

**OIL AND NATURAL GAS CORPORATION LIMITED**

OIL AND NATURAL GAS CORPORATION LIMITED

Office of Incharge - Drilling Services,

Awani Bhawan, Chandkheda,

Ahmedabad-380005 Gujarat

Tel : 079-23290299 , 23290300 , Fax: 079 23291284

PURCHASE ORDER

Hiring of field service representative for inspection, troubleshooting, repair, installation, and maintenance of Kirloskar make air compressor installed at departmental drilling rigs of

PO NO. : 5010169155
PO Date : 16/03/2026
File No. :
PAN No. : AAACO1598A

TERMS OF DELIVERY :

The contractor to mobilize and deploy the required manpower at the specified drill site within 48 hours from the date and time of intimation by ONGC.

DELIVERY ON OR BEFORE : 31/03/2026

To,
Domestic Compan
MALHAN ENTERPRISES PVT. LTD.
202,ONYX,RAJHANS SOCIETY NR. IDBI BANK MAIN BRANCH
H.L.COLLEGE ROAD
NAVRANGPURA
AHMEDABAD - 380006
Gujarat India
Tel.No : 9825317595, Fax No.:
Vendor Code No. 145738
GeM Seller ID :
GSTIN No. 24AAGCM2947P1ZZ
MSE Status - Small-General/OBC-Male/Other

ULTIMATE CONSIGNEE

:Code-
GSTIN No.:24AAACO1598A4ZQ

MODE OF DESPATCH

:

INSPECTION BY

:

Supplier Quotation No. : Dated :
Additional References
TENDER NO DD1GS26002

Rakesh
Kumar
Munda
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by Rakesh
Kumar Munda
Date:
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GM(M)-Maintenance-Co-Ordinator-DS,
Ahmedabad Asset

PLACE OF INSPECTION

At drill site, located 40-80 km from ONGC Avani Bhawan Chandkheda

BILLS SHOULD BE IN THE NAME OF (Paying Authority)

DGM (F&A), Pre-audit, 6nd floor, Avani Bhawan, ONGC, Ahmedabad - 380005.

SECURITY DEPOSIT/PBG

NA

AREA OF OPERATION : Non PEL/ML/NELP**SPECIAL INSTRUCTIONS**

AS PER TENDER DOCUMENTS

Scope of Work:

The scope of work includes but not limited to the following:

Deployment of service representative on a man-day basis at rig sites for the inspection, troubleshooting, repair, installation and preventive maintenance of Kirloskar make air compressors.

A. Breakdown Maintenance and Repair on need and call basis:

1. Troubleshooting and on-site Failure analysis of problems of Kirloskar make air compressors. Failure analysis which requires sending the damage parts to works of contractor/OEM shall not be covered under contract.
2. If it is required to send the damaged parts to Works of Contractor/OEM for detailed root cause analysis, the incidental expenses, transportation cost etc. shall be borne by ONGC upon separate quotation.
3. Repair of Compressors, and their components/ sub-assemblies in case of abnormalities and Breakdowns of compressor on need and call basis.
4. To carry out necessary Inspection, adjustments and condition based replacement of necessary spares / consumables.
5. Preparation of day-wise service record / jobs sheets with activity details.

B. Supervision in installation / removal of air end of Air Compressor at site on need and call basis:

1. To supervise installation / removal of air end of Kirloskar make air compressors on need and call basis as per OEM procedure.
2. To carry out necessary alignment, Inspection, cleaning, calibration and adjustments of various components / sub-assemblies after installation of air end of compressors.
3. Replacement of necessary spares and consumables as per requirement after installation of air end of compressors.
4. Preparation of day-wise service record / jobs sheets with activity details.

C. All the above jobs are to be carried out as per recommended practices and guidelines of OEM M/s Kirloskar Pneumatic Company Limited to ensure the reliability, safety, and performance of the Kirloskar make air compressors.

D. CONTRACT Period: The Contract shall be valid till 31.03.2026.

E. The services for troubleshooting, maintenance, inspection, installation and repair of Kirloskar make screw compressor shall be provided on need and call basis in case of shutdown / breakdown and for scheduled maintenance of compressors. The jobs shall be carried out at site only.

F. The Contractor shall provide boarding, lodging and local to & fro conveyance for their personnel to the sites mentioned above.

G. The rates given in the schedule of rates are for servicing jobs and work only.

H. Normally, a single service representative shall be deployed. However, if the need arises for additional service representatives, ONGC and the Contractor shall mutually determine the actual requirement for a particular job at site, and the Contractor shall deploy the required number of service representatives accordingly.

I. ONGC shall provide spares and consumables required for scheduled maintenance and breakdown maintenance and repair of Kirloskar Compressor from ONGC stock.

J. The job undertaken shall be completed to the full satisfaction of the Site in-charge. The job should be undertaken by well qualified and experienced service representative only.

K. Maintenance reports / job sheets for the work shall be submitted to respective site in-charge on daily basis with activity details for certification of jobs. The maintenance records / job sheets shall clearly indicate the details of problems reported, inspections carried out, observations, damages, corrective actions, and spares used.

- L. Troubleshooting and Failure Analysis Reports along with corrective actions taken shall also be submitted after completion of job. All the records and reports are to be duly signed by site in-charge of respective site / plant.
- M. All the reports are to be duly signed by Site In-charge of respective site / plant.
- N. Workmanship shall satisfy the applicable OEM Standard, specifications contained herein and codes referred to, where the technical specifications stipulate requirements in addition to those contained in the standard codes and specifications, those additional requirements shall be satisfied.
- O. Rig locations are approximately 40#80 km from ONGC Avani Bhavan, Ahmedabad.
- P. All the Manpower shall strictly adhere to Safety Practices of ONGC. In case any violation is noted by ONGC, the corrective actions shall be taken up by Contractor as per the company policy.
- Q. Work Permit System shall be followed during the execution of maintenance and repair jobs on Kirloskar air compressors. The Contractor shall take work permit before starting the job as per standard practices of ONGC. The permit shall be renewed as per instruction from ONGC.
- R. The manpower shall wear PPEs and safety kits such as safety shoe, safety helmet, gloves, ear plugs, cotton dress / dungaree as per safety policy of ONGC. The contractor shall provide PPEs to their manpower.
- S. ONGC will issue necessary Entry Passes for contractor's personnel for the period of contract. Providing necessary documents for making entry passes shall be contractor's responsibility. Contractor shall provide proper identification cards for employees to be deputed by the contractor for work, duly signed by contractor or authorized person on behalf of contractor.
- T. In the event of any accident arising out of and in the course of employment of the Contractor's workmen at ONGC workplace, the Contractor shall provide all necessary medical treatment and shall pay such compensation, if any, as required under the Workmen's Compensation Act, 1923.
- U. The contractor will keep his employees/members insured to cover his Liability under the E.S.I. Act/ Workmen's Compensation Act & under the Group Insurance scheme against any accident/ Fatal injury, partial or permanent disablement or Death caused during the working hours or at the work centers at the cost of the contractor. In case any claim is preferred in this regards against the ONGC, the Contractor shall be liable to indemnify ONGC and pay the same.
- V. The Contractor shall comply with all Statutory, Legal, Labour Laws, and Safety etc as applicable including Mines Vocational Training compliance.
- W. Mobilization: The contractor shall be required to mobilize and deploy the required manpower and special tools / equipment, software, etc, so as to start the services at the specified site within 48 hours from the date and time of intimation by ONGC.
- X. All consumables like oil, grease, water, spares etc. and material handling equipment like Crane shall be provided by ONGC. If spares are not available in ONGC stores, same are to be provided by contractor after confirmation by ONGC & to be invoiced as per RC rate without any escalation / extra charge. All supplied spares must be OEM-certified to ensure compatibility and maintain warranty/operational standards.
- Y. Work should be completed in minimum time duration.

Please refer (i) Details of items to be supplied at Annexure-I
 (ii) Distribution Statement of Ordered Quantity at Annexure-II,
 (iii) Technical Specifications for the items ordered - Annexure-III, wherever applicable.
 (iv) General terms and conditions of purchase as per Annexure IV.

TERMS OF PAYMENT

1. Part payment as per actual basis upon satisfactory completion of each service call/job against work completion certificate issued by respective mechanical incharge or their authorized representatives for each unit.
2. The invoices
 are to be submitted along with following documents:
 - i. Invoice (i.e. Tax Invoice issued under GST law indicating the GST Registration of service provider, service classification, rate and amount of applicable GST shown separately).
 - ii. Duly certified Daily Service Reports / Jobs Sheets, inspection reports, trouble shooting and Failure Analysis reports.
 - iii. Duly signed Job completion Certificates.
 - iv. Duly attested copy of Valid Registration Certificate and GSTIN Registration Certificate and PAN.
 - v. Undertaking by contractor regarding compliance towards all statutes on letter head.

vi. Duly attested copy of EPF code and proof of payment towards PF / EPF as per contract if applicable.

vii. Particulars required for making payment through Electronic Clearing System (ECS).

viii. E-mail ID.

3. Invoices alongwith all supporting documents can be submitted/uploaded through VIMS Portal (<https://vims ONGC.CO.IN/>), which is 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 supplier/contractor is not able to submit/upload the Invoice through VIMS portal as mentioned above, Invoice along with supporting documents can also be submitted/uploaded in the following way:-

1. 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@ONGC.CO.IN.

Ten (10) digit PO or Contract number should be clearly mentioned in the invoice. For submitting the invoices through VIMS Portal and Email channel, following must be ensured:

i) Invoices should be system generated and no hand written invoices shall be allowed.

ii) Invoice should be e-invoice in terms of GST Law or the digitally signed invoice only.

iii) Invoices need to be scanned at a minimum of 300 dpi, preferably in color.

iv) Invoices should be in PDF format only.

v) For invoices, file name should be kept as "INVxxxxxx.pdf" (INV must be prefixed for correct categorization of invoice and differentiation from supporting document).

vi) A regular format must be maintained in which invoices are being submitted in ONGC.

vii) Invoices should be digitally signed with Class - II /III Digital Certificate issued by any licensed CAs.

viii) In case, Email channel is being followed, separate mail should be sent for each invoice.

4. Payment shall be made within 10 calendar days from the date of receipt of invoice at the office.

5. No advance payment shall be made. No interest shall be paid for delayed payment/disputed claims.

6. The tax invoices should contain all the particulars as required under the invoicing rules under the GST legislations, including, but not limited to the following:

Name, Address and the GST Registration Number (under the relevant Tax Rules) of the SUPPLIER.

Name and Address and GST Registration Number of the Purchaser (Address of ONGC) ONGC Ahmedabad GST Registration Number: 24AAACO1598A4ZQ

HSN code of goods.

Description, Classification and Value of goods and the amount of applicable tax (i.e. IGST or CGST and SGST/UTGST and cess).

Vendor should mention the Place of supply in its invoice as per GST Legislations.

Note: Bidder who is under composition levy of the GST legislation would raise Bill of supply instead of Tax invoice which will have GSTIN of supplier as well as ONGC.

7. bank charges, if any, shall be on supplier's account.

8. No extra payment shall be made for lodging/ boarding, to and fro transportation of tools, tackles, testing equipment, men and machine as required.

(Please Indicate Excise Tariff with Heading/Sub-Heading in the Invoice, if applicable). For Payment Contact Paying Authority as mentioned above.

(Supplier shall pack the ordered items ultimate consignee wise, failing which all the attendant costs will be to supplier's account. The supplier shall prepare packing list for each package and attach the same outside the package for ready reference)

Supplier shall either upload complete set of non-negotiable documents (scanned copy of documents submitted to bank for payment) at <https://vims ONGC.CO.IN/> or email those documents at ap_invoices@ONGC.CO.IN along with a copy to Order Placing Authority, Indentor, Ultimate Consignee, Port Consignee and Finance & Accounts Authority mentioned in Purchase Order within two days of B/L / AWB / LR / RR.

Communication with regard to this Purchase Order to be made: Authorized Signatory of PO.

For Oil and Natural Gas Corporation Limited.

Rakesh Kumar Munda
Digitally signed by Rakesh Kumar Munda
Date: 2026.03.16 18:47:05 +05'30'

GM(M)-Maintenance-Co-Ordinator-DS,
Ahmedabad Asset

Accepted

**Rakesh
Kumar
Munda**
(Authorized Signatory with Stamp)
GM(M)-Maintenance-Co-Ordinator-DS,
Ahmedabad Asset

Digitally signed by
Rakesh Kumar
Munda
Date: 2026.03.16
18:48:13 +05'30'

Signature

Annexure-I

Please supply Equipment/Material/General Stores and/or services specified below subject to all terms and conditions incorporated\ herein/attached including General terms and conditions of purchase, which shall waive and render as void all and any of the seller's conditions of sale.

Description of Goods Ordered

S.NO.	Mat Code	Description	UOM	Quantity	Currency	Amount
			Rate Per Unit			
For Ultimate Consignee : 1						
Area of Operation : Non PEL/ML/NELP						
Hiring of Service Engineer on man day ba consisting of following services						
10		MAN DAY VISIT CHARGE NO		4		
			17,000.00		INR	68,000.00
20		LUMP SUM SPARES COST AU		1		
			13,600.00		INR	13,600.00
		Central GST Non Ded%	9.00		INR	7,344.00
		State GST Non Ded %	9.00		INR	7,344.00
Total					INR	96,288.00
Grand Total					INR	96,288.00

Head 1:
Tentative site visit- 04
Per man days rate - Rs 17000 (excluding GST)
Per man days rate - Rs 20060 (Including GST 18%)
Total man days amount - Rs 80240.00 (Including GST 18%)
Head 2:
Lump Sum Spare Cost (20% Rs 325208.00)- Rs 16048.00 (Including GST 18%).
Total Amount- Rs 96288.00
Note: If it is found that amount considered under any of the head has exhausted then any amount available under any other head can also be utilized for some other head as the situation demands. Money earmarked for services can be utilized for purchase of spares & vice-versa as the situation warrants, keeping the total expenditure capped to the Rs 96288.00 (Including GST 18%)

Total Value of Supply Order : RUPEES NINETY-SIX THOUSAND TWO HUNDRED EIGHTY-EIGHT ONLY

For Oil and Natural Gas Corporation Limited
Rakesh Kumar
Munda
Date: 2026.03.16 18:47:34
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(Authorised Signatory with Stamp) GM(M)-Maintenance-Co-Ordinator-DS,
Ahmedabad Asset

Annexure-II
DISTRIBUTION STATEMENT OF ORDERED QUANTITY

S.No.	Item No.	Material Code	Material Description	UoM Quantity
Ultimate Consignee : Area of operation : Non PEL/ML/NELP				
1	00001		Hiring of Service Engineer on an day ba	AU 1

For Oil and Natural Gas Corporation Limited

Rakesh Kumar
Digitally signed by Rakesh Kumar Munda

Munda
Date: 2026.03.16 18:47:52 +05'30'

(Authorised Signatory with Stamp)

GM(M)-Maintenance-Co-Ordinator-DS,
Ahmedabad Asset

Copy To .

- 1. GM(M)-I/c Mechanical Maintennce AMD
 - 2. GM(M)- Coordinator DS AMD
 - 3. DGM(F&A), ONGC Ahmedabad
 - 4. I/c FMP, ONGC Ahmedabad
 - 5. MIC- CW 2. CW3. CW8
- irises Pvt. Ltd. Ahmebdabad

Signature Not Verified

Digitally signed by Sanjay Kishore Fartyal
Date: 2026.05.28 13:48:21 IST
Location: eProcurement System for Central PSUs

