

**ICB-LIMITED TENDER ONLY FOR DGH EMPANELLED  
AGENCIES.**

**DIRECTORATE GENERAL OF HYDROCARBONS  
(Under Ministry of Petroleum & Natural Gas)  
GOVERNMENT OF INDIA  
NOIDA**

TENDER NO. : DGH/MM/ENQ/FDP/09-10

TENDER DOCUMENT  
FOR  
VALIDATION / ENDORSEMENT OF FIELD DEVELOPMENT  
PLAN

**Directorate General of Hydrocarbons  
(Under Ministry of Petroleum & Natural Gas)  
C-139, Sector 63, Noida – 201 301.**

**Phone No : (+91)-120-4029400**

**Tele Fax : (+91)-120-4029410**

**No. DGH/MM/ENQ/FDP/09-10**

**Date: 16.2.2010**

To,

FORWARDING LETTER FOR INVITATION TO BID

**Sub : VALIDATION / ENDORSEMENT OF FIELD DEVELOPMENT PLAN**

Sir/s,

The Directorate General of Hydrocarbons hereby invites sealed tenders in duplicate for carrying out "Validation / Endorsement of Field Development Plan".

The salient features of the tender are:

1. Tender No. : DGH/M/ENQ/FDP/09-10
2. Type of Bid : Single Bid System (Technical Bid & Price Bid)
3. Bid Closing Time & Date : 1400 Hrs (IST) on 2<sup>nd</sup> march, 2010.
4. Place of Submission : Directorate General of Hydrocarbons  
C-139, Sector 63, Noida – 201 301.
5. Bid Opening Time, Date & Place : 1500 Hrs. (IST) 2<sup>nd</sup> march, 2010 on the same  
address as above.
6. Bid validity : 60 days from bid closing date.
7. Amount of Bid Bond (original Bid Bond to be enclosed with the Technical Bid only) : Not applicable
8. Amount of Performance Bank Guarantee to be submitted only by : Not Applicable

the Successful Bidder.

9. Signing of Contract : Contract is to be signed within 28 days of date of issue of LOI.
10. Time period for completion of work : Annexure II clause 2.0
11. Quantum of Liquidated damages for default in completion of the scope of work as per the contract. : At the rate of ½ % of the contract value per week or part thereof subject to a maximum of 7½% of the contract value.

Other details and terms/conditions are as per the following Annexures:

- Annexure-I - Instructions to the Bidders.
- Annexure-II - General Terms & Conditions of Contract
- Annexure-III - Special Terms & Conditions
- Annexure-IV - Scope & volume of work and Technical Specification
- Annexure-V - Price Format
- Annexure-VI - Bid Evaluation Criteria (BEC)
- Annexure-VII - Compliance Statement
- Annexure-IX - Confidentiality Agreement Form
- Annexure-X - Format for Permanent Establishment and Adm. Office

You are invited to submit your bid against the above tender.

Thanking you,

Yours faithfully

**HOD(mm)**  
**For Directorate General of Hydrocarbons**

**Encl: As above**

**INSTRUCTIONS TO BIDDERS**

**1. COST OF BIDDING**

**1.1** The bidder shall be solely liable to bear all costs and expenses associated with the preparation and submission of its bid, and DGH will in no case be held responsible or liable for payment of any costs associated with the preparation or submission of the said bids irrespective of the outcome of the bidding process as also in case the entire bidding process or part thereof is nullified/ cancelled due to any reason whatsoever.

**2. BID DOCUMENT / TENDER DOCUMENT**

**2.1** The services required, bidding procedures and contract terms are prescribed in the Bid Document.

**2.2** The bidders are expected to examine all instructions, forms, terms & specifications in the Bid Document. Failure to furnish all information required by the Bid Document or submission of a Bid not substantially responsive to the Bid Document to the satisfaction of the DGH in every respect will be at Bidder's risk and responsibility and may result in the rejection of its Bids.

**3. CLARIFICATION ON BID DOCUMENT**

**3.1** A bidder requiring any clarification of Bid Document should notify DGH in writing at the address provided in the forwarding letter. Clarifications, if any, shall in no case be sought later than 7 days prior to the deadline prescribed herein for the submission of Bids. However, DGH may at its discretion provide clarifications on any relevant or crucial issue regarding the bid document and such clarifications shall not automatically cause any extensions of prescribed dates unless otherwise notified by DGH in writing within the original prescribed dates. In case no such extension of time is notified by DGH in writing then the original prescribed dates shall deem to apply.

**4. AMENDMENT OF BID DOCUMENT**

**4.1** At any time prior to the deadline for submission of bids, DGH may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidder modify the Bid Documents by notifying any such amendment as may be drafted / incorporated to the original bid documents.

**4.2** The amendment will be communicated in writing by Fax and/ or courier to all bidders who had originally received the said Bid Documents.

**4.3** In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the DGH may at its discretion, extend the

deadline for the submission of Bids and any such extension will be conveyed to all the bidders.

## **5. LANGUAGE OF BID**

**5.1** The bid prepared by the bidder and all correspondence and documents exchanged between the bidder and DGH relating to the Bid submitted shall be in English language. However, printed literature furnished by the bidder may be in any other language so long as it is accompanied by an English translation of all its contents. In such a case for the purposes of the interpretation of bid, English translation shall prevail.

## **6. DOCUMENTS COMPRISING THE BID**

**6.1** The bid should be prepared and submitted under the single stage single Bid system and should comprise the following components:

- (i) All exceptions the bidder wishes to take to any of the conditions specified in the general and special conditions contained in any of the bid documents other than those contained in the Bid Evaluation Criteria (BEC). Any requests for deviation from BEC will not be entertained by DGH.
- (ii) Any other information / documents mentioned in the terms of reference and Bid Evaluation Criteria (BEC).
- (iii) The Compliance statement at Annexure-VII to be submitted in the prescribed format.

## **7. BID PRICES**

**7.1** Prices quoted by the successful bidder shall be held firm during its performance of the contract and will not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Price quotations are to be strictly in accordance with price bid. Conditional bid is liable to be rejected.

**7.2** All duties, taxes and other levies payable by the successful bidder under the contract, for which its Bid Document is being issued, shall be made accordingly. The bidder will have to however, indicate in their price bid the breakup of the various taxes and duties payable by them

## **8. PERIOD OF VALIDITY OF BIDS**

**8.1** Bids shall remain valid for 60 days after the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the DGH.

**8.2** In exceptional circumstances, DGH may solicit the bidder's consent to an extension of the period of validity. In case of agreement to the request, the bid Bond provided as per above-mentioned para shall also to be suitably extended. The bidder will not be permitted to modify its bid within the extended validity period.

## 9. **FORMAT AND SIGNING OF BID**

- 9.1** The bidder shall prepare two copies of bid clearly marking each as the "Original Bid" and the "Copy Bid". In the event of any discrepancy between the "Original" and "Copy", the "Original" shall prevail over the "Copy".
- 9.2** The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. The authorization shall be indicated by written power of attorney / board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

## 10. **SUBMISSION OF BIDS**

### 10.1 Sealing and Marking of Bids:

The tender would be processed according to a single stage, single bid procedures. Offers should be submitted in duplicate in sealed envelope with the following information on the right hand top corner:

- Tender No.:
- Bid Closing Date:
- Bidder's Name:

- 10.1.1 The offer should contain complete specification, details of service and equipments/accessories offered.
- 10.1.2 The Bid Bond of requisite amount as mentioned in the forwarding letter for invitation to bid must be enclosed with the Bid.
- 10.2** Tender should be delivered at the following address so as to reach not later than 1400 hrs of the closing date of the tender:

**HOD (MM)**  
**Directorate General of Hydrocarbons**  
**C-139; Sector-63; NOIDA-201301**

- 10.3** Timely delivery of the bid is the responsibility of the Bidder. Bids must reach DGH not later than the closing date & time specified in the forwarding letter. Any bid received by DGH after the closing date and time, will be rejected and/or returned unopened to the Bidder. DGH will not be responsible for the loss of tender or for any delay during the postal transit or otherwise.
- 10.4** The bids can only be submitted in the name of the bidder in whose name the bid documents were issued by DGH. The tender papers shall be complete in all respects and submitted together with requisite information and annexures, if any. It shall be complete and free from any ambiguity, changes or interlineations.
- 10.5** The offered rates will remain firm till finalization of Tender. Any representation or request received after bid opening date and before opening of commercial

bid, regarding revision of rates, will not be entertained and may lead to rejection of the Bid.

**10.6** Bidders shall indicate their complete postal and fax/e-mail address at the time of quoting against this tender.

**10.7** The conditions of the contract to be entered into with the successful bidder would be based on various sections of this Tender document. Bidders are requested to state their compliance on these terms in their technical offer itself, in addition to Compliance Statement at Annexure-VII.

**10.8** Fax/e-mail or any other types of open offers are not acceptable. Unsolicited offers will be rejected.

## **11. BID OPENING AND EVALUATION**

**11.1** Opening of Bids by DGH:

DGH will open the Bids in the presence of Bidders, or their authorized representative, who choose to attend at the date, time and place mentioned in the forwarding letter. However, the Bidder's representative must produce an authorization letter from the Bidder at the time of opening of Bids.

## **12. ELIGIBILITY OF THE BIDDER**

**12.1** Bidder should be DGH empanelled agency (not individuals consultants)

## **13. CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of bids, the DGH may, at its discretion, ask the Bidders for certain clarifications. The request for clarifications and the response shall be in writing.

## **14. DGH'S RIGHT TO ACCEPT OR REJECT BID**

The DGH reserves the absolute right to accept or reject any or all Bids, at any time, prior to the award of Contract, without assigning any reason.

## **ANNEXURE-II**

### **GENERAL TERMS AND CONDITIONS OF CONTRACT**

#### **1.0 DEFINITIONS**

**1.1** In the Contract, the following terms shall be interpreted as indicated:

- (a) The “Contract” means the agreement entered into between DGH and the Contractor, as recorded in the Contract Form signed by the parties, includes all attachments, appendices thereto as also all documents incorporated by reference therein;
- (b) The “Contract Price” means the price payable to contractor under the contract in consideration for the full and proper performance of its contractual obligations.
- (c) The “Work” means each and every activity required to be carried out for the successful performance of the service described in the Scope of work at Annexure IV.
- (d) “DGH” means the Directorate General of Hydrocarbons and its executors, successors, administrators and assignees.
- (e) “Contractor” means the individual or firm or company or consortium or joint venture of companies performing the work under this contract.
- (f) “Contractor’s personnel” mean the personnel to be provided by the contractor to provide services in terms of this contract.
- (g) “DGH Personnel” mean the personnel to be provided by the DGH.

#### **2.0 EFFECTIVE DATE AND DURATION OF CONTRACT**

<b>2.1</b> Last date of submission of the bid	:	2 <sup>nd</sup> Mar.2010
<b>2.2</b> Date of award of the project	:	8 <sup>th</sup> Mar.2010
<b>2.3</b> Signing in the contract with DGH	:	15 <sup>th</sup> Mar.2010
<b>2.4</b> Supply of data, reports and document etc.	:	19 <sup>th</sup> Mar.2010
<b>2.5</b> Submission of interim report covering scope of work from 1.1 to 1.3 and presentation and discussion with DGH team	:	5 <sup>th</sup> -6 <sup>th</sup> April .2010.
<b>2.6</b> Submission of final report	:	16 <sup>th</sup> April.2010.

### **3.0 SCOPE OF WORK**

The scope of work is for carrying out Validation / Endorsement of Field Development Plan, which is more fully described at Annexure IV attached herein.

### **4.0 CONTRACTOR'S OBLIGATIONS**

- 4.1** The Contractor shall in accordance with and subject to the terms and conditions of this contract perform the work described in the scope of work.
- 4.2** The contractor shall perform all other obligations, work and services which are required by the terms of this contract or which can be reasonably implied from such terms as being necessary for the successful and timely completion of work.
- 4.3** The Contractor shall give such services and provide all necessary supervision during the performance of the services and as long thereafter as DGH may consider necessary for proper fulfilling of contractor's obligations under the contract.

### **5.0 DGH OBLIGATIONS**

- 5.1** The DGH shall pay the contractor in accordance with and subject to the terms and conditions of the contract. DGH will supply to the contractor all relevant inputs available at DGH.

### **6.0 CONTRACTOR'S PERSONNEL**

- 6.1** The Contract warrants that the contractor shall provide, competent, qualified and sufficiently experienced personnel to perform the work correctly and efficiently and shall ensure that such personnel observe international safety standards. Upon the DGH's written request, the contractor, at its own expense shall remove immediately any contractor's personnel identified by the DGH to be unsuitable for the task assigned and such a person shall be immediately be replaced with a more competent and suitable person.
- 6.2** It is mandatory for the contractor to have the required infrastructure facilities for conducting work. Necessary documentary evidence of such capability should be submitted along with the bid.

### **7.0 REMEDY OF DEFECTS**

The Contractor warrants that while performing its duties and obligations as per its scope of work set out herein it shall adhere to the high working standards and as per the industrial norms prevailing internationally. In respect of state-of-the-art oilfield practices and in conformity with all specifications, standards and drawings set forth or referred to in the terms of the instructions and guidance, which the DGH may from time to time provide to contractor. In case the contractor fails to rectify the defects as may be brought to its notice by the DGH, the DGH shall be entitled to get such defects

rectified and deduct the cost of such rectification from the bills submitted by the contractor and/or adjust the same against the Performance Bank Guarantee.

## **8.0 LIABILITY**

**8.1** Except as otherwise expressly provided, neither the DGH nor its servants, agents, nominees, contractors or sub-contractors, shall have any liability or responsibility whatsoever to whomsoever (including the owner) for any loss or damage caused to the equipment and / or loss or damage to the property of contractor and / or its contractors or sub-contractors, irrespective of how such loss is caused. The contractor shall protect, defend indemnify and hold harmless DGH from and against such loss or damage and any suit, claim or expense resulting there from.

**8.2** Neither the DGH nor its servants, agents, nominees, assignees, contractors and sub-contractors, shall have any liability or responsibility what-so-ever for injury, illness, or death of any employee of contractor and/or of its contractors or sub-contractors irrespective of how such injury, illness or death is caused. Contractor shall protect, defend and hold harmless the DGH from and against such loss or damage and any suit claim or expense resulting there-from.

## **9.0 SECRECY OF CONTRACT DOCUMENT**

**9.1** The successful bidder shall not, without the prior written consent of the DGH, disclose the contents of the Tender, or any provision thereof or any specification, data, maps, or other information furnished by or on behalf of DGH in connection therewith to any person or third party other than a person employed by the Bidder. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary.

**9.2** Contractor shall not without DGH's prior written consent make use of contract document or any information enumerated above except for bid preparation and contract execution.

## **10.0 FORCE MAJEURE**

**10.1** The term "*Force Majeure*" as employed herein shall mean an event beyond the control of the DGH and/or the Contractor and not occurring due to the fault or negligence of any of the parties hereto and such acts include acts of nature, tempest, war, civil war, riot, flood, fire and Acts and Regulations of respective governments of the two parties i.e., DGH and the Contractor. *Force Majeure* does not include the financial condition of the Contractor or the DGH, nor does it arise from the failure of one or both parties to meet their obligations under the Contract.

**10.2** Neither party shall be held responsible for any loss or damage or delay in or failure of performance of the Contract consequent to this tender to the extent that such loss or damage or such delay or failure of performance is caused due to *Force Majeure*.

- 10.3** In the event of either party not being able to perform any obligation required to be performed by them under the contract due to *force majeure*, the corresponding obligation of the party affected due to such non-performance shall, upon notification in writing to the other party, be suspended for the period during which such cause lasts.
- 10.4** Upon the occurrence of such cause, the party alleging that it has been disabled from discharging its duty as aforesaid shall notify the other party in writing within 72 hours of the beginning, estimated duration thereof of the *force majeure* condition first occurring giving the full particulars supporting of its claim. The party affected shall promptly notify the other party as soon as the force majeure event has been removed and no longer prevents it from complying with the obligations which have been suspended and shall thereafter resume compliance with such obligations as soon as possible.
- 10.5** Time for performance of the relative obligation suspended by *Force Majeure* shall then stand extended by the period for which such cause lasts.
- 10.6** If a *Force Majeure* situation arises, the Contractor shall notify the DGH of such condition and the cause thereof. The Contractor shall continue to perform his obligations under the Contract as far as reasonably practicable, and shall seek all reasonable alternative means for performance.
- 10.7** Either party will have the right to terminate the Contract with a prior written notice of 15 days if such *Force Majeure* conditions continue beyond 30 days. No payments or Standby charges are payable to the Contractor for the duration of *Force Majeure* conditions.

## **11.0 TERMINATION**

### **11.1** Termination on expiry of the terms (Duration):

The contract shall be deemed to have been automatically terminated on expiry of duration of contract or extension, if any, thereof.

### **11.2** Termination on account of *Force Majeure* conditions prevailing:

Either party shall have the right to terminate the contract on account of Force Majeure under clause 11.7 hereinabove.

### **11.3** Termination on account of Insolvency:

In the event that the CONTRACTOR at any time during the term of the contract becomes insolvent or makes a voluntary assignment of its assets for the benefits of creditors or is adjudged bankrupt, then the DGH shall by a notice in writing have the right to terminate the contract and all the contractor's right and privileges hereunder, shall stand terminated forthwith.

### **11.4** Termination for Unsatisfactory Performance:

If DGH considers that the performance of the contractor is unsatisfactory, or not up to the expected standards, DGH shall notify the contractor in writing and specify in details the cause of the dissatisfaction. DGH shall have the option to terminate the contract by giving 15 days notice in writing to the contractor if the

contractor fails to comply with the requisitions contained in the said written notice issued by DGH.

**11.5 Termination due to change of Ownership & Assignment:**

In case the contractor's rights and/or obligations under the contract and / or the contractor's rights title and interest to the equipment / material, are transferred or assigned without the DGH's consent, DGH may at its absolute discretion, terminate the contract.

**11.6 Termination due to delay:**

Beside others, DGH can terminate the contract under following conditions:

- Delay beyond two months in completion of contractual work beyond the scheduled completion date

**11.7 Consequences of Termination:**

In all cases of termination herein set forth, the obligation of DGH to pay the rates or any other charges shall be limited to the period up to the date of termination. Notwithstanding the termination of the contract, the parties shall continue to be bound by the provisions of the contract that reasonably require some action or forbearance after such termination.

**11.8** If at any time during the term of the contract, breakdown of contractor's equipment results in contractor being unable to perform obligations hereunder for a period of 15 successive days (not including *force majeure* delay). DGH, at its option, may terminate this contract without any further right or obligation on the part of DGH, except for the payment of money then due. No notice shall be served by DGH under the condition stated above.

**11.9** Upon termination of the contract, contractor shall return to DGH all of DGH's items, which are at the time in contractor's possession, at contractor's cost.

**11.10** Notwithstanding any provisions herein to the contrary, the contract may be terminated at any time by DGH on giving 15 days written notice to the contractor due to any other reason not covered under the above clauses from 12.1 to 12.7 and in the event of such termination the DGH shall not be liable to pay any cost or damages to the contractor except for payment for all services, repairs, total replacement cost and all personnel, charges and other charges including demobilization charges if provided for in the contract as per the contract up to termination.

**11.11** In the event of termination of contract, DGH will issue notice of termination of the contract with date or event after which contract will be terminated. The contract shall then stand terminated and the contractor shall demobilize their personnel and materials.

**12.0 INDEMNITY AGREEMENT**

**12.1** The Contractor hereby agrees to indemnify and hold DGH harmless from any loss or liability, (including all/any attorney's fees and related legal expenses), arising out of any claim for damage to Contractor's property and injuries to or death of Contractor's employees and agents, consultants caused by, or

incidental to Contractor's performance under this Contract, regardless of whether any such loss, liability, injury or death may be caused by negligence of DGH, its third party agents or its employees.

- 12.2** DGH and Contractor agree to indemnify and hold one another harmless from any loss, expense or liability, including all/any attorney's fees and related expenses arising out of any claim presented by third parties for personnel injuries or death, or property or equipment damage which is attributable to the negligence of DGH and/or Contractor caused by, or incidental to the performance of each party under this Contract.

### **13.0 ARBITRATION**

- 13.1** Except as otherwise provided elsewhere in the contract, if any dispute or difference arises between the parties hereto or the respective representatives or assignees at any time in connection with operation, interpretation or out of CONTRACT or breach thereof shall be decided in accordance with Indian Arbitration and Conciliation Act, 1996 by an Arbitral Tribunal consisting of three arbitrators. Each party shall appoint one arbitrator and the Arbitrators so appointed shall appoint third arbitrator, who shall act as the presiding arbitrator.
- 13.2** In case a party fails to appoint an arbitrator within 30 days from the receipt of request to do so by the other party or the two arbitrators so appointed fail to agree on the appointment of the third arbitrator within 30 days of the appointment of second Arbitrator, the Chief Justice of Supreme Court/High Court as the case may be or any other person or institution designated by him within whose jurisdiction the subject CONTRACT has been made, shall appoint the arbitrator/presiding arbitrator upon request of any of the parties.
- 13.3** If any of the arbitrators so appointed dies, resigns, incapacitated or withdraws for any reasons from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both the parties agree for the same and otherwise he shall proceed de-novo.
- 13.4** It is agreed between the parties that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.
- 13.5** It is also agreed between the parties that neither party to the arbitration shall be entitled to the interest on the amount of award.
- 13.6** The Arbitral tribunal shall give a reasoned award and the same shall be final, conclusive and binding on the parties.
- 13.7** The venue of the arbitration shall be New Delhi, India and shall be conducted in English language. The Courts in Delhi will have the jurisdiction to deal with such arbitration award if required.
- 13.8** The fees of the arbitrators shall be borne by the respective parties nominating them and the fee of the presiding arbitrator, cost and other expenses incidental to the arbitration proceedings shall be borne equally by the parties. Subject to aforesaid, the provisions of Indian Arbitration and Conciliation Act, 1996 and

any statutory modification or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.

#### **14.0 APPLICABLE LAWS**

The contract shall be deemed to be a contract made under, governed by and construed in accordance with the laws of India. Contractor shall ensure full compliance of all applicable Indian Laws and statutory regulations at its own cost.

#### **15.0 TAXES AND LEVIES**

**15.1** Corporate and personnel taxes payable by Contractor in respect of the contract, if any shall be the liability of Contractor and DGH shall not be held responsible on this account.

**15.2** The quoted price shall include all the taxes excluding Service Tax, which shall be borne by the DGH.

**15.3** Tax on payments made shall be deducted at source by DGH as per the Indian Income Tax Act and Rules framed there under including subsequent changes, if any. A proper Tax Deduction Certificate will be issued by DGH within the time prescribed under the Indian Laws.

#### **16.0 CONFIDENTIALITY AGREEMENT**

**16.1** Bidder will sign non-disclosure agreement with DGH. Data given by DGH will not be used for interpretation or preparation of report(s) for the third party. The bidder or their personnel shall not, either during the term or after expiration of contract, disclose any proprietary or confidential information relating to services and data base without written consent of DGH.

**16.2** Travelling, Boarding, lodging, and local conveyance and other requirements of the contractors / sub contractor's personnel shall be of contractor's responsibility.

#### **17.0 HOLIDAY**

DGH may at its sole discretion, put the contractor on Holiday for a particular period or permanently in case of default or as a result of poor performance, non-adherence to the contractual obligations and/or delay in execution of the contract by the party. Also, this action shall disqualify such a defaulter from bidding in future tendering process. In event such action is initiated by DGH, the same shall be circulated to all PSUs/ Departments under administrative control of MOP&NG.

#### **18.0 NOTICES**

Any notice given by one party to other pursuant to the contract shall be sent by telegram, telex, cable or fax and confirmed in writing to the applicable address of the other party. For the purpose of this contract the addresses of the parties are:

**The Director General**  
**Directorate General of Hydrocarbons**  
**C-139;Sector-63;**  
**NOIDA-201301;**  
**Fax No:(0091)-120-4029410**  
**Contractor's Address**

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**SPECIAL TERMS & CONDITIONS**

**1. ASSOCIATION OF DGH's PERSONNEL**

DGH's geoscientists (one/two) will be associated with the work at the Contractor's centers in different phases of work at DGH's cost.

**2. SCHEDULE OF PAYMENTS**

2.1 Payment of 25% can be released after the submission of an interim report and presentation up to the stage mentioned in 1.1 to 1.3.

2.2 Rest of the 75% amount after the submission of the entire report along with a presentation.

**3. CONSEQUENTIAL DAMAGE**

Neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of the Contract, including but without limitation, to loss of profit or business interruptions, howsoever caused and regardless of whether such loss or damage was caused by the negligence of the parties.

**4. WAIVERS AND AMENDMENTS**

It is fully understood and agreed that none of the terms and conditions of the Contract shall be deemed waived or amended by either party unless such waiver or amendment is executed in writing by the duly authorized agents or representatives of such party. The failure of either party to execute any right of termination shall not act as a waiver or amendment of any right of such party provided hereunder.

**5. WITHHOLDING**

**5.1** DGH may at its absolute discretion withhold or nullify its obligations to pay the whole or any part of the amount due to the Contractor on account of subsequently discovered evidence of loss/ damages caused to the DGH by the contractor on account of:

**5.2** Non-completion of contracted work to the absolute satisfaction of the DGH or its duly appointed representative/agent.

**5.3** Contractor's un-cleared debt arising out of execution of the Contract.

**5.4** Defective work not remedied by the Contractor.

**5.5** Unsettled claims by any of the sub-contractor/s appointed by the Contractor or by any other third party claiming through the contractor or on the basis of any reasonable evidence indicating probable filing of such claims against the Contractor.

**5.6** Any failure by the Contractor to fully reimburse the DGH in terms of the indemnification provisions of the Contract. Where, during the process of the work, the Contractor allows any indebtedness to accrue for which DGH may be held to be primarily or contingently liable or ultimately responsible for its discharge and where the Contractor fails to pay and discharge such

indebtedness, within five days of being called upon to do so, then DGH may during the period for which indebtedness shall remain unpaid, be entitled to withhold a sum equal to the amount of such unpaid indebtedness. When all the above grounds for withholding payments are removed, the payments shall thereafter be made for amounts so withheld.

**5.7** Withholding will also be effected on account of the following :-

- (i) Garnishee order issued by a Court of Law in India.
- (ii) Income tax deductible at source according to Law prevalent from time to time in the country.
- (iii) Any obligation of Contractor which by any Law prevalent from time to time to be discharged by DGH in the event of Contractor's failure to adhere to such Laws.
- (iv) Any payment due from Contractor in respect of any unauthorized imports.

## **6. LIQUIDATED DAMAGES (L.D.) FOR DEFAULT IN TIMELY COMPLETION**

**6.1** Timely completion of this project is essential. In the event of the Contractor's default in completion of scope of work from commencement date (as defined in Annexure – II, Clause 2) under the contract, the Contractor will be liable to pay liquidated damages at the rate of ½% of Contract value per week or part thereof, but not exceeding 7½%. Part thereof means that part of the week will be treated as full week, e.g. a delay of one week and one or two days and so on will be treated as delay of two weeks (not for one week and one or two days) and LD will be levied accordingly. It is agreed between the parties that the aforesaid amount of liquidated damages is a genuine pre-estimated loss in case of breach of contract and is not by way of penalty.

## **Scope & volume of work**

### **1. Validation / Endorsement of the following**

- 1.1 Evaluation of proposed HC in place and reserves volumes.
- 1.2 Reservoir simulation.
- 1.3 Evaluation of development plan with proposed wells.
- 1.4 Production facilities and subsea drilling and completion. Validation whether proposed well completions and facilities options are optimum and adequate.
- 1.5 FDP cost validation and techno economic viability at three different scenarios  
Including one scenario of gas price US\$ 4.2 per mmbtu

### **3 Deliverables:**

A report on Detailed Evaluation of Field Development Plan of four Gas fields including the followings:

- 3.1 Validation/Endorsement of In-place and reserves hydrocarbon volumes, Development Strategy & Production Profile.
- 3.2 Validation/Endorsement of well drilling & completion, production Facilities & Equipments.
- 3.3 Validation/ Endorsement of Capital cost and Techno-Economics.
- 3.4 Two hard copies and one soft copy of the report have to be submitted at the end of the study.

### **4 Data, information/ documents available with DGH**

List of reports / documents available for carrying out the evaluation job:

- 4.1 Field development plan of 4 Gas wells/ discoveries.
- 4.2 3D high resolution – interpretation
- 4.3 Seismic inversion study report by M/s Jason.
- 4.4 High Frequency Imaging (HFI) by Geo-Trace.
- 4.5 Thin Man reflectivity inversion by fusion (Dr. John P.Castagna)
- 4.6 Attribute analysis (PSTM), AVO, Spectral Decomposition etc.
- 4.7 Static Geocellular Modelling.
- 4.8 OGIP /Resource estimation by GCA.
- 4.9 3D visualization & Interpretation.
- 4.10 Volumetric Estimation reports of 4 Satellite wells (C1, D1, E1, G1) having both Simulation Study.
- 4.11 Field Development: Concept selection.

### **5 Further data if required**

The list of data mentioned under item 3 includes the studies/ reports that may be made available for carrying out the evaluation job. Any further information/ documents required for carrying out the above scope of work is to be intimated to DGH, so that effort can be made to arrange the same. However, non-availability of the additional data should not affect the time frame for the completion of the job and the deliverables.

## **SALIENT FEATURES FOR THE DEVELOPMENT PLAN**

- ◆ Depth of the Reservoir : 2250 m – 3250 m
- ◆ Water Depth : 950 -1800 m
- ◆ Gas Composition : CH<sub>4</sub> 98 to 99% CO<sub>2</sub> <0.2%
- ◆ Original Gas in-place : 1.50 TCF (approx)
- ◆ Facilities Proposed
  - 8 subsea wells
  - 4 subsea manifolds
  - 1 DWPLEM
  - 8" to 18" Infield pipelines = 40 km
  - UDH = 1
  - 24" gas evacuation line 10 km.
  - Umbilicals = 57 km

**Annexure-V**

**PRICE FORMAT**

<b>S.No.</b>	<b>Activity</b>	<b>Amount in US\$</b>
<b>1</b>	Validation / Endorsement of FDP as per scope of work as detailed in annexure IV	
<b>2</b>	<b>Total amount</b>	

**NOTE:**

- 1** The contract price is inclusive of all taxes, levies, duties etc. excluding service tax which will be borne by DGH.

**BID REJECTION CRITERIA (BRC) / BID EVALUATION CRITERIA (BEC)**

**Eligibility criteria for the bidder:-**

Bidder should be DGH empanelled agency (not individuals' consultants)

**BID REJECTION CRITERIA**

Bidders are advised not to take any exception/deviations to the bid document. Exceptions / deviations. If exceptions /deviations are maintained in the bid, such conditional / non-conforming bids shall not be considered and shall be out rightly rejected.

Bid should be complete covering all the scope of job/ supply and should conform to the technical specifications indicated in the bid documents, duly supported with technical catalogues/ literatures wherever required. Incomplete and non-conforming bids will be rejected outright.

1.0 Time is the essence of the contract. Awarded job is to be completed within the time schedule specified in the clause no- 2.0 of the GTC.

2.0 Bidder should certify in their bid that they have no conflict of interest, if any, with M/s. Reliance Industries Limited (RIL) / M/s. Niko (NECO) Limited by way of concurrent engagement with them. Bids with such conflicts of interest will be liable for rejection. Bids without this self certifications will be out rightly rejected.

3.0 Bidders to accept / comply with the following clauses as given in the tender document, failing which the offer will be rejected:

- a) Arbitration clause.
- b) Tax liability clause.
- c) LD/ penalty clause
- d) Termination clause.

4.0 Offers of following kinds will be rejected:

- (a) Telex / Telegraphic / Fax / e-Mail / Xerox / Photo copy offers and bids with scanned signature. Original bids which are not signed manually.
- (b) Offers made by Agents/Consultants/Retainers/Representatives/Associates of foreign principals.
- (c) Offers which do not confirm unconditional validity of the bid for 60 days from the date of opening of bid.
- (d) Offers where prices are not firm during the entire duration of the contract and/or with any qualifications.
- (e) Offers which do not conform to DGH's price bid format.
- (f) Offers which do not confirm to the contract period indicated in the bid.
- (h) Offers not accompanied with a copy of valid registration certificate under Service Tax Rules or an undertaking for submission of copy of requisite service tax registration certificate alongwith the first invoice under the contract. (Not Applicable for Service providers from outside India, who do not have any fixed establishment or permanent address in India).
- (i) Offers not accompanied with a declaration to the effect that the bidder do not have any fixed establishment or permanent address in India. (Applicable for Service providers from outside India, who do not have any fixed establishment or permanent address in India).

- 5.0 Bidder shall bear, within the quoted rates, the Personnel Tax as applicable in respect of their personnel and their sub-contractor's personnel, arising out of this contract. Bidder shall also bear, within the quoted rates, the Corporate Tax, as applicable, on the income arising out of this contract.
- 6.0 Indian agent is not permitted to represent more than one foreign bidder (Supplier/ Manufacturer/ Contractor) in a particular tender. In case an Indian agent represents more than one foreign bidder (Supplier/ Manufacturer/ Contractor) in a particular tender, then offers of such foreign bidders (Suppliers/ Manufacturers/ Contractors ) shall be rejected in that tender.

If any of the clauses in BRC contradict with other clauses of the tender elsewhere than the clause in the BRC shall prevail.

### **BID EVALUATION CRITERIA (BEC)**

- 1.0 The bids conforming to the technical specifications, terms and conditions stipulated in the tender and considered to be responsive after subjecting to Bid Rejection Criteria will be considered for further evaluation as per the Bid

#### **Evaluation Criteria given below.**

- 2.0 If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between the words and figure, the amounts in words shall prevail and will be adopted for evaluation.
- 3.0 For conversion of foreign currency into Indian currency for evaluation of Bids, B.C. Selling (market) rate declared by State Bank Of India, one day prior to the date of priced bid opening shall be considered. However, if the time lag between the opening of the bids and final decision exceeds 3(three) months, the B.C. Selling(market) rate of exchange declared by SBI on the date prior to the date of final decision shall be adopted for conversion and evaluation.
- 4.0 The bidders must quote their charges/rates in the manner as called for vide "Schedule of rates" under section-III and the summarized PRICE BID FORMAT. Bids will be evaluated on total cost basis
- 5.0 Quoted Prices will be inclusive of all applicable taxes and duties except service tax which will be borne by the DGH.

**The BEC over-rides all other similar clauses operating anywhere in the Bid Documents.**

**COMPLIANCE STATEMENT \***

Date .....

Tender Enquiry No. DGH/MM/ENQ/

To,  
**The Directorate General of Hydrocarbons**  
**C-139;Sector-63;**  
**NOIDA-201301**

Sirs,

Having examined the Bidding Documents including Annexures, the receipt of which is hereby duly acknowledged, I / We, the undersigned, offer to undertake the job of Validation / Endorsement of Field Development Plan in conformity with the said Bidding Documents for the sum/s as may be ascertained in accordance with the schedule of prices attached with the Price Bid.

I / We undertake, if my/our bid is accepted, to commence the study with effect from the date of receipt of Geoscientific data from DGH.

If my/our bid is accepted, I/We hereby undertake to submit within 7 days of the date of issuance of the said LOI / Award of Contract, a bank guarantee for 10% of ordered value for the execution of the order.

I / We agree to abide by this bid for a period of 60 days from the date fixed for bid opening and it shall remain in force and shall be binding upon us and may be accepted at any time before the expiry of the said prescribed period.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us and we shall not be entitled to any modification or any additional rights not conferred in the documents referred to herein above.

I / We understand that you are not bound to accept the lowest bid or any bid you may receive and hereby undertake not to contest the same before any forum.

Dated this ..... day of .....2010.

.....  
(Signature)

.....  
(in the capacity of)

Duly authorised to sign bid for and on behalf of .....

\* To be submitted with Technical Bid.

**CONFIDENTIALITY AND NON- DISCLOSURE AGREEMENT**

This confidential and non-disclosure agreement is executed on \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as \_\_\_\_\_) having its registered office at \_\_\_\_\_, which expression, unless the context otherwise requires, shall include its successors and assigns acting through its duly authorized representative.

AND

Directorate General of Hydrocarbons (hereinafter referred to as DGH), an organization under Ministry of Petroleum & Natural Gas the Government of India having its registered office at C-139, Sector 63 Noida- 201301. , India which expression, unless the context otherwise requires, shall include its successors and assigns acting through its duly authorized representatives;

WHEREAS, DGH and \_\_\_\_\_ have entered into a contract for \_\_\_\_\_.

WHEREAS \_\_\_\_\_ will have access to certain proprietary and confidential information, hence the confidentiality agreement is executed on the terms and condition set henceforth.

As used herein “confidential Information” means all plans, drawings, tracings of drawings, specifications, manuals, numerical results, general conclusions, design reports, studies, cost estimates, well data, geological or geophysical data, lease information and all other materials, information and data developed by, or in the possession a party and which is directly or indirectly made available to the other party in any from or which is directly or indirectly made available to the other party during the performance of the services. Accordingly, each party is willing to allow the other party to have access to such information, under the following terms and conditions:

1. Each party agrees that it will maintain in confidence and will not disclose to any third party, without the other party’s prior written permission, any confidential information that is disclosed to it directly or indirectly. Each party further agrees that it will limit access to Confidential Information to only those employees of their company who actually need to know such Confidential Information for carrying out the above-indicated purpose of this agreement.
2. Each party agrees that: (a) it will not use any of their Confidential Information for any purpose other than as necessary to perform its services; and (b) it will promptly return to the other party all documents provided by such party which contain Confidential Information (including all copies thereof). Upon written request, except that each party shall be entitled to retain one copy of such information for archival purposes.
3. Each party agrees that it will inform each of its employee who receives or has access to any Confidential Information of the provisions of this Agreement.

4. The foregoing obligations of each party shall not apply to:
- a) Information which, at the time of disclosure, it in the public domain as evidenced by printed publication or otherwise;
  - b) Information which, after disclosure, becomes part of the public domain by publication or otherwise through no act or failure to act of each party;
  - c) Information which each party can show was in its possession prior to the time of disclosure and was not acquired directly or indirectly from the other party;  
Or
  - d) Information which is received by each party subsequent to the time of disclosure from a third party who has the right to disclose such information and who did not acquire the same directly or indirectly from each party.

Disclosures made to each party in connection with this Agreement shall not be deemed to be within the foregoing exceptions merely because they are embraced by more general information in the public domain or in the possession of each party.

- 5. All Confidential Information disclosed by a party pursuant to or in connection with this Agreement shall at all times remain the property of that party.
- 6. The foregoing obligations shall expire on the 5<sup>th</sup> anniversary of the effective date of the Agreement.
- 7. This Agreement shall be construed and the rights of the parties shall be determined in accordance with the laws of the State of Texas.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate by their duly authorized representatives, effective as of the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_ Witness: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

DIRECTORATE GENERAL OF HYDROCARBONS

By: \_\_\_\_\_ Witness: \_\_\_\_\_  
 Title: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Annexure-X - Format for Permanent Establishment and Adm. Office

**PERMANENT ESTABLISHMENT DECLARATION FORM**  
(On Bidder's letter head)

**It is certified that we have Permanent Establishment in India at the following address:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

**We do not have Permanent Establishment in INDIA.**  
(Strike out whichever is not applicable)

\_\_\_\_\_  
**Signature & Seal of the Bidder**  
**Name.....**  
**Address.....**