

Tender Document For Hiring of Light Commercial Vehicles for SunPetro's Oil & Gas Fields in Gujarat.

Tender No:- SunPetro/Gujarat Fields/LCV/2025-26/SPPL-210



SUN PETROCHEMICALS PRIVATE LIMITED (SunPetro)

8th Floor, ATL Corporate Park, Opp. L&T Gate no. 07,
Saki Vihar Road, Powai, Mumbai - 400072

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SECTION- 1

INVITATION TO BID (ITB)

Sun Petrochemicals Private Limited

(SunPetro)

COMMERCIAL & SUPPLY CHAIN MANAGEMENT

8th, 09th & 10th Floor, ATL Corporate Park, Opp. L&T Gate no. 07,

Saki Vihar Road, Powai, Mumbai – 400072, Maharashtra

Tel: (91-22) 4227 4227/66455645, Fax: (91-22) 6645 5685

CIN: U24219GJ1995PTC028519

Ref. No.: SunPetro/Gujarat Fields/LCV/2025-26/SPPL-210

Date: 11.04.2025

INVITATION TO BID (ITB)

Sub: Hiring of Light Commercial Vehicles for SunPetro's Oil & Gas Fields in Gujarat.

Ref: Tender No.: SunPetro/Gujarat Fields/LCV/2025-26/SPPL-210

Dear Sir / Madam

1.0 Sun Petrochemicals Private Limited (hereinafter referred to as **Sun Petro / Company**) is pleased to invite you to submit the Bid for the subject tender in accordance with the requirements & details as stated in the Tender Document, under **TWO ENVELOPE SINGLE STAGE BIDDING SYSTEM** in following two Envelopes:

ENVELOPE-I: Technical & Un-Priced Commercial Bid

ENVELOPE-II: Priced Commercial Bid

Bidders are requested to read the instructions and requirements in the Tender Document carefully and accordingly submit the Technical & Un-Priced Commercial Bid in one envelop and Priced Commercial Bid in another envelop as stated above, each in a separate wax sealed envelope. Both the envelopes are required to be placed in one wax sealed envelope and be send to the tendering office address. Bids should be complete in all respects, as per the requirements of the relevant Sections & ANNEXURES.

1.1 SALIENT FEATURES OF THE TENDER

1]	Tender No.	SunPetro/Gujarat Fields/LCV/2025-26/SPPL-210
2]	Title of Tender	Hiring of Light Commercial Vehicles for SunPetro's Oil & Gas Fields in Gujarat
3]	Brief Scope of Service	Detailed as per Section-4 of this tender Document
4]	Bid Security / Bid Bond	Bidders are required to furnish Bid Bond along with Technical & Un-priced Commercial Bid in ENVELOPE-I in the format as attached herewith at ANNEXURE - 2 drawn from a Nationalised/Scheduled bank as listed at ANNEXURE-9 for an amount as specified below: Indian Rupees – Rs. 1,00,000/-
5]	Bid Validity	One Hundred and twenty (120) days
6]	Bid Bond Validity	One Hundred and fifty (150) days
7]	Last Date Of Receipt of Queries From Bidders	Seven (7) days from the date of issue of this ITB
8]	Date Of Pre-Bid Conference & Venue	If required will be intimated
9]	Tender Closing Date & Time	28.04.2025 at 1500 hrs. IST
10]	Address for Correspondence /Tendering Office	Head –Commercial & SCM Sun Petrochemicals Pvt. Ltd. 8 th , 9 th & 10 th Floor, ATL Corporate Park, Opp L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai-400072 E-mail: dheeraj.paroch@sunpetro.com

11]	Mobilization Period	15 days from the date of LOI/LOA / Mobilization notice
12]	Contract Period	3 years + 2 years extension option at SunPetro's discretion on same rates, terms & conditions
13]	Terms & Conditions of Contract	As per Section-3 of this tender Document

NOTE:

Receiving the tender from Company does not qualify the bidder automatically for their bid consideration. The bidders has to qualify tender terms & conditions including BEC as described in the tender document.

1.2. ACKNOWLEDGEMENT OF TENDER DOCUMENT

Bidder(s) receiving this 'Invitation To Bid' are required to confirm in writing whether they intend to bid or not within two days from electronic issue of this document, stating the reasons if declining to bid in this instance. Bidders not conforming to this requirement risk being barred from future inquiries.

1.3. PRICING STRATEGY

Bidder to quote strictly as per the 'Price Schedule' (Section-7) of this Tender document.

1.4 EVALUATION STRATEGY

Evaluation of Bids for awarding will be based on the most advantageous offer to Sun Petro reflecting a combination of technical acceptance, qualification as per Bid Evaluation Criteria (BEC) as per Section-5 and Cost.

However, Company reserves the right to reject or accept, in whole or in part, any Bid; waive formalities in the bidding processor to negotiate Contract terms with any individual bidder when such is deemed fit by Company to be in their best interest. Company will be under no obligation to provide reasons for accepting or rejecting any Bid.

1.5 AWARD Strategy

Single Award or Multiple award at the description of SunPetro.

1.6 CHECK LIST

Bidders should review and submit the check list (as per format at ANNEXURE -3) along with bid in the ENVELOPE-I (**Technical & Un-Priced Commercial Bid**).

1.7 SUBMISSION OF BIDS

1.7.1 Physical Hard Copy

Your wax sealed bid (ENVELOPE-I and ENVELOPE-II), complete in every respect & strictly in accordance with the Terms & condition in the Tender Documents are to be submitted through one waxed envelope containing both envelopes as described above, at the reception of "Tendering Office" as detailed above, on or before Due date of Submission.

1.7.2 Alternate Option for Submission of Bid Documents:

1) ENVELOPE-I: "Technical & Un-Priced Commercial Bid" to be submitted on following e-mail address, on or before RFQ closing date and time: allan.nunes@sunpetro.com; saurav.chamoli@sunpetro.com with copy to dheeraj.paroch@sunpetro.com

2) ENVELOPE-II: Priced Commercial Bid to be submitted as follows:

Priced Commercial Bid:

☐ Price Commercial Bid in pdf / zip format with a "Pass Code / Password" to be submitted on following e-mail address at Dheeraj.Paroch@sunpetro.com on or before RFQ closing date and time.

☐ The passcode/password to be sent only upon written request from SunPetro at email address Dheeraj.Paroch@sunpetro.com failing which bid will not be considered for opening & further process.

1.8 Bidders to note that Non-compliance with the bidding instructions, except as permitted in the Bid and/or late arrival of Bid shall result in Bid not being considered.

- 1.9** Only bids submitted by bidders who have been issued bid document by the Company shall be considered whereas unsolicited bid shall not be considered.

Further details are available in the Tender Document for the compliance.

Please acknowledge the receipt of the tender document per ANNEXURE-1 within 3 days from date of this ITB.

We look forward to receive your bid complete in all respect on or before due date and time of bid submission.

Regards,

Dheeraj Paroch
Head-SCM & Commercial

SECTION- 2

INSTRUCTIONS TO BIDDERS

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INSTRUCTIONS TO BIDDERS

2.1 General Instructions

- 2.1.1 Bidders must review the General Terms & Conditions of the Model Contract and Detailed Scope of Work /Supply and specifications as per Tender, besides Bid evaluation Criteria, Responsibility matrix, commercial aspect, Schedule of Rates /Bill of quantity and other information in the Tender document.
- 2.1.2 Bidders shall be deemed to have understood and taken into account all the terms and conditions prescribed in the Tender Document. Any exceptions/deviations, including those pertaining to Clauses affecting prices must be clearly stated ONLY in the format provided in ANNEXURE-4. However, in case no exceptions/deviations are made / taken by the bidder, Bidder must return the form marked "Not Applicable".
- 2.1.3 Bids from agent / agent's representatives will not be accepted, unless backed by valid Letter of Authorization from the bidder's Company .
- 2.1.4 Bids submitted by fax / email will summarily be rejected. Responsibility for the timely delivery of the Bid package before the Bid Due Date rests solely with the Bidder.
- 2.1.5 All prices and terms and conditions should be valid for entire period of Contract Period as well as extension period if any.
- 2.1.6 SunPetro may further place repeat order for any or all the material/services/equipment/vehicles at the same rates, terms and conditions for the other fields and offices which SunPetro may acquire or associates in future.
- 2.1.7 The complete bid along with price Bid shall be duly signed and sealed by the Authorized Representative of the Bidder.

2.2 Joint Venture / Consortium Bidder's Bid

- a. In case of a joint venture / consortium bid, the members / partners of joint venture / consortium must meet the qualification criteria jointly as specified.
- b. The overall responsibility of the Contract Management shall be of Lead member / partner of Joint Venture / Consortium.
- c. In case of Joint venture / Consortium Bid, following additional requirement must also be satisfied:
 - i) Indian bidders whose proposal for technical collaboration / Joint Venture / consortium involves foreign equity participation / or payment of royalty and / or a lump-sum for technical know-how and wherever Govt. approval is necessary on their application submitted to SIA (Secretariat for Industrial Assistance), are required to submit:
 - A copy of Govt. approval, along with techno-commercial bid (if already granted).
 - OR
 - Furnish an undertaking to submit a copy of the required approval prior to the date of price bid opening.
 - ii) Bidders should submit a Memorandum of Understanding (MOU) / Agreement with their technical collaborator / joint venture / consortium partner (in case of Joint venture) clearly indicating their roles and responsibility under the scope of work.

- iii) MOU / Agreement concluded by the bidder with technical collaborator / joint venture / Consortium partner (in case of joint venture), should also be addressed to Sun Petro, clearly stating that the MOU / Agreement is applicable to this tender and shall be binding on them for the entire currency of period of Contract / PO. Notwithstanding the roles and responsibilities of each partner defined in the MOU / Agreement, all the partners will be jointly and severally responsible for completion of job under this contract.

A statement to this effect shall be included in the authorization / nomination/ MOU / Agreement by all members / partners of JV / consortium.

2.3 Use of English Language

All correspondence, documentation and drawings shall be in the English Language.

2.4 Late Bids

Company reserves the Right to reject / accept the bid submitted after the deadline for submission of bids, prescribed by the Company .

2.5 Clarifications

Bidders must seek any clarifications with respect to the Tender Document after tender issue date and till the date mentioned in the schedule of tendering. Any clarifications required to be sent to the following email: allan.nunes@sunpetro.com; ; saurav.chamoli@sunpetro.com with copy to dheeraj.paroch@sunpetro.com

2.6 Submission of Bids

2.6.1 A two-Envelope single stage International Complete Bidding (ICB) system, i.e. "Technical & Commercial Un-priced Bid" and "Commercial Priced Bid" shall be followed.

2.6.2 Bids are to be submitted in duplicate i.e. two (2 copies each) of "Technical & Un-Priced Commercial Bid" and "Priced Commercial Bid" in the separate sealed envelopes as follows:

ENVELOPE-I: Technical & Un-Priced Commercial Bid

ENVELOPE-II: Priced Commercial Bid

2.6.3 The Technical & Un-Priced Commercial Bid shall contain all details but with the price column of the Price Schedule Format blanked out. However a Tick mark (✓) shall be provided against each item of the Price Schedule Format to indicate that there is a quote against that item in the Commercial Priced Bid.

The Priced Commercial Bid shall contain only prices duly filled in as per the price schedule format.

Bids which Technical & commercial Un-Priced Bid is containing prices shall be rejected.

2.6.4 Each of the "Technical & Un-Priced Commercial Bid" and "Priced Commercial Bid" shall be properly identified as "Original Technical & Un-priced Commercial Bid" & "Copy Technical & Un-Priced Commercial Bid" and "Original Priced Commercial Bid" & "Copy Priced Commercial Bid".

2.6.5 The "Original Technical & Un-Priced Commercial Bid" along with one more "Copy of Technical & Un-Priced commercial Bid" with price deleted commercial copy shall be submitted in a separate sealed envelope (ENVELOPE-I) by pasting "Cut out slip as per **ANNEXURE-5**". The same procedure shall be adopted for submission of the "Original Priced Commercial Priced Bid" and "Copy of Priced Commercial Bid" in separate envelope (ENVELOPE-II) by pasting "Cut out slip as per **ANNEXURE-6**". Each Bidder will submit two soft copies of complete signed and stamped "Technical & Un-Priced Commercial Bid in the **Flash Drive, in PDF format** along

with “**Technical & Un-Priced Commercial Bid**” in the sealed cover i.e. ENVELOPE-I. Also **Bid Security / Bid Bond** should be submitted in the ENVELOPE-I with “**Original Technical & Un-priced commercial Bid** “

- 2.6.6 The entire Bid i.e. ENVELOPE –I and ENVELOPE –II should be then placed in a cloth-lined outer envelope duly sealed by pasting cut out slip as per **ANNEXURE-7** and superscripted as prescribed.
- 2.6.1 The Bids shall be submitted to the following address:
Dheeraj Paroch, Head - SCM
SUN PETROCHEMICALS PRIVATE LIMITED
8th, 9th & 10th Floor, ATL Corporate Park, Opp L&T Gate no. 07,
Saki Vihar Road, Powai, Mumbai-400072
- 2.6.2 The Technical & Un-priced Commercial Bid of the Bidder will be opened and evaluated first. If the offer is technically & un-priced commercially acceptable or acceptable alternatives to the minimum requirements specified in the Tender; and conforms to technical and commercial requirement or as may be decided by the Company, then the “Commercial Priced Bid” will be opened and evaluated.
- 2.6.3 In the Technical & Un-Priced Commercial Bid all the technical ANNEXURES should be submitted which would include compliance with Technical Specifications and all Price information should be left blank. The Commercial part should be a comprehensive package which should include all Price information as well as “Technical” bid information.
- 2.6.4 Bidder will provide the Delivery Period / Mobilisation Period / Completion Period, as required in tender document from the date of NOA / LOI.
- 2.7 Validity Period**
The Bids shall be valid for acceptance for a period of **One Hundred & twenty (120) days** from the Bid Due Date of submission. Company, however, reserves the right to seek extensions of the validity period as may be required. In the event of extension of the validity period of the Bid, all other terms and conditions including the provisions relating to Bank Guarantee shall also continue to be valid for the period of such extension.
- 2.8 Technical Proposal Requirement**
The Bidder must adhere to the Technical Specification requirements as mentioned in the Tender.
- 2.9 Certificate & Inspection**
At any time prior to supply / execution of the contract or during the course of delivery/completion and thereafter, Company shall have the right to access materials/vehicles and Supplier/Contractor shall assist in the verification of certificates & inspections. The Company shall exercise reasonable judgement in acceptance or rejection of such verifications, but Company reserves all the rights conforming to the requirements of the contract.
It will be the Bidder’s responsibility to correct any deviations from specifications found by inspection prior to mobilization of equipment/vehicle. This will be at the cost of the Bidder / contractor.
- 2.10 Commercial Proposal Requirements**
2.10.1 Currency

Bidders are free to quote in any currency and shall be paid in the same currency. The foreign exchange rate shall be calculated on the date of bid closing date for evaluation of bids only, whereas the payment of invoices will be made based on the exchange rate as prevalent the previous day of the payment.

2.10.2 Price in Words & Figures

In case of discrepancy between words and figures, the advantage in favour of Company will apply.

2.11 Deadline for Submission of Bids

The due date mentioned in the "Invitation to Bid" (ITB) shall be deadline for submission of bids. In case of the unscheduled holiday in Mumbai, (India) being declared by Company on the prescribed closing day of the tender, the next working day will be treated as the scheduled prescribed day of closing of the tender.

2.12 Splitting of work

The Company shall have a Right to split the work /supply between two or more bidders at its sole discretion.

2.13 Payment Terms

Compensation to the Bidder shall be made as per the prices quoted and in accordance with terms of the payments as may be finalized with Bidder and stipulated in the LOI / Contract. Invoices shall be raised & un-disputed invoice / items shall be paid based on approved "Call out" orders for each Service. No payment will be due to the Contractor / Supplier prior to signing of the Contract.

2.14 Taxes, Duties and Approvals

2.14.1 The Bidders shall quote their prices inclusive of any or all taxes, insurance and duties except Goods and Service Tax (GST) that are applicable at designated site. Except Goods and Service tax (if applicable to services provided under this Contract), the prices shall reflect delivery/mobilization inclusive of all applicable fiscal charges including but not limited to taxes, fees, duties, cess, licenses, import duties, personal income tax, corporate tax, excise tax and similar rates and fees, freight, insurance, and similar expenses. The GST, if applicable, shall be paid by the Company at actual.

2.14.2 Bidder shall consider in their bid and shall be responsible to obtain at its own cost, all required Permits / Consents / Essentiality Certificates (EC) to avail concessional / Nil duties & taxes applicable for the field, wherever applicable and required for the performance of the Bidder's obligations under the Contract, from the Government of India/ concerned State Governments, authorities or agencies or political sub-division thereof including any for exemption of custom duties (as per **ANNEXURE-10**) and other duties on material / equipment imported into India. Company will provide reasonable assistance wherever required including obtaining all certificates including Essentiality Certificate for claiming Zero Custom Duty as applicable under PSC, but all expenses related to obtaining all such Permits, Consents etc. shall be to the Bidder's account.

2.14.3 Indian associate/partner shall enclose with the Bid, copy of the PAN and GST Registration Certificate. The selected contractor will be required to have PAN (Permanent Account Nos) in India, otherwise tax will be deducted at a higher rate.

2.15 Performance Bank guarantee

The Successful bidder shall furnish to Company, a Performance Bank Guarantee for 10% of the estimated Contract value within 15 days of issue of the LOI / Contract (whichever is earlier) in the format as given in **ANNEXURE-8** from any of the nationalised or scheduled private banks

as listed in the tender document ANNEXURE-9. If the bidder does not submit the Performance Bank Guarantee as stipulated above, SunPetro reserves the Right to take appropriate measures to secure the interest of the Company and right to cancel the award of LOI without thereby holding / incurring any liability towards bidder for any work / material / services already done / provided by the bidder / supplier.

2.16 Change Orders & Rates:

- 2.16.1 Company shall have the right to make changes, including additions to or deletions from the quantities originally ordered or in the specifications. A checklist for post award of work is placed at ANNEXURE-11. The quoted and finally negotiated rates shall be valid & firm from issue date of LOI up to the completion of the contract including extension as applicable.
- 2.16.2 Company will issue written orders to Bidder for any change or extra work, except in the event of an emergency which in the opinion of Company requires immediate attention, Company will also be entitled to issue oral orders to the Bidder for any work required by reason of such emergency. Company shall ensure that such oral orders shall be followed up with written communication.
- 2.16.3 All changes in quantities / specifications will be performed at a mutually agreed delivery Schedule in the Contract period and price of such works shall be finalised / derived in terms and rates elsewhere in the Contract documents.
- 2.16.4 For any additional goods/service/vehicles, not specified herein, but needed for operations, the Bidder shall be required to provide, on agreed time, these additional goods & services, at agreed cost or actual costs + 5% handling fees.

2.17 Mobilization Period / Delivery Period / Completion Period

Time is essence of the Contract and Contractor shall Supply / perform the Work and Services diligently in accordance with the Bidder's **promised delivery dates / Mobilisation period / Installation period / Completion Period as set forth in Delivery schedule or agreed for any additional work / services / Supplies**. In the event it becomes apparent that the delivery/mobilization date cannot be met, the Contractor shall, at its own cost, take all necessary steps to expedite the process, failing which the provisions of Liquidated Damages as specified in the Contract shall be applicable. The Company may also terminate the LOI or Contract immediately invoking the available remedies for protecting the interest of the Company. Company will have the right to reject any bid not meeting the delivery schedule / Mobilization time.

2.18 Earnest Money Deposit / Bid Bond

Bidder to submit Bid Bond drawn from a Nationalised/ Schedule Bank of India as per format at ANNEXURE – 2. Bid Bond shall be acceptable in INR from Foreign bidders also. In lieu of bid bond bidder can also submit DD /Pay order. The Demand Draft / Pay Order will be governed by the Bid Bond terms and conditions. Bid Bond shall be returned to all unsuccessful bidders within one month after completion of tendering process (however, in case of the successful bidder, Bid Bond will be returned after submission of Performance Bond and failure to submit Performance Bond will lead to forfeiture of Bid bond).

2.19 ANNEXURES

Please note that **all ANNEXURES are placed at the end of this document**

SECTION-3

MODEL CONTRACT

- **Preamble of the Contract**
- **General Conditions of the Contract (GCC)**

PREAMBLE OF THE CONTRACT

THIS AGREEMENT, is made this _____ day of _____ 20

BY AND BETWEEN

Sun Petrochemicals Pvt. Ltd. a company organised and existing under the laws of India and having its head office at 8th, 09th & 10th Floor, ATL Corporate Park, Opp. L&T Gate no. 7, Saki Vihar Road, Chandivali, Powai, Andheri (E), Mumbai – 400072, Maharashtra, India (hereinafter referred to as “**Company**” or “**Sun Petro**”)

AND

[NAME OF CONTRACTOR], a company organised and existing under the laws of [.....] and having its head office at [.....] (Hereinafter referred to as “**Contractor**”).

RECITALS

WHEREAS, Company desires to have certain Services as hereinafter specified

WHEREAS, Contractor represents that it possesses the necessary premises, vehicles, equipment, personnel and capability to carry out such Services and is willing to do so on the terms and conditions hereinafter contained;

Hereafter both Company and Contractor shall be called jointly as Parties.

WHEREAS, Company desires to engage Contractor to supply, perform and complete the Services towards providing Light Commercial Vehicle on rental and/or call-out basis and

WHEREAS, Contractor has agreed to such engagement upon and subject to the terms and conditions hereinafter contained.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed between the Parties as follows:

This Contract witness that in consideration of the premises and the payment to be made by the Company to the Contractor provided for herein the Contractor shall supply all vehicles/equipment and /or materials and execute and perform all Services /Supply strictly according to the SCOPE OF WORK (ANNEXURE-) various provision in tender schedule and upon such supply, execution and performance of services to the satisfaction of the Company, the Company shall pay to the Contractor at the rates accepted as per the said tender schedule (Attached at ANNEXURE-) and in terms of the provisions therein.

The following documents, in order of precedence descending, comprise the entire Contract between the parties:

- 1] This Preamble of Contract
- 2] Articles of Contract (General Conditions of Contract)
- 3] Special Terms & Condition of Contract
- 4] Specifications and Scope of services
- 5] ANNEXUREs

The salient features of the Contracts as detailed herewith highlighted for ready reference:

- Note 1 : Title of the Contract:.....
- Note 2 : Contract No.:
- Note 3 : Point of Delivery/Site address:
- Note 4 : Project/Block Number:
- Note 5 : Effective Date of the Contract:
- Note 6 : Due Date of Mobilization:
- Note 7 : Duration /Validity of the Contract
- Note 8 : Tentative Value of The Contract:
- Note 9 : Company's Representative:
- Note 10 : Contractor's Representative:

IN WITNESS WHEREOF, the parties have hereinto set and subscribed their respective hands and seals the day, month and year respectively set forth

Sun Petrochemicals Private Limited

(COMPANY)

(CONTRACTOR)

Signature _____

Signature _____

Name:

Name:

Title:

Title:

In presence of wetness

1)Name
Title
Signature/Initials

1)Name
Title
Signature/Initials

2)Name
Title
Signature/Initials

2)Name
Title
Signature/Initials

GENERAL CONDITIONS OF THE CONTRACT (GCC)

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GENERAL CONDITIONS OF THE CONTRACT (GCC)

3.1 DEFINITIONS AND INTERPRETATION

The following definitions and interpretation shall apply and shall have the meanings assigned to them in this Contract except where the context otherwise requires:

- 3.1.1 "Affiliate" as applied to Company, its Co-venture's, Participants, Contractor, Sub-contractor shall mean in relation to any Company, at any time, any other entity.
- 3.1.2 "Agreement" or "Contract" or "Contract Document" shall mean the instructions to the bidders mentioned in the tender document, the preamble, these contract definitions, General Contract Conditions, Special Contract Conditions, Schedule of Rates, Responsibility Matrix etc., Specifications, Scope of work, all the exhibits, ANNEXURES appendices, schedules etc. hereto along with any amendments agreed and issued subsequently.
- 3.1.3 "Applicable law" shall mean any Indian law, regulation, bylaws, rule, directive, ordinance, judicial or quasi-judicial decree, order or notification enacted, issued or modified by any Government Agency in India.
- 3.1.4 "Approved and Approval" shall mean approved or approval in writing by the Company.
- 3.1.5 "Contract Administrator" shall mean the contract administrator so appointed by Sun Petro.
- 3.1.6 "Contract Price" shall mean the lump sum prices and/or rates of payment specified in Price Schedule in *Section 7* and as may be indicated in the Price schedule, which Sun Petro shall compensate, Contractor for the actual work executed and certified by Sun Petro's Representative subject to any additions/deletions thereto which may be made through the application of relevant provisions of the Contract.
- 3.1.7 "Contract Area" shall mean various Exploration & Production Blocks and Fields as awarded to the Operator by Government of India and/or any other Block awarded to Company from time to time and as identified as "Contract Area" or where company has participatory interest.
- 3.1.8 "Certificate of Release and Final Payment" is the certificate issued by to SunPetro as per the terms of Clauses mentioned herewith.
- 3.1.9 "Contractor" shall mean M/s. _____ and includes, its consortium partners, sub-contractors and vendors and the officers, directors, commissioners, employees, servants, representatives and agents of any of them as applicable.
- 3.1.10 "Contractor Administrator" shall mean the contract administrator so appointed by the Contractor and informed to Sun Petro.
- 3.1.11 "Contractor's Equipment" shall mean the Vehicle for Transportation along with all the equipment(s), units, drivers, all necessary permissions, insurances etc. along with auxiliary, machines, spares, facilities, miscellaneous materials /services and consumables etc., provided by the Contractor or its Sub-contractors in connection with the Scope of Work specified in *Section 4*.
- 3.1.12 "Contractor's Personnel" shall mean each individual and / or the collective group of Contractor's employees, Contractor's subcontractors, and their respective employees, subcontractors, licensees, invitees, agents and representatives, who are provided and/or utilized by Contractor for the performance of the Work.
- 3.1.13 "Commencement Date" shall mean the date when the Contractor's equipment / vehicle / services are tested, and ready to commence operations on the designated site for working as intimated by Sun Petro to Contractor.
- 3.1.14 "Completion Date" shall mean the time and date when the work is completed by the Contractor as per the Scope of Work.
- 3.1.15 "Company" means the Company or Operator which is a party to this Contract, and any other party for whom Company is acting in executing this Contract, including but not limited to, other members of the consortium owning an interest in the Block, their or their officers, directors, agents and employees.

- 3.1.16 "Company's Equipment" shall mean all equipment, appliances, tools, parts and supplies provided by Company and / or its associates.
- 3.1.17 "Company Group" shall mean the Company, its affiliates their contractors, subcontractors and equipment vendors of any tier, its Co-ventures, their personnel, officers, directors, employees and agents but excluding Contractor Group;
- 3.1.18 "Contract", "Agreement" or "Contract Document" (as per par 3.1.2 above)
- 3.1.19 "Daily Operation Report" shall mean the daily report submitted by the Contractor to Sun Petro as per the requirements of contract.
- 3.1.20 "Days" shall indicate consecutive calendar days, it being understood that all dates and time periods referred to in the Contract are expressed in terms of the Gregorian calendar. "Day" means a calendar day of twenty four (24) consecutive hours as referred to local time at the Site.
- 3.1.21 "Demobilization" shall mean the actual demobilization of contractor's equipment/vehicle and contractor's personnel including disassembly, removal, and site cleanup & restoration of all facilities assembled on site, repair of access roads to the full satisfaction of the Company. Sun Petro, will issue the de-mobilization letter for the services as and when requirement ends.
- 3.1.22 **Deleted.**
- 3.1.23 "Effective Date" shall be the date of issue of NOA(Notification of Award) /LOI(letter of Intent) / LOA(Letter of Award) / Work Order or as specified by Company.
- 3.1.24 "Exhibits" are those documents attached hereto and form an integral part of this Contract for all purposes and consisting of all the exhibits and ANNEXURES.
- 3.1.25 "GIPIP" shall mean specific guidelines in conformance with the Good international practices/norms and applicable standards / legislations and prevalent regulatory regime as specified by the Government of India.
- 3.1.26 "Good Oilfield Practices" means good international petroleum industry practices with such degree of diligence and prudence reasonably and ordinarily exercised by experienced parties engaged in a similar activity under similar circumstances and conditions.
- 3.1.27 "Government" shall mean Government of India or Government of State, or any political subdivision or administrative agency thereof, as the case may be, and/or their respective representatives having jurisdiction over the Work performed under this Contract.
- 3.1.28 "Gross negligence" shall mean (i) the intentional failure to perform a manifest duty, in reckless disregard of or wanton indifference to the consequences to the life, health, safety or property of others; or (ii) any act or failure to act which, in addition to constituting negligence, was in reckless disregard of or wanton indifference to the consequences to the life, health, safety or property of others.
- 3.1.29 Interpretation
- Reference to "Section", "Para " "Clause" "Article" and "Provision" shall have the same meaning.
 - The headings and sub-titles in these Conditions of Contract are included solely for convenience and shall not be deemed to be part thereof and shall not affect the meaning or operation of the Contract.
 - Words imparting the singular meaning only also include the plural and vice versa except where the context otherwise requires.
 - Any reference to statute, statutory provision or statutory instrument shall include any re-enactment or amendment thereof for the time being in force.
 - Reference to Applicable Laws shall also include amendments and extensions thereto.
- 3.1.30 "Letter of Intent / Letter of Award / Notification of Award /Work Order" or "LOI / LOA / NOA/ WO" shall mean the letter of Intent or Letter of Award or Work Order issued to the Contractor by Company.

- 3.1.31 Deleted.
- 3.1.32 "Mobilization" shall mean the actual mobilization of the Contractor's personnel & equipment/vehicle which are fit for operational requirements, along with auxiliary equipment and contractor's personnel during contract period and shall include any demurrage incurred during the period up to and including the date the Work begins at the Work Site of this Project except if such delay or demurrage has occurred due to acts or omissions of the Operator. Sun Petro, will issue the mobilization letter for the services/vehicle with date of delivery as and when requirement comes.
- 3.1.33 "Operator" shall mean Sun Petrochemicals Private Limited(Sun Petro) / Company
- 3.1.34 "PSC" shall mean the production-sharing contract entered into between the Government of India and SunPetro and /or its consortium.
- 3.1.35 "Project" shall mean the work and other related activities as may be indicated in the LOI/ Contract as per the Scope of Work.
- 3.1.36 Deleted.
- 3.1.37 "Services" shall mean the services to be provided by the Contractor under the Contract as more particularly described in Scope of Work, to this Contract and shall include such other services as may from time to time be agreed in writing between the Contractor and Sun Petro.
- 3.1.38 "Sun Petro" / "SPPL" shall mean Sun Petrochemicals Private Limited.
- 3.1.39 "Sun Petro's Representative" or "Company Representative" shall mean the person or persons expressly designated in writing by Company, who shall be Company's representative and shall be empowered to act, monitor and direct the performance of the Work required under this Contract on behalf of Company.
- 3.1.40 "Sun Petro Supply Item" shall mean a supply item, which is expressly identified in the Contract as being for supply by SunPetro or its contractors.
- 3.1.41 "Sub-Contractors" shall mean those persons or companies engaged by the Contractor in connection with the Services / contracts approved by Sun Petro.
- 3.1.42 "Sun Petro Designated Base" shall mean well site/warehouse or site as informed by Company. However, the contractor shall store/warehouse its equipment and materials at its own costs & risks.
- 3.1.43 "Performance Bank Guarantee" shall mean the unconditional, irrevocable bank guarantee required to be submitted by the Contractor to the Company in accordance with the terms of the contract and in the form of which bank guarantee is set forth in *ANNEXURE -8* hereof.
- 3.1.44 "Rates" or "Rate" shall mean the applicable rates of compensation to be paid to Contractor for work hereunder as set forth in the Price Schedule.
- 3.1.45 "Termination Date" shall mean the time of day and date when the Term defined in contract hereof expires or when this Contract is terminated by Company, in accordance with its terms, whichever occurs later.
- 3.1.46 Deleted.
- 3.1.47 Deleted.
- 3.1.48 Deleted.
- 3.1.49 "Well Locations" shall mean the locations of the Wells within the Contract Area at which Contractor shall provide services and such other locations as may be specified by Sun Petro.
- 3.1.50 "Willful Misconduct" means Intentional disregard of Good Oilfield Practice or proper conduct under the Contract with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.
- 3.1.51 "Work" shall mean the Work provided by Contractor which includes providing but not limited to tools & tackles, auxiliary equipment, spares, consumables, supplying the necessary equipment, materials, personnel and technical support etc. necessary for the performance of

Services on the Work Site / Work Location or base in accordance with the scope of the work defined in the Contract.

3.1.52 "Work Site / Work Location" shall mean the places on, under, in or through which the Works are to be carried out and any other places approved by the Company for the purposes of the Contract together with any other places designated in the Contract as forming part of the Site.

3.1.53 Deleted.

3.1.54 "Third Party" shall mean a person / entity which are not included in Company Group or Contractor Group.

3.2 DURATION OF CONTRACT:

3.2.1 **Primary term of this contract will be for three (3) years from the date of award with a provision to extend for 2 (two) more year(s) on same rate, terms and conditions at discretion of the Company.**

3.2.2 **Commencement Date, Completion Date and Termination Date for rate applicability:**

- Commencement date: Date of first Mobilization
- Completion date of contract: Expiry Date of Contract
- Termination Date : Expiry of the Contract

3.3 Materials, Supplies, Equipment, Services And Personnel

Any item supply / services requested by Company during contract period to complete the work shall be provided by Contractor

3.4 INSPECTION OF MATERIALS/VEHICLE

3.4.1 Inspection of Company Equipment

Not Applicable.

3.4.2 Inspection of Contractor Equipment

Company shall have the right at any time to inspect and reject for valid cause any vehicle furnished by the Contractor and Contractor shall replace, at no additional cost to Company, such vehicle so rejected with vehicle free from defects or if Company agrees, repair such vehicle at Contractor's cost.

3.5 COMPANY'S WORK PROGRAMME

3.5.1 Work Programme

The Service requirement shall be specified by the Company for each Site.

3.5.2 Contractor to Comply with Company's service requirement. Contractor shall use all reasonable care and attention to ensure all aspects of the requirements set forth by company and to ensure that Company's other contractors are afforded all reasonable facilities for similarly comply as appropriate.

3.6 PERFORMANCE OF THE WORK/SERVICES

3.6.1 Conduct of Services

The Services shall be performed by Contractor in accordance with Best road safety practices.

3.6.2 All correspondence from either party to the other party shall be addressed to its Contract Administrator, unless provided otherwise in the Contract.

3.6.3 Discipline

- 3.6.3.1 Contractor shall maintain at all times strict discipline and good order among its employees/drivers and subcontractors and shall abide by and conform to all reasonable rules and regulations promulgated by Company governing the scope of work/Service.
- 3.6.3.2 Contractor shall ensure that its employees/drivers and subcontractors if any are qualified, experienced & trained and shall, comply with the all Conditions set forth in scope of Service. Contractor agrees to all provisions set forth in this tender and further agrees that failure to comply with the requirements of scope of Service shall constitute grounds for termination of this Contract.
- 3.6.3.3 Company have the right to ask contractor to change / replace its personnel/driver for misbehaving / indiscipline during contract period. Contractor will replace person/driver, within 5 working days without affecting the work progress.

3.6.4 **Legal Requirements**

Contractor shall apply for and obtain all necessary certifications, permits, licenses and authorizations for personnel, equipment and technology required in India, including any authorizations or licenses from any governmental body for use of Contractor's Personnel or technology in the Services or the export of such technology to India.

Provident Fund Act:

No dues of Payment of PF Contribution from the Employer & Employees in respect of Contractor working for Onshore Block under Contract along with monthly Returns and remittance particulars of Challans and Statement of workmen.

ESI Act:

No dues of Payment of ESI Contribution from the Employer & Employees in respect of Contractor working for Onshore Block under Contract along with their Half-yearly Returns and remittance particulars of Challans and Statement of workmen.

As per the Labour enactments:

Regular compliance to Minimum Wage Act, No Dues to the Employees who have resigned or whose services are terminated, engaged by the contractors regarding payment of Wages, service compensation, Bonus, Gratuity, Un-availed Leave salary, Notice pay & etc.

Labour Welfare Cess:

All prices are inclusive of all taxes including Labour welfare cess. The Goods and Service tax (GST) shall be extra at actual. Each bidder has to provide the proof of deposit of Labour welfare cess to SunPetro duly signed by CA of the firm.

The Contractor shall indemnify the Company in case of his failure in meeting the statutory requirements as mentioned above. Submission of the above documents shall not relieve the Contractor of any liability to comply with the Applicable Laws.

3.7 **TERMINATION BY COMPANY**

- 3.7.1 Unless otherwise provided, the Contract shall terminate upon expiry of the Term of the Contract. The Contractor shall be paid for the Service provided and certified by Company Representative.

A. Termination for Non- Mobilization Vehicles.

If the Contractor fails to timely mobilize experienced driver & Vehicle required to perform the Service in accordance with the terms of the Contract, it would amount to material/service breach under the Contract and in such event, the Company shall have right to terminate the Contract immediately upon expiry of such specified time, unless otherwise provided or agreed by the Company.

Consequences of Termination:

Upon termination of Contract by Company under this sub-clause, the Contractor shall not be entitled to any payment whatsoever. The Contractor shall immediately refund any sum which the

Company might have paid to the Contractor under this Contract. Unless, otherwise provided in the Contract, the Contractor shall compensate the Company for all losses, expenses etc. which the Company shall sustain on account of such breach by the Contractor.

B. Termination for events specified below:

Occurrence of any of events as specified below shall be construed as Event of Default. The Company shall inform the Contractor of the same by issuing a notice of default (hereinafter referred to as "Notice of Default"). If the Contractor, upon receipt of such notice, fails to remedy such default with Seven (7) days, then the Company shall have the right to terminate this contract forthwith. Event of default shall occur if the Contractor:

- a) Makes a general assignment for the benefit of its creditors; or
- b) Refuses or fails to supply enough properly skilled Manpower i.e, Driver or Accessories in the car or other services(as mentioned in Scope of Work/Service) in accordance with the contract; or
- c) Fails to supply the vehicle as per agreement and/or scope; or
- d) Fails to make prompt payment to Sub-contractors if any or drivers
- e) Is in breach of Applicable Law; or
- f) Otherwise breaches the provisions of the contract or part thereof; or
- g) Suspends or abandons activities in the Work site; or Is wound up (not being a member's winding up for the purpose of reconstruction or amalgamation only) or if any deed or action substantially equivalent to any of the foregoing deeds or actions either in Indian law or applicable law shall occur; or
- h) Fails to provide uninterrupted services/perform work.

Consequences of Termination:

Upon termination of Contract by Company under this sub-clause B, the Contractor shall be entitled to payment for the service completed and certified by the Company Representative till the date of Termination. The Contractor shall compensate the Company for all losses, expenses etc. and additional expenses which the Company shall sustain, on account of such breach by the Contractor.

C. Termination in the event of Force Majeure

In the event that a condition of Force Majeure exists at the Site for a period of fifteen (15) consecutive days, Company shall have the right to terminate this Contract by giving two (2) days advance notice to Contractor.

Consequences of Termination:

Upon termination of Contract by Company under this sub-clause, the Contractor shall be entitled to payment for the work successfully completed and certified by the Company Representative till the date of Termination. No Party shall be obligated to pay the other Party for losses (including consequential losses), expenses, damages etc. sustained on account of event of Force Majeure.

D. Termination for Convenience

Company shall have a right to terminate the Contract in whole or in part, at any time with fifteen (15) days prior written notice thereof to the Contractor. Upon any such termination the Contractor irrevocably agrees to waive any and all claims for damages, compensations, including loss of anticipated profits, on account thereof, and as the sole right and remedy of the Contractor, Company shall pay the Contractor in accordance with Price Schedule mentioned in the Contract for the services performed by the Contractor till the date of such termination.

E. Termination for non-performance or non-satisfactory performance

The Contractor shall perform the work in accordance with GIPIP along with best road safety practices and the terms and conditions of the Contract. If the Contractor does not provide due service or any part thereof or its performance is non-satisfactory, then Company shall issue a notice ("Remedy Notice") to the Contractor to remedy such non-performance or non-satisfactory performance. Upon receipt of such Remedy Notice, the Contractor shall remedy such default within Seven (7) days. In the event, the Contractor fails to remedy such default within the specified

period or the performance of the Contractor is non-satisfactory repeatedly; the Company shall have a right to terminate the Contract immediately without any further notice.

Consequences of Termination:

Upon termination of Contract by Company under this sub-clause, the Contractor shall be entitled to payment for the service provided and certified by the Company Representative till the date of Termination. Further, the Company shall be entitled to take possession of the Work and provide the service at the risk and cost of the Contractor by whatever method Company deems just and expedient. Unless otherwise provided in the Contract, the Contractor shall compensate the Company for all losses, expenses etc. the additional expenses which the Company shall sustain on account of such breach by the Contractor.

- 3.7.2 Upon receipt of Notice of Termination, the Contractor shall, unless a notice directs otherwise:
- Immediately discontinue to provide service from that date and to the extent specified in the notice;
 - Place no further orders for materials & services.
 - Do only such work as may be necessary to preserve and protect Work already in progress and protect equipment at site.

3.7.3 Payment upon Termination

If the unpaid balance of the Contract Price exceeds the cost incurred by the Company on providing the service as per the Contract, such excess shall be paid to Contractor. If the unpaid balance of the Contract Price is lower than the cost incurred by the Company on providing service, the Contractor shall promptly pay the difference to the Company upon receipt from the Company of the certificate certifying the amount of such difference. Obligations arising under this article shall survive the termination of the contract.

3.7.4 De-hiring:

Company may, at its option, de-hire the services of the Contractor due to interruption in the work by giving three (3) days written notice to the Contractor and during this period no charges for vehicles and personnel etc. shall be payable by Company. However, contractor will take immediate action to demobilize the personnel and vehicles / other equipment immediately. SunPetro may call the Contractor along with the whole setup by issuing fifteen days' notice to mobilize again.

3.8 HEALTH, SAFETY & ENVIRONMENT (HSE)

General

During bid evaluation stage, Contractor shall also be evaluated on HSE. HSE evaluation shall be based on Contractor's response to the bid. Company may also conduct pre hire HSE audit of Contractor to assess their HSE capability.

3.8.1 Safety

- 3.8.1.1 In performing the Services hereunder, Contractor and its officers, directors and employees and any subcontractors and their officers, directors and employees shall comply with the provisions of and/or meet the Health, Safety and Environment best Industry standards and requirements set forth in:

- the safety management system (hereinafter referred to as "the Safety Management System") established by Contractor;
- Onshore safety, health, training and protective clothing requirements; and
- All applicable laws, rules and regulations of India.
- Proper safety kits liveries and uniform for all drivers working/driving at all times.

- 3.8.1.2 Prior to commencement of operations, Contractor shall ensure that all Contractors' personnel and the personnel of its subcontractors are familiar with the provisions of **Contractor's Safety Management System**.

- 3.8.1.3 Contractor is responsible for the supervision, monitoring and compliance of and with the requirements and shall take prompt and appropriate action to correct any unsafe work practices by its personnel and those of its subcontractors.
- 3.8.1.4 Company shall, at its complete discretion, monitor and audit Contractor and its subcontractors in respect of compliance with the requirements of this Clause. Contractor shall co-operate fully with, and rectify any deficiencies in compliance pointed out by the Company.
- 3.8.1.5 If during performance of the Services, Company's Representative is of the opinion that the Contractor is not conducting the Services in compliance with the Safety Case and/or Safety Management System or is conducting the work in such a way as to endanger the safety of Contractor's Personnel/Driver or Company's personnel, Company Equipment or any of Company's other contractors' plant, equipment or materials, then Company's Representative shall notify Contractor of the breach of safety involved and suspend operations, and the related provisions of the contract shall apply as if the operations had been suspended due to breakdown of equipment/vehicle.
- 3.8.1.6 Incompetent person shall be at RISK to carry out critical operation. Hence drivers need to be competent & trained to carry out assigned job. Training need for all drivers shall be identified & accordingly shall be trained by the contractor.
- 3.8.1.7 Deleted.
- 3.8.1.8 Contractor shall provide valid certificates of vehicles including but not limited to RC, PUC, etc.
- 3.8.1.9 Not Applicable
- 3.8.1.10 Contractor shall maintain following Records:
1. Drivers detail
 2. Pre medical check-up record
- 3.8.1.13 In case an item or activity is not covered by any HSE standard, or if the standard is considered to be inadequate, Contractor shall immediately notify the Company of such absence or inadequacy of defined standards. Company & Contractor shall then jointly develop & agree on additional standards to cover the item or activity and reduce the associated risk to as low as reasonably practical (ALARP) before the item or the activity is included or continued in the performance of the Work.
- 3.8.2 Environment / Pollution**
- 3.8.2.1 Contractor hereby acknowledges Company's commitment to conduct its operations in a manner that not only complies with all relevant environmental protection and pollution control legislation of India but also that, such operations do not cause environmental damage or pollution. In recognition of the aforementioned commitment, Contractor shall perform the Services in an environmentally acceptable and safe manner consistent with GIPI/Best road safety practice and shall ensure that its performance of the Services is properly monitored
- In particular, the Contractor shall:-
- a) employ generally accepted industry standards, including, as required, advanced techniques, practices and methods of operation then available for prevention of environmental damage;
 - b) take necessary and adequate steps to prevent environmental damage and, where some adverse impact on the environment is unavoidable, to minimise such damage and the consequential effects thereof on people and property; and
 - c) adhere to the guidelines, limitations or restrictions, if any, imposed by the Environmental Clearance referred to in this clause as applicable on the date of this Contract and as such Environmental Clearance may be revised, expanded or replaced.

- 3.8.2.2 Without limiting the generality of the provisions of this Clause hereof, Contractor shall comply with, and ensure that its employees, agents and subcontractors comply with, all applicable environmental protection and pollution control laws, regulations, rules and ordinances of all relevant state, central and local Government of India.
- 3.8.2.3 If during Contractor's performance of the Services, Company is of the opinion that Contractor is either not conducting the Services in compliance with any one or more of the provisions of Clause, all applicable environmental protection laws, rules and regulations imposed by state, central or local governments and all environmental guidelines and procedures furnished by Company to Contractor from time to time, or is conducting the Services in such a way as to endanger the environment or as to risk being in breach of any laws, rules or regulations of any such bodies, then Company shall notify Contractor of the breach involved and suspend all operations whereupon the provisions of clauses mentioned herewith in the contract apply as if the Operations had been suspended due to equipment/vehicle breakdown.
- 3.8.3 Contractor has to submit Monthly Compliance Reports to the company on all aspects as listed above or as decided by the company.

3.9 SETTLEMENT OF DISPUTE/ ARBITRATION

- 3.9.1 The Company and the contractor undertake that all disputes, differences or questions at any time between the parties as to the construction to this Contract or as to any matter or thing arising out of it or in any way connected therewith ("Disputes") shall be resolved between the parties in good faith by having the discussion between the Project Manager / Contract Manager level and if required may be taken up to the Company -Head level to resolve the issues / disputes in the interest of the work and at least three attempts shall be made by the both the parties in this direction.
- 3.9.2 In the event the disputes arising out of / connected with this Contract, which cannot be amicably resolved by Arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996, (including any statutory modifications or re-enactments thereof) and rules there under excluding any laws, opinions, or regulations that would require application of the laws of any other jurisdiction). The Arbitral Tribunal shall consist of three arbitrators. The Party raising the Dispute shall give a Notice to that effect to the other party and shall nominate the first Arbitrator in such Notice. The other Party shall respond to such Notice within 30 days of receipt thereof and nominate the Second Arbitrator. The two arbitrators so nominated shall appoint the third arbitrator within 30 days of appointment of the Second arbitrator. The Third Arbitrator so appointed shall be the Presiding Arbitrator. The arbitrators to be appointed shall be retired Judges of any of the High Courts or Supreme Court of India. Unless otherwise agreed in writing, the arbitration shall be held at Mumbai, India.
- 3.9.3 It is also a term of the Contract that the Contractor shall not stop providing service under this Contract and the Work shall continue as expected regardless of whether the arbitration proceeding have commenced or not. Notwithstanding any disagreement, dispute, protest, request for or pendency of arbitration or court proceedings relating directly or indirectly to the Work, at all times, Contractor shall proceed with the Work in accordance with the determinations, instructions and clarifications of Company in accordance with the terms and conditions of this Contract. If the Contractor fails to proceed with the Work, he shall be considered to be in default and shall be held liable for direct, indirect and consequential costs and expenses arising from such default. During the period Contractor is proceeding with the Work, he shall be paid the undisputed portion of his claims which are due under the Contract.
- 3.9.4 The right to arbitrate disputes and claims under this Contract shall survive the termination or invalidity of this Contract or any term hereof.

3.9.5 Any award rendered by the arbitrators shall be final and binding upon the parties. Any judgment upon such award may be entered in any court having jurisdiction or application may be made to such court for a judicial confirmation of such award and judgment or order of enforcement, as the case may be.

3.10 ENTIRE AGREEMENT/ WAIVERS

3.10.1 This Contract sets forth the entire CONTRACT between Company and Contractor which shall supersede all previous communication/ agreements either oral or written. No terms, conditions, understandings or agreements purporting to modify or vary the terms of the Contract (whether written or oral) of the parties made prior to the date of this Contract shall apply except where Company and Contractor have expressly varied the same in writing under the terms of this Contract.

3.10.2 None of the provisions of this Contract shall be considered waived by Company unless Company gives such waiver in writing. No such waiver shall be of any past or future default, breach or modification of any terms, provisions or conditions of this Contract unless expressly set forth in such waiver.

3.10.3 None of the following shall release Contractor from any of the warranties or obligations of this Contract or be deemed a waiver of any right or remedies as to any prior or subsequent default in accordance with the Contract:

- i) Failure by Company to insist upon strict performance of any terms or conditions of this Contract,
- ii) Failure or delay to exercise any rights or remedies provided herein or by law,
- iii) Failure to properly notify Contractor in the event of breach, except for any breach which according to provisions of Contract has to be notified,
- iv) Acceptance of or payment for any Service or review of any design, or
- v) Warranty on the Equipment if sold to Company by the Contractor will continue up to the expiry of the warranty period even if the Contract is expired or terminated.

3.11 LIQUIDATED DAMAGES

3.11.1 Liquidated damage

If Contractor for any reason other than Force Majeure, fails to timely mobilize the Vehicles, strictly as per specification mentioned in the SOW and/or personnel with requisite experience at designated location as per the time schedule mentioned in the Contract/ call-out or the extended date or fails to timely commence, continue or perform the services or continue uninterrupted Work in accordance with the terms of this Contract or the extended date any if above reason resulting to delay in providing service, the Company may without prejudice to any other right or remedy available to the Company, shall have a right to seek payment from the Contractor as ascertained and agreed liquidated damages, and not by way of penalty, One percent (1%) for each week of late in providing service up to a maximum of Ten percent (10%) of total estimated / annualized contract value.

The payment of liquidated damages pursuant to this section shall not affect the rights of Company as per Contract or Applicable laws including the following rights:

- a. Terminate the Contractor or a portion or part of the Service thereof at any time during the term of the Contract and / or,
- b. Recover damages resulting from Contractor's breach of any of the provisions hereof from any kind of dues and / or,
- c. Get the service from any other contractor at the risk and cost of the Contractor and/or,
- d. Invoke bank guarantee or any other security provided by the Contractor and/or,

By way of abundant caution, it is clarified that in addition to recovering liquidated damages, Company may exercise any one or more of its rights mentioned above as per the Contract and the Applicable Law.

hereof from any kind of dues and / or,

(iii) Get the supplies by any other contractor at the risk and cost of the Contractor and / or,

(iv) Invoke bank guarantee or any other security provided by the Contractor and / or,

By way of abundant caution, it is clarified that in addition to recovering liquidated damages, Company may exercise any one or more of its rights mentioned above as per the Contract and the Applicable Law.

3.11.2 The Parties agree that the liquidated damages indicated hereinabove are genuine pre-estimate of the minimum loss/ damage which COMPANY can suffer on account of delay / breach on the part of the Contractor and the said amount shall be payable without any requirement of proof of the actual loss or damage caused by such delay / breach.

3.11.3 By way of abundant caution it is clarified that during this period of delay, Contractor will not be eligible for any payment, whatsoever.

3.12 NOTICES

All notices and other communications provided for in this Contract shall be in writing and shall be delivered at the addresses for notices given in the Contract. A party may notify the other from time to time of changes in the address for notices. E -mails and facsimile transmissions shall be held to have been received at the time of transmission report.

3.13 APPLICABLE LAW

All questions, disputes or differences arising under, out of or in connection with this Contract and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India (both procedural and substantive) and parties hereby agree to submit to the jurisdiction of the Courts in Mumbai / Mumbai, India.

3.14 ACTS AND REGULATIONS, GUIDELINES

THE MINES ACT, 1952 along with the OIL MINES REGULATIONS, 1984 and all their amendments issued including requirements of Good International Petroleum Industry Practice (GIPIP) for all services are to be followed till validity of contract. The Contractor / drivers / helper shall follow all the prescribed guidelines, safety norms, rules, regulation specified under the Motor Equipment/vehicle Act and other relevant Safety Acts

3.15 CONFIDENTIALITY

3.15.1 "Confidential Information" shall be deemed to include all information including but not limited to any technical, commercial and financial information, improvement, inventions, know how, innovations, technology, trade secrets, professional secrets, copyrights and any other intellectual property, discoveries, ideas, concepts, papers, software in various stages of development, techniques, models, data, source code, object code, documentation, manuals, flow charts, research, process, procedures, functions, customer names and other information related to customers, price lists and pricing policies. However, the Parties hereto acknowledge that Confidential Information shall not include any information that:-

- a) is now or subsequently becomes publicly known or available without breach of this Contract;
- b) was previously in the possession of the Receiving Party without any obligation of confidentiality and which was not acquired from, provided, given, sold or otherwise disclosed (directly or indirectly) by the Disclosing Party not through this Contract.

- c) is required to be disclosed under any Applicable Law (subject however to the party who is required to disclose the information as such is providing reasonable notice of the same to the other party, prior to making any such disclosure).

- 3.15.2 The Contractor shall hold the information confidential and shall not divulge or disclose the information, or make the information available to any person or entity, other than its representatives and ensure that only such authorized Representatives who are expressly authorized by it to and whose duties require them to possess the Confidential Information shall have access to the Confidential Information on a need-to-know basis. In case of any breach of these terms or any act or omission by any of its authorized Representatives, then damages alone may not be an adequate remedy and that the remedies of injunction and specific performance or any other equitable relief may impose.

3.16 **ASSIGNMENT AND SUBCONTRACTING**

- 3.16.1 Company shall be entitled to freely assign its rights, obligations and duties under this Contract to its Affiliate or other Participant or JV, for any Blocks by giving written notice. Company shall be entitled to assign by novation its rights and obligations under this Contract to any third party with prior written consent of the Contractor, which shall not be unreasonably withheld.
- 3.16.2 Contractor shall not sublet or subcontract in part or in whole the Services to any third party without prior written consent of Company. If the Contractor sub contracts part of the Contract to a sub-contractor, Contractor shall ensure that sub orders reflect the requirements under this Contract and the Contractor shall furnish to the Company within one month from the dated of signing of the Agreement, a signed copy of the complete Agreement. Further in case of any change in the Contract with the Sub Contractors, the same shall be notified to the Company with in a period of one (1) month.
- 3.16.3 However, no such approval for sub-contracting shall relieve Contractor from any obligation or liability under the Contract and Contractor shall be fully responsible for acts and omissions of any sub-contractor or supplier and its employees and agents as though they were the acts and omissions of Contractor or its employees or agents. Also in no case sub-Contractors shall pass on any claim/ liability to Company.

3.17 **INVOICING AND PAYMENT**

- 3.17.1 Invoices shall be itemized with a full break down of the Service provided and shall be complete with all back-up details, receipts, and shall set forth the facts relating to all activities and transactions handled for Company's account and shall be verified and signed by an authorized signatory designated by the Contractor to show the basis for Contractor's application of the Contract payments and the resultant value of the invoice.
- 3.17.2 Contractor shall invoice to Company for payments hereunder on Completion of Services or on monthly basis. Unless and otherwise mentioned anywhere else in this Contract, Company shall make payment, of the correct/ undisputed / Certified invoice supported with job sheet any other relevant document, which is jointly signed by Engineer In-charge / Company representative along with the Contractor representative, within Thirty (30) working days period after receipt of invoice unless the Company disputes the invoice or a part thereof. Prices negotiated and finalized shall be firm and binding for the agreed Contract period as per *Clause 3.2. (General Conditions of Contract)* i.e. Three (3) Years and One (1) Year extension period. No interest shall be payable on delayed payments by the Company. Exchange Rate used for payment will be the average of SBI Selling and buying rate prevailing one day prior to the date of release of payment.

The invoice should be submitted to Company only after having submitted the following documents at Mumbai, if applicable. The Contractor shall indemnify the Company at all times for the damages caused or losses incurred by the company due to non-compliance with the existing laws and regulations by the Contractor.

- 3.17.3 The settlement of any invoices shall not be deemed acceptance of the Services or any part thereof and shall not prejudice the right of Company to question the propriety of any such charge at any time thereafter. A written response to Company's claim for omission corrections or errors in charges and credits for Company's account shall be made by Contractor as soon as practicable and in no event later than sixty (60) days from the date of such claims.
- 3.17.4 Contractor shall support all invoices with any data/job sheets/vehicle register and/or information reasonably requested by Company. Contractor agrees to retain all applicable documentation and records for a period of not less than Four (4) years from the end of the calendar year in which this Contract terminates. Company or any party nominated by Company shall be entitled to audit and examine all documents and/or records necessary to verify the correctness of charges contained in any invoice. The payment of an invoice shall not preclude Company's right to audit any charge during said three-year period. Any discrepancies found in such audit shall be paid or reimbursed forthwith. Company shall have the right to reproduce any such documents which have been inspected.

Invoices shall be endorsed with the Contract number and title and shall be submitted in tri-plicate with one original and two Copies (clearly marked "Original" or "Copy") once in each month and shall be forward

Head –Commercial & Supply Chain Management.
Sun Petrochemicals Private Limited
8th, 9th & 10th Floor, ATL, Corporate Park, Opp. L&T Gate no. 7,
Saki Vihar Road, Chandivali, Powai, Andheri (E),
Mumbai – 400072, Maharashtra [INDIA]

- 3.17.5 All payments to the Contractor under this Contract shall be made in Indian Rupees. The currency of price schedule shall not be allowed to be changed during the term of the Contract.
- 3.17.6 The Contractor shall not claim any charges under any head during the period the vehicles / equipment or tools are damaged, damaged beyond repair, un-operational, or declared dangerous for operation and cannot be operated / used for the said services. No payment shall be made for either the Standby rate, Stack Rate or under any other head till the tools / equipment / vehicles are redressed, replaced or declared safe for operation & fit for purpose. No payment for either standby rate or operational rate shall be made for the personnel associated with the operation of the said tools/equipment/vehicle for such period.
- 3.17.7 **Audit**
The Company and its authorized representatives shall have access to, and the right to audit and obtain copies of any of Contractor's and its subcontractors' or agents' documents of whatsoever nature (except the confidential information of pricing formulate of the Contractor) relating to or in connection with the performance of the Work, including books, vouchers, receipts, invoices, correspondence, government correspondence, contracts, representations before statutory authorities, tribunals, courts and any other records. The Contractor will preserve and will cause its subcontractors and agents to preserve all such records for a period of four (4) years from the end of the calendar year in which this Contract terminates and will, upon written request, make them available to Company and its representatives. The Contractor shall provide photocopies of any documents within a reasonable period whenever demanded by the Company, Audits referred in this Clause will be made during Contractor's normal working hours. Any payment made by the Company shall not imply acceptance of liability on the part of the Company. Company shall have the right to notify Contractor of any matters arising in an audit which may necessitate making an adjustment; and such adjustment, whether by reimbursement to Company or otherwise, shall then promptly be made. Company shall also have the right to obtain assistance and statements from any of Contractor's Personnel to the extent it deems necessary, and Contractor and its subcontractors shall make such personnel available at their assigned locations if still under employment with Contractor or its subcontractors.

3.18 TAXES AND DUTIES

3.18.1 Taxes

All rates and the Contract Price shall be inclusive of all Taxes & duties and such other payments as may be payable under any Applicable Laws (except Goods and Service tax). Except as stated, Contractor shall bear all income, corporate, property, work contract taxes and all other taxes, duties, levies, surcharges, imports and similar taxes and duties duly levied or imposed on Contractor on account of the payments received by Contractor from Company for the Services as may be payable under the Applicable Laws and any amendments thereto. Goods and Service tax (GST) if applicable shall be charged over and above the quoted prices and shall be paid by Company along with the invoice on submission of proof.

Company shall withhold from the payments to Contractor such amounts as determined by the prevailing taxation laws in respect of Contractor's Services. Company shall deposit these tax withholdings at source with the Indian revenue authorities and provide Contractor all appropriate tax receipts and forms evidencing the deposit of these tax withholdings. Contractor shall be responsible for filing returns of income to Indian revenue authorities for payments made by the Company pursuant to this Contract in accordance with the prevailing taxation laws.

3.18.2 Personnel Taxes

All employment taxes and contributions imposed by any law, regulations or by trade unions with respect to or measured by the compensation, wages, salaries or other compensation paid to employees of the Contractor, including without limitation, taxes and contribution or unemployment compensation, insurance, medical and health insurance, welfare funds, pensions and annuities and disability insurance shall be paid by Contractor. In the event that Contractor fails to do so and Company is liable to any interest or any penalty arising out of such personnel taxes, Company shall have the right to recover all such amounts from Contractor.

3.18.3 Custom Duty, Entry taxes, etc.

Equipment, materials and supplies imported for use solely and exclusively on matters (inter alia) related to petroleum operations, Company and Contractor agree to cooperate and to use all reasonable endeavors to obtain any exemption to which Company and/or Contractor is entitled in accordance with such notifications. Contractor expressly agrees to furnish necessary documentation, bonds or undertakings to Government authorities and / or to Company, which may be required for availing such concessional exemption. It is expressly understood that Contractor shall be required to re-export any of its Equipment (unless consumed during performance of Services) and left-over chemicals / additives imported under this Contract to enable Company to avail exemption of custom duties. Contractor undertakes to re-export Equipment at the earliest but not later than within fifteen (15) days of completion or termination of Services and shall be solely responsible for all customs formalities for importation and exportation of Contractors Equipment and materials at the port of entry or the port of exportation as the case may be.

3.18.4 Contractor shall protect, indemnify and hold harmless Company, its Co-ventures, their directors, officers, and employees from any and all claims or liability for incorrect or under valuation of tax payable on income excess profits, customs duties, royalty or other taxes assessed or levied by any government agency including any tax assessed or levied on account of property or equipment of contractor, wages salaries or other benefits paid to Contractors employees or employees of sub-contractors, on Company its Co-ventures, their directors, officers and employees' including from any and all claims or on account of any payment made to or earned by contractor.

3.18.5 Change in Law

3.18.5.1 In the event of any change or amendment of any Act or law, Rules or Regulations of Government of India or Public Body, which becomes effective after the effective date of this Contract and which results in increased / decrease cost of the works under the Contract though

increased / decreased liability of taxes, (other than personnel and Corporate taxes), duties, the Contractor shall be indemnified for any such increased cost by the Company subject to the production of documentation proof provided the rates and all applicable taxes along with the tax rate, were clearly indicated at the time of Bid submission by contractor.

- 3.18.5.2 Company shall not bear any liability in respect of (i) Personnel taxes on the employees of Contractor and the employees of all its sub-Contractors etc. (ii) Corporate taxes in respect of the Contractor and its sub-Contractors.” (iii) Any taxes for which the Contractor or any or all of his sub-contractors are directly assessable i.e. Corporate taxes and Fringe benefit tax in respect of Contractors and all of their sub-contractors, agents etc.

3.19 INSURANCE

- 3.19.1 For its risks and liabilities assumed hereunder, the Contractor shall, at its own expense procure and maintain as a minimum, the insurances set out in this Clause and ensure that they are in full force and effect throughout the life of the Contract. All such insurances (including insurances provided by Sub-Contractors) other than Employers Liability Insurance / Workmen's Compensation to the extent of the liabilities assumed by the Contractor under the Contract,
- 3.19.2 The provisions of this Clause shall in no way limit the liability of the Contractor under the Contract. All such insurances shall be placed with reputable and substantial insurers acceptable to the Company.
Contractors Insurances shall be primary to, and receive no contribution from Company insurances. If the Contractors neglects, fails, or refuses to obtain or maintain insurances required to be effected, or fails to provide certification etc., the COMPANY has the right to procure and maintain policies at Contractors risks and 5% more expense.
- 3.19.3 The Contractor shall be responsible for and shall save, indemnify, defend and hold harmless Sun Petro, Joint Venture partners of Sun Petro, the Government of India, their respective officers, directors employees, agents and other persons with whom Company may be associated (the COMPANY) from and against all claims, losses, damages, costs (including legal costs) expenses and liabilities in respect of:
- a. loss of or damage to property of the Contractor whether owned, hired, leased or otherwise provided by the Contractor arising from or relating to the performance of the Contract ,
 - b. Personal injury including death or disease to any person employed by the Contractor arising from or relating to the performance of the Contract.
- 3.19.4 Prior to commencement of providing services hereunder or within 7 days of signing of Contract, whichever is later, Contractor shall deliver to Company the following certificate(s)
- a) evidencing the issuance of insurance containing the coverage required herein and
 - b) Providing that insurance shall not be cancelled or materially change without thirty (30) days prior written notice to the Company. Commencement or performance of services/work without delivering the certificates of insurance shall not constitute a waiver of contractor's obligation to provide the required coverage.
- 3.19.5 The insurance shall cover for the following:
1. All consequences of occupational accidents or illness Employer's Liability Insurance, in such amounts as may be required by the laws of India or any other country or political subdivision thereof applicable to any employee engaged in performance of the work; as per regulations, extended to cover benefits provided under maritime law, if applicable. Contractor has the obligation to comply with Indian Social Security laws and regulations.
 2. Commercial or comprehensive General Liability Insurance, including coverage for contractual Liability to cover liability under this contract and cross liability Sudden and Accidental pollution, in the amount equal to the contract value combined single limit each occurrence with an aggregate limit of contract value for bodily injury and property damage provided that there will not be any

excess/deductibles in the policy to be taken by the contractor. The coverage should provide insurance for any incident or series of incidents covering the operations of the Contractor in the performance of the Contract. If Contractor's Liability Insurance is written on a "claims made" form it must provide for (i) a retroactive date prior to, or coincident with, the commencement of service under this contract and (ii) a minimum extended claims reporting period of one (1) year. This policy shall include Company and its directors, officers, employees and agents as additional insured.

3. Comprehensive Automobile Liability Insurance, covering owned, non-owned and hired motor vehicles, with a limit of liability as per regulations/ laws including passenger liability.
4. Personal Accident and Medical Insurance for each of Contractor's Personnel valid for the area(s) in which Work is to be performed and for any travel for any period(s) during which Work is being performed. This insurance should include cover for all hospital and medical costs, and all costs for repatriation.
5. Contractor shall carry or cause to be carried insurance covering all Contractor's Equipment against loss or damage at all times including during transportation to/from the site and at the site. However, Contractor reserves the right to self insure its own assets.
6. The Contractor will be required to have insurance coverage for "Oil Industries Endorsement" in its insurance policy.

General Conditions for Insurance

- A. Contractor hereby waives its right of subrogation against the additional insured and shall cause its insurers to waive their rights of subrogation against the additional insured.
- B. No form of contractor liability self-insurance, including but not limited to insuring with a parent, subsidiary, or affiliate organisation, is acceptable or allowable under the terms of this contract, unless agreed to by Company prior to commencement of services hereunder.
- C. Contractor assumes full responsibility for the insurance or self-insurance over his personnel, assets, machinery and equipment, including third party to be used in the performance of this contract. Therefore, except as otherwise provided herein, any damage or injury suffered due to a total or partial loss to such assets, machinery and equipment will be at Contractor's expense. Contractor must insure for full replacement value of any and all equipment used in performing the Work.
- D. All exclusions and indemnities given under this Contract shall apply irrespective of cause and notwithstanding the negligence, breach of duty (whether statutory or otherwise) or other failure of any nature of the indemnified party or any other entity or party and shall apply irrespective of any claim in tort, under contract or otherwise at law.

3.20 CONTRACTOR'S OBLIGATIONS AND WARRANTIES

- 3.20.1 The general allocation of responsibilities between Company and Contractor are set out in responsibility matrix and other clauses mentioned in this documents and the Exhibits.
- 3.20.2 Contractor represents that it is engaged in such specialized operations and represents that it has adequate resources and personnel in accordance with Good international Petroleum Industry Practices and shall perform the Work strictly in accordance with this Contract and shall comply with and adhere strictly to Company's instructions and directives on any matter concerning the Work. Contractor warrants that it is aware of the entire Well Locations environment, zoning and other regulations legal description prescribed in this Contract.
- 3.20.3 At all times Contractor shall respond promptly and shall accurately furnish to Company information about the Work as requested.

- 3.20.4 Contractor shall take full responsibility for the protection and security of materials and equipment while such materials and equipment are temporarily stored in Contractor's facility awaiting for transportation or otherwise in Contractors custody.
- 3.20.5 Contractor shall advise Company immediately in writing of any labour dispute or anticipated labor dispute, which may be expected to affect the performance of the Work.
- 3.20.6 Contractor shall use all reasonable care to ensure that the equipment is delivered and maintained in a fit condition for the intended Work and shall at its cost and expense man operate replace supply, repair and maintain the equipment.
- 3.20.7 **Contractor Personnel**
Contractor shall use all reasonable care to provide, at Contractors sole risk and cost, competent, skilled personnel to perform Work and shall take responsibility for their actions. Contractor shall ensure that the necessary personnel are available at the Work Site / Location when required by Sun Petro for commencement of the Work and shall continuously be available during the duration of the Contract. Contractor shall be solely responsible throughout the period of this Contract for providing all the requirements of its personnel, including but not limited to, accommodation, transportation, meals, medical attention, vacations and time-off allowance, travel and any other benefits due to such employees under any law or otherwise. Sun Petro shall have no responsibilities or liability whatsoever in this regard.
- 3.20.8 Sun Petro shall be entitled, without prejudice to any other rights or remedies available to Sun Petro under this Contract or otherwise in law to object to and require Contractor to remove from the Work any person who in the reasonable opinion of Sun Petro is incompetent, misconduct's himself, is negligent in the proper performance of his duties or is otherwise considered to be undesirable. In such an event, Contractor shall forthwith remove such person from the Work, and such person shall not be again employed upon the Work without the written permission of Company. Contractor shall forthwith replace within 5 working days, at Contractor's sole expense, any such discharged person with a suitable qualified and experienced person satisfactory to Company without affecting the work.
- 3.20.9 **Permits and Instructions**
Contractor shall obtain all requisite permits and approvals under Applicable Law for the performance of the Scope of Work / supplies. In the event of Contractor receiving instructions from Company to stop Work/supplies operations, Contractor shall comply with the same with immediate effect.
- 3.21 **FORCE MAJEURE**
- 3.21.1 "Force Majeure" shall mean any act which is insurmountable and outside the reasonable control of the parties Events of Force Majeure shall include, but shall not be limited to, acts of God, lightning, earthquake, flood, fire, explosion, major storm (hurricane, typhoon, cyclone, etc.) or tidal wave, act of war (declared or undeclared) or public enemy, riots (otherwise than amongst Contractor's personnel), strike (excluding strikes, lockouts or other industrial disputes or action solely among employees of Contractor or its subcontractors), act or omission of sovereign states or those purporting to represent sovereign states, blockade, embargo, quarantine, public disorder, sabotage or any other events beyond the control of the parties or either of them., Strikes shall only be considered as Force Majeure if they are officially declared/ accepted strikes. However, Force Majeure shall not include occurrences as follows:
- 3.21.1.1 Late delivery of materials caused by congestion at supplier's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences
- 3.21.1.2 Late performance by Contractor and/or a sub-contractor caused by unavailability of equipment, supervisors or labor, inefficiencies or similar occurrences;

- 3.21.1.3 Mechanical breakdown of any item of Contractor's or its Sub-contractor's equipment, plant or machinery; or
- 3.21.1.4 Delays due to ordinary storm, inclement weather, seasonal rains or monsoon; or
- 3.21.1.5 Non-conformance by Sub-contractors;
- 3.21.1.6 Financial distress of Contractor or any Sub-contractor
- 3.21.1.7 Failure to carry out operations in accordance with the instructions of the Company on account of any accident, breakdown or non-performance or unsatisfactory performance of the Rig or any rig equipment(s) or on account of any reason within the control of the Contractor.

Neither Party hereto shall be liable to the other, for the payment of money, for failure to perform any obligations hereunder when performance is hindered or prevented by Force Majeure. The affected party shall inform the other party immediately in writing (within 24 hours) of its inability to meet its obligations hereunder, specifying the cause of Force Majeure, and shall do all that is reasonably within its power to remove the Force Majeure conditions. Such party shall advise the other party when such Force Majeure ceases (within 24 hours of ceasing of Force Majeure) and shall resume performance of its obligations hereunder as soon as reasonably possible thereafter. No payment will be due to the Contractor between the commencement of Force Majeure and commencement of Normal operations by the affected party.

- 3.21.2 The affected party shall make every reasonable effort to. Should any act or acts of Force Majeure cause the suspension or artificial suspension of operations there under for all or part of the Work for a continuous period of more than seven (7) days, the parties shall meet and determine the appropriate measures to be taken. In the event that a condition of Force Majeure exists at the Site for a period of at least fifteen (15) consecutive days, Company shall have the right to terminate this Contract by giving two (2) days advance notice to Contractor.

3.22 WARRANTIES AND REMEDIES

- 3.22.1 Contractor represents that it is engaged in such specialized operations (providing vehicles) and represents that it has adequate resources, vehicles, service capability and personnel in accordance with GIIP and shall perform the Work strictly in accordance with this Contract and shall comply with and adhere strictly to Company's instructions and directives on any matter concerning the Work. Contractor agrees to comply with, and shall ensure that its Personnel comply with, all Applicable laws, International /Indian codes, rules, regulations and specifications applicable to the service of providing on hire vehicles / transport vehicles. Contractor warrants that all items/vehicles rented to Company under this Contract shall meet specifications as set forth in the contract and shall be in good working condition throughout the Contract period (ordinary wear and tear excepted). All Vehicles/Equipment, materials, machinery and goods procured and supplied by Contractor under this contract, including, without limitation, service related materials (collectively items) shall be of good quality and workmanship, safe and free from defects in workmanship. Time is of the essence of the Contract and Contractor shall perform all Services in conformity with the time schedule, specifications and the obligations contained herein, unless the delay is due to Force Majeure or reasons wholly within Company's control. Any failure by Contractor to timely deliver the goods / materials work at the point of delivery and / or perform the services in timely manner shall attract the provisions of Clause indicated in Liquidated Damages.
- 3.22.2 The Service warranty applies to all services performed by Contractor as part of the Work. Contractor warrants that it shall perform all such services in a Good and Workman like Manner. Contractor warrants to Company that Contractor's Personnel who are skilled, experienced and competent in their respective positions, and who are fit for duty shall perform all Services. Contractor undertakes to ensure that its personnel comply with Company's regulations regarding health, safety and training which are in force at such time and at such place.

- 3.22.3 In the performance of the Services, if the Contractor fails to comply with the warranties and undertakings set forth, the Contractor shall as directed by the Company prior to demobilization, at Contractor's cost and without prejudice to any other right or remedy of Company under this Contract, re-perform the Services or correct such failure or furnish an alternative acceptable to Company in order to comply fully with the requirements of the Contract. Defects shall not be deemed waived by Company's failure to notify Contractor upon receipt of Services or by payment of invoice.
- 3.22.4 Contractor shall use all reasonable care to provide, at Contractors sole risk and cost, competent, experienced, skilled personnel to perform Work and shall take responsibility for their actions. Contractor shall ensure that the necessary personnel are available at the Work Site / Location when required by Company for commencement of the Work and shall continuously be available during the term of the Contract. Contractor shall be solely responsible throughout the period of this Contract for providing all the requirements of its personnel, including but not limited to, accommodation, transportation, meals, medical attention, necessary permits / licenses as per rules / laws, vacations and time-off allowance, travel and any other benefits due to such employees under any law or otherwise. Company shall have no responsibilities or liability whatsoever in this regard. Company shall provide boarding and lodging to the Contractor's personnel while at the work.
- 3.22.5 Day-rates or compensation of whatsoever nature shall not apply to time when the Contractor's Equipment/tool/vehicle is unable to perform to the satisfaction of the Company in accordance with the Contract for any reason.
- 3.22.6 If Contractor shall fail in its obligations under this Contract and does not remedy such default after having received prior written notice thereof, Company may on its own initiative arrange for alternative means of performance of Services. Any direct and reasonable costs or expenses incurred by Company thereby, shall, together with an additional five per cent (5%) of such costs and expenses, be payable by Contractor and may be deducted and set off against any monies owed to Contractor by Company pursuant to the Contract. Should any time be lost during any such alternative arrangements in the performance of the Services, the Equipment and Personnel shall be at zero Rates for the lost time for that particular tool/ service in default and no Rates of whatsoever nature shall be payable for the duration of such default. The above shall be without prejudice to any other rights available to the Company under the Contract or as per Applicable Laws
- 3.22.7 Contractor shall take all measures necessary and / or proper to protect personnel, Work Site and facilities as well as observe all safety rules and regulations of Company, given to Contractor in writing provided such rules do not conflict with those of any Governmental Agency having jurisdiction over operations conducted hereunder. No smoking or open flames shall be permitted on the drilling unit and nearby except in areas marked by Contractor and approved in writing by Company. Contractor shall use all reasonable means to prevent and control fires and blowouts, as well as protect the hole, the reservoir or any other underground formation from loss or damage.
- 3.22.8 Contractor shall have no authority to make any statements, representations or commitments of any kind or to take any action which shall be binding upon Company, except as provided for herein or otherwise authorized in writing by Company.
- 3.22.9 Contractor shall notify Company promptly, but no later than twenty four (24) hours, upon discovery of any instance where Contractor has not complied with the requirements of this Clause.
- 3.22.10 The Company reserves the right to purchase / replace specific tools / equipment at any time during the Contract and include them in the Contract.

3.23 LIENS

Contractor shall immediately pay and discharge any lien, claim or encumbrance, of any nature, (or shall provide security for payment thereof) attributable to Contractor. Contractor shall indemnify and hold Company harmless from and shall keep Company's equipment and property free and clear of all liens, claims, assessments, fines and levies incurred, created, caused or committed by Contractor. If Contractor fails to pay and discharge any such lien, claim or encumbrance, then Company may do so and charge Contractor for all costs, with an additional five per cent (5%) of such costs and expenses, be payable by Contractor and may be deducted and set off against any monies owed to Contractor by Company pursuant to the Contract. Company shall have the right to retain out of any payment to be made to, or to be reimbursed to, Contractor, an amount sufficient to indemnify it completely against any such lien, claim, assessment, fine or levy exercised or made and all associated costs.

3.24 INDEMNITY AND LIABILITIES

3.24.1 Contractor's Material, Equipment, Services and Property

The Unit / equipment / services / tools/vehicles (herein referred to as Equipment) to be deployed by the Contractor under the Contract shall continue to remain Contractor's property and shall always remain in the possession / control of the Contractor with the exclusive right to use of such equipment by the Contractor for providing services under the Contract. Contractor shall be responsible at all times, including time in storage, in transit, on the rig or at Company's well location, for damage to or destruction of Equipment and any other property of Contractor or any of its subcontractors and their respective employees or agents, unless such loss, damage or destruction is caused by or contributed to by the Gross Negligence of Company Group.

3.24.2 Limitation of Liability

The total liability of the contractor shall be limited to 100% of the contractor value if no fault by contractor. In case intentional damages, it would be 200% of the contract value. The Company shall indemnify and hold harmless the Contractor against all claims and liabilities in excess of the above limits, provided that aforesaid cap for limitation of liability shall not apply and the Contractor shall continue to remain responsible for all liabilities which arise on account of:

- Breach of Applicable Laws by the Contractor Group.
- Liability for payment or non-payment of taxes and other statutory duties/ fees of any nature.
- Liability for breach of Intellectual Property Rights of any person.
- Breach of Confidentiality obligations.

3.24.3 Consequential Damage

Notwithstanding anything else contained herein to the contrary and subject to clause, neither party shall be liable to the other for indirect and consequential damage resulting from, or arising out of this Contract including but not limited to, loss of profit, loss of revenue, anticipated profits, loss of business opportunity or business interruption, suffered by such Party or its Group and each Party shall defend, indemnify and hold the other party harmless in respect thereof.

3.24.4 Certain Restrictions on Indemnities:

Unless otherwise expressly admitted elsewhere herein the Contract, no indemnity or hold harmless provision of this Contract shall apply in favour of a Party who shall have caused loss or damage through Gross Negligence or Wilful Misconduct.

3.25 PERFORMANCE BANK GUARANTEE

Within Fifteen (15) days of the issue of Letter of Intent/ award, the Contractor shall present to the Company a Performance Bond / Bank Guarantee (As per format in accordance to **ANNEXURE -8**) in the form of an irrevocable, unconditional, payable on first demand by Company, divisible bank bond in the format of **ANNEXURE -8** issued by an approved bank. Failure to comply with this condition will constitute grounds for termination of the award / Contract.

A) For Works / services:

The Performance Bank Guarantee shall be of 10% of one year estimated contract value and shall be valid and be retained for Ninety (90) Days after the completion/termination of the Contract except where claims are outstanding there under or where previously drawn by the Company but not later than Thirty (30) days after the final settlement of such claims or Ninety (90) Days whichever is later. If the Contractor does not submit the Performance Bank Guarantee as stipulated above, Sun Petro reserves the right to cancel the award of LOI / LOA.

Company shall not be liable to pay any Bank Charges, Commissions or Interest on the amount of Performance Bank Guarantee. The performance bond provided by the Contractor is intended to operate as security for amounts (including damages where applicable) which becomes payable by the Contractor by virtue of this Contract and are not intended to be used as a penalty. Without prejudice to its other rights under the Contract or at law, Company shall be entitled to forfeit the performance bond, should the Contractor fail to perform the Services in accordance with the provisions of the Contract or fail to comply with the provisions of this Contract. The Performance Bank Guarantee shall remain at the entire disposal of Company as Security for the satisfactory commencement, performance and completion of the Scope of Work under the conditions of the Contract / Contract including recovery of amounts due to the Company from the Contractor arising out of this Contract under whatever head.

Company reserves the right to invoke the performance bank guarantee for any of the following reasons including but without limitation to:

- Failure of contractor to start/commence the work as per LOA/LOI/Contract
- If Contractor fails to perform as per the terms and conditions of the contract.
- If contractor fails to perform as per prescribed scope of work.
- If contractor fails to work in work man like manner.
- If tools, machines, parts for the providing services are not fit for the performance of work.
- For breach of contract.

Sun Petro will accept the bank guarantee from all public sector banks in India or any of the banks listed in the **ANNEXURE -9**.

3.26 SEVERABILITY

If any portion of this Contract is determined to be illegal, invalid or unenforceable, for any reason, then, insofar as is practical and feasible, the remaining portions of this Contract shall be deemed to be in full force and effect as if such invalid, illegal or unenforceable portions were not contained herein.

3.27 NON-EXCLUSIVE CONTRACT

This Contract is nonexclusive and Company reserves the right to engage other contractors to perform similar or identical work. Contractor shall afford such other contractors adequate opportunity to carry out their agreements and shall accomplish the work in cooperation with those contractors and with Company.

3.28 EXPORT CONTROLS

Not Applicable.

3.29 Special Condition Applied

3.30 Vehicle Deployment

The Services include Vehicle to be provided for utilized by Company on 12/7 basis or as specified by the Company to support its activities during day time and shall include within its purview rental charges, fuel, minor and major maintenance and repair works of the vehicle and salary of driver to provide service 12 hrs a day x 7 days a week

The working time of the Contractor provided driver and car shall commence and end at the time he report / leaves to / from the designated duty location for which the entry/exit time recorded by the Company in its security register or the traveler.

If the vehicle is used for more than the fixed kilometers for the month as mentioned in price scheduled, the Contractor shall be reimbursed at the Rates per extra kilometer as stated in price schedule.

If the vehicle is used for less than 30/31 days in a month, then payment shall be on pro-rata basis only and there shall be no requirement of minimum hours of utilization.

3.31 Mandatory Requirements by Contractor:

- All supplied vehicles should be commercially passed with valid permits and all necessary certificates/approvals.
- Ensure seat belts in the seats of the contracted vehicles.
- Vehicle to be kept clean (interior/exterior)
- Driver to be neatly dressed in Uniform, wearing shoes, maintaining hygiene at all times.
- Provide Fire Extinguishers in the contracted vehicles.
- Red triangle to be available as part of breakdown kit in car.
- All four wheeler to be fit with flame arrestors.
- Vehicles shall be subjected to periodical inspection by Company's HSE Department.
- In the event of any non-compliance observation, the same shall be rectified within **3** days of receipt of Inspection Report on his cost.
- Contractor shall remain responsible for maintaining a 'medical first aid kit' and shall ensure its availability at all the times in the contracted vehicle.

SECTION - 4

SCOPE OF SERVICES

SCOPE OF SERVICES (SOS)/ Scope of Work (SOW)

Scope of Work / Services for Diesel / Petrol / Electric Vehicle

4.0 Introduction:

Sun Petrochemicals Private Limited (SunPetro) incorporated in 1995, has diversified into the upstream hydrocarbon business in 2014. SunPetro is owned by the promoters of Sun Pharmaceuticals Industries Limited. Sun Pharmaceuticals is the 5th Largest Pharmaceutical Company in the World. Marking establishment in 150 countries & Manufacturing plants in 45 locations.

Currently, SunPetro is operator for three Oil & Gas fields in Gujarat. These are Modhera field in Mehsana, Baola field in Ahmedabad and Hazira field in Surat. Modhera and Baola Fields are onshore heavy oil fields where as Bhaskar field is predominantly gas field with light oil and stretched both onshore and offshore and developed with unique concept of Land Based Drilling Platform (LBDP) and an offshore platform named Alfa Bob.

Other than these fields, SunPetro has been awarded Gulf-A and GK-28 (Bhaskar 2 & 3) offshore field in Discovered Small Fields round – 3 from MOPNG and also has four offshore exploratory blocks(Prabhakar 1, 2,3 &4). in Gujarat.

4.1 Objective:

Objective of the contract is Hiring of agency / contractor for supply of :

Light/Medium commercial vehicle for transportation of Sun Petro employees to & from Baroda / Ahmedabad Airport /some other location to Bhaskar & vice versa, Bhaskar, Bavla and Modhera fields, Gujarat and any other places based on requirement.

4.2 Scope:

Hiring of Light Motor Vehicles / Car / Bus for manpower transportation for Bhaskar Plant.

I. Emergency vehicle (Pickup / Camper)

- a. No of Vehicle required: 4 Nos
- b. Nature of duty: 24x7 at site
- c. Activity: to meet emergency requirement & material transfer in plant.
- d. Average running- 6000 km/month

II. Emergency vehicle (Pickup / Camper)

- a. No of Vehicle required: 2 Nos
- b. Nature of duty: 12x7 at site
- c. Activity: to meet emergency requirement & material transfer in plant.
- d. Average running- 4000 km/month

III. Emergency vehicle (Pickup / Camper) Long

- a. No of Vehicle required: 1 Nos
- b. Nature of duty: 12x7 at site
- c. Activity: to meet emergency requirement & material transfer in plant.
- d. Average running- 4000 km/month

IV. Four wheeler Vehicle)

- a. No of Vehicle required: 4 Nos
- b. Nature of duty: General Shift (8 AM to 8 PM), 7 days a week
- c. Activity: Pickup from CPF / Anand / Tarapur / nearby area to Bhaskar Plant to & fro
- d. Average running- 3000 km/month (2 Nos vehicle) & 6000 km/month (2 Nos Vehicle)

V. Four wheeler Vehicle for IOCL Shift personnel

- a. No of Vehicle required: 1 no
- b. Nature of duty: Shift Duty ,Two shifts & each shift of 12 hr.8 AM to 8 PM and 8 PM to 8 AM, 24 hours x 7 days a week
- c. Activity: Pickup from CPF/ Anand / Tarapur /nearby area to Bhaskar Plant to &

- d. fro
Average running - 5000 km/month

VI. Four wheeler Vehicle for Bolero Neo / New Scorpio

- a. No of Vehicle required: 2 no
- b. Nature of duty: Shift Duty ,Two shifts & each shift of 12 hr.8 AM to 8 PM and 8 PM to 8 AM, 24 hours x 7 days a week
- c. Activity: Pickup from CPF/ Anand / Tarapur /nearby area to Bhaskar Plant to & fro
- d. Average running - 4000 km/month

VII. Four wheeler Vehicle for Bolero Neo / New Scorpio

- a. No of Vehicle required: 1 No
- b. Nature of duty: Shift Duty ,Two shifts & each shift of 12 hr.8 AM to 8 PM and 8 PM to 8 AM, 24 hours x 7 days a week
- c. Activity: Pickup from CPF/ Anand / Tarapur /nearby area to Bhaskar Plant to & fro
- d. Average running - 6000 km/month

VIII. Four wheeler Vehicle for Shift Drilling personnel

- a. No of Vehicle required: 2 Nos
- b. Nature of duty: Shift Duty ,Two shifts & each shift of 12 hr.8 AM to 8 PM and 8 PM to 8 AM, 24 hours x 7 days a week
- c. Activity: Pickup from CPF/ Anand / Tarapur /nearby area to Bhaskar Plant to & fro
- d. Average running - 4000 km/month

IX. Four wheeler Vehicle for General Shift personnel / 14days On/Off Pickup & Drop

- a. No of Vehicle required: 1 No
- b. Nature of duty: Shift Duty,Two shifts & each shift of 12 hr.8 AM to 8 PM and 8 PM to 8 AM, 24 hours x 7 days a week
- c. Activity: Pickup from CPF/ Anand / Tarapur /nearby area to Bhaskar Plant to & fro
- d. Average running - 6000 km/month

X. Bus (17 to 25 Seater) for general shift personnel

- a. No of Vehicle required: 1 no
- b. Nature of duty: General Shift Duty ,9 AM to 6 PM, 7 days a week
- c. Activity: Pickup from Anand / Tarapur/nearby area to Bhaskar Plant to & fro
- d. Average running- 4000 km/month

4.3 SCOPE OF SERVICE (SOS)

Scope of work for Hiring of Light Commercial Vehicles for Bhaskar, Bavla and Modhera Fields, Gujarat on Rental and Call-out Basis (as & when required) is as under-

1. Vehicle as specified shall be provided to SunPetro's designated official as per requirement.
2. Prompt, Punctual, Efficient, Safe, Courteous & Quality are the essence of this service.
3. The Contractor shall ensure that the car deployed are RTO commercial passing vehicle, maintained well, cleaned thoroughly both internally and externally, boot kept clear of dust, rubbish, oil, and any personal belongings of driver. Hygienic condition must be maintained inside the car at all times, and shall be subjected to periodic inspection by the representative of SunPetro.
4. In the event of any delay or breakdown of vehicles on-route, the Contractor at his own cost shall make alternative arrangement for on-time pickup of the officials/ official guest of SunPetro.

5. In the event of any breakdown or repair or unsatisfactory condition of the Vehicle, the Contractor shall provide a replacement vehicle of similar make and model within 2 hours of the breakdown of the vehicle on-time pickup of the officials/ official guest of SunPetro, till such time the Vehicle is repaired to the satisfaction of Company. If the replacement vehicle is not provided within 2 hours or reasonable time as agreed by the user, Company will have the option of hiring a vehicle of similar make and model for such period and charge any incremental cost of the replacement vehicle to the Contractor.
6. Vehicle should be equipped with music system & having Global Positioning System will be preferable.
7. Before deploying vehicle for SunPetro, all the tyres should be brand new including Stepney.
8. Log book/duty slip shall be maintained for each vehicle/trip and it is the responsibility of Contractor or his representative to get the signature of the user/representative of SunPetro promptly.
9. The Contractor shall personally be responsible for any theft, dishonesty and disobedience by the drivers.
10. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any authorities for any reason whatsoever, that will be at Contractor's risk. Contractor shall provide alternative vehicle of similar type within 2 hours.
11. The Contractor shall be solely responsible in respect of any claim, damages or other liabilities arising out of any incident/accident involving the vehicles deployed by him.
12. Contractor has to make his own arrangements to procure fuel, lubricants, spare parts etc. On account of this reason or on account of repair etc. if the vehicle is sent to garage or petrol pump, Contractor cannot claim for this empty trip.
13. Contractor has to make his own arrangements with respect to Fast EV Charger in all field / designated locations. Also, if the vehicle is out of station for any duty, the responsibility of charging rest with the Contractor and the same can be claimed a per actual payment sheet.
14. The nature of duty to be assigned to each of the driver/vehicle shall be at the sole discretion of SunPetro.
15. The Contractor has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speed, rash driving, and driving vehicle without brakes/defective brakes.
16. **KM Readings:**
Company shall measure and account the KM readings of the Vehicle. The starting KM reading for the payment will be consider as Vehicle start from pickup point (the Company officer Pick-up) and will end till Dropdown point (Company Officer Dropdown) at the end of the day.

The vehicles supplied, except for call out vehicles which only during the duty hours shall at all times must remain in the physical possession of the Company , except when it is taken out for maintenance, repair or servicing jobs by the Contractor.

4.4 DRIVER's Term & condition

- a. It is mandatory that the driver must have Identity Card, Uniform & Shoes of the respective agency while on duty.
- b. The drivers deployed must be in possession of valid driving license (at least 3 years old) issued by the R.T.O. to drive such vehicles and must carry the same with him while on duty.
- c. The Contractor shall ensure that the driver must carry with him all necessary documents like registration certificate, insurance papers, pollution control certificate etc.

- d. The drivers should be well literate, mannered, groomed and should behave courteously with representatives of SunPetro.
- e. The drivers should be well versed with the local transport rules, areas directions and conditions.
- f. The drivers should be able to speak at least Hindi / English / Gujarati language as well as they should have working knowledge of English.
- g. Change of vehicles and drivers will be allowed only in exceptional circumstances and that too with the prior approval / intimation. Since vehicle will enter SunPetro's complex, dedicated vehicles and driver must be provided.
- h. Contractor shall submit police verification certificates of all the drivers to SunPetro before joining duty.
- i. The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time.
- j. Drunk driving shall not be acceptable at all and if found the concerned driver shall be handed over to police immediately.
- k. The driver while on duty should not chew any kind of tobacco / gutka / Cigarette or any other things prohibited by narcotics else contractor will be eligible for penalty of Rs 500/-
- l. In case of major or serious accident, driver shall intimate the Contractor for vehicle replacement, provide necessary medical facility to the injured person and lodge an F.I.R.
- m. Safety and security of the representative of SunPetro are of great importance. It would be in the interest of Contractor to maintain requisite security and safety measures in proper conditions. Some of them are front and rear safety belts, safety guards, first-aid kit, fire-extinguisher etc.
- n. Vehicles shall report as per time schedule given to the Contractor by SunPetro. Drivers should have Mobile Telephones for the purpose of contacting.
- o. Vehicle with damaged body due to accidents etc. shall not be sent by the Contractor.
- p. Contractor has to maintain proper records to show the number of hours and mileage travelled by every vehicle.
- q. Contractor has to submit a certificate, obtained from the Competent Authority certifying proper status and functioning of "Kilometre Meter (Odometer)".
- r. The Contractor should satisfy with the Scope of Work. No claim on grounds of lack of knowledge, in any respect, shall be entertained.
- s. The Contractor shall maintain the Vehicle in excellent condition and the interiors shall be maintained in impeccable condition with well-maintained air conditioning wherever specifically mentioned/contracted. The interiors as well as exteriors of Vehicles shall be cleaned regularly and shall be maintained tidily by the Contractor provided driver.
- t. The Contractor shall ensure that driver deployed for Company's Services are medically and mentally fit for the job.
- u. Sun Petro reserves the right to reject any quotation, in full or in part without assigning any reasons
- v. The allotment of vehicles can be changed any time during the calendar year as per the requirement of SunPetro by giving 15 days' notice to the Contractor.

- w. The Contractor should ensure that driver should follow all safety rules such as no use of mobile while driving
- x. The Contractor should ensure that all cars mandatory of GPS System
- y. Contractor to ensure that insurance for all supplied vehicle and drivers is valid throughout the duration of the Contract / duty.
- z. Driver's duty schedule and adjustment to be managed by the contractor.
- aa. Driver's lodging, boarding, transportation for attending the duty shall be managed by contractor.
- bb. The drivers shall have been certified fit after undergoing medical examination, including a driver's eyesight test, within the last 2 years by an Eye Specialist having valid Registration Number.
- cc. Drivers shall wear suitable sturdy footwear whilst driving. ("Slippers / Sandals" are not permitted).
- dd. Drivers shall not use Mobile phones – including "hands-free" units – while driving. It is also strongly recommended that drivers stop their vehicles in a safe position when receiving or making calls.
- ee. Drivers shall be rested and not under the influence of alcohol or drugs, including those prescription medicines which can cause drowsiness.
- ff. Call out vehicles manufacturing date shall not be more than two years as on date of supply.
- gg. In case of an emergency, drivers/Vehicle may be called on duty during odd hours as and when needed.
- hh. Vehicle shall remain in near vicinity of employee residence after duty hours and contractor to manage the required parking space accordingly.

4.5 Other Term & condition:

4.5.1 The above work should be carried under the supervision and direction of the "Installation/Mines Manager", or any other person designated by the SunPetro.

4.5.2 This work order / Contract is valid for three year from LOA/date of deployment further may be extendable for 2 years at the discretion of the company, at the same rates, terms and conditions.

4.5.3 Payment

1. Payment will be made for actual utilization and number of vehicles. SunPetro will certify the invoice. Contractor is also required to maintain the daily log book which is required to be approved daily by SunPetro's representative.
2. The rental charges will be paid monthly on submission of an undisputed invoice.
3. All other payment terms shall be as per Contract document.

4.5.4 Statutory Requirement

- 1.0 Any of the statutory requirements shall purely be in the Contractor's account.
- 2.0 Contractor also warrants & undertakes that he shall be responsible for the manpower deployed and for all statutory as well other legal compliance such as wages, salaries, provident fund, medical, ESIC, payment of bonus, workmen compensation, insurance etc. SunPetro shall not be responsible for any default even during or either after the expiry of this Work Order.
- 3.0 Contractor has also to secure all the insurances of the Drivers to be deployed.

Details of Estimated Monthly Fixed Vehicle Requirements in Bhaskar-I field			
Sr. No.	Vehicle Type	Fixed Km / Months	Expected No of Vehicle
1	Electrical Vehicle (5 Seater), MG Windsor or equivalent / EV – Range 330 km	6000 Kms	1
2	Electrical Vehicle (5 Seater), Mahindra XUV 400 or equivalent / EV Range 250 km	3000 Kms	2
3	Electrical Vehicle (5 Seater), Mahindra XUV 400 or equivalent / EV Range 250 km	6000 Kms	1
4	AC Bolero Neo or New Scorpio, (7 Seater) or equivalent	4000 Kms	2
5	AC Bolero Neo or New Scorpio, (7 Seater) or equivalent	6000 Kms	1
6	AC Mahindra Bolero Camper / Utility Vehicle or TATA Isuzu or equivalent	4000 Kms	2
7	AC Mahindra Bolero Camper / Utility Vehicle or TATA Isuzu or equivalent	6000 Kms	4
8	Long Mahindra Bolero Camper / Utility Vehicle or equivalent	4000 Kms	1
9	AC Maruti Ertiga (7 Seater) or equivalent	4000 Kms	2
10	AC Maruti Ertiga (7 Seater) or equivalent	6000 Kms	1
11	Jaguar or equivalent	2000 Kms	1
12	BYD EMAX (6 Seater)	3000 Kms	1

Details of Estimated Monthly Fixed Vehicle Requirements in Bavla & Modhera field				
Sr. No.	Type of Vehicles	No. of Vehicle	Fixed Kms	Place
1	Electrical Vehicle (5 Seater) Mahindra XUV 400	1	3000 Kms	Bavla
2	AC Maruti Ertiga (7 seater) or equivalent	1	4000 Kms	Bavla
3	Electrical Vehicle (5 Seater), TATA Tigor or equivalent	2	2000 Kms	Modhera
4	(Optional) AC Swift Dzire Car (5 Seater) or equivalent	0	2000 Kms	Modhera
	TOTAL	4		

The above requirement of vehicle is anticipatory, however company, based on the operational requirement shall hire the vehicle for which preintimation shall be given to the selected bidder / contractor.

SECTION – 5

BID EVALUATION CRITERIA

BID EVALUATION CRITERIA

5.1 TECHNICAL EVALUATION CRITERIA

5.1.1 Bid should be complete in all respect covering all the scope of work and should conform to the technical specifications indicated in the bid documents. Incomplete and non-conforming bid to the specifications will be rejected.

5.1.2 The bidder has to quote for all Categories of Services.

The bidder should meet the following criteria:

- a. The bidder should have minimum (Five) years (prior to April- 2024) experience in providing Vehicles Transportation Services in oil Installations / Petrochemical Plants / EPS / GGS / CTF / GCS or any bigger setup having similar facilities located at multiple places.
- b. The bidder should have executed at least 2 (two) contract(s) in the last 5 (five) years
- c. Details of experience and past performance of the bidder and the collaborator (in case of collaboration) or of joint venture partner (in case of a joint venture), on Vehicle Transportation Services & material Handling services provided of similar nature in the past and details of current work in hand and other contractual commitments, indicating areas and clients are to be submitted along with the techno-commercial bid, in support of the experience laid down above.
- d. In case the bidder is a Joint Venture company, the following requirement should be satisfied by the bidder:
- e. The leader of the JV should confirm unconditional acceptance of full responsibility of executing the 'Scope of work' of this tender including all interface risks of services / equipment being provided. This confirmation should be submitted along with the techno-commercial bid.
- f. All the members of the JV must undertake in their MOU that each party shall be jointly and severally liable to Sun Petro for any and all obligations and responsibilities arising out of this contract (if awarded).

5.2 COMMERCIAL EVALUATION CRITERIA

5.2.1 Proof of the issue of Tender Document must be sent along with "Technical & Un-Priced Commercial Bid" in ENVELOPE – I.

5.2.2 Submission of Bid

Bids are to be submitted as per instruction provided in Notice Inviting of Tenders in Section – 2.

5.2.3 Acceptance of Terms & Conditions

The bidder must confirm unconditional acceptance of Terms & Condition of Contract as per Section-3, Price Schedule format as per Section-7 and Instruction to bidder as per Section-2

5.2.4 Offer of following type are liable for rejection:

- a. Fax / e-mail / Xerox/photo/scanned copy offers
- b. Offer do not conform to validity period as per ITB
- c. Offer without Bid bond /bank guarantee in prescribed format for amount and validity as per ITB
- d. Offer without valid GST registration
- e. Offer not accompanied with an undertaking to provide all necessary certificates / document for enabling Company to avail input GST credit benefit (wherever applicable) in respect of the payment of GST or any other tax etc. which are payable against the supply and services (if awarded) along with documentary evidence of payment of GST.
- f. Offer where prices are not firm during entire duration of the contract and /or with qualifications.
- g. Offer not duly signed by authorized signatory
- h. Bidders not meeting Mobilization period

5.2.5 Bidder agrees that quoted prices are inclusive of all taxes and duties, as applicable, including corporate tax / income tax etc.

5.3 FINANCIAL CRITERIA

The bidder should have average turnover for last three financial years (FY FY 21-22, FY 22-23 & FY 23-24) more than INR Rupees Thirty Lakhs (Rs. 30,00,000). That is the sum of turnover of all the three years divided by 3. Bidder shall submit Certificate from Chartered Accountant for the same.

- 5.3.1** Net worth of the bidder should be positive. Bidder shall submit Certificate from Chartered Accountant for the same

5.4 GENERAL

Bidders to note the followings:

- 5.4.1 In case bidder takes exception to any clause or terms condition of tender document not covered under BEC, Company shall at its own discretion can reject the offer on account of such exception.
- 5.4.2 In case any contradiction between BEC and a clause appearing elsewhere in the bidding document, provision of BEC shall supersede all such clauses.
- 6 Technical Specifications Compliance: Bidders must demonstrate that their vehicles meet the technical specifications outlined in the tender documents. This includes factors such as engine capacity/equivalent model, fuel efficiency, safety features, emission standards, and any other specific requirements.
- 7 Quality and Reliability: The quality and reliability of the vehicles offered by the bidder are essential to ensure long-term performance and durability. **So, all the vehicles that the bidder has quoted should not be older than 2 years.**
- 8 Compliance with Legal and Regulatory Requirements: Bidders must demonstrate compliance with all relevant legal and regulatory requirements, including safety standards, and any other applicable laws.
- 9 Bidder can also submit the list of vehicles available with it at the time of bidding with make, model, details etc.

SECTION – 6

RESPONSIBILITY MATRIX

6.1 RESPONSIBILITY MATRIX

Responsibility Matrix for Diesel / Petrol Vehicle

Sl. No	Description	Sun Petro	Contractor	Remarks, agreeable or not (Y/N)
1.	Vehicle Permit & compliance requirement	x	√	
2.	Quarterly PUC	x	√	
3.	Vehicle Insurance	x	√	
4.	Vehicle Maintenance	x	√	
5.	Fuel & Lube Oil	x	√	
6.	Penalty due to Traffic Violation or any other violation	x	√	
7.	Parking after duty hour.	X	√	
8.	Vehicle breakdown & Providing alternative Vehicle	x	√	
9.	Road Accident & intimation to local Police	x	√	
10.	Providing Qualified & experienced Driver	x	√	

Responsibility Matrix for Electric Vehicle

Sl. No	Description	SunPetro	Contractor	Remarks, agreeable or not (Y/N)
1.	Vehicle Permit & compliance requirement	x	√	
2.	Vehicle Insurance	x	√	
3.	Vehicle Maintenance	x	√	
4.	Penalty due to Traffic Violation or any other violation	x	√	
5.	Vehicle breakdown & Providing alternative Vehicle	x	√	
6.	Road Accident & intimation to local Police	x	√	
7.	Providing Qualified & experienced Driver	x	√	
8.	Parking area within duty location	√	x	
9.	Charging point and electricity at Baola & Modhera Fields	√	x	
10.	Charging Point & Electricity in any other filed other than Baola & Modher Fields	x	√	
11.	Charging point and electricity when vehicle goes out for maintenance or any other requirement of vendor	x	√	
12.	Electricity charges when vehicle being used by SunPetro and is charged at third party charging point	√	x	

SECTION – 7

BILL OF QUANTITY (BOQ) / PRICE SCHEDULE (PS)

SECTION - 7

BILL OF QUANTITY (BOQ) / PRICE SCHEDULE (PS)

Table- A : Monthly Fixed for Bhaskar-I Field

Sr. No.	Vehicle Type	Bidder to specify (Diesel/ Petrol/EV)	Bidder to specify & Model	Expected No of Vehicle	Monthly Basis Deployment					
					Fixed Kms / Month	Fixed Rate / Month	Rate for Extra Kms beyond Fixed km	Rate for Extra Hrs beyond 12 Hrs.	Night Halt Charges per night	Out Station charge (Per Day) (INR)
1	Electrical Vehicle (5 Seater), MG Windsor or equivalent / EV – Range 330 km			1	6000 Kms					
2	Electrical Vehicle (5 Seater), Mahindra XUV 400 or equivalent / EV Range 250 km			2	3000 Kms					
3	Electrical Vehicle (5 Seater), Mahindra XUV 400 or equivalent / EV Range 250 km			1	6000 Kms					
4	AC Bolero Neo or New Scorpio, (7 Seater) or equivalent			2	4000 Kms					
5	AC Bolero Neo or New Scorpio, (7 Seater) or equivalent			1	6000 Kms					
6	AC Mahindra Bolero Camper / Utility Vehicle or TATA Isuzu or equivalent			2	4000 Kms					
7	AC Mahindra Bolero Camper / Utility Vehicle or TATA Isuzu or equivalent			4	6000 Kms					
8	Long Mahindra Bolero Camper / Utility Vehicle or equivalent			1	4000 Kms					
9	AC Maruti Ertiga (7 Seater) or equivalent			2	4000 Kms					
10	AC Maruti Ertiga (7 Seater) or equivalent			1	6000 Kms					
11	Jaguar or equivalent			1	2000 Kms					
12	BYD EMAX (6 Seater)			1	3000 Kms					

Table-B : Callout Basis Deployment : Bhaskar Field (Ahmedabad / Anand / Tarapur / Baroda)

Sr. No	Vehicle Type	No. of Vehicle	Callout Basis Deployment					Airport Pick Up & Drop (One way Drop)	
			Call-out Rate for 250 Km / 12 hours per day (INR)	Rate for Extra Km Beyond 250 Km (INR)	Rate for Extra hours beyond 12 hours (INR)	Night Halt Charges (Per Night) (INR)	Out Station Charges (Per Day) (INR)	Baroda to CPF / Bhaskar other location (INR)	Ahmedabad to CPF, Bhaskar / other locations (INR)
1	Maruti Swift Dzire / Hyundai Xcent / Sedan or Equivalent	1							
2	Honda Amaze / Honda City / Toyota Etios or Equivalent	1							
3	Maruti Ertiga or equivalent	1							
4	AC Toyota Innova Crysta	1							
5	Mercedes / Jaguar / BMW / Audi	1							

Table-C : Monthly Fixed - Bavla Field

Sr. No.	Vehicle Type	Bidder to specify (Diesel/ Petrol/EV)	Bidder to specify Make & Model	No of Vehicle	Monthly Basis Deployment					
					Fixed Kms / Month	Fixed Rate / Month	Rate for Extra Kms beyond Fixed km	Rate for Extra Hrs beyond 12 Hrs.	Night Halt Charges per night	Out Station charge (Per Day) (INR)
1	Electrical Vehicle (5 Seater), Mahindra XUV 400 or equivalent / EV Range 250 km			1	3000 Kms					
2	AC Maruti Ertiga (7 Seater) or equivalent			1	4000 Kms					

Table-D : Monthly Fixed - Modhera Field

Sr. No.	Vehicle Type	Bidder to specify (Diesel/ Petrol/EV)	Bidder to specify Make & Model	No of Vehicle	Monthly Basis Deployment					
					Fixed Kms / Month	Fixed Rate / Month	Rate for Extra Kms beyond Fixed km	Rate for Extra Hrs beyond 12 Hrs.	Night Halt Charges per night	Out Station charge (Per Day) (INR)
1	Electrical Vehicle (5 Seater), TATA Tigor or equivalent / EV Range 200 km			2	2000 Kms					
1.1	(Optional): AC Swift Dzire (5 Seater) or equivalent (Diesel)			1	2000 Kms					

Table-E : Callout Deployment : Bavla & Modhera Field (Ahmedabad / Mehsana)

Sr. No	Vehicle Type	No. of Vehicle	Callout Basis Deployment					Airport Pick Up & Drop	
			Call-out Rate for 250 Km / 12 hours per day (INR)	Rate for Extra Km Beyond 250 / 80 Km (INR)	Rate for Extra hours beyond 12 hours (INR)	Night Halt Charges (Per Night) (INR)	Out Station Charges (Per Day) (INR)	Ahmedabad to Gandhinagar or Gandhinagar to Ahmedabad Local (INR)	Ahmedabad to Mehsana (INR)
1	Maruti Swift Dzire / Hyundai Xcent / Sedan or Equivalent	1							
2	Honda Amaze / Honda City / Toyota Etios or Equivalent	1							
3	Maruti Ertiga or equivalent	1							

4	AC Toyota Innova Crysta	1							
5	Mercedes / Jaguar / BMW / Audi	1							

Table-F : Provision for Additional Driver for 12 Hrs duty in case of requirement.

Sr. No	Description	UoM	Monthly Charges (INR)
1	Additional Driver Charges for 12 Hrs duty	No.	

Table-G : Callout Deployment : Other location within Gujarat (Jamnagar / Dwraka / Okha / Porbander / Bhavnagar / Bhuj)

Sr. No	Vehicle Type	No. of Vehicle	Callout Basis Deployment					Airport Pick Up & Drop	
			Call-out Rate for 250 Km / 12 hours per day (INR)	Rate for Extra Km Beyond 250 Km (INR)	Rate for Extra hours beyond 12 hours (INR)	Night Halt Charges (Per Night) (INR)	Out Station Charges (Per Day) (INR)	Jamnagar Airport to nearest Hotel (INR)	Porbandar Airport to nearest Hotel at Bhavnagar Local (INR)
1	Maruti Swift Dzire / Hyundai Xcent / Sedan or Equivalent	1							
2	Honda Amaze / Honda City / Toyota Etios or Equivalent	1							
3	Maruti Ertiga or equivalent	1							
4	AC Toyota Innova Crysta	1							
5	Mercedes / Jaguar / BMW / Audi	1							

Table-H : (Optional) : Monthly Fixed (Bhaskar Field)

Sr. No.	Vehicle Type	Bidder to specify (Diesel/Petrol/EV)	Bidder to specify Make & Model	No of Vehicle	Monthly Basis Deployment					
					Fixed Kms / Month	Fixed Rate / Month	Rate for Extra Kms beyond Fixed km	Rate for Extra Hrs beyond 12 Hrs.	Night Halt Charges per night	Out Station charge (Per Day) (INR)
1	Innova Crysta or equivalent (Diesel)			1	6000 Kms					
2	Kia Carens or equivalent (Diesel)			1	6000 Kms					
3	Mahindra XUV 400 or equivalent, (Diesel)			2	4000 Kms					
4	Mahindra XUV 700 or equivalent, (Diesel)			1	6000 Kms					
5	TATA Tigor or Maruti Swift Dzire or Hyundai Xcent / Aura or equivalent (Diesel)			2	4000 Kms					
6	AC Maruti Ertiga (Diesel)			3	4000 Kms					
7	Honda Amaze or Honda City or Ciaz or Hyundai Creta or equivalent (Diesel)			2	4000 Kms					
8	Maruti Ecco Ambulance with AC with 24 X 7 availability			1	1500 Kms					
9	25-Seater AC Staff Bus			1	4000 Kms					
10	15-17 Seater AC Force Urbania Bus			1	4000 Kms					

NOTE

1. Above rates are inclusive of all taxes except -
 - i) Good and Service Tax (GST) shall be paid extra as applicable. Bidder to specify the rate of applicable GST.
 - ii) For EV charging charger to be installed by contractor at his cost at SunPetro's location and electricity for charging will be on SunPetro's account. If charging required outside, same will be paid on actual against receipt
 - iii) Toll Taxes, Parking charges shall be reimbursed on actual on submission of original receipt.
 - iv) Supplier has to provide the Local drivers to prevent the issue of non-availability of Driver.
 - v) Supplier has to follow the labour law for Drivers leave and has to arrange the alternative driver when regular driver on leave.
2. All above monthly fixed car shall be deployed as per 12 Hrs duty, however in case of requirement of 24 hours, additional driver charges shall be applicable.
3. TDS, if applicable, will be deducted at the time of releasing the payment.
4. All statutory requirements and all taxes as applicable for providing vehicle services are included in the above rates.
5. There will not be any other charges payable by SunPetro other than the above rate Payment shall be made on pro-rata basis as per calendar month.
6. The Contractor shall pay Goods and service tax, toll tax and parking charges, as may be levied by any agency, local bodies, Government etc. in respect of vehicles deployed. The expenditure on this account will be reimbursed by SunPetro on submission of original cash memos along with monthly bills.
7. The payment to the Contractor will be made after completion of one month on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by concerned officers.
8. Bills should be immediately submitted by the Contractor after completion of the calendar month.
9. The above rates shall remain fixed for three year and any extension thereof irrespective of any changes.
10. Fuel Escalation Charges: To mitigate the fluctuation in the fuel rate (petrol/diesel respectively as per offered vehicle) after 1 year beyond 5%, indexation of the current fuel price will be taken into consideration at following rate. The base rate for all calculation for fuel charges shall be rate of IOCL, Baroda on bid closing date.

Adjusted rate (Next year Rate) = Previous year rates [1 + (% increase in fuel rate in previous year beyond 5%)]

Example:

Quoted Rate for 1st Year is Rs. 100

Diesel Price increase during 1st Year is 7%

For 2nd Year i.e. Adjusted rate (Next year) = $100 \times [1 + 2\%] = 100 \times 102\% = \text{Rs. } 102$

11. There will be no variation / price escalation shall be applicable during mid year. Prices shall be fixed per year, fuel escalation shall be paid during 2nd year, 3rd year and for extension, if applicable.
12. Contractor shall deploy vehicles on Call out basis within 6 hours' notice period and provide RTO commercial passing vehicle. In case of non- availability of vehicle with contractor, they will inform Sun Petro at least 3 hours of deployment time requested by SunPetro to make alternate arrangement failing which Penalty shall be imposed on the contractor.
13. Any deviation in the Average quoted above will not be expected. Any deviation in the same will leads to the deduction of the amount of the extra fuel consumed for the month.
14. The suitable deduction shall be made from the Monthly bill for under performance as per Performance Measurement chart Section-8.
15. Vehicles Base (i.e. start point) may be at either CPF Bhaskar field- Pandad/ Tarapur / Khambhat / Anand / Ahmedabad / Vadodara/Ahmedabad/Gandhinagar or Mehsana as per discretion of Company representative. Vehicle starting point and time shall be the point and time from where Company's official board

the vehicle and the time.

16. Quantity mentioned above are tentative and is proposed above for the purpose of Evaluation. Actual requirement shall be confirmed by the Company before Deployment.
17. The quoted rates shall be inclusive of driver, insurance, all other charges as applicable.
18. Contractor has to provide replacement vehicle (within 1 hour) of same or higher condition and model in case of breakdown.
19. When deployed for SunPetro's use, Expenses incurred at third party charging location shall be reimbursed as per actuals on production of bill by vendor. Third party charging to be only after approval from Company's representative.
20. Call out vehicle shall be paid from pickup point to drop point in Ahmedabad, Gandhinagar or Mehsana or any other city from the pick up location as per call.
21. Callout for the vehicles would be issued on need basis. Quoting for this Price schedule doesn't guarantee order for Hiring of all vehicles on a single vendor.
22. The quantities mentioned above are tentative and Company reserves the right to increase the requirement (as in number of vehicles) of vehicles as per requirement on the same prices. All vehicles quoted should be not more than 2 years old (i.e., not older than April 2023)
23. Bidder to submit the list of vehicle owned by them.
24. Bidders are requested and promoted to propose Electric Vehicles for all the categories to which additional preference shall be given during the evaluation stage.

SECTION - 8

PERFORMANCE MEASUREMENT

PERFORMANCE MEASUREMENT

- i. Contractor shall be penalized based on the performance during the Service using the following mapping parameters:
- ii. Contractor is expected to scores the marks to more than 95% However, Penalty shall be imposed if the overall performance scoring is below 90 %. The mapping parameters are to be agreed with mutual consent of Company and Contractor post award of contract.

S. No.	Performance Indicator	% Weightage	Measurement Indices	Contractor's Score Out of 100
1	Timely reporting of vehicle at site	30	0 or 100	
2	Zero breakdown while on duty	10	0 or 100	
3	Replacement of vehicle within 2 hours during emergency	10	0 or 100	
4	RTO compliance	20	0 or 100	
5	No drunk driving	30	0 or 100	
Total		100 %	Contractor's Total score (%)	

➤ Minimum Expectation of Performance Level ≥ 90 %.

Penalties:

Performance shall be evaluated on a Monthly Basis. Penalty shall be imposed if the overall performance is below < 90 %. In the event of performance below expectation (Expected Performance ≥ 90 %),

Penalty due to Deviation

No	Deviation / Non-confirmative / Violation	Penalty / Incident
1	Driver found under influence of Alcohol / Drug	Rs. 500 /-
2	Vehicle reported late more than ≥ 1 hr < 2 hr.	Rs. 500 /-
3	Vehicle reported late more than ≥ 2 hr	Rs. 1000/-
4	Vehicle Breakdown, alternative Vehicle not provided within 2 hr.	Rs. 500 /-
5	Driver misconduct	Rs. 500 /-
6	Performance Index < 90 %	Rs. 1000 /-

SECTION-9

ANNEXURES

SECTION-9

ANNEXURES

List of ANNEXURES

ANNEXURE-1	Bidder's Response Acknowledgement Form for Receipt of Tender Document
ANNEXURE-2	Bid Bond Format
ANNEXURE-3	Check List Prior to Bidding
ANNEXURE-4	Exception / Deviation / Conditions Performa
ANNEXURE-5	CUT-OUT SLIP for Un-priced Technical Offer
ANNEXURE-6	CUT-OUT SLIP for Priced Offer
ANNEXURE-7	CUT-OUT SLIP for outer envelope
ANNEXURE-8	Performa of Performance Bank Guarantee
ANNEXURE-9	List of Approved Banks
ANNEXURE-10	Customs Notification
ANNEXURE-11	Check List Post Contract
ANNEXURE-12	Proforma for Provisional Acceptance Certificate
ANNEXURE-13	Proforma for Final Acceptance Certificate

ANNEXURE – 1

BIDDERS RESPONSE ACKNOWLEDGMENT FORM FOR RECEIPT OF TENDER DOCUMENT

As a delegated authority/representative of the organization named below, I have reviewed the contents of the package and on behalf of my Company , acknowledge the receipt of the same and advise that we will:

BID _____
NOT BID _____

Reason for no Bid
(optional): _____

For
Name of Company : _____
Signature : _____
Title : _____
Date : _____

Transmittal via facsimile:

ATTENTION
Head – Commercial &SCM
Sun Petrochemicals Private Limited
8th, 09th & 10th Floor, ATL Corporate Park, Opp. L&T Gate no. 07,
Saki Vihar Road, Powai, Mumbai - 400072
Email: dheeraj.paroch@sunpetro.com

ANNEXURE – 2

BID BOND FORMAT

TO: Sun Petrochemicals Private Limited, a Company incorporated under the provisions of the Companies Act, 1956 and having its registered office at , 8th, 09th & 10th Floor, ATL Corporate Park, Opp. L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai - 400072, India (hereinafter referred to as "Company ").

WHEREAS:

.....(hereinafter referred to as "Tenderer") has submitted a proposal dated("hereinafter referred to as Proposal") against **TENDER NO.:** _____ dated _____ for _____ (hereinafter referred to as the "Tender").

NOW, THEREFORE,

- (1) In response to the request made by the Tenderer, we (Name of Banker/Insurer :) _____ (hereinafter called the "Guarantor") hereby irrevocably and unconditionally guarantee the sum of Indian Rupees _____/- (INR _____ for Indian Bidders) and US \$ _____ United States Dollars _____ only – for Foreign Bidders) in favor of Company , if Tenderer fails to perform its obligations as set forth below:
 - (i) The Tenderer agrees to keep the Proposal open for acceptance by Company during the period of validity (150 days from the Closing Date) specified in the Tender.
 - (ii) The Tenderer, having been notified of acceptance of its Proposal by Company during the period of Tender validity:
 - (a) Fails or refuses to execute the agreed PO, if required; or
 - (b) Fails or refuses to furnish the Performance Bank Guarantee in accordance with the format provided in the Tender document; or
 - (c) Seeks Variation or modification of Proposal; modifications to the agreed terms and conditions
 - (d) Tries to influence Company on bid evaluation, bid comparison or Purchase Order (PO) award decision.

The sum shall become payable by us immediately on first demand by Company without proof or conditions notwithstanding any constitution or protest by the Tenderer or any other third party.
- (2) Company shall have the fullest liberty without our consent and without affecting in any manner, our obligation hereunder, to relax any of the terms and conditions of the aforesaid Tender, from time to time, or to postpone any time any of the powers exercisable by Company against the said Tenderer and Guarantor shall not be relieved from its liabilities by reason of any such relaxation being granted to the Tenderer by Company or any indulgence by Company to the said Tenderer or by any such matters or things whatsoever.
- (3) The Guarantor shall not be discharged or released from this Guarantee by any Purchase Order (PO) made between the Tenderer and Company with or without the consent of the Guarantor or by any alteration in the obligations undertaken by the Tenderer or by any change in name or constitution of Company or the Tenderer.
- (4) The Guarantee herein shall not be affected by any change in the constitution of the Bank or the Tenderer.
- (5) This Guarantee shall not be revoked during its currency, and shall remain in effect for One Hundred and fifty (150) days from the Tender Closing Date.
- (6) This Guarantee shall be governed and construed in accordance with the laws of India and all of the parties to this Guarantee hereby irrevocably submit to the non-exclusive jurisdiction of the High Court of Mumbai.

IN WITNESS whereof this Guarantee has been duly executed by GUARANTOR the _____ day of _____ for and on behalf of (_____)

Name : _____
Designation : _____
Banker's Seal : _____
Address : _____

NOTE:

1. Bid bond required as Tender Security deposit /Earnest money

It is a condition precedent to the acceptance of any Tender by the Company that the Tenderer shall provide a Bid Bond by means of a Bank Guarantee for an amount stated in the Invitation to Tender in the prescribed format and valid for a period of 150 days from the Closing Date. The Tender may be disqualified in the absence of a Bid Bond in the prescribed format. In providing such a Bid Bond the bank shall also undertake to issue the Performance Bank Guarantee as required by Company in the event that the Tender is accepted.

2. Conditions for Invoking of Bid Bond Guarantee

The following conditions would also lead to the invoking of Bid Bond Guarantee:

- a) If the Tender is withdrawn during the validity period or any extension thereof.
- b) If the Tender is varied or modified in a manner not acceptable to Company during the validity or agreed extension validity period duly agreed by the Tenderer or after notification of award by Company and prior to signing of the PO.
- c) If the successful Tenderer is seeking modifications to the agreed terms and conditions after notification of award or declines to accept the Letter of Intent/Award.
- d) If the successful Tenderer fails to furnish Performance Bank Guarantee within 10 days of the issue of the Letter of Intent/Award.
- e) Any effort by the Tenderer to influence Company on bid evaluation, bid comparison or Purchase Order (PO) award decision.

The formats for any of the Bank Guarantees shall not be changed except for any minor variations that the Bank may require. Failure to comply with this requirement may entail disqualification of the Tender.

ANNEXURE – 3

CHECK LIST FOR BIDDING

This portion of the Tender is intended to serve as a checklist to ensure that all information necessary to evaluate your proposal has been included. Please indicate Yes / No or Acceptable / Not Acceptable, whichever is not applicable.

TECHNICAL

1. Has the bidder quoted for full scope of work as specified in the tender?
YES / NO
2. Has the bidder furnished the list of equipment that will be used in the performance of the work, along with their make, technical data, catalogue/ brochure of the manufacturer, etc.?
YES / NO
3. Has the bidder furnished the minimum personnel proposed to be assigned to this work in the format as applicable?
YES / NO
4. Quality Control Manual and/ or Quality Control Program along with the Unpriced Techno Commercial Bid
YES / NO

COMMERCIAL

5. Confirm whether the bidder has submitted a Bid Bond as per Clause mentioned in the Instructions to Bidders.
YES / NO
6. Confirm whether the bidder agrees to furnish a performance Bank Guarantee
YES / NO
7. Confirm that the prices quoted are firm and are inclusive of all taxes, duties, levies etc., applicable to personnel, equipment and materials to be used for execution of the Contract for the first thirty six (36) months and 12 months extension period if exercised.
YES / NO
8. Confirm whether the prices quoted are firm and applicable even if the work is awarded only in part.
YES / NO
9. Has the bidder confirmed the Commencement Date?
YES / NO
10. Confirm acceptance of Insurance liability as per Clause of the Model Contract.
YES / NO
11. Confirm acceptance of Force Majeure provision as per mentioned in the Model Contract.
YES / NO
12. Confirm acceptance of Liquidated Damages provision as per the Model Contract.

YES / NO

13. Confirm acceptance provision for Arbitration as per Clause of the Model Contract.
YES / NO
14. Confirm acceptance Taxes and Duties provision as per of the Model Contract.
YES / NO
15. Confirm whether Unpriced Technical bid with all ANNEXURES and enclosures have been furnished in duplicate (1Original + 1 copy) in a separate sealed cover. Ensure that Price Schedule of the Unpriced Technical bid is blank.
YES / NO
16. Confirm whether Priced Commercial Bid (1 Original +1 Copy) comprising only the Price Schedule has been furnished
YES / NO
17. Has bidder ensured that there is no over-writing in the offer? Have corrections, if any, been properly attested/ initialled by the bidder
YES / NO
18. Has bidder ensured that the all pages of the bid documents including additional sheets, if any, attached by the bidder signed by the duly authorized officer of the bidder?
YES / NO
19. Bidder ensured that proof of the signing authority
YES / NO
20. Does the bidder accept bid validity period?
YES / NO
21. If the bid is submitted by a consortium, confirm whether the MOU of the consortium / JVC has been furnished.
YES / NO
22. Have all the exceptions/deviations/conditions taken by the bidder, having cost impact or not, been listed in the format provided as ANNEXURE 4 and attached with the Unpriced Techno Commercial Bid, without including the cost impact, if any?
YES / NO
23. Has bidder proposed any incentive scheme?
YES / NO
24. Has the bidder included the cost impact of incentive schemes in the Priced Commercial Bid only?
YES / NO
25. Has the cost impact, if any, of the exceptions taken been attached with the Priced Commercial Bid?
YES / NO
26. Confirm whether the bidder agrees for applicability of Indian Laws
YES / NO

ANNEXURE – 4

EXCEPTION/DEVIATION/CONDITIONS PROFORMA

Any and all exceptions/deviations/conditions to the terms and conditions of Tender No.- ----- should be indicated here and submitted along with the Unpriced Techno Commercial Bid without any price impact. Price impact, if any, of the exceptions/ deviations shall be duly completed, in this proforma, and attached to the Priced Commercial Bid only. If the bidder does not intend to take any exception / deviation then he shall mark “No Exceptions Taken” in this proforma. If the proforma is left blank or if this sheet is not attached to the bid, then it will be presumed that bidder has not taken any exception/deviation/condition to the terms and conditions of the TENDER DOCUMENT. Company shall not take cognisance of any exception/deviation/condition (if any) indicated elsewhere except in this proforma.

Tender No. -

Technical Part (attach to Unpriced Techno Commercial Bid)

Section No, Page No. and Clause No.	Description of exception/ deviation/ condition	Reason(s) for exception/ deviation/ condition	Whether there is a Cost impact? ** (Yes / No)	Effect on Commence ment Date

** Please do not indicate the price impact, if any, here.

Tender No.-

Commercial Part (attach to Priced Commercial Bid)

Currency : _____

ANNEXURE -5

CUT-OUT SLIPS FOR UNPRICED TECHNICAL OFFER

DO NOT OPEN - THIS IS A TENDER QUOTATION

(TECHNICAL UN-PRICED OFFER)

Client : SUN PETROCHEMICALS PRIVATE LIMITED

Tender No. : _____

Project Name : _____

On CALL OUT BASIS

Bid Due Date : _____

From:

To:

(Bidder's Details)	Head-Commercial & Supply Chain Management SUN PETROCHEMICALS PRIVATE LIMITED 8 th , 09 th & 10 th Floor, ATL Corporate Park, Opp. L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai - 400072
---------------------------	---

(To be pasted on the outer envelope containing UNPRICED OFFER)

=====

ANNEXURE -6**CUT-OUT SLIPS FOR PRICED OFFER****DO NOT OPEN - THIS IS A TENDER QUOTATION****(PRICED OFFER)**

Client : Sun Petrochemicals Private Limited

Tender No. : _____

Project Name :

Bid Due Date : _____

From: _____ To: _____

(Bidder's Details)	Head-Commercial & Supply Chain Management SUN PETROCHEMICALS PRIVATE LIMITED 8 th , 09 th & 10 th Floor, ATL Corporate Park, Opp. L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai - 400072
--------------------	---

(To be pasted on the envelope containing PRICED OFFER)

ANNEXURE -7

CUT-OUT SLIPS FOR OUTER ENVELOPE

DO NOT OPEN - THIS IS A TENDER QUOTATION

(OUTER ENVELOPE CONTAINING TECHNICAL UN-PRICED OFFER + PRICED OFFER)

Client : SUN PETROCHEMICALS PRIVATE LIMITED

Tender No. : _____

Project Name : _____

On CALL OUT BASIS

Bid Due Date : _____

From: _____ To: _____

Bidder's Details)	Head-Commercial & Supply Chain Management SUN PETROCHEMICALS PRIVATE LIMITED 8 th , 09 th & 10 th Floor, ATL Corporate Park, Opp. L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai - 400072
--------------------------	--

(To be pasted on the outer envelope containing PRICED & UNPRICED OFFER)

ANNEXURE –8

PROFORMA OF PERFORMANCE BANK GUARANTEE

TO: Sun Petrochemicals Private Limited, a Company incorporated under Company's Law 1956 and having its office at 8th, 09th & 10th Floor, ATL Corporate Park, Opp. L&T Gate no. 07, Saki Vihar Road, Powai, Mumbai - 400072, India (hereinafter referred to as "**Company**").

WHEREAS:

- (1) By an Letter of Award (LOA) / Contract for----- (here in after referred to as the "**LOA / Contract**") between _____ hereinafter referred to as the ("**Contractor**") of the one part and Company of the other part, the Contractor agrees to perform the Work in accordance with the LOA /Contract.
- (2) In response to the request made by Contractor, we (Name of Banker:) _____(hereinafter referred to as the "**Guarantor**") hereby irrevocably and unconditionally guarantee in favour of Company, the payment of amounts (without any withholding, deduction or set off) upto _____ (Rupees _____) being 10% **of the estimated / Annualized Contract value**, as guarantee for the obligations of the Supplier to perform the Work in accordance with the Contract. The sum shall become payable by us immediately on first demand by Company without proof or conditions notwithstanding any dispute or protest by the Supplier or any other third party. Multiple demands may be made in respect of our guaranteed obligations.
- (3) We shall not be discharged or released from this Guarantee by any waiver, modification, Contract made between the contractor and Company with or without our consent or by any alteration in the obligations undertaken by the Contractor or by any forbearance whether as to payment, time performance or otherwise, or by any change in name or constitution of Company or the Contractor.
- (4) This Guarantee is a continuing security and, accordingly, shall remain in operation for six months after the completion / termination of the Contract.
We agree that the Guarantee is given regardless of whether or not the sum outstanding occasioned by the loss, damages costs, expenses or otherwise incurred by Company is recoverable by legal action or arbitration.

The rights under this Guarantee shall be assignable by Company to third parties, if required. This Guarantee shall be governed by and construed in accordance with the laws of India.

The Guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or changes or constitution or insolvency of the said Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.

IN WITNESS where of this Guarantee has been duly executed by GUARANTOR the _____
day of _____ 202__ or and on behalf of
(_____).

Name : _____
Designation : _____
Banker's Seal : _____
Address : _____

ANNEXURE -9

LIST OF APPROVED BANKS

Guarantee issued from following banks will be accepted as PBG/SD/EMD/BID BOND

1. All Nationalised Banks/Scheduled Bank/ Public Sector Banks-
2. Private Sector Banks- Axis Bank, ICICI Bank and HDFC Bank
3. Commercial Banks:
 - I. Kotak Mahindra Bank
 - II. Yes Bank
 - III. RBL Bank (The Ratnakar Bank Ltd)
 - IV. IndusInd Bank
 - V. Karur Vysya Bank
 - VI. DCB Bank
 - VII. Federal Bank
 - VIII. South Indian Bank
4. Co-operative and Rural Banks:
 - I. The Kalupur commercial co-operative bank Ltd
 - II. Rajkot Nagrik Sahakari Bank Ltd
 - III. The Ahmedabad Mercantile Co-operative Bank Ltd
 - IV. The Mehsana Urban Co-operative Bank Ltd
 - V. Nutan Nagrik Sahakari Bank Ltd
 - VI. Dena Gujarat Gramin Bank

ANNEXURE - 10
CUSTOMS NOTIFICATION

Custom Notifications will be applicable as per latest and relevant guidelines for goods imported in connection with the PSC signed with the Government of India as applicable under the relevant Production Sharing Contract (PSC) / New Exploration Licensing Policy (NELP).

ANNEXURE - 11
CHECK LIST POST CONTRACT

This check list is preliminary for vital compliance to be fulfilled by successful bidder at immediate post award stage and not limited to followings:

Commercial / Financial

- a. Performance bank guarantee – value and validity
- b. PAN & TAN number
- c. Bank Account number with documentary proof
- d. GSTN Certificate
- e. Cancelled Letterhead
- f. Cancelled Cheque
- g. Company Registration Certificate

ANNEXURE-12

PROVISIONAL ACCEPTANCE CERTIFICATE

PURCHASE ORDER (PO) /PURCHASE ORDER (PO) NO :

Date:

DESCRIPTION OF SUPPLIES / SERVICE:

.....
The above SUPPLIES have been provisionally accepted with effect from on behalf of
_____ (COMPANY) in good order with the exceptions as described in
Appendix-1(if applicable), subject to the Delivery and Warranty conditions contained in the
AGREEMENT, effective from.....

For and on behalf of: _____

(COMPANY)

Name

Designation

Signature

Date

EXCEPTIONS TO COMPLETION**Ref: PROVISIONAL ACCEPTANCE CERTIFICATE**

COMPANY to detail below any and all exceptions to the completion of the SUPPLIES/SERVICES described in this PROVISIONAL ACCEPTANCE CERTIFICATE.

ANNEXURE-13
FINAL ACCEPTANCE CERTIFICATE

AGREEMENT/Contract NO:

Date:

DESCRIPTION OF SUPPLIES

.....

The above SERVICE /SUPPLIES have been finally accepted on behalf of -----(COMPANY)
in apparent good order, subject to the Warranty conditions contained in the AGREEMENT, with effect
from200.....

For and on behalf of: _____

(COMPANY)

Name

Designation

Signature

Date

Date

END OF TENDER DOCUMENT