

## **Tender Document**

**for**

**Hiring of Hospitality (Catering) Services for  
SunPetro's Hazira Oil & Gas field in Gujarat**

---

**Tender No.: SunPetro/Hazira/ Catering Services /2025-26/008**



**SUN PETROCHEMICALS PRIVATE LIMITED**

8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor, ATL Corporate Park,  
Opp. L&T Gate no. 7, Saki Vihar Road,  
Chandivali, Powai, Mumbai- PIN - 400072  
Tel: (022)-69325300

## Index

SECTION	CONTENTS
1	Invitation to Bid (ITB)
2	Instructions to Bidders
3	Model Contract
	Preamble of Contract
	General Conditions of Contract (GCC)
4	Scope of Work (SOW)
5	Responsibility Matrix
6	Bid Evaluation Criteria
7	Price Schedule (PS)
8	<b>ANNEXURES</b>
<b>ANNEXURE-1</b>	Bidder 's Response Acknowledgement Form for Receipt of Tender Document
<b>ANNEXURE-2</b>	Bid Bond Format
<b>ANNEXURE-3</b>	Check List Prior to Bidding
<b>ANNEXURE-4</b>	Exception / Deviation / Conditions Performa
<b>ANNEXURE-5</b>	CUT-OUT SLIP for Un-priced Technical Offer
<b>ANNEXURE-6</b>	CUT-OUT SLIP for Priced Offer
<b>ANNEXURE-7</b>	CUT-OUT SLIP for outer envelops
<b>ANNEXURE-8</b>	Proforma Bank Guarantee
<b>ANNEXURE-9</b>	List of Approved Banks
<b>ANNEXURE-10</b>	Customs Notification
<b>ANNEXURE-11</b>	Check List Post Award of Contract
<b>ANNEXURE-12A</b>	Personal Deployment plan
<b>ANNEXURE-12B</b>	Proforma for experience of contractor's personnel
<b>ANNEXURE-13</b>	Proforma for Provisional Acceptance Certificate
<b>ANNEXURE-14</b>	Proforma for Final Acceptance Certificate

## **SECTION- 1**

### **INVITATION TO BID (ITB)**

# **Sun Petrochemicals Private Limited**

## **Commercial & Supply Chain Management**

8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup> Floor , ATL Corporate Park, Opp. L&T Gate no. 7,

Saki Vihar Road, Chandivali, Powai

Andheri (E), Mumbai - 400072, Maharashtra [INDIA]

[www.sunpetro.com](http://www.sunpetro.com)

CIN:U24219GJ1995PTC028519

Ref No. SunPetro/Hazira/ Catering Services /2025-26/008

Date: 16-03-2026

### **INVITATION TO BID (ITB)**

**Sub: Hiring of Hospitality (Catering) Services for SunPetro's Hazira Oil & Gas field in Gujarat.**

**Ref: Tender No: SunPetro/Hazira/ Catering Services /2025-26/008**

**Dear Sir/ Madam,**

**1.0 Sun Petrochemicals Private Limited** (hereinafter referred to as **SunPetro / Company / Owner**) 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**

**Bidder is required to bid for all the items on turnkey basis. No part bid shall be acceptable.**

Bidders are requested to read the instructions and requirements in the Tender Document carefully and accordingly to submit the Technical & Un-Priced Commercial Bid in one envelope and Priced Commercial Bid in another envelope as stated above, each in a separate wax-sealed envelope . Both envelopes are required to be placed in one wax-sealed envelope and be sent 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/Hazira/ Catering Services /2025-26/008
2]	Title of Tender	Hiring of Hospitality (Catering) Services for SunPetro's Hazira Oil & Gas field in Gujarat
3]	Brief Scope of Work	Hiring of Hospitality (Catering) Services for SunPetro's Hazira Oil & Gas field in Gujarat.  Detailed as per Section - 4 of Tender Document.
4]	Location of Work	Hazira Onshore Field in Gujarat
5]	Type of work	Hospitality (Catering) Services for SunPetro's Hazira Oil & Gas field in Gujarat.
6]	Type of Tender	Open Tender
7]	System Of Bidding	Two Bid System (Single Stage) <b>ENVELOPE-A</b> Technical & Un-Priced Commercial Bid <b>ENVELOPE-B</b> Priced Commercial Bid
8]	Tender Fee	Not Applicable
9]	Bid Security / Bid Bond	Applicable
10]	Bid Validity	One Hundred and twenty (120) days

11]	Bid Bond Validity	<p>Bidders are required to furnish Bid Bond along with Technical &amp; Un-Priced-Commercial Bid in ENVELOPE-I in the format as attached herewith at</p> <p>Annexure # 2 drawn from a Nationalised/Scheduled bank as listed at Annexure-9 for an amount as specified below:</p> <p>(A) Amount: Indian Rupees: 50,000/-</p> <p>(B) Validity: Bid validity + 120 days</p>
12]	Last Date & Time for Seeking Clarification by Bidders	Within 15 days of date of <b>1TB</b>
13]	Date Of Pre-Bid Conference	Date, Time & Venue shall be informed to the bidder, Venue, if organized.
14]	Tender Closing Date & Time	<b>31/03/2026 at 1500 Hrs. 1ST</b>
15]	Address For Correspondence /Tendering Office/ Tender Submission	<p><b>Office of Sr. Manager -Commercial &amp; Supply Chain Management (SCM), SUN PETROCHEMICALS PVT. LTD. Hazira Oil and Gas Facility, Beyond Adani Port, Hazira-394270, Surat (Dist.)   Tele: 0261-2870005</b></p> <p>e-mail: <a href="mailto:tarkeshwar.mahato@sunpetro.com">tarkeshwar.mahato@sunpetro.com</a>; cc: <a href="mailto:dheeraj.paroch@sunpetro.com">dheeraj.paroch@sunpetro.com</a>; <a href="mailto:allan.nunes@sunpetro.com">allan.nunes@sunpetro.com</a></p>
16]	Terms & Conditions of Contract	As per Section-3 of this tender Document
17]	Validity of Contract period	THREE YEARS (3) years + 1year extension at SunPetro discretion on same terms & conditions.
18]	Special Mention	Receiving the Tender Document tender from Company does not qualify the bidder automatically for their bid consideration. The bidder has to qualify tender terms & conditions including Bid Evaluation Criteria (BEC) described in the tender.
19]	<b>Alternate option for Submission of Bid Documents</b>	<p>Bidders alternatively can submit the bid over email as per following procedure.</p> <p>1) <u>Email-1</u>: "Technical &amp; Un-Priced Commercial Bid" to be submitted on following e-mail address, on or before RFQ closing date and time: <a href="mailto:tarkeshwar.mahato@sunpetro.com">tarkeshwar.mahato@sunpetro.com</a>; with cc to <a href="mailto:Dheeraj.Paroch@sunpetro.com">Dheeraj.Paroch@sunpetro.com</a>. <a href="mailto:Allan.nunes@sunpetro.com">Allan.nunes@sunpetro.com</a></p> <p>2) <u>Email-2</u>: Password protected Priced Commercial Bid to be submitted on following e-mail address, on or before RFQ closing date and time: <a href="mailto:tarkeshwar.mahato@sunpetro.com">tarkeshwar.mahato@sunpetro.com</a>; with cc to: <a href="mailto:Dheeraj.Paroch@sunpetro.com">Dheeraj.Paroch@sunpetro.com</a></p>

		<p>3) Email-3: Password of the Priced Commercial Bid to be submitted on following e-mail address, on or before RFQ closing date and time: <a href="mailto:tarkeshwar.mahato@sunperto.com">tarkeshwar.mahato@sunperto.com</a>; with cc to: <a href="mailto:Dheeraj.Paroch@sunpetro.com">Dheeraj.Paroch@sunpetro.com</a></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1 Bidder is required to submit the hard copy of bid. The alternate option of the bid submission over email is provided only to facilitate the bidder to submit the bid package on time.</li> <li>2 Partial bid submitted online and offline shall not qualify the bidder and partial submission shall reckon bid disqualified.</li> <li>3 Failing to submit the hard copy of bid and any of the email, in case of alternate option, shall be considered non submission of bid.</li> </ol>
--	--	---

**NOTE:**

Receiving the tender from Company does not qualify the bidder automatically for their bid consideration. The bidder has to qualify tender terms & conditions including Bid Evaluation Criteria (BEC) described in the tender.

**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 is 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 SunPetro reflecting a combination of technical acceptance, qualification as per Bid Evaluation Criteria (BEC) as per Section-6 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 awards will rest with SunPetro's discretion.

**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**

The wax sealed bid (ENVELOPE-I and ENVELOPE-II), complete in every respect & strictly in accordance with the Terms & condition in the Tender Documents, is 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.

**1.8 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 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**

## INSTRUCTIONS TO BIDDERS

### 2.1 General Instructions

- 2.1.1 Bidders must review the General Conditions of the Contract (GCC) 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 Delivery period and installation & commissioning.
- 2.1.6 SunPetro may further place repeat change order for any or all the material/services/ equipment 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 clarifications with respect to the Tender Document after tender issue date up to the date mentioned in the schedule of tendering. Any clarifications required to be sent to the following email:  
[Tarkeshwar.mahato@sunpetro.com](mailto:Tarkeshwar.mahato@sunpetro.com); with copy to [dheeraj.paroch@sunpetro.com](mailto:dheeraj.paroch@sunpetro.com); [allan.nunes@sunpetro.com](mailto:allan.nunes@sunpetro.com);
- 2.6 Submission of Bids**
- 2.6.1 A two-Envelope single stage International Competitive 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 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 ENVELPOE -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.
- 2.6.7 The Bids shall be submitted to the following address:  
Sr. Manager - Commercial & Supply Chain Management  
SUN PETROCHEMICALS PRIVATE LIMITED (SunPetro)  
Hazira Oil and Gas Facility, Beyond Adani Port,

Hazira-394270, Surat (Dist.) | Tele: 0261-2870005 |  
Mobile: +917004964446.

- 2.6.8 The Technical & Un-priced Commercial Bid of the Bidder will be opened and evaluated first. If the offer is technically & 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.
- 2.6.9 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.
- 2.6.10 Bidder will provide the Delivery Period / Mobilisation Period / Completion Period, as required in tender document from the date of LOI/LOA.
- 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 and Supplier 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. This will be at the cost of the Bidder / contractor.
- 2.10 Commercial Proposal Requirements**
- 2.10.1 Currency**  
Prices quoted shall be in Indian Rupee (INR) for Indian Bidders or United States Dollars (USD) only or INR for Foreign Bidders. 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. Indian Bidders must quote in Indian Rupee only and will be paid in INR only. The foreign bidders will be paid in quoted currency only.
- 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" (**1TB**) shall be deadline for submission of bids. In case of the unscheduled holiday in Gujarat, (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 and duties that are applicable for supply & services portion including transport, insurance, installation, commissioning and complete in all aspect on FOR Site Location in India. Except Goods and Service tax (if applicable to supply & services provided under this Contract), the prices shall reflect delivery 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 Goods and Services tax, 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 / Concessional - Custom Duty / GST as applicable under PSC, but all expenses related to obtaining all such Permits, Consents etc. shall be to the Bidder's account.
- 2.15 Performance Bankguarantee**  
The Successful bidder shall furnish to Company, a Performance Bank Guarantee of Ten (10) percent of 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 in **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.
- 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, 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 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 Bid Bond**

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 \_\_\_\_\_ 202x

### BY AND BETWEEN

Sun Petrochemicals Pvt. Ltd. a company organised and existing under the laws of India and having its head office at 08<sup>th</sup>, 09<sup>th</sup> & 10<sup>th</sup> 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 "**SunPetro**")

### 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, 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 design, supply, perform and complete the Services 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 equipment and /or materials and execute and perform all Services /Supply strictly according to the SCOPE OF WORK (SECTION-4) 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 / price schedule (Attached at SECTION-7) 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 Terms and Conditions)
- 3] Special Terms & Condition of Contract
- 4] Scope of Work (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 Pvt. Limited**

(COMPANY)

\_\_\_\_\_

(CONTRACTOR)

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Name:

Name:

Title:

Title:

In presence of witness

1)Name  
Title  
Signature/Initials

1)Name  
Title  
Signature/Initials

2)Name  
Title  
Signature/Initials

2)Name  
Title  
Signature/Initials

### 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" of a Party means any Person, whether directly or indirectly, controlling, controlled by, or under common control with, such Party or Person, as applicable. For the purposes of this definition, the term "control" means (i) direct or indirect ownership of more than fifty percent (50%) of the equity (or such lesser percentage which is the maximum allowed to be owned by a foreign corporation in a particular jurisdiction) having the Contract power to vote on or direct the affairs of such Party or Person, as applicable, or (ii) the Contract power to direct decisions of such Party or Person, as applicable, including the Contract power to direct management and Contract policies of such Party or Person, as applicable, whether by reason of ownership, by contract or otherwise.
- 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 SunPetro.
- 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 SunPetro shall compensate, Contractor for the actual work executed and certified by SunPetro's Representative subject to any additions/deletions thereto which may be made through the application of relevant provisions of the Contract.
- "Contract value" shall mean the estimated value of the payments that would be made to the Contractor for the duration of the Contract for the Works & services to be provided under the Contract including but not limited to the Mobilization Charges, Demobilization Charges, unit rates, cost of consumables etc. as applicable. This Contract Value will be the basis for calculation of Performance Bank Guarantee and other values referred to in the Contract or linked to contract value. The actual Contract Value (based on actual payment) is likely to differ from originally calculated Contract Value; however, the originally calculated Contract Value will be the basis for various provisions under this 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 SunPetro as per the terms of Clauses mentioned herewith.
- 3.1.9 The word "Contractor" is "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 SunPetro.
- 3.1.11 "Contractor's Equipment" shall mean all the equipment(s), units etc. along with auxiliary, plant, 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 / services are tested, rigged up and ready to commence operations on the designated site for working as intimated by SunPetro 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 "Commissioning" means commissioning of the facilities or any part thereof by the Contractor as specified in the Scope of Work/ tender document. Commissioning shall be certified by the Company/Consultant and TPIA as applicable.
- 3.1.16 "Consultant " means consultant deployed by Company for project management and action as Company's engineer.
- 3.1.17 "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.
- 3.1.18 "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.
- 3.1.19 "Contract", "Agreement" or "Contract Document" (as per par 3.1.2 above)
- 3.1.20 "Daily Operation Report" shall mean the daily report submitted by the Contractor to SunPetro as per the requirements of contract.
- 3.1.21 "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 hours as referred to local time at the Site.
- 3.1.22 "Defect Liability Period" means the period of validity of the warranties and guarantees given by the Contractor commencing at Operational Acceptance of the facilities or a part thereof by the Company, during which the Contractor would be responsible for defects with respect to the facilities (or the relevant part thereof) as per the term of the Contract.
- 3.1.23 "Demobilization" shall mean the actual demobilization of contractor's equipment 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. SunPetro will issue the de-mobilization letter for the services as and when requirement ends.
- 3.1.24 "Deviated / Directional Well" shall mean a Well drilled with the intention of being inclined from the vertical.
- 3.1.25 "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.
- 3.1.26 "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.
- 3.1.27 "Facilities" means the Plant and Equipment, Installation and Construction Services and related equipment and other associated works, to be carried out by the Contractor under the Contract for completion of the entire scope of work and the Contract documents, which are to be designed, engineered, procured, developed, constructed, tested, pre-commissioned, commissioned and handed over at the site to and for the Company in accordance with the terms and conditions of this Contract.

- 3.1.28 "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.
- 3.1.29 "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 .
- 3.1.30 "Government" shall mean Government of India or Government of State, or any Contract political subdivision or administrative agency thereof and/or their respective representatives having jurisdiction over the Work performed under this Contract.
- 3.1.31 "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.
- 3.1.32 Interpretation
- a. Reference to "Section", " Para " "Clause" "Article" and "Provision" shall have the same meaning.
  - b. 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.
  - c. Words imparting the singular meaning only also include the plural and vice versa except where the context otherwise requires.
  - d. Any reference to statute, statutory provision or statutory instrument shall include any re-enactment or amendment thereof for the time being in force.
  - e. Reference to Applicable Laws shall also include amendments and extensions thereto.
- 3.1.33 "Installation and Construction Services " shall mean all such services necessary for construction of facility using the plant and equipment and including without limitations engineering design, fabrication, construction, installation, civil, building and other construction works, completion of the facilities, testing, pre-commissioning and commissioning of the facilities, inspection, site preparation works (including the provision and use of Contractor 's equipment and the Works of all construction materials required such as consumables, welding electrodes, joint coating materials, end-sleeves, casing pipes, markers, cathodic protection system), operations, maintenance, training, etc. including all such services necessary for making available supplies of Plant and Equipment at site including but not limited to transportation, loading, unloading, insurance and other local services required in relation to the Works of the said works at site.
- 3.1.34 "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 .
- 3.1.35 "Mobilization" shall mean the actual mobilization of the Contractor's equipment 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. SunPetro will issue the mobilization letter for the services as and when requirement comes.
- 3.1.36 "Operational Acceptance " means the acceptance by the Company of the facilities (or any part of the facilities where the Contract provides for acceptance of the facilities in parts), which certifies the Contractor 's fulfilment of the Contract in respect of Functional Guarantees of the facilities (or the relevant part thereof) in accordance with the technical specifications, related provisions in GCC and related provisions in the **SEC.**

- 3.1.37 "Operator" shall mean Sun Petrochemicals Private Limited (SunPetro) / Company
- 3.1.38 "PSC" shall mean the production-sharing contract entered between the Government of India and SUNPETRO consortium as its consortium.
- 3.1.39 "Project" shall mean the work and other related activities as may be indicated in the LOI/ Contract as per the Scope of Work.
- 3.1.40 "Provisional Completion/Acceptance" shall mean the certificate so issued by the Owner, subject to the fulfillment of the terms described under the SOW/tender document.
- 3.1.41 "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 SunPetro.
- 3.1.42 "Sun Petro " / "SPPL" shall mean Sun Petrochemicals Private Limited.
- 3.1.43 "SunPetro ' 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.
- 3.1.44 "SunPetro Works Item" shall mean a Works item, which is expressly identified in the Contract as being for Works by SUNPETRO or its contractors .
- 3.1.45 "Sub-Contractors" shall mean those persons or companies engaged by the Contractor in connection with the Services / contracts approved by SunPetro.
- 3.1.46 "SunPetro Designated Base" shall mean well site as informed by Company. However, the contractor shall store/warehouse its equipment and materials at its own costs & risks.
- 3.1.47 "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.
- 3.1.48 "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.
- 3.1.49 "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.
- 3.1.50 "Vertical Wells" shall mean a well drilled with the intention of maintaining the well bore as close as Contract possible to 90° to the surface of the earth.
- 3.1.51 "Well" shall mean either a Vertical or a Deviated Well or horizontal well.
- 3.1.52 "Well Depth" shall mean the depth (TVD / MD) of each Well as may be specified in SunPetro' s Completion Program, which SunPetro may amend from time to time.
- 3.1.53 "Well Locations" shall mean the locations of the Wells within the Contract Area at which Contractor shall carry out operations and such other locations as may be specified by SunPetro.
- 3.1.54 "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.
- 3.1.55 "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.
- 3.1.56 "Work Site / Work Location" shall mean the lands and waters and other places on, under, in or through which the Works are to be carried out and any other lands, waters

or 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.

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

**3.2 DURATION OF CONTRACT:**

3.2.1 Primary term of this contract will be 3 (Three) years from the date of award with a provision to extend for l(one) more year on same rate, terms and conditions at discretion of Company. However, the envisaged work under the Contract shall be completed in 8 months from the date of LOA.

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

- o Commencement date: Date of Mobilization , Date of issue of LOA/ LOI / Contract
- o Completion date of contract: Expiry Date of Contract
- o Termination Date: Expiry of theContract

**3.3 Materials, Supplies, Equipment, Services and Personnel / Supply of the Goods and Delivery**

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

3.3.2 The GOODS shall be supplied by the CONTRACTOR in accordance with the SPECIFICATION, the SCOPE OF SUPPLY and all other requirements of the CONTRACT as set out in Schedule-B, Scope of Supply/TechnicalSpecifications.

3.3.3 The CONTRACTOR shall deliver the GOODS in entirety to the DELIVERY POINT by the DELIVERY DATE. If required by the COMPANY, the GOODS shall be delivered unloaded at the DELIVERY POINT.

3.3.4 **DELIVERY TIME:** It is confirmed by the CONTRACTOR that all the GOODS as given in SECTION-7 are delivered in..... (to be quoted by CONTRACTOR) after receipt of LOA/Call out notice from the COMPANY. However, COMPANY intends to inspect the GOODS before shipment which may take 5-7 days for each call out. COMPANY shall inform the CONTRACTOR of requirement in advance and the shipment shall be initiated after completion of satisfactory inspection. It is further clarified that CONTRACTOR is required to ship only those GOODS which are mentioned in the call out notice issued by the COMPANY and approved by COMPANY's inspection team / agency.

3.3.5 DELIVERY POINT- The DELIVERY POINT of the GOODS ordered by the COMPANY under this Contract will be COMPANY's WAREHOUSE or WELLSITE (either of the two) or any other place as per specified in order.

3.3.6 DELIVERY TERM- The delivery term (term of shipment) is DDP and shall be guided by the definitions of Incoterms 2020. (Foreign CONTRACTOR can quote CIF Mumbai Port Delivery also) .

3.3.7 The time for delivery of the GOODS shall be of the essence of the CONTRACT. In the event that delivery of the GOODS is delayed as a result of:

- a. an event of Force Majeure; or
- b. a written request by the COMPANY to delay delivery of the GOODS; or
- c. the COMPANY's failure to carry out any of its obligations under the CONTRACT, then the CONTRACTOR shall be entitled to an extension of time to the DELIVERY DATE (equal to the period of delay) and shall promptly request such extension in writing from the COMPANY.

**3.3.8 Additional Services, Materials, Supplies and Equipment**

If it is not a part of contract, Company will pay based on agreed cost or actual cost plus 5% handling / service charges. The proof of item prices shall be submitted in original by the contractor to the Company.

3.3.9 The Company has full right to delete any item (s) / service(s) from the contract. The pay will only affect the quantities of item(s) / Service(s) as certified by the company's representative.

**3.3.10 Title and risk of loss**

- I. Except as otherwise provided herein, all GOODS furnished by CONTRACTOR

hereunder shall become the property of COMPANY when the GOODS or part thereof are delivered to the DELIVERY POINT.

- II. Notwithstanding the foregoing, CONTRACTOR shall be responsible for and shall bear any and all risk of loss or damage to the GOODS until delivery thereof in accordance with the delivery provisions of this CONTRACT. Upon such delivery, risk of loss or damage shall pass to COMPANY; provided however, that any loss or damage, whenever occurring, which results from CONTRACTOR's non-conforming packaging or manhandling or crating shall be borne by CONTRACTOR.
- III. Contractor shall insure Goods on a warehouse-to-warehouse basis
- IV. The risk of loss of or damage to the GOODS and title to the GOODS shall transfer from the CONTRACTOR to the COMPANY at the time the GOODS are delivered in entirety to the COMPANY at the DELIVERY POINT in accordance with this CONTRACT.
- V. CONTRACTOR shall insure GOODS at their full replacement value until delivery of GOODS in accordance with the terms of this CONTRACT and COMPANY may require evidence of insurance at their full replacement value.
- VI. The delivery of the GOODS by the CONTRACTOR shall be made as per the "Terms of Shipment" mentioned in clause no 3.3 of SECTION-3, of the CONTRACT and the "Terms of Shipment " shall be guided by the definitions of Incoterms 2020

### **3.4 INSPECTION AND TESTING**

- I. The CONTRACTOR shall, at its own cost, be responsible for carrying out all tests and inspections of the GOODS required in accordance with the CONTRACT, together with any other inspections or tests required by any applicable code, LAW, ordinance or regulation.
- II. The CONTRACTOR shall give the COMPANY reasonable advance notice in writing of the date, place and time of any inspection or test being carried out on the GOODS and the COMPANY shall be entitled to attend. Copies of all inspection or test reports, inspection or test data and any other inspection or test information carried out by the CONTRACTOR in terms of the CONTRACT shall be promptly forwarded by the CONTRACTOR to the COMPANY.
- III. The COMPANY and/or COMPANY's appointed inspection agency shall be entitled to inspect and/or test the GOODS at any time prior to delivery (wherever the GOODS may be) and the CONTRACTOR shall give the COMPANY and/or COMPANY's appointed inspection agency all reasonable assistance (including granting, or procuring the grant of, access rights) in respect of any such inspection and/or testing. Any such inspection and/or testing by the COMPANY and/or COMPANY's appointed inspection agency shall not relieve the CONTRACTOR of any obligation under the CONTRACT. Failure by the COMPANY to inspect and/or test the GOODS shall not relieve the CONTRACTOR of any responsibility or liability in respect of the GOODS.
- IV. If the results of any inspection or testing indicate that the GOODS do not conform, or are unlikely to conform, to the CONTRACT, the CONTRACTOR shall immediately take such action as is necessary to ensure conformity at no additional cost to the COMPANY.
- V. The COMPANY shall inspect the GOODS as soon as reasonably practicable before the shipment or after the GOODS have been delivered to the COMPANY in accordance with this CONTRACT. If the GOODS do not meet the requirements of the CONTRACT, the COMPANY shall be entitled to reject the GOODS and shall notify the CONTRACTOR of its rejection. In such event, the risk in, and title to, the rejected GOODS shall immediately re-vest in the CONTRACTOR and the COMPANY shall have no further liability in respect of such rejected GOODS.
- VI. Inspection of Company Equipment  
Contractor shall have right to inspect and get satisfied on the company equipment; company will provide the full access to the contractor.
- VII. **Inspection of Contractor Equipment**  
Company shall have the right at any time to inspect and reject for valid cause any items of equipment furnished by the Contractor for performance of the Services and Contractor shall replace, at no additional cost to Company, such items so rejected with items free from defects or if Company agrees, repair such items at Contractor's cost. All supplied shall be new & unused & shall not be more than one year old from the date of manufacture. Documentary proof shall be provided for the same. Any

substandard material received/delivered at site shall be rejected outright. Inspection or approval by Company shall not relieve Contractor of warranty obligations.

### **3.5 EXPEDITING**

- I. CONTRACTOR shall be solely responsible for delivery in accordance with the requirements of the CONTRACT and for expediting all matters relating to the CONTRACT and sub-orders with its suppliers. Notwithstanding the foregoing the GOODS furnished under this CONTRACT, including all warranty work, shall be subject to expediting by COMPANY and CONTRACTOR shall bear all costs of such expediting.
- II. COMPANY's REPRESENTATIVES shall be afforded free access during working hours to CONTRACTOR's plants/facilities, and CONTRACTOR agrees to procure a similar right for COMPANY, for expediting purposes with respect to CONTRACTOR's suppliers. In addition, CONTRACTOR shall furnish a weekly progress report by e-mail to COMPANY or as and when requested, in case the GOODS are not readily available and are to be procured by the CONTRACTOR from its supplier.
- III. CONTRACTOR shall notify COMPANY in writing of any actual or anticipated delays immediately upon discovery. Such notice shall include an estimated period of delay, cause, and corrective actions being taken.

### **3.6 DOCUMENTATION**

- I. The CONTRACTOR shall prepare and provide to the COMPANY all DOCUMENTS which are required to be prepared and/or provided by the CONTRACTOR in accordance with the provisions of this CONTRACT, before the DELIVERY DATE as specified in this CONTRACT.
- II. Prior to finalization of any DOCUMENT, the CONTRACTOR shall, if requested by the COMPANY or where required by the CONTRACT, submit such DOCUMENT to the COMPANY for review and/or approval. The COMPANY shall respond to the CONTRACTOR in respect of any such DOCUMENT within the time specified in this CONTRACT (or if no time is specified, within a reasonable period of time).
- III. ALL DOCUMENTS shall be fit for the purposes specified in the CONTRACT.
- IV. Subject to Clause V below, all DOCUMENTS prepared, produced or created by the CONTRACTOR for the COMPANY pursuant to this CONTRACT shall become the property of the COMPANY and title to, and copyright in, such DOCUMENTS shall vest in the COMPANY from the date of commencement of such preparation, production or creation.
- V. Nothing in Clause IV above shall give the COMPANY any right or CLAIM over any item prepared, produced or created by the CONTRACTOR outside this CONTRACT or which was in existence prior to the date of this CONTRACT, provided that the COMPANY shall have the right to possess and use any such item where it is provided to the COMPANY as part of the DOCUMENTS.

### **3.7 REPRESENTATIVES**

- I. The COMPANY's REPRESENTATIVE(s) shall act in full charge of the CONTRACT and shall have full authority to liaise with the CONTRACTOR's REPRESENTATIVE(s) to resolve all day to day matters which may arise between the CONTRACTOR and the COMPANY.
- II. The COMPANY's REPRESENTATIVE(s) shall monitor the performance of the CONTRACT and shall have the authority necessary to enforce the provisions of this CONTRACT.
- III. The CONTRACTOR shall direct all matters relating to the CONTRACT to the COMPANY's REPRESENTATIVE(s) and shall act only in accordance with the instructions of the COMPANY's REPRESENTATIVE(s).
- IV. The CONTRACTOR's REPRESENTATIVE(s) shall act in full charge of the CONTRACT and shall have full authority to liaise with the COMPANY's REPRESENTATIVE(s) to resolve all day to day matters which may arise between the CONTRACTOR and the COMPANY.
- V. Either PARTY may:
  - (a) revoke the appointment of any person appointed as that PARTY's representative and may appoint another person as representative in his/her place; or
  - (b) appoint any person to be an additional representative for a stated purpose.

No such revocation or appointment shall be effective until notice of it is given to the other PARTY.

### **3.8 COMPANY'S WORK /COMPLETION PROGRAMME**

#### **3.8.1 Work Programme:**

The completion schedule for laying of pipeline shall be as per Scope of Work. Bidder shall submit is detailed schedule of activities in Project Management Planning & Monitoring software for review.

3.8.2 Contractor to Comply with Company's Work / Completion/Works Programme . Contractor shall use all reasonable care and attention to ensure all aspects of the requirements set forth in Company's Work / Completion / Works programme which are to be provided by Contractor are complied with and to ensure that Company's other contractors are afforded all reasonable facilities to similarly comply as appropriate. Contractor shall carry out checks on any of the requirements of the Work / Completion / Works programme, as directed by Company and record and report the results of such checks to the Company.

3.8.3 Work shall be completed as directed by SunPetro.

### **3.9 PERFORMANCE OF THE WORK/SERVICES/SUPPLIES**

#### **3.9.1 Conduct of Services /supplies**

The Services shall be performed by Contractor in accordance with Best international petroleum industry practices. The Contractor shall be responsible for all interface issues, related to providing multiple services under the umbrella of Integrated Services as required as per scope of work/ services/ supplies.

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

#### **3.9.3 Discipline**

3.9.3.1 Contractor shall maintain at all times strict discipline and good order among its employees and subcontractors and shall abide by and conform to all reasonable rules and regulations promulgated by Company governing the scope of work/supplies.

3.9.3.2 Contractor shall and shall ensure that its employees and subcontractors are qualified, experienced & trained and shall, comply with the all Conditions set forth in scope of work /supplies. Contractor agrees to all provisions set forth in this tender and further agrees that failure to comply with the requirements of scope of work/supplies shall constitute grounds for termination of this Contract.

3.9.3.3 Company has the right to ask contractor to change / replace its personnel for misbehaving / indiscipline during contract period. Contractor will replace person, within 5 working days without affecting the work progress.

#### **3.9.4 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 Labor welfare cess. The Works and Service tax shall be extra at actual. Each bidder has to provide the proof of deposit of Labor 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.

**3.10 TERMINATION BY COMPANY**

3.10.1 1 Unless otherwise provided, the Contract shall terminate upon expiry of the Term of the Contract. The Contractor shall be paid for the Work successfully completed and certified by Company Representative along with demobilization charges, if any .

**A. Termination for Non- Mobilization or Non-commencement of Work**

If the Contractor fails to timely mobilize the Materials or Equipment required to perform the work or having mobilized, fails to timely commence the work in accordance with the terms of the Contract, it would amount to material 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. Company shall also have the right to forfeit the PBG.

**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 Work enough properly skilled workmen or proper equipment, or materials or services to accomplish the Work in accordance with the original work schedule and the contract; or
- c) Fails to make prompt payment to Sub-contractors or materials, equipment or labour; or
- d) Is in breach of Applicable Law; or
- e) Otherwise breaches the provisions of the contract or part thereof; or
- f) 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
- g) Fails to provide uninterrupted services/performance work.

**Consequences of Termination:**

Upon termination of Contract by Company under this sub-clause B, the Contractor shall be entitled to payment for the work successfully completed and certified by the Company Representative till the date of Termination. Further, the Company shall be entitled to take

possession of the Work and finish the Work 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. and additional expenses which the Company shall sustain, to get the work executed, on account of such breach by the Contractor. Company shall also have the right to forfeit the PBG.

**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 and demob charges, if applicable as per Contract. 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 work / services performed by the Contractor till the date of such termination.

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

The Contractor shall perform the work in accordance with GIPIP and the terms and conditions of the Contract. If the Contractor does not perform the Work or any part thereof or does not complete the envisaged work or its performance is non-satisfactory, then Company shall issue a notice ("**Remedy Notice**") to the Contractor to remedy such non-performance or non-completion or non-satisfactory performance. Upon receipt of such Remedy Notice, the Contractor shall remedy such default within Seven (7) days. The Company may ask the Contractor to re-perform any of such services, at sole risk and cost of Contractor. 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 work successfully completed and certified by the Company Representative till the date of Termination. Further, the Company shall be entitled to take possession of the Work and finish the Work 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. Company shall also have the right to forfeit the PBG.

3.10.2 Upon receipt of Notice of Termination, the Contractor shall, unless a notice directs otherwise:

- a) Immediately discontinue the work from that date and to the extent specified in the notice.
- b) Place no further orders or agreements for materials, equipment, services or facilities except as may be necessary for the completion of such Contract portion of the work which is directed to be continued.
- c) Do only such work as may be necessary to preserve and protect Work already in progress

and protect materials, facilities and equipment on the work site or in transit thereto.

### **3.10.3 Payment upon Termination to be confirmed**

If the unpaid balance of the Contract Price exceeds the cost incurred by the Company on finishing the work as provided in the Contract, such excess shall be paid to Contractor upon completion of the Work. If the unpaid balance of the Contract Price is lower than the cost incurred by the Company on finishing the work as provided in the Contract, 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.

### **3.10.4 De-hiring:**

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

## **3.11 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. Contractor to comply with HSE standards as applicable to Oil & Gas Industry in addition to all the relevant HSE standards required for performance of work as per Scope of work.

Contractor warrants that it shall perform all such services in a Good and Workmanlike Manner and as per the guidelines issued by DGH and OISD from time to time. Contractor warrants to Company that Contractor's Personnel who are skilled, experienced and competent in their respective Contract 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.

Before the commencement of work, Contractor is required to submit the Safety Management Plan including details of Risk Management related to nature of job. To ensure the safe operations at site, Contractor is required to submit the written safe procedures related to work and comply with DGMS / OMR-2017 and OISD requirements including amendments/ modifications issued by DGMS from time to time.

Contractor to provide Health, Safety & Welfare Contract policy Manual which should be aligned with Company's HSE Contract policy

### **3.11.1 Safety**

3.11.1.1 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:

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

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

- 3.11.1.3 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.
- 3.11.1.4 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 Contract pointed out by the Company.
- 3.11.1.5 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 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.
- 3.11.1.6 Incompetent person shall be at RISK to carry out critical operation. Hence all contractor personnel need to be competent & trained to carry out assigned job. Training need for all contractor's Employee shall be identified & accordingly shall be trained by the contractor .
- 3.11.1.7 Required PPE to be identified & sufficient stock shall be maintained at all time. Also, the Contractor's Employee shall be trained for uses of PPE.
- 3.11.1.8 Contractor shall provide certificates for but not limited to Lifting Equipment like Crane, Slings, D-Shackles, Chain pulley Blocks. Lifting Equipment shall be color coded & numbered.
- 3.11.1.9 Contractor shall provide Test certificate for Cylinder, High pressure Hoses, & Electrical appliances or as specified in the contract.
- 3.11.1.10 Contractor shall ensure PTW developed by Company and shall be followed
- 3.11.1.11 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.

### **3.11.2 Environment**

- 3.11.2.1 Contractor hereby acknowledges Company's commitment to conduct its operations in a manner that not only complies with all relevant environmental protection and Contract pollution control legislation of India but also that, such operations do not cause environmental damage or pollution . In recognition of the commitment, Contractor shall perform the Services in an environmentally acceptable and safe manner consistent with GIPIP and shall ensure that its performance of the Services is properly monitored
- 3.11.2.2 Contractor shall prepare Aspect & Impact document related to their Job scope and shall submit to Company .
- 3.11.2.3 Valid Contract pollution under control Certificate for Engine above 150 KVA
- 3.11.2.4 Contractor shall have Waste Management Plan for their scope of work.
- 3.11.2.5 Hazardous Waste shall be sorted out & disposed as per the pollution Control Board norm as applicable.
- 3.11.2.6 Contractor should display MSDS for Chemicals, Reaction Matrix for Chemicals and

High noise area .

3.11.2.7 Eye washing station shall be provided at suitable place.

3.11.2.8 Working area is to be illuminated as per Lux standard.

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.

3.11.2.9 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 Contract pollution control laws, regulations, rules and ordinances of all relevant state, central and local Government of India.

3.11.2.10 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 Well Operations had been suspended due to equipment breakdown.

3.11.3 Contractor has to submit Monthly Compliance Reports to the company on all aspects as listed above or as decided by the company.

### **3.12 SETTLEMENT OF DISPUTE/ ARBITRATION**

3.12.1 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.

3.12.2 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.

- 3.12.3 It is also a term of the Contract that the Contractor shall not stop the Work 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 Contract portion of his claims which are due under the Contract.
- 3.12.4 The right to arbitrate disputes and claims under this Contract shall survive the termination or invalidity of this Contract or any term hereof.
- 3.12.5 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 judicial confirmation of such award and judgment or order of enforcement, as the case may be.
- 3.12.6 GOVERNING LAW & JURISDICTION**  
This CONTRACT shall be interpreted in accordance with and shall in all respects be subject to the Indian Law.  
All disputes arising out of this transaction shall be subject to the jurisdiction of courts situated at Mumbai, India
- 3.13 ENTIRE AGREEMENT/ WAIVERS**
- 3.13.1 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 supporting 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.
- 3.13.2 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.
- 3.13.3 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 bylaw,
  - 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  
**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.**
- 3.14 LIQUIDATED DAMAGES**
- 3.14.1 Liquidated damage**  
If Contractor for any reason other than Force Majeure, fails to timely mobilize all the material, equipment (fit for purpose) and/or personnel with requisite experience at designated location/well site as per the time schedule mentioned in the Contract 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 or if Contractor repudiates the Contract before completion of the Works

in accordance with the Contract, or any if above reason resulting to delayed delivery of work completion, 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 completion of work/ delayed delivery of work 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 Work 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 Work done by 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.

#### 3.14 .2 **Liquidated damage (applicable when contract for only Supplies)**

If Contractor for any reason other than Force Majeure, fails to timely complete the work and /or Works or mobilize (fit for purpose) as per the time schedule mentioned in the Contract or the extended date, Company may without prejudice to any other rights 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%) per week on pro-rata basis , for each delayed delivery of an independent item or delayed mobilization or delay in completion of work or any item of group which is required together, up to a maximum of Ten percent (10%) of total 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:

- (i) Terminate the Contractor or a Contract portion or part of the Work thereof at any time during the term of the Contract and/ or,
- (ii) Recover damages resulting from Contractor's breach of any of the provisions 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.

3.14 .3 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.

3.14.4 Where Company is required to wait for any reason for a Contractor Equipment and/or personnel which is not made available on the site as per the schedule, in addition to liquidated damages payable by the Contractor , the Contractor shall also pay as pre-agreed damages an amount equivalent to daily **operating rate** for hired equipment, till time such equipment is made available to Company.

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

### **3.15 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.

### **3.16 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.

### **3.17 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.

### **3.18 CONFIDENTIALITY**

3.18.1 "Confidential Information" shall be deemed to include all information including but not limited to any technical, commercial and financial information, improvement, inventions, know how, innovation , 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).

3.18.2 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.

### **ASSIGNMENT AND SUBCONTRACTING**

3.19 Company shall be entitled to freely assign its rights, obligations and duties under this  
3.19.1 Contract to its Affiliate or other Participant or JV, for any Blocks by giving written notice. Company shall be entitled to assign its rights and obligations under this Contract to any third party with prior written consent of the Contractor, which shall not be unreasonably withheld.

3.19.2 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 subcontracts 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 Subcontractors, the same shall be notified to the Company within a period of 7days.

- 3.19.3 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.

### **3.20 INVOICING AND PAYMENT**

- 3.20.1 Invoices shall be itemized with a full break down of the Service performed /supplies made and shall be complete with all back-up details, documentation, information, receipts, packing list, ocean bills of lading, certificate of origin, etc. 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.

- 3.20.2 Contractor shall invoice to Company on monthly basis for payments hereunder on Completion of Services. Unless and otherwise mentioned anywhere else in this Contract, Company shall make payment, of the correct/ undisputed / Certified invoice supported with job sheet / field ticket / 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 Instructions) i.e. one (1) year 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.

- 3.20.3 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.
- 3.20.4 Contractor shall support all invoices with any data 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

**Sr. Manager Commercial & Supply Chain Management**  
**Sun Petrochemicals Private Limited**  
**Hazira Oil and Gas Facility, Beyond Adani Port,**  
**Hazira-394270, Surat (Dist.)**

3.20.5 All payments to the Contractor under this Contract shall be made in the currency quoted by them or Indian Rupees to the Indian Bidders or Indian Rupees or United States Dollars to the Foreign Bidders. The currency of price schedule shall not be allowed to be changed during the term of the Contract.

3.20.6 The Contractor shall not claim any charges under any head during the period the 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 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.

**3.20.7 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 to 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.

**3.21 TAXES AND DUTIES**

**3.21.1 Taxes:**

All rates and the Contract Price shall be inclusive of all concessional Taxes & duties and such other payments as may be payable under any Applicable Laws (except GST). Except as stated, Contractor shall bear all income, corporate, property, GST, 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. 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.

### **3.21.2 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.

### **3.21.3 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 import and export of Contractors Equipment and materials at the Contract rt of entry or the Contract rt of export as the case may be.

3.21.4 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 .

### **3.21.5 Change in Law**

3.21.5.1 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 .

3.21.5.2 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.

### **3.22 INSURANCE**

3.22.1 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,

3.22.2 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 affected, or fails to provide certification etc., the COMPANY has the right to procure and maintain policies at Contractors risks and 5% more expense.

3.22.3 The Contractor shall be responsible for and shall save, indemnify, defend and hold harmless SunPetro, Joint Venture partners of SunPetro, 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.

3.22.4 Prior to commencement of services / delivery / work 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 providing that insurance shall not be cancelled or materially changed without thirty
- b) (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.

The insurance shall cover the following:

3.22.5 **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 Contract 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 Contract 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 (1) 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 Contract 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 transport 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.

**3.23 CONTRACTOR'S OBLIGATIONS AND WARRANTIES**

- 3.23.1 The general allocation of responsibilities between Company and Contractor are set out in responsibility matrix and other clauses mentioned in this document and the Exhibits.
- 3.23.2 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 all the Well Locations environment, zoning and other regulations legal description prescribed in this Contract.
- 3.23.3 At all times Contractor shall respond promptly and shall accurately furnish to Company information about the Work as requested.
- 3.23.4 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 Contractor's custody.
- 3.23.5 Contractor shall advise Company immediately in writing of any labour dispute or anticipated labour dispute, which may be expected to affect the performance of the Work.
- 3.23.6 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.
- 3.23.7 **Contractor Personnel**  
Contractor shall use all reasonable care to provide, at Contractor's 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 SunPetro 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. SunPetro shall have no responsibilities or liability whatsoever in this regard.

3.23.8 Sunpetro shall be entitled, without prejudice, to any other rights or remedies available to SunPetro 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 SunPetro 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 2 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.

**3.23.9 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.

**3.24 FORCE MAJEURE**

3.24.1 "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:

3.24.1.1 Late delivery of materials caused by congestion at supplier's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences

3.24.1.2 Late performance by Contractor and/or a sub-contractor caused by unavailability of equipment, supervisors or labor, inefficiencies or similar occurrences;

3.24.1.3 Mechanical breakdown of any item of Contractor's or its Sub-contractor 's equipment, plant or machinery; or

3.24.1.4 Delays due to ordinary storm, inclement weather, seasonal rains or monsoon; or

3.24.1.5 Non-conformance by Sub-contractors.

3.24.1.6 Financial distress of Contractor or any Sub-contractor

3.24.1.7 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 Contract 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.

- 3.24.2 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.

### **3.25 WARRANTIES AND REMEDIES**

- 3.25.1 Contractor represents that it is engaged in such specialized operations and represents that it has adequate resources, service capability and personnel in accordance with GIPIP 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 Equipment and Services. Contractor warrants that all items 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 Equipment, materials, machinery and works 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 works / materials work at the Contract int of delivery and / or perform the services in timely manner shall attract the provisions of Clause indicated in Liquidated Damages.

- 3.25.2 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 may be required at Company's sole option (unless stated otherwise elsewhere in the Contract) to supervise the installation, running in or pulling out of the Equipment to enable it to be fully operational within the time specified in the Contract. 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.

- 3.25.3 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.

- 3.25.4 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.

- 3.25.5 Day rates or compensation of whatsoever nature shall not apply to time when the Contractor's Equipment/tool is unable to perform to the satisfaction of the Company in accordance with the Contract for any reason.
- 3.25.6 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 by the 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
- 3.25.7 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. Contractors 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.
- 3.25.8 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.
- 3.25.9 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.
- 3.25.10 The Company reserves the right to Procurement / replace specific tools / equipment at any time during the Contract and include them in the Contract.

### **3.26 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.

### **3.27 INDEMNITY AND LIABILITIES**

#### **3.27.1 Contractor's Material, Equipment, Services and Property**

The Unit/ equipment/ services/ tools (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 CompanyGroup.

#### **3.27.2 Liability for Radioactive sources**

The radioactive sources, which Contractor may use in performing the Services, are potentially dangerous. If any radioactive source is lost in a well, at the well site, while being transported by or on behalf of Company or by conveyance arranged by the Company or while under the custody or control of the Company or its representatives, Company shall be solely responsible for recovery or abandonment of the source and shall take special precautions in order to avoid breaking or damaging the source container. If the source cannot be recovered, or if the container is broken, Company shall immediately comply with all laws and regulations applicable to Company, as well as to Contractor as owner of the source, including the isolation and marking of the location of the source, and shall defend, indemnify and hold harmless Contractor from and against any and all liabilities arising with respect thereof, and shall keep Contractor informed of all related developments, except when it is caused due to Gross Negligence or Wilful Misconduct by Contractor Group.

#### **3.27.3 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.

#### **3.27.4 Consequential Damage**

Notwithstanding any provision to the contrary elsewhere in this CONTRACT and whether or not resulting from or contributed to by any negligence and /or breach of duty (statutory or otherwise):

- (a) the COMPANY shall be liable for, and shall defend, indemnify and hold the CONTRACTOR GROUP harmless from and against the COMPANY GROUP's own consequential or indirect loss arising out of or in connection with the performance of this CONTRACT; and
- (b) the CONTRACTOR shall be liable for, and shall defend, indemnify and hold the COMPANY GROUP harmless from and against the CONTRACTOR GROUP's own consequential or indirect loss arising out of or in connection with the performance of this CONTRACT.

#### **3.27.5 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.

### **3.28 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.

The Performance Bank Guarantee shall be of 10% of the 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, SunPetro 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.

SunPetro will accept the bank guarantee from all public sector banks in India or any of the banks listed in the **Annexure #9**.

### **3.29 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.

### **3.30 NON-EXCLUSIVE CONTRACT**

This Contract is non-exclusive, 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.

### **3.31 EXPORT CONTROLS**

SunPetro confirms that the Equipment or Services to be provided under this Contract (Collectively 'Items') shall only be for use by it in India for the purpose of production of hydrocarbons. However, if for any reason whatsoever the end use or end user of these

Items is required to be changed or if these items are to be taken for use in countries outside India to do any work associated with this Contract, then SunPetro would request the Contractor to obtain consent from the concerned authority in the Contractor's Country. The Contractor shall obtain such consent at its sole risk and costs.

### **3.32 CHANGES**

COMPANY, may at any time direct, in writing, changes, including but not limited to changes in any one or more of the following: (1) drawings or specifications; (2) additions to or deletions from quantities ordered; (3) delivery schedule; (4) method of shipment or packing; (5) place of delivery; (6) General and Special Conditions. If any such change causes an increase or decrease in the cost of or the time required for performance of any part of the work or affects warranties and guarantees, an equitable adjustment may be made in the price or delivery schedule, or both, and the CONTRACT shall be modified by written Amendments executed by authorized representatives. However, any change in quantity shall not entitle CONTRACTOR to impose any penalty on the COMPANY as it is agreed between the PARTIES that no penalty shall be applicable in case of reduction of actual purchase quantity by the **COMPANY**.

Any claim by CONTRACTOR for adjustment under this Changes clause must be asserted within seven (7) calendar days from the date of receipt by CONTRACTOR of the notification of change. However, nothing in this clause shall excuse CONTRACTOR from proceeding with the order or CONTRACT as changed.

If this CONTRACT requires COMPANY to review and comment on CONTRACTOR's technical documents, CONTRACTOR shall assert any claims for adjustment which would result from implementation of COMPANY's comments within seven (7) calendar days from the date of CONTRACTOR's receipt of such comments. No adjustment will be made after the CONTRACT has been dispatched and no adjustment of any type will be made hereunder unless COMPANY confirms the change in writing.

### **3.33 SPECIAL CONDITION OF THE CONTRACT (SCC)**

3.33.1 The job is to be performed in oil & gas installation, therefore, contractor to ensure all safety precautions as per Oil Mines Regulation Act but not limited to followings:

- i. Contractor to perform the work under valid work Permit only.
- ii. All material supplied at site shall have valid Material Test Certificates from accredited lab/ Test agency/ TPI, which shall be new & shall not be older than one year from the date of manufacture.
- iii. Contractor shall submit detailed drawing for the work to be executed before start of work, for approval. After completion of work, 'As Built' drawings shall be submitted. In case of failure of submission of 'As Built' drawings, balance payment against the work shall not be released.
- iv. Contractor shall deploy persons who are medically fit & furnish physical Fitness certificate from authorized Medical practitioner.
- v. Contractor to ensure use of proper PPE, HC detector etc. as per requirement of work
- vi. Vessel Entry Permits to be taken before entering into any Vessel
- vii. Contractor to ensure Oxy Acetylene Cylinder Test Certificate, Hose & Gas cutter Test certificates etc. for undertaking fabrication of work.
- viii. Contractor to ensure Welding Generator Electrical Test Certificates, Cables Test Certificate are available before undertaking work.
- ix. All material handling equipment shall have valid load test certificates.
- x. Contractor to ensure transfer of Hazardous Waste / Waste generated during work to earmarked storage place for further disposal by self.
- xi. Contractor to ensure Earth moving / lifting Equipment etc. are deployed have valid certification.
- xii. Bidder shall provide adequate First Aid Kit at site. At least one personnel in Contractor's team shall have proper First Aid Training. Certification for the same shall be provided.
- xiii. Contractor shall have tie up with nearby hospitals in case medical evacuation is required.
- xiv. The Contractor is responsible for implementing any regulations concerning the design, fabrication, inspection and testing of equipment which are mandatory by government of Gujarat.

- xv. Contractor shall get all the drawings approved by the Company before procurement/execution of work. After completion of works, 'As Built" drawings shall be prepared, approved by Company & submitted to Company.
  - xvi. Contract shall be for a period of one year.
  - xvii. Hired equipment, if any, shall be on Call-out basis & prior intimation of 3 days shall be given to the Contractor for mobilizing the equipment at Site.
  - xviii. Mobilization & Demobilisation charges are nil & are included in the rate.
  - xix. Damage of equipment, if any, during mobilization Commissioning & De-mobilization shall be on account of Contractor.
  - xx. Any failure of elements of equipment or system during operation shall be on account of Contractor & the same shall be replaced within 24hrs. Day rate, for equipment during non-availability for Operations are not payable.
  - xxi. Penalty Clause
    - i. Delay in commencement of work
    - ii. Violation of use of Personal Protection Equipment
    - iii. Unsafe disposal of waste
    - iv. Premature failure of Construction work
- HSE Consideration
- Contractor Employee Safety Management System implementation
  - Calibration & Test certificate:
    - 1. Cylinder
    - 2. Hoses
    - 3. Lifting Equipment
    - 4. Cables
  - Accident: No compensation
  - Transportation: Contractor scope
  - Mobilization/demobilization: Nil

### **3.33.2 Defect Liability:**

- i. The Contractor warrants that the facilities or any part thereof shall be free from defects or failure in the design, engineering, materials and workmanship of the plant and equipment supplied and of the work executed and services provided.
- ii. The Defect Liability Period shall be twelve (12) months after Operational Acceptance or Provisional Acceptance of the facilities unless the Defect Liability Period has been extended or any part of the facilities pursuant to this sub-clause 3.29.4.v. hereof. Should any defect be found during Defect Liability Period related to the design, engineering, materials and workmanship of the material and equipment supplied or of the work executed and services provided by the Contractor, the Contractor shall promptly, in consultation and agreement with the Company regarding appropriate remedying of the defects, and at its cost, repair, replace or otherwise make good to the full satisfaction of the company such defect as well as any damage to the facilities caused by such defect. The burden of proof of remedy of the defects shall be on the Contractor. Contractor shall reimburse Company all such costs including cost towards loss of oil/gas incurred by Company due to such defects.
- iii. The Company shall give the Contractor a notice stating the nature of any such defect together with all available evidence thereof, promptly following the discovery thereof. The Company shall afford all reasonable opportunity for the Contractor to inspect any such defects and all necessary access to the facilities and the site to enable Contractor to perform its obligations under the clause.
- iv. If the Contractor fails to commence the work necessary to remedy such defect or any damage to the facilities caused by such defect within a reasonable time (not more than 15 days), the Company may, proceed to do such work, and the costs and expenses incurred by the Company in connection therewith shall be paid to the Company by the Contractor or may be deducted by the Company from any monies due to the Contractor or claimed under the Performance Bank Guarantee.
- v. If the facilities or any part thereof cannot be used by reason of such defect and/or any making good of such defect, the Defect Liability Period of the facilities or such part, as the case may be, shall be extended by a period equal to the period during which the facilities or such part cannot be used by the Company because of any of the aforesaid reasons.
- vi. This clause shall also be applicable if any defect or failure is detected during Intelligent Pigging Process whenever it is carried out till defect liability period.

### **3.33.3 Land for Contractor's Office, Godown and Workshop:**

Unless otherwise specified in the Bid documents, the Contractor shall, as required for his works, for the entire duration of the execution of the work arrange near the Site, land for construction of equipment stock yards, maintenance work shops, field offices and warehouses and for any purpose in connection with providing infrastructure required for the execution of the Contract. The Contractor shall bear all the cost related to the provisions of the site / land and sanitary arrangement as required without any recourse to the Company.

On completion of the work undertaken by the Contractor, the Contractor shall remove all temporary works and have the Site cleared as directed by the Company. If the Contractor fails to comply with these requirements, the Company may, at the expenses of the Contractor, remove such surplus and rubbish materials and dispose the same as

the Company deems fit and get the site cleared at the risk and cost of Contractor.

Land for residential accommodation for staff and labour of Contractor shall, if so required by him, be arranged by Contractor at his own cost and risk with no recourse to the Company.

**3.33.6 Quality Assurance System:**

The provisions related to Quality Assurance System shall be as per the Technical Specifications and the Scope of Work.

**3.33.7** The quoted rates for various items are deemed to have appropriately catered for all mobilization, demobilization and all clearing of activities at all the sites and no separate claim whatsoever is allowed. Including carrying out detailed engineering for entire work & preparation of drawings etc..

**3.33.8** payment will be made within 30 days after submission of undisputed invoice with all the supporting documents.

**3.33.9 INTELLECTUAL PROPERTY RIGHTS**

**3.33.9.1** The contractor / supplier shall defend, indemnify and hold the Company GROUP harmless from and against any CLAIM in connection with any infringement (whether actual or alleged) of any patent or other intellectual property rights arising out of or in connection with the performance by the supplier of its obligations under this PURCHASE ORDER / Contract.

**3.33.9.2** In the event that any such infringement occurs or may occur in relation to the GOODS, the supplier, at the option of the Company and at the cost of the Supplier, shall:-

- a) use reasonable endeavours to procure for the Company the right to continue using the relevant aspect of the GOODS or infringing part thereof; or
- b) modify or amend the relevant aspect of the GOODS or infringing part thereof so that the same becomes non-infringing; or
- c) replace the relevant aspect of the GOODS or infringing part thereof with other goods of similar type; or
- d) repay to the Company the price paid in respect of the relevant aspect of the GOODS relating to the whole or the infringing part thereof.

**3.33.9.3** The provisions of this Clause 3.29.9 (Intellectual Property Rights) shall not apply to the extent that the infringement necessarily arises from the Company specifications or instructions to the Supplier, provided that the Supplier could not reasonably have been aware of such possible infringement

## **SECTION-4**

### **SCOPE OF WORK (SOW)**

## Scope of Work

### Catering Services for Onshore facility at Hazira, Surat

#### The scope of work is as follows:

Hospitalities services include catering service in kitchen cum dinning bunk house, cleaning and housekeeping of kitchen cum dinning bunk house.

#### 1. SCOPE OF SERVICE INCLUDES

- 1.1. Catering Service
- 1.2. Housekeeping of kitchen cum dinning bunk house
- 1.3. Other Condition
- 1.4 Special Term & Condition

#### **1.1 Catering Service**

- a. Food shall be Vegetarian.
- b. Number of personnel taking food shall vary. Hence advance intimation shall be given to canteen staff. Below table reflect tentative figure. Company does not guarantee about the number of persons using services every day; however, it will be intimated well in advance as agreed mutually.

Breakfast	Lunch	Evening snack	Dinner
15-20	20-25	0-05	08-12
<ul style="list-style-type: none"> <li>• <b>Total 60 meals per day (Monthly Average) which includes of breakfast, lunch, evening snacks &amp; dinner includes SunPetro, O &amp; M manpower &amp; two no. essential kitchen staffs</b></li> </ul>			

- c. Nature of Service: Morning Tea, Breakfast, Lunch, Evening Tea, Snacks, Dinner, Tea/coffee, refreshments to be served during meetings and on requirement by Company. Time for above services shall be mutually decided.
- d. Menu shall be decided on weekly basis by Company and in case of any change it will be mutually agreed. Indicative Menu is attached herewith as **Annexure –A** and the same is finalized on mutual concurrence.
- e. Vegetables/curry/dal to be cooked in home style only.
- f. The Contractor shall be responsible for engaging adequate number of trained manpower required for providing good canteen services at company site.
- g. The cantering work nature includes, making food, serving, cleaning of canteen equipment, storing and placing of grocery, manage purchase of grocery, vegetables and consumable for smooth running of contract etc.
- h. The Contractor will use only branded raw material (as per Annexure- B) for preparation of items from reputed store / shop as agreed by M/s. SunPetro.
- i. Cooking staff should be trained in preparing a wide variety of appetizers, soups, side dishes, desserts and other component of meal (preference will be given to Indian food). Responsible for plating or presentation. staff shall be trained for serving as and when required.
- j. Monitoring supplies and ordering stock as needed. Maintain accurate food inventories. Properly store items at appropriate temperature, Rotate stock items. Restock the material.
- k. SunPetro reserves right to increase / decrease number of Cook / Helper & Cleaner for temporary arrangement required during the term of contract by providing 3 days' advance notice.

#### **1.2 Housekeeping of Kitchen cum dinning bunk house:**

- a. Cleaning, sweeping, moping and wiping of floors on daily basis.

- b. Cleaning of windows and windowsills of bunk house, venetian blinds, curtains, chairs & all other furniture with wet/dry cloth/ feather brush and duster on condition basis or as per Company's instruction.
- c. Ensuring that cooking utensils are clean before and after each use.
- d. Cleaning kitchen cooking areas, kitchen equipment's (Oven, dryer, stove), Refrigerator and storage areas.
- e. Site is dusty & Corrosive atmosphere. Once in a week, outside surface of Bunkhouse to be cleaned by water jetting.
- f. Waste Disposal Management
  - It shall be the responsibility of the contractor to dispose of garbage, accumulated during the operation of this contract at any time when garbage is accumulated in a larger quantity than the capacity of dustbin/garbage drum.
  - The contractor will ensure the location of dry and wet garbage in the earmarked area. The contractor will also ensure the segregation of bio-degradable & non-bio-degradable garbage.

### 1.3 Other Condition

#### A. Contractor Personnel

- Contractor in deployed staff will designate one person as **supervisor**, who shall be responsible and answerable for all activities.
- Experienced and trained manpower for day-to-day activity.
- Maintain Proper records for service as directed by company representative.
- The staff deployed shall be trained in House Keeping Services, bear good conduct and shall be physically/mentally fit and legally eligible for the job. Health check-up of the staff shall be carried out by the contractor on yearly basis & copy of health check-up certificate shall be handed over to local location head.
- Clean habits (avoid smoking, chewing tobacco, betel nut / pan, etc.) while on duty neat & Clean company Uniform.
- The contractor must employ adult and skilled manpower only. Employment of child labour will lead to the termination of the contract.
- Contractor to provide proper PPE (serving gloves, Apron and head-caps) to their personnel for work.
- Contractor will arrange proper replacement during absence of their personnel.
- As per DGMS' recommendation, "Employees engaged in food handling and preparation and handling of stemming material activities should undergo routine stool examination once in every six months and sputum for AFB and chest radiograph once in a year."
- Contractor shall provide Prior intimation with PCC, Medical certificate (Form – O) and ID proof of the staff to be deployed at site for further approval. Only approved staff shall be allowed to work in the canteen. such Expenses are in contractor scope.
- Manpower deployed for housekeeping will be exclusive and shall not be used for catering services.
- The Contractor must follow the labour law for staff leave & week-Off and arrange the alternative staff when regular staff are unavailable.  
The contractor required to consider and follow the four new labour codes introduce by the government effective on 21<sup>st</sup> November'2025.

#### B. Cooking Items and Utensil

All appliances required for catering / housekeeping like utensils, Refrigerator, Oven, hot plate, washing machine, dryer, stove, etc will be provided by Company.

### **C. Cooking medium**

PNG / LPG / Electrical Cooking Range shall be medium for Cooking. Company shall provide cooking range.

### **D. Transportation**

Contractor to provide transportation for their staff and purchase food item and consumables.

### **E. Consumable & Grocery**

All consumable/grocery materials for food & housekeeping or any other items purchased by Contractor on order of company will be procured by Contractor on weekly basis from reputed shop and will be billed to company with 10% service charge. These items will be normally arranged by the designated Supervisor. Contractors will have to produce bills at the time of claim, if any discrepancy found it may lead to deduction/warning/termination of the contract.

### **F. Working Days & Holidays**

All housekeeping & catering services related manpower engaged through contractor will work as per the site schedule (365 days per year). As site is functional on Holidays and Saturday & Sundays, the work duty of contractor staff should be allocated keeping in view weekly off for each as per labour law. Contractor to consider above requirements as per labour law and quote rate accordingly. No additional charges shall be paid for working on holidays as it has to be considered by the contractor in its quoted rates and duties to be allocated accordingly following labour laws

### **G. Penalty & Performance measurement system**

- In case of registering any lapse in services in terms of food quality, quantity, cleanliness & tidiness of the premises, behaviour of crew members for three times in a month in spite of warning / necessary action is not taken by Contractor, SunPetro will have a right to levy penalty as per Annexure – C. Repeated lapse may lead to necessary action from Company including termination of Contract.
- Any manpower terminated due to bad performance to be replaced within 7 days' time.
- Terminated person will not be allowed to deploy again.
- Contractor's Performance will be measured as per Performance Measurement System as attached at Annexure – C.

### **H. Location:**

- The location for provision of services is at SunPetro's Hazira Oil & Gas facility located in village Hazira district Surat, Gujarat., However SunPetro may extend the services for other fields operated by SunPetro in Gujarat.

### **I. Boarding & Lodging for Contractor Staff**

- SunPetro will arrange for Boarding & Lodging of only two essential staff /manpower engaged for catering through the contractor at the site, for rest it is to be locally sourced and arrange by the contractor. Only residential & essential staff will be provided free food.

## **1.4 Special Term & Condition**

- a. Prior approval of the SunPetro shall be necessary for introduction or deletion of any new item on the Menu. VIP visit Menu shall be provided well in advance.
- b. The Canteen is on self-service basis. The Contractor shall arrange the food at the counters; however, contractor shall arrange to serve during any VIP / VVIP visit.
- c. SunPetro shall have the right to inspect the quality of the food being served at the Canteens on the basis of hygiene, taste, nutrition, contents and as per contract terms.

- d. In case of emergencies or extreme climatic conditions, contractor should stock the required provisions for catering & housekeeping services for a minimum of 2-week time.
- e. The Contractor shall ensure due legal compliance in respect of all relevant acts in vogue including court not limited to minimum Wages Act, Workman Compensation Act, PF Act, Gratuity Act, Bonus Act, Profession Tax Act and workmen compensation Act, ESIC, child labour, interstate migrant acts, any other act including new labour codes as introduced on 21<sup>st</sup> November 2025, as and when applicable by central / state govt and also as applicable for SunPetro.
- f. Contractor shall take material in/out as per SunPetro policy, duly signed by SunPetro in-charge.
- g. Leftover of cooked vegetables, meals or wet snacks shall not be served in next service and disposed off as per SunPetro procedure.
- h. In case of food poisoning, all expense shall be borne by Contractor for medical treatment and related claims by the effected persons apart of other appropriate actions.
- i. All monthly invoices to be submitted to Incharge of plant for authorization/ certification.

## **ANNEXURE – A**

### **GENERAL MENU**

#### **Breakfast/Evening snacks:**

- a. Tea/Coffee
- b. Cooked Items (Puri/Plain and stuffed paratha/ Chole Bhatore/Puri Bhaji/Masala Dosa/Upma /Poha/Samosa/ Medu Vada/ Idli with Sambhar & chutney/Sauces / Upma Pasta/Noodles/ Sandwiches / Pakoda etc.)

#### **Lunch/Dinner**

- a. Green salad comprising of cucumber, radish, Onion, Tomato, Beat, carrot and sprouted lentil etc.
- b. Two types of Main course (1) One Veg dry Sabji (2) one Veg gravy (3) Paneer Sabji.
- c. Plain Rice/fried rice/pulao/biryani/Khichdi Kadhi
- d. Dal. (Toor, Moong, Grams, Urad).
- e. Chapati/Puris/Paratha.
- f. Pickles and Papad.
- g. Desert: Indian sweets -Sheera/Gulab jamun/Carrot Halva/Dudhi Halva/Kala Jamun (anyone-once in a week).

#### **VIP Visits**

**Welcome, hospitality and meals to VIPs/Corporate officials during their visit to Site. The menu for such meals shall informed in Advance.**

- Welcome drinks: Coconut water/ Fresh seasonal fruit juice.
- Green tea / coffee / tea.
- Breakfast/Evening snacks: Sandwich/Idli/Dosa/Medu Vada/Samosa/Cookies/dryfruits /Fresh fruits.
- Lunch & Dinner: Appetizers (soups & Starters), Three/Two Main course (Veg dry sabji / Veg gravy), Rice item, Dal, Sweets, Salad, papad, pickles, curd, Raita.

**Note: The final menu will be mutually decided and informed.**

## ANNEXURE-B

**Indicative ingredients/material to be used by the Contractor for Cooking and housekeeping purpose for onshore.**

Rice	LalQuila/ Kohinoor/Daawat/ India Gate sealed packed of 20-25 Kgs () and other best quality in consultation with Sun Petro.
Pulses	Angur/Bharat Dal/Fortune/Tata Saampann any other equivalent
Tea	Brooke Bond/TajMahal/Red label/ Tetley/ Tata tea/ Lipton/
Coffee	Nescafe/Bru/ Tata coffee, Sunrise
Milk Powder	Milk Made/ Nestle/ Everyday/Amul,
Milk	Amul/ Mother Dairy
Butter	Amul / Britannia
Pickles	Maggi/ Priya/Kissan/ Ashoka/ Mother's Recipe/ Tops/ Swad
Sauces (Tomato,Chilli and Soya)	Kissan/ Maggi/ Chingz
Flour	Captain Cook/ Kissan/ Annapurna/ Shakti Bhog / Ashirwad
Cooking Oil (Groundnut & Sunflower)	Saffola Gold/ Sundrop/ Tirupati/Gulab/ Fortune
Cooking Salt	Tata/Captain Cook/ Annapurna/Saffola
Table salt	Catch/Tata/Safola
Papad	Lijjat /Ganesh
Spices	Ashok/Everest/ MDH/Badshah, Ramdev,Bharat,mothers receipie, Suhana
Gulam Jamun	Gitts/Haldiram
Slice Bread	Britannia / Modern / Amul/harvest gold
Namkeens	Haldiram / Bikaji / Balaji (Rs.10 pkt)
Ice cream	Amul/ Vadilal / Havmore
Paneer	Amul
Cheese	Amul/ Britannia
Curd/ Yogurt	Amul/ Mother Dairy- Curd to be prepared onboard.
Ghee	Fresh vanaspati ghee of Sunflower / Dalda / Amul
Biscuit	Britania/Parle -Gooday, Boubon, Monaco,Krackjack & Parleji( Rs.10 pkt)
Tetra packed assorted fruit juice (200 ml)	Real /B natural/Parle/Tropicana

<b>Housekeeping / Sanitary Material</b>	
Washing Powder	Surf Excel/Tide/Rin/Wheel/Arial
Washing Soap	Surf Excel/Arial/RIN
Toilet/Washroom cleaner	Harpic/Lizol
Utensil Cleaner	PRIL/VIM
Phenyl /Floor cleaner	Lizol/Dettol
Scrubber	Scotchbrite /GALA
Dusters -Cloths & Mobs (with handle)	Gala/Good home
Brooms	Gala/Good home
Washroom/Toilet/Room-fresheners	Odonil / Godrej Aer /Harpic
Glass Cleaner	Colin
Toilets Rolls	Premium quality/Gala/Goodhome
Face Tissues	Premium quality -Maruti /Origami
Liquid soaps	Dettol/Savalon
Naphthalene Balls/ Cubes	Odonil /Goodhome
Garbage Bags	Premium quality

**PERFORMANCE MEASUREMENT**

**Contractor shall be penalized / rewarded based on the performance during the operations using the following mapping parameters:**

Incentive will be given if Contractor 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.

**a. Performance Measurement & Monitoring**

No	Performance Indicator (Monthly Average Basis)	UOM	Limiting Value	Weight age	Actual Score based on pro-rata	Score
1	Uses of proper uniform	No of Violation	0 - Violation	20 /0		
2	Waste Management as per SunPetro Policy	Y/N	Y / N	20/0		
3	Food preparation not satisfactory, if complained more than	No	0-Occurrence	20/0		
4	Hygiene and Sanitation not maintained on more than one occasion	No	0-Occurrence	20/0		
5	Compliance of Observation by Internal Inspection	%	90 to 100 %	20/0		
<b>Total Monthly Score achieved ( % )</b>						

**b. Incentives**

- Minimum Expectation of Performance Level  $\geq 90\%$ .
- Incentive will be given if Contractor scores the marks  $\geq 95\%$ .
- If the monthly performance is  $\geq 95\%$  consecutively for 3 months, contractor shall be paid incentive on mutually agreed formulae to be decided on award of work.
- If the Site is free from complains for more than 150 days, contractor shall be paid incentive @ 5000 rupees / annum or on pro-rata basis if work in a year is less than 365 days.

**c. Penalties:**

- The Contractor shall maintain very good standard of Housekeeping. Regular Inspection shall be carried by SunPetro representative. Suitable action shall be taken by the Contractor for any observation by Sun Petro representative within 48 hours.
- In the event of non-compliance for observation, Contractor shall be penalized at the rate of 500 (Five hundred rupees) per day until action is taken.
- Performance shall be evaluated on a Quarterly Basis. Penalty shall be imposed if the overall performance is below  $< 90\%$ . In the event of performance below expectation (Expected Performance  $\geq 90\%$ ),
- Contractor shall be penalized Rs.5000/- for the quarter (one time)
- In case of PPE/uniform non-compliance, a penalty of Rs. 200/- per person shall be levied per incident of not using proper PPE.

## **SECTION-5**

### **RESPONSIBILITY MATRIX**

## Responsibility Matrix for Catering Services for Onshore facility

S/N	Description	Responsibility	
		Contractor	Company
<b>A</b>	<b>PROCUREMENT &amp; SUPPLY</b>		
A1	Purchase and supply of all grocery & food items and consumables (vegetable, pulses, dairy products etc) for catering services.	✓	
A2	Supply of cutlery, crockery, canteen equipment, pots, pans, utensils (List to be provided by contractor)		✓
<b>B</b>	<b>FACILITIES</b>		
B1	Provision & Maintenance of kitchen container, and cooking appliances.		✓
B2	Safe keeping of Company Provided cooking appliances	✓	
B3	Provision of storage facilities both dry & refrigerated food.		✓
B4	Protection and safe keeping of all food stuff in the storage areas	✓	
<b>C</b>	<b>CATERING SERVICES</b>		
C1	Prepare and serve 4 meals (breakfast + lunch + evening snack + dinner) a day, 7 days a week.	✓	
C2	All food and provisions necessary & desirable for preparation & serving of all meals, all of which shall be wholesome, nutritiously balanced, appetizing and of good quality.	✓	
C3	Provide tea and coffee as and when required (min. 2 times a day)	✓	
C4	Documentation for Meals served, procurement make by contractor	✓	
C5	Maintain at least 7 days reserve supply of food at all times, based on storage facilities as provided by Company	✓	
C6	Washing, cleaning and upkeep of utensils after every meal.	✓	
C7	All consumables for housekeeping and cleaning of kitchen canteen building)	✓	
C8	Thorough cleaning and hygienic maintenance of kitchen canteen	✓	
C9	Collection & disposal of Garbage at designated location	✓	
C10	Provision of basic pest control (Cost to company)	✓	Actuals invoice Plus 10%
<b>D</b>	<b>CATERING PERSONNEL &amp; STATUTORY REQUIREMENTS</b>		
D1	Supply of experience & trained manpower as per SOW	✓	
D2	Additional catering crew to meet the exigency requirements as and when requirement	✓	
D3	Catering Uniform & PPE (Apron, head cap & hand gloves) and Safety footwear for the catering personnel	✓	
D4	Training of the catering personnel on Health, Hygiene, Safety & Environment	✓	
D5	Medical test as per DGMS requirement (Form-O) and new labour codes. Any other teste for food handling staff as per DGMS on six monthly basis.	✓	
D6	Insurance Coverage for the catering personnel as per local Indian laws	✓	
D7	Adherence to labour codes & government regulations	✓	

D8	Compliance with Health, Safety and Environmental regulations	✓	
D9	Accommodation for two essential staff /manpower engaged for catering through the contractor at the site.		✓
D10	Accommodation of remaining staff	✓	
D11	First Aid & medical assistance to catering crew		✓
D12	Obtaining all necessary license/ permission/ registration that is statutorily required for Operating Canteen	✓	
<b>E</b>	<b>LOGISTICS</b>		
E1	To & Fro transportation for contractor staff, material and purchase food item and consumables.	✓	
E2	Legal documents for gate entry like challan copy, invoice etc	✓	

## **SECTION-6**

### **BID EVALUATION CRITERIA**

## **BID EVALUATION CRITERIA**

1. 3 years' experience in hospitality domain including Catering Services. Contractors worked for any other Public or Private Oil & Gas Company & in field / Industrial canteen will be preferred. Contractor to provide copy of PO for the same.
2. Bidder with ISO 9001 will be preferred.
3. Annual Work Order value for at least 1 PO during last 3 year for any single facility should be more than Rs. 10Lakh
4. Contractor should have all necessary license/ permission/ registration that is statutorily required for Operating Canteen. (e.g. fssai - state licence)

## **SECTION – 7**

### **PRICE SCHEDULE**

**PRICE SCHEDULE – Hazira Onshore Field**

**A) Bidder to quote Lump sum rate for provision of Catering and Accommodation Housekeeping Services for Onshore facility at Hazira, Surat in the below table.**

No	Item Description	No	Cost/month (₹)
1	<b>Provision of Catering &amp; accommodation housekeeping services</b> a) Master cook /chef for cooking of vegetarian breakfast, lunch, snacks & dinner as per mutually agreed Menu – 1 Nos b) Cooking/Serving assistant – 1 Nos c) Cleaner for kitchen cum dining bunkhouse - 1 Nos	Lump Sum	
Total Cost per year			

**B) Additionally, bidder is required to quote in below table for provision of manpower for additional requirement, if any by Company.**

No	Item Description	No	Cost/month (₹)
1	Master cook /chef for cooking of vegetarian breakfast, lunch, snacks & dinner as per mutually agreed Menu	1	
2	Cooking/Serving assistant	1	
3	Cleaner for kitchen cum dining bunkhouse	1	

**NOTES:**

1. Price shall be inclusive of all taxes and duties except GST/IGST which will be paid extra as applicable. Company will help Contractor in obtaining Essentiality Certificate for availing duty benefit for the eligible items in case of applicable.
2. Site location is considered for Hazira, Offshore & LBDP
3. The Contractor or his authorized representative shall always be available at or around the site to carry out repair/construction of location as per the instruction of Company.
4. The Contractor shall be responsible for any damage to the adjoining fields/crops arising out of poor construction of the location.
5. Any substandard construction shall result in the termination of the Contract.
6. The above rates for manpower and equipment supply are fixed for a duration of 9 hours per day. However, in cases where the job duration is less than 4 hours, the company will pay the contractor a half-day charge equivalent to 4.5 hours.
7. The DAY RATE shall be counted from the time the Equipment or the Laborers reports to the site, ready for mobilization.
8. All rates except Sr. 22 are inclusive of consumables, transportation within the plant, disposal of waste at earmarked location, manpower and machinery including hydra, crane, JCB etc., scaffolding & Painting as per sr. no 14 of price schedule.
9. Contractors shall be required to follow all applicable statutory and regulatory requirements
10. The contractor has to quote the above rates in price bid format inclusive of all as defined above in scope of work including design, manufacturing, test & supplies along with applicable taxes and duties etc. The contractor will be paid only for price quoted above.
11. No other charges are payable other than mentioned in the above price schedule.
12. Bid should be completed in all respects covering all the scopes of work and should conform to the technical specifications indicated in the bid documents.
13. Delivery Address:
  - **Hazira Field**
  - Sun Petrochemicals Pvt. Ltd. (SunPetro).**
  - Hazira oil & Gas Field, Beyond Adani Port,**
  - LBDP Plant & Hazira Offshore Plant.**

# **SECTION-8**

## **ANNEXURES**

**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

Sr. manager Supply Chain Management

Sun Petrochemicals Private Limited

Hazira Oil and Gas Facility, Beyond Adani Port,

Hazira-394270, Surat (Dist.) Gujarat, India

Tele: 0261-2870005

Email : [tarkeshwar.mahato@sunpetro.com](mailto:tarkeshwar.mahato@sunpetro.com)

## **ANNEXURE-2**

### **BID BOND FORMAT**

TO: SUNPETRO a division of Sun Petrochemicals Private Limited, a Company incorporated under the provisions of the Companies Act, 1956 and having its registered office at at 8th,9th & 10th Floor, ATL Corporate Park, Saki Vihar Road, Powai, Mumbai - 400 072, Maharashtra, BHARAT (hereinafter referred to as "Company").  
Mumbai-, 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 Contract, 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 Contract 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 Contract were 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 Contract 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 Contract.
- 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 Contract 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 provided at Annexure 12?  
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.  
YES / NO
8. Confirm whether the prices quoted are firm and applicable even if the work is awarded only in part.  
YES / NO
9. Confirm acceptance of Insurance liability as per Clause of the Model Contract.  
YES / NO
10. Confirm acceptance of Force Majeure provision as per mentioned in the Model Contract.  
YES / NO
11. Confirm acceptance of Liquidated Damages provision as per the Model Contract.  
YES / NO
12. Confirm acceptance provision for Arbitration as per Clause of the Model contract.  
YES / NO
13. Confirm acceptance Taxes and Duties provision as per of the Model Contract.  
YES / NO

- 14.** Confirm whether Unprized Technical bid with all annexures and enclosures have been furnished in duplicate (Original + 1 copy) in a separate sealed cover. Ensure that Price Schedule of the Unprized Technical bid is blank.  
YES / NO
- 15.** Confirm whether Priced Commercial Bid (1 Original +1 Copy) comprising only the Price Schedule has been furnished  
YES / NO
- 16.** 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
- 17.** 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
- 18.** Bidder ensured that proof of the signing authority  
YES / NO
- 19.** Does the bidder accept bid validity period?  
YES / NO
- 20.** If the bid is submitted by a consortium, confirm whether the MOU of the consortium / JVC has been furnished.  
YES / NO
- 21.** 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 Un priced Techno Commercial Bid, without including the cost impact, if any?  
YES / NO
- 22.** Has the cost impact, if any, of the exceptions taken been attached with the Priced Commercial Bid?  
YES / NO
- 23.** 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 Commencement 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 TECHNICAL & UNPRICED COMMERCIAL BID

DO NOT OPEN - THIS IS A TENDER QUOTATION

(TECHNICAL & UN-PRICED COMMERCIAL BID )

Client : SUN PETROCHEMICALS PRIVATE LIMITED

Tender No. \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Bid Due Date:** \_\_\_\_\_

**From:**

**To:**

<b>(Bidder's Details)</b>	<b>Sr. Manager Commercial &amp; Supply Chain Management SUN PETROCHEMICALS PRIVATE LIMITED (SunPetro) Hazira oil &amp; Gas Facility, Beyond Adani Port, Hazira -394279 Dist-Surat, Gujarat Tele: 0261-2870005 Kind Atten: Tarkeshwar Mahato</b>
---------------------------	---

ANNEXURE-6

CUT-OUT SLIPS FOR PRICED OFFER

DO NOT OPEN - THIS IS A TENDER QUOTATION

(PRICED COMMERCIAL BID )

Client : SUN PETROCHEMICALS PRIVATE LIMITED

Tender No. \_\_\_\_\_

Project Name: \_\_\_\_\_

**Bid Due Date:** \_\_\_\_\_

**From:**

**To:**

<b>(Bidder's Details)</b>	<b>Sr. Manager Commercial &amp; Supply Chain Management</b> <b>SUN PETROCHEMICALS PRIVATE LIMITED (SunPetro)</b> <b>Hazira oil &amp; Gas Facility, Beyond Adani Port,</b> Hazira-394270, Surat (Dist.) Gujarat Tele: 0261-2870005 Kind Attn: Mr Tarkeshwar Mahato
---------------------------	--

ANNEXURE-7

CUT-OUT SLIPS FOR OUTER ENVELOPE

DO NOT OPEN -THIS IS A TENDER /QUOTATION

(OUTER ENVELOPE CONTAINING TECHNICAL & UN-PRICED COMMERCIAL BID+ PRICED COMMERCIAL BID )

Client : SUN PETROCHEMICALS PRIVATE LIMITED

Tender No. \_\_\_\_\_

Project Name: \_\_\_\_\_

**B**Due Date: \_\_\_\_\_

**From:**

**To:**

<b>(Bidder's Details)</b>	<b>Sr. Manager Commercial &amp; Supply Chain Management</b> <b>SUN PETROCHEMICALS PRIVATE LIMITED (SunPetro)</b> <b>Hazira oil &amp; Gas Facility, Beyond Adani Port,</b> Hazira-394270, Surat (Dist.) Gujarat Tele: 0261-2870005 Kind Attn: Mr Tarkeshwar Mahato
---------------------------	--

TO BE OPENED BY ADDRESSEE ONLY

## ANNEXURE-8

### PROFORMA OF PERFORMANCE BANK GUARANTEE

[To be executed on Stamp Paper of Rs. 100/- or such higher value as per the Stamp Act of the State in which the Guarantee is issued. Stamp Paper should be in the name of the Bank Issuing the Guarantee.]

To,  
**SUN XXXX LTD.**  
XXXX  
XXXX  
Mumbai - 400072, India

Bank Guarantee No.  
Date:  
Expiry Date:

This Guarantee is made on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 by,

\_\_\_\_\_ (Bank name and incorporation details) having its registered office at \_\_\_\_\_ (address of issuing branch) (hereinafter referred to as the "GUARANTOR", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns) in favour of **Sun Petrochemicals Pvt. Ltd.**, a company registered under Part IX of the Companies Act, 1956 (CIN: U24219GJ1995PTC028519) and having its registered office at Ground Floor, Synergy House No. 1, Subhanpura Road, Vadodara, Gujarat - 390 003, India and its corporate office at 8<sup>th</sup>.9<sup>th</sup> & 10<sup>th</sup> Floor, ATL Corporate Park, Saki Vihar Road, Powai, Mumbai - 400 072, Maharashtra, BHARAT, India (hereinafter referred to as the "**COMPANY**", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns).

#### **WHEREAS:**

A. The COMPANY has issued Contract / contract No. \_\_\_\_\_ dated \_\_\_\_\_ hereinafter

referred to as the "P.O. / Contract") in favour of \_\_\_\_\_, a company registered under the laws of \_\_\_\_\_ having its registered office at \_\_\_\_\_ (hereinafter referred as the "**CONTRACTOR**" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and permitted assigns) for the supply of \_\_\_\_\_ (hereinafter referred to as the "**PRODUCT**").

B. In accordance with the terms and conditions of the said P.O. the CONTRACTOR has agreed to provide a Guarantee for Performance of the P.O. in form of Bank Guarantee issued by a nationalized/Scheduled Bank for the sum specified therein.

In consideration of the COMPANY having entered into a contract vide P.O. with the CONTRACTOR for the supply of the PRODUCT; we, the \_\_\_\_\_, the GUARANTOR do hereby unconditionally and irrevocably guarantee and undertake:

I) to pay merely on written demand by the COMPANY to extent of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) against any loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the COMPANY in the event of non-performance of the PRODUCT supplied against the P.O., without any demur, reservations, recourse, contest or protest and without any reference to the COMPANY. Any such demand made by the COMPANY on the GUARANTOR shall be conclusive and binding, absolute and unequivocal not withstanding any disputes raised/pending before any court, tribunal, arbitration or any other authority.

11) to make the payment hereby guaranteed to the COMPANY not later than the expiry of 48 hours  
Tender No.: SunPetro/Hazira/ Catering Services Page 72 of 83

from the receipt of the written demand made by the COMPANY.

1. We, the Bank further agrees that:

i) the COMPANY shall be entitled at his option to enforce this guarantee against the GUARANTOR as a principal debtor, in the first instance notwithstanding any other Security or guarantee that it may have in relation to the CONTRACTOR's liabilities .

ii) this guarantee shall be without prejudice to the other rights, available to the COMPANY against the CONTRACTOR in the event of any breach of the terms and conditions of the said P.O. or unsatisfactory performance or failure or malfunctioning of the PRODUCT supplied against the said P.O. and giving of time by the COMPANY for repayment thereof, shall not in any way relieve the GUARANTOR of his liability under this guarantee.

iii) this guarantee shall not in any way be affected by the change in the constitution of the CONTRACTOR or by the fact that the CONTRACTOR has been wound up or any orders for winding up are passed or closed its business nor shall be affected by the change in the constitution, amalgamation, absorption or reconstruction of the GUARANTOR or the COMPANY or otherwise but shall ensure for and be available to and enforceable by the absorbing, amalgamated or reconstructed Company of the COMPANY.

iv) this guarantee shall continue to be in force notwithstanding the discharge of the CONTRACTOR by operation of law and shall cease only on payment of the full amount by the GUARANTOR to the COMPANY of the amount hereby secured and on the claim of the COMPANY against the CONTRACTOR in respect of the said P.O. being satisfied.

v) this guarantee shall be in addition to and not in substitution for any other guarantee or security from the CONTRACTOR to be given to the COMPANY in respect of the said P.O.

2. The guarantee herein contained shall remain in full force and *effect* till discharged by the COMPANY or upto \_\_\_\_\_ whichever is earlier and the GUARANTOR undertake not to revoke this guarantee during its currency except with previous consent of the COMPANY in writing .

3. Notwithstanding anything contained herein:

l) our liability under this bank guarantee shall not exceed Rs. — — — /— (Rupees \_\_\_\_\_);

11) this bank guarantee shall be valid upto \_\_\_\_\_ and

111) we are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_

■ **WITNESS WHEREOF** the \_\_\_\_\_ (please specify the name of the Bank), through its authorized officer/constituted attorney, has executed these presents as of the day and year first above written.

**SIGNED AND DELIVERED** FOR AND ON BEHALF OF \_\_\_\_\_ (Name of the Bank).

PLACE:

DATE:

Address:

**IN PRESENCE OF :**

1.

2.

## **ANNEXURE -9**

### **LIST OF APPROVED BANKS**

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

1. All Nationalised Banks including Public Sector Banks-IDBILtd
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. Fedrel Bank
  - VIII. South Indian Bank
4. Co-operative and Rural Banks:
  - I. The Kalapur 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 contract 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 AWARD OF WORK

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/ GSTN number
- c. Bank Account number with documentary proof

#### **Operational**

- a. Detailed sequence of operations with ballpark time estimates
- b. Availability of services & materials with timelines
- c. Lead time of critical spares
- d. Interface management of various services
- e. Logistics control
- f. Discussion and finalisation on incentives - Bonus/Matus
- g. Organogram with HSE set up

#### **General**

- a. Overall inputs required for meeting all operational needs

**ANNEXURE-12A:**  
**PERSONNEL DEPLOYMENT PLAN**

**Minimum Personnel to be provided by the Contractor**

<b>Classification</b>	<b>Number On Location</b>	<b>Total Number</b>

**ANNEXURE-128**

**PERFORMA FOR EXPERIENCE OF CONTRACTOR'S PERSONNEL**

Sr. No.	Name & address of the person with position	Age, Date Of Birth	Educational qualification & Year of Passing	Previous experience (Name & Address of previous Client)	Period		Type of Work /Job Responsibility	Remarks
					From	To		

Note:

1. Bidder is free to identify more personnel for each category as an alternative.
2. Bidders need to attach the bio-data along with the bid. Certificates to be enclosed along with this Performa.

**PROVISIONAL ACCEPTANCE CERTIFICATE**

CONTRACT / CONTRACT NO:

Date:.....

DESCRIPTION OF SUPPLIES/ SERVICE:

The above SUPPLIES / SERVICES have been provisionally accepted with effect from ..... on behalf of \_\_\_\_\_(COMPANY) in good order with the exceptions as described in Appendix-l(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.

**FINAL ACCEPTANCE CERTIFICATE**

AGREEMENT/CONTRACT NO:

Date:.....

**DESCRIPTION OF WORK**

The above WORK have been finally accepted on behalf of -----(COMPANY) in apparent good order, subject to the Warranty conditions contained in the AGREEMENT, with effect from .....20.....

For and on behalf of: \_\_\_\_\_

**(COMPANY)**

Name

Designation

Signature

Date

Date

**END OF TENDER DOCUMENT**