

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	13-04-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	13-04-2026 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Oil And Natural Gas Corporation Limited
कार्यालय का नाम/Office Name	Local Mm Delhi
वस्तु श्रेणी /Item Category	Custom Bid for Services - Hiring of service provider for carrying out the work of Single Facility Management Contract for Scope Minar, AGVC, Mayur Vihar and Hired Guest Houses
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Facility Management Services - LumpSum Based
अनुबंध अवधि /Contract Period	3 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details

दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित बिड मूल्य / Estimated Bid Value	65829192
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	1237438

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be

in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

GM -HPO

Local MM Delhi, NA, Oil and Natural Gas Corporation Limited, Ministry of Petroleum and Natural Gas
(S S Ram Naik)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BID FORMAT - [1775116573.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:[1775116590.pdf](#)

Instruction To Bidder:[1775116595.pdf](#)

Scope of Work:[1775116603.pdf](#)

Payment Terms:[1775116611.pdf](#)

Penalties:[1775116616.pdf](#)

Quantifiable Specification / Standards of The Service/ BOQ:[1775116623.pdf](#)

Project Experience and Qualifying Criteria Requirement:[1775116628.pdf](#)

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:[1775116637.pdf](#)

GEM Availability Report (GAR):[1775116642.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1775116661.pdf](#)

Any other Documents As per Specific Requirement of Buyer -2:[1775116673.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1775116680.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
TECHNICAL QCBS	100	1	View File

Total Minimum Qualifying Marks for Technical Score: 1

QCBS Weightage(Technical:Financial):30:70

Designation of CA : CGM HEAD HR SERVICES

Office of CA : HR

CA approval document link : [View file](#)

Custom Bid For Services - Hiring Of Service Provider For Carrying Out The Work Of Single Facility Management Contract For Scope Minar, AGVC, Mayur Vihar And Hired Guest Houses (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of service provider for carrying out the work of Single Facility Management Contract for Scope Minar, AGVC, Mayur Vihar and Hired Guest Houses
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Anirudh Sharma	110070,ONGC Deendayal Urja Bhawan, 5, Nelson Mandela Marg, Vasant Kunj, New Delhi	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Oil and Natural Gas Corporation Limited
Account No.
30102828469
IFSC Code
SBIN0000691
Bank Name
State Bank Of India
Branch address
Parliament Street Branch, Parliament Street New Delhi

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

4. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

Oil and Natural Gas Corporation Limited
Account No.
30102828469
IFSC Code
SBIN0000691
Bank Name
State Bank Of India
Branch address
Parliament Street Branch, Parliament Street New Delhi

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

5. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Sr. No.	Additional Terms & Conditions
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1	<p>Forms of EMD</p> <p>Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name : Oil and Natural Gas Corporation Limited</p> <p>Account No. : 30102828469</p> <p>IFSC Code : SBIN0000691</p> <p>Bank Name : State Bank Of India</p> <p>Branch address : Parliament Street Branch, Parliament Street New Delhi</p> <p>Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.</p>
2	<p>Forms of PBG</p> <p>Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name : Oil and Natural Gas Corporation Limited</p> <p>Account No. : 30102828469</p> <p>IFSC Code : SBIN0000691</p> <p>Bank Name : State Bank Of India</p> <p>Branch address :Parliament Street Branch, Parliament Street New Delhi</p> <p>Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.</p>
3	<p>Bidders are required to submit clarification / representation, if any, in the designated area of GeM portal within the timelines as per the deadline of GeM.</p>
4	<p>Bidders are required to submit clarification / representation, if any, as per the deadline of GeM. Queries after deadline may or may not be entertained at buyer discretion.</p> <p>Contact Details for query/ clarification:-</p> <ol style="list-style-type: none"> 1. Sh. Pradipkumar Vaghela , GM-MM, Email - v_vaghela@ongc.co.in Mob- 7042411433) 2. Sh. Devesh Sharma, Sr. MMO, Email - sharma_devesh@ongc.co.in (Mob- 9426612433)

5	Undertaking for compliance of Commercial BEC shall be incorporated
6	Bid Evaluation Criteria (BEC) is attached separately. Bidder to comply the same and submit BEC Matrix confirming the clause.
7	ONGC's 'Policy for Banning/provisional Suspension of Business dealings with erring Firms' are added separately and QCBS Methodology are added separately.
8	<p>Termination on account of insolvency:</p> <p>In the event the CONTRACTOR at any time during the term of this Agreement, gets admitted to an Insolvency Resolution Process under the Insolvency & Bankruptcy Code, 2016 (or any amendments thereof), or, is declared as bankrupt/insolvent or gets admitted to any proceedings for resolution of bankruptcy /insolvency by concerned court/authority of relevant jurisdiction, or makes a voluntary assignment of its assets for the benefit of creditors, then ONGC shall, by a notice in Writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.</p>
9	<p><u>27 Dispute Resolution Mechanism (Applicable for Domestic Procurement)</u></p> <p>27.1 Notice of Dispute and Amicable Settlement</p> <p>27.1.1 In the event of any difference/dispute between the parties to the contract arising out of or in connection with the contract, the concerned party shall send a Notice of Dispute specifying all points of disputes / issues, the amounts of any quantified claims, and, to the extent possible, an estimate of the monetary value of any other claims, along with the supporting document(s) to the other party under the contract.</p> <p>27.1.2 After receipt of a Notice of Dispute under Clause 27.1.1 above, the parties shall in good faith, make all reasonable efforts to arrive at a mutually acceptable resolution to the disputes raised in the Notice of Dispute in a formal meeting(s) between authorized representatives of the parties.</p> <p>27.1.3 Parties agree that any effort by either party for arriving at the mutually acceptable resolution of the disputes is to be kept confidential by both Parties. Parties also agree to not rely upon any views expressed, admissions or suggestions made, or willingness to enter into a settlement by either party as evidence in any forum / arbitration / court proceeding.</p> <p>27.1.4 Parties agree that neither party shall be entitled to any claim or compensation for any consequential, indirect or special losses/damages, including loss of profit, loss of production, loss of use, loss of goodwill, loss of reputation, remote damages, loss of business opportunities, loss of employment opportunities, loss of interest including any pre-reference or <i>pendente-lite</i> interest, idling costs of men and machinery, prolongation costs etc., on acco</p>

unt of any dispute/ claim raised under the contract. Parties agree that claim for any such amount shall not be considered and shall be void.

27.1.5 In case the parties fail to amicably resolve the disputes between them within **60 days** of receipt of Notice of Dispute sent under Clause 27.1.1 above, the following provisions of Clause 27 mentioned below, as applicable, shall follow.

27.2 Mediation/Conciliation

27.2.1 For Disputes above Rs 10 Lakh - through Outside Expert Council (OEC)

27.2.1.1 If any dispute between the parties, of or above the value of Rs. 10 lakh, is not resolved within 60 days of receipt of Notice of Dispute, the concerned party may request the other party to refer the said dispute(s) for settlement through mediation / conciliation through an Outside Expert Council (**OEC**) as per the extant ONGC's Guidelines on the subject.

27.2.1.2 The concerned party shall submit its request for mediation / conciliation on the '**Mediation Portal**' created by ONGC at <https://oec.ongc.co.in>. The procedure and timelines to be followed for the mediation process shall be in accordance with the 'Manual on Mediation through Outside Expert Council' (including any changes thereto) available / uploaded on the aforesaid Mediation Portal.

27.3 Arbitration (not applicable in case of disputes between public sector enterprises)

27.3.1 The provisions under Clause 27.3 of the Contract shall be applicable only for disputes with a claim amount of more than Rs. 25 lakh and less than Rs. 10 crore. For the purposes of determining the applicability of this clause, the claim amount shall include any previous claim(s) referred to Arbitration under the Contract and the value of such cumulative claim(s) shall be restricted to Rs. 10 crore only.

27.3.2 In case of failure to resolve a dispute amicably through amicable settlement / mediation / conciliation under the provisions of Clauses 27.1 and 27.2 above, either party may, subject to the provision under Clause 27.3.1 above, refer the said dispute for resolution through Arbitration under the administration of 'India International Arbitration Centre' ("**IIAC**"), established by an Act of the Parliament, i.e., the India International Arbitration Centre Act, 2019, in accordance with the India International Arbitration Centre (Conduct of Arbitration) Regulations ("**IIAC Regulations**") for the time being in force, including any subsequent modifications and amendments thereof, which regulations are deemed to be incorporated by reference in this clause, to the extent these regulations are not inconsistent with this clause.

27.3.3 The Arbitration shall be conducted by an Arbitral Tribunal consisting of:

(i) For claim amount upto Rs. 2 crore, by a Sole Arbitrator, to be appointed by the Chairman, IIAC, in accordance with the IIAC Regulations. It is clarified that only a Retired Judge shall be eligible to be appointed as a Sole Arbitrator under this clause, and

(ii) For claim amount above Rs. 2 crore, by a Tribunal of three arbitrators comprised of Retired Judges. Parties to

nominate one arbitrator each and the two co-arbitrators shall nominate the presiding arbitrator in accordance with the IIAC Regulations.

Any arbitrator appointed under sub-clauses (i) and (ii) above that is not a member of the panel of arbitrators maintained by IIAC shall submit a declaration to abide by and conduct the arbitration proceedings in accordance with the IIAC Regulations.

27.3.4 The seat of Arbitration shall be at Delhi.

27.3.5 Parties further agree that following matters shall not be referred to Arbitration:-

- i. Any claim, difference or dispute relating to, connected with or arising out of ONGC's decision to initiate proceeding for suspension or banning, or decision to suspend or to ban business dealings with the Bidder / Contractor;
- ii. Any claim, difference or dispute relating to, connected with or arising out of ONGC's decision under the provisions of Integrity Pact executed between ONGC and the Bidder / Contractor;
- iii. Any dispute pertaining to insolvency and bankruptcy, property laws.

27.3.6 The necessary arrangements for venue of arbitration proceedings, travel and stay of arbitrators, etc. shall be made by the Contractor. The total cost of Arbitration proceedings including all expenses incurred in relation thereto shall be shared equally by the parties.

27.4 **Dispute resolution (in case of disputes between Govt. entities/public sector enterprises) through AMRCD**

27.4.1 The provision under Clause 27.4 is applicable only for settlement of commercial disputes between Central Public Sector Enterprises (**CPSEs**) and Government Department(s)/Organizations(s).

27.4.2 Before referring any dispute for adjudication through Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD), the parties undertake to make all efforts in good faith to resolve their differences/disputes amicably amongst themselves, through respective Internal Committees consisting of authorized officers of each party. If such dispute or difference cannot be resolved mutually between the parties, the same may be referred to the AMRCD. [In this regard, ONGC has set up an Internal Fast-track Resolution Committee (IFRC), which is empowered to negotiate with the concerned CPSEs/Govt. entities for resolving the differences amicably].

27.4.3 Subject to the provision under 27.4.2 above, in the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-FTS-10937 dated 14th December, 2022 (as revised time to time) and the decision of AMRCD on the said dispute will be binding on both the parties.

27.5 Adjudication by Courts

27.5.1 Any dispute not resolved or not covered under the provisions of Clauses 27.1, 27.2, 27.3 above may be referred for final adjudication by the court.

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PURCHASE PREFERENCE TO MICRO AND SMALL ENTERPRISES POSSESSING VALID UDYAM REGISTRATION CERTIFICATE AS NOTIFIED VIDE GAZETTE NOTIFICATION NO. S.O. 2119(E) DATED 26.06.2020 (AS AMENDED) ISSUED BY MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES

QCBS is applicable in the instant tender. Hence, Purchase Preference to MSE bidder is not applicable. However, other benefits shall be applicable to MSE bidders as per GeM GTC including exemption from submission of EMD.

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Bank details for NEFT/ RTGS/ Electronic fund transfer/ SFMS B G/ Insurance Surety Bond:-

Beneficiary Account Name	Oil and Natural Gas Corporation Limited
Bank Name	State Bank of India
Branch	Parliament Street Branch, Parliament Street New Delhi
Branch Code	00691
ONGC Account No.	30102828469
IFSC	SBIN0000691
Swift code	SBININBB104

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Bank Details for E-BG:-

PAN	AAACO1598A
Name	Oil and Natural Gas Corporation Limited
Date of Incorporation	23.06.1993

Email ID	ebg@ongc.co.in
Contact Number	7428133002
Legal Constitution	Entity
Registered office addresses	Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi-70
Registered office addresses Pin code	110070
Communication address	ONGC, Shared Service Center, 1 st Floor, IBM office, Sector 62, Noida-201309, Uttar Pradesh
Communication Address Pin code	201309

Bank details for e-BG is as under:

i)	Beneficiary Account Name	Oil and Natural Gas Corporation Limited
ii)	Bank Name	State bank of India
iii)	Branch	CAG Delhi,
iv)	Branch Code	17313
v)	Bank Account No	42559953079.
vi)	IFSC Code	SBIN0017313
vii)	SWIFT Code	SBININBB824

viii)	Account Type	CC
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13	<p><u>DELAY IN MOBILISATION AND LIQUIDATED DAMAGES</u></p> <p>-</p> <ul style="list-style-type: none"> a) CONTRACTOR (Successful Bidder) shall be given 07 days from Notification of Award (NOA) as mobilization period. b) If the CONTRACTOR fails to mobilize and deploy the required manpower / equipment and / or fails to commence the operations within the period as specified in sub clause (a) above, ONGC shall have, without prejudice to any other provisions in the contract including sub clause (c) below, the right to terminate the contract. c) If the contractor is unable to mobilize / deploy and commence the operations within the period specified in sub clause (a) above, it may request ONGC for extension of the time with unconditionally agreeing for payment of LD. Upon receipt of such a request, ONGC may at its discretion, extend the period of mobilization and shall recover from the contractor, as an ascertained and agreed Liquidated Damages, a sum equivalent to 0.5% of annual contract value, for each week of delay or part thereof, subject to a maximum of 10%. (d) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by ONGC on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay. (e) LD will be calculated on the basis of annual contract value excluding duties and taxes, where such duties/taxes have been shown separately in the contract.
14	Contract period is of 36 months/3 years and mobilization of services shall be 30 days from the date of GeM Contract.
15	<p>Guidelines on issue of Power of Attorney (PoA) for authorized signatory in tender shall be incorporated here as per PMC circular no. 76/2025 (Attached at Annexure-20):</p> <p>1.Sole Proprietorship</p> <p>Authority to Sign PoA: The sole proprietor (the individual owner)</p> <p>Can Delegate to: An employee of sole proprietor via PoA</p> <p>Documentation Needed: attested copy of Proprietorship declaration, Copy of PAN and ID of the Proprietor, GST registration of the proprietorship (if applicable).</p> <p>2.Partnership Firm</p> <p>Authority to Sign PoA: (i). By Managing Partner or (ii) By all the partners /, as the case may be, authorized as per Partnership Deed Can Delegate to: any partner, an employee of partnership firm via PoA.</p>

Documentation Needed: Partnership Deed and attested copy of Resolution signed by all the partners authorizing the signatory.

3.Limited Liability Partnership (LLP)

Authority to Sign PoA: (i) Designated Partner responsible for managing LLP's operations along with the seal/stamp of LLP, authorized for said purpose as per the LLP Agreement. or (ii) By all partners of LLP.

Can Delegate to: any partner, an employee of LLP via PoA.

Documentation Needed: Certificate of Incorporation, LLP Agreement and certified copy of resolution passed by LLP.

4.Private Limited or Public Limited Company

Authority to Sign PoA: Board (authorizing Director and/or any senior employee of Company through its Board Resolution).

Can Delegate to: any employee, Director of Company via PoA

Documentation Needed: Certified copy of Board Resolution certified either by its company secretary or Directors for such purpose, Certificate of Incorporation, MOA/AOA (for verification of powers).

(Comments: *For the Company, incorporated under Companies Act, the certified copy of Board resolution would suffice to ascertain the identity/authority of such authorized for the purpose.)

Notes:

- a. PoA to be executed on non-judicial stamp paper of appropriate value as per rules of the state of issue.
- b. Full name, address, ID details and business designation of both the authorizing person and the person being authorized should be mentioned in the PoA.
- c. PoA must include the specimen signature of the person being authorized.
- d. PoA must be attested by at least two witnesses (with full names and addresses) and be notarised.
- e. The PoA can be General PoA or tender Specific PoA

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Bidder shall submit the following documents along with their bid for Vendor Code Creation if not created already:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

17	<p>Bid Securing Declaration (EMD exempted bidders to submit a Bid securing declaration (BSD)) which are as below:</p> <p>"We (Name of the bidder) hereby declare and accept that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or fail to submit the performance security before the deadline defined in the NIT, we will be banned for a period of two years. We understand that no further correspondence in this regard shall be accepted by ONGC"</p>
18	<p>Standard FORMAT FOR UNDERTAKING ON ACCEPTANCE OF ONGC's 'Policy for Banning/provisional Suspension of Business dealings with erring Firms' (attached at `undertaking format)</p>
19	<p>Standard FORMAT FOR bidders intends to Submit Performance Security in the form of Insurance Bond in lieu of other form of EMD such as e-BG/SFMS BG / NEFT transfer(attached at undertaking format)</p>
20	<p>The estimated cost put to tender is Rs. 6,58,29,192/- while as annualized value shall be Rs 2,19,43,064/-</p>
21	<p>Bidder to submit audited financial statement of just preceding two financial years as per QCBS for the compliance of QCBS Methodology.</p>

Public Procurement (Preference to Make in India) Order 2017” (MII) (as amended from time to time) of Department for Promotion of Industry and Internal Trade, read with Ministry of Petroleum & Natural Gas Notification dated 26.04.2022 on PPP-MII Order (as amended from time to time)

QCBS is applicable in the instant tender. Hence, Purchase Preference to Class-I local supplier is not applicable.

ONLY ‘CLASS-I LOCAL SUPPLIER’ AND ‘CLASS-II LOCAL SUPPLIER’ IS ELIGIBLE TO BID IN THIS GEM TENDER.

The bidder to submit following certifications:

(Applicable in case of Class-I local supplier)

“We _____ (Name of Bidder) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. equal to or more than 50% for qualifying as ‘Class-I local supplier’ as per the Make in India policy, for participating against GeM Bid No. _____.

The percentage of local content in the bid is _____%.”

Details of locations at which the local value addition is made are as under:-

.....

(Applicable in case of Class-II local supplier)

“We _____ (Name of Bidder) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. more than or equal to 20 % but less than 50 % for qualifying as ‘Class-II local supplier’ as per the Make in India policy, for participating against GeM Bid No. _____.

The percentage of local content in the bid is _____%.”

Details of locations at which the local value addition is made are as under:-

.....

The ‘Class-I local supplier’/ ‘Class-II local supplier’ shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

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Evaluation of bids:

1. The bidder has to quote considering complete Scope of Work, failing which the bid is liable to be rejected.
2. Bids shall be evaluated as per Evaluation Methodology brought out in the QCBS Matrix.

QCBS Methodology

Technical Score will be calculated by ONGC based on the QCBS Matrix mentioned in the tender document. After calculating the technical marks, the same will be fed in the GeM system. After Price Bid Opening, calculation of final QCBS Score and ranking shall be done by GeM itself.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of

Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---