensure that all personnel display the non-employee duty passes issued by the Security Section of ONGC on work.
- e) To ensure that all the personnel engaged by them abide by the security and discipline Rules prescribed from time to time by the Security Section of ONGC.
- f) To comply with any directive as may be prescribed/ given by ONGC from time to time in respect of security matters.

20. UPS TECHNICAL SPECIFICATIONS

- Rated capacity : 2 X 20 KVA
- Rated AC Input Voltage : 415V, 3 Phase, 4 Wire
- Alternate AC input Voltage : 415V, 3 Phase, 4 Wire
- Rated Output Voltage : 240V, 1 Phase, 2 Wire
- Rated Output Frequency : 50 Hz
- Model : I4
- Rated Output Current : 83.33 A
- Rated DC Voltage : 218V
- Output PF : 0.8
- MFG Year : 2021
- MFG/SR Number : 21121151/52

Other Instructions: Schedule of rates are attached with this NOA.

PADAM SINGH

General Manager (Electrical)

Signature Not Verified

Digitally signed by Kantibhadi Rathwa
Date: 2026.03.05 12:16:24 IST
Location: eProcurement System for Central
PSUs