



# OIL AND NATURAL GAS CORPORATION LIMITED

## REQUEST FOR PROPOSAL

(No. ONGC/RFP/S&IF/RM/01)

### E-BIDDING FOR SALE OF GAS FROM RAMOL, AHMEDABAD



**E-Bidding Partner**

**M/s mjunction services ltd.**

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## Section A

### 1. Overview

- 1.1. Oil and Natural Gas Corporation (ONGC), is a public sector undertaking involved in Exploration & Production of crude oil and natural gas, both conventional & unconventional. Its registered office is in New Delhi. It is India's National Oil Company under the aegis of Ministry of Petroleum and Natural Gas. It is the largest upstream player in the country and produces around 70% of India's crude oil and around 84% of India's natural gas. In November 2010, the Government of India conferred the Maharatna status to ONGC.
- 1.2. ONGC is planning to conduct an online competitive auction for sale of gas from Ramol field of Ahmedabad Asset, GUJARAT. In line with this, ONGC has launched the instant e-auction for sale of 12000 SCMD of natural gas on fall back basis.
- 1.3. The natural gas for sale will be available at pressure of 1 kg/cm<sup>2</sup> (Maximum), Ramol EPS for a fixed tenure of 5 years. Interested/prospective Gas Consumers can source available gas by participating in this Auction process.
- 1.4. ONGC is the operator of Ramol field under the S&IF policy 08.07.13.
- 1.5. ONGC has appointed M/s mjunction Services Limited as an independent agency to conduct bidding process for sale of natural gas through an online web based electronic bidding platform which is available at <https://eps.buyjunction.in/gasbidding> -M/s mjunction services limited would herein after be called the Empanelled Agency.
- 1.6. ONGC is hereby issuing a Notice Inviting Offer dated 30th November 2023 and invites offers from interested/prospective entities to off-take all or a portion of the 12000 SCMD of natural gas available for sale from Ramol and in accordance with the terms and conditions of this Request for Proposal ("RFP") and the Gas Supply Agreement ("GSA"). Interested/prospective Gas Consumers can source available gas by participating in this e-tender process.

## 2. Gas Field on Offer

### 2.1. Details of the gas field on offer

S.N	Parameter	Particulars
1.	Name of the block	RAMOL
2.	Gas Quantity offered for sale	12000 SCMD.
3.	Contract Term	5 years
4.	Typical Calorific Value (KCal/SCM)	Gross Calorific Value: 9144 KCal/SCM Net Calorific Value: 8238 KCal/SCM
5.	Delivery Point	Ramol EPS
6.	Pricing Formula (\$/mmbtu)	<p><b>Reserve Gas Price:</b> Domestic Gas Price as published by PPAC on Monthly basis.</p> <p>The contract price for gas will be Reserve Price plus quoted premium.</p> <p>During the bidding process, Bidder needs to quote positive and non- zero premium over and above the reserve price.</p> <p>“Reserve Price” for any month shall be prevailing domestic gas price on GCV basis, notified by PPAC from monthly basis as per the “New Domestic Natural Gas Pricing Guidelines, 2014” dated 25.10.2014 and “Review of New Domestic Gas Pricing Guidelines, 2014” dated 07.04.2023. For removal of doubts, Domestic Gas Price here means Domestic Gas price notified by PPAC without considering the ceiling price referred in Para 4 of the Notification dated 07.04.2023.</p>
7.	Date of ONGC’s readiness to supply gas.	31-Aug-2024
8.	URL for registration and uploading of documents by interested entities for Technical evaluation	<a href="https://eps.buyjunction.in/gasbidding">https://eps.buyjunction.in/gasbidding</a>

2.2. In the event that the Government of India notifies some other methodology for determination of the Domestic Gas Price then the new Domestic Gas Price as applicable for National Oil Company’s (NOC’s) APM gas, would be considered as the “Reserve Price” for this agreement. However, if Govt.

of India discontinues notifying the Domestic Gas Price during the term of this agreement, then the last notified Domestic Natural Gas Price shall continue as "Reserve Price" for the remaining term of this contract.

- 2.3. The Gas will be offered for a fixed term of 5 years. The term will start from either the date of actual commencement or expiry of off-take window, whichever is earlier. Further, the tenure may be extended subject to availability of gas and ONGC's ability to supply by mutual agreement.
- 2.4. An off-take window quoted by the successful bidder at the time of subject to maximum of 365 days from the Date of ONGC readiness will be provided for commencement of gas off-take.
- 2.5. During the off-take window period, gas off-take/supply could commence by providing 14 days' notice by either party or acceptance of the same by the other party.
- 2.6. Further, during off-take window period, Seller shall have no obligation to supply Gas (or liability for failure to supply Gas) and Buyer shall have no obligation to take Gas (or liability for failure to take Gas).
- 2.7. The successful bidder/s will have to sign the Gas Supply Agreement (GSA) annexed hereto at Exhibit-1 within 15 days of issuance of NOA.
- 2.8. It is the responsibility of the successful bidder to complete the signing of GSA and adhere to all the terms and conditions mentioned in this RFP.

### 3. Eligible Bidders

The following eligibility criteria will need to be complied by all the bidders.

#### 3.1 Eligibility Criteria

- 3.1.1. Submission of the bid should be from users of gas, existing as well as new industries, including reseller of gas. There is no 'Sectoral Priority' and bids from all existing as well as new industries will be treated at par.
- 3.1.2. The Bidder, if successful, shall submit an undertaking (as per format placed at Appendix 8A) prior to commencement of gas off-take declaring that Bidder has obtained all necessary statutory/ regulatory approvals and compliances for commencement of gas off-take/gas sales. The successful Bidder would hold harmless and Indemnify ONGC against any loss, damage, notice, prosecution etc. arising out of commencement of gas by ONGC relying on the undertaking furnished by the successful Bidder.
- 3.1.3. Seller/s shall not be liable for the failure of the bidder/s to obtain any statutory/regulatory clearances. The bidder shall submit an Undertaking in the format prescribed at Appendix-8 of the RFP for above compliances.
- 3.1.4. Bidder/s can bid up to a maximum of gas quantity on offer or part thereof subject to a minimum of 3000 SCMD.

#### 3.2 IT Requirement / Responsibility of the Bidder

- 3.2.1. Bidder should have a laptop or desktop with decent internet connection (10mbps and above).
- 3.2.2. E-Portal shall be best viewed in Internet Explorer 9.0. If bidder/s are using Internet Explorer 10 or above, then compatibility view is to be enabled which is available under Tools menu.
- 3.2.3. Due to security vulnerabilities, all bidder/s are requested to configure the following changes in Browser (Internet Explorer) & Java console.

- A. Configuration of TLS 1.2 in Internet Explorer.
  - B. Installation of Java Runtime Environment 1.8 latest update. Configuration of TLS 1.2 in Java Control Panel
- 3.2.4. Bidder/s may please refer to the 'Browser Setup' tab for details.
- 3.2.5. Bidder/s may send an email to [ongcgasbidding@mjunction.in](mailto:ongcgasbidding@mjunction.in) or call helpdesk (mentioned in the portal) if they face any difficulties in registration and setting up DSC.

### 3.3 Registration and DSC Mapping

- 3.3.1. The portal will be available for registration on a date specified in Clause 6 of this RFP. Every Bidder would be required to fill a small registration form and will have to enter his/her name, designation, contact number, organization name, PAN number of organization, GSTIN number, gas consumption facility name & address, and other required details. Bidder/s would need to attach a valid Class III Digital Signature Certificate (DSC) issued in the name of authorized person of the bidding organization. The DSC should be issued on the email address of the authorized person and same should be used for registering on the platform.

### 3.4 Certificates / Documents to be submitted

- 3.4.1. Bidder/s are required to mandatorily submit / upload the following documents with DSC signature:
- A. Registration/ incorporation certificate for companies, LLPs and Co-operative societies or Partnership Deed in case of partnership firms.
  - B. Audited financial statements of immediate previous Financial Year.
  - C. Valid PAN and VAT/CST/GST (as applicable) Registration certificate
  - D. Security Deposit as per clause 3.5
  - E. Power of Attorney / Board Resolution in the name of the authorized representative of the Bidder
  - F. Undertaking that they have gone through the GSA & RFP and any addendums / corrigendum thereto
  - G. Declarations/Undertakings etc., mentioned under section B (including Integrity Pact duly signed & witnessed).
  - H. Register of directors, shareholders of the company
  - I. Bidder needs to submit the number of off-take days post ONGC readiness date 31.08.24 subject to Maximum of 365 days in which he will commence the off-take of gas.

### 3.5 Security Deposit (SD)

- 3.5.1. Bidder to submit Security Deposit in the form of Bank Guarantee (BG)/ Letter of Credit (LC) as per format indicated in Section-B.
- 3.5.2. Bidders shall be required to separately send the Original Copy of security deposit to Empanelled Agency's office (as mentioned below) within 3 days of the last date for bid submission as indicated in Clause 6 of the activity schedule.

Kolkata Office	Delhi Office	Mumbai Office
Kind Attn: Rinku Ghosh mjunction services limited, Godrej Waterside, 3rd Floor, Tower 1, Plot V, Block DP, Sector V, Salt Lake, Kolkata – 700091. Ph. 033-66106444	Kind Attn: Rimi Ghosh mjunction services limited Office No. B-92, 9th Floor Himalaya House, 23 K.G.Marg, Connaught Place, New Delhi- 110001. Ph. 011-65661774	Kind Attn: - Ravi Simon mjunction services limited 805, 8th Floor, Damji Shamji, Business Galleira, Off LBS Marg, Next to Huma Mall, Kanjur Marg, (West) Mumbai-400078. Ph. 7738252479

### **SD Submission process**

3.5.3. Bidder/s to provide Security Deposit of INR **98 Lakhs** to participate in the Bidding process. Bidder is required to submit revised SD based on Provisional allocation within 7 days from date of provisional allocation.

3.5.4. Bidder can submit the Security Deposit in the form of either Bank Guarantee (BG) or Letter of Credit (L\C)

Unconditional **Irrevocable Bank Guarantees (BGs)**, in the prescribed format as per **Appendix-5** of Section B, have to be given from the Nationalized/Scheduled Commercial banks only (in case of scheduled commercial private sector bank minimum AA credit rating from any of ICRA/CRISIL/CARE/IND-RA will be required), on non-judicial stamp paper/franking receipt as per applicable stamp duty. The non-judicial stamp paper/franking receipt should be either in the name of the issuing bank or the bidder.

**Irrevocable Letter of Credit (L/C)** which allow the beneficiary multiple part encashment can also be provided as Security Deposit. The format for Letter of Credit for Security Deposit (SD) is provided in **Appendix-6** of Section B. Such Security Deposit (SD) shall be issued by a Scheduled/Nationalized bank (in case of scheduled commercial private sector bank minimum AA credit rating from any of ICRA/CRISIL/CARE/IND-RA will be required).

Confirmation in this regard shall be obtained from the issuing bank of the bidder.

The bank details for issuance of Security Deposit is given below: Account Name- OIL AND NATURAL GAS CORPORATION LTD, Account NO- 10257776699 Bank Name- STATE BANK OF INDIA, ONGC Chandkheda branch, IRS Complex, Ahmedabad, GUJARAT, 380005 MICR: 380002067 and IFSC- SBIN0005743.

In case of Security Deposit is being provided from a scheduled commercial private sector bank then the requirement of AA credit rating of the bank would be checked at the time of submission and subsequent renewal thereof (if any).

3.5.5. The SD may be submitted either in the form of BG or L/C, however, combination of both is not allowed. This SD should be valid for at least 12 months from the date of NIO.

- 3.5.6. The Security Deposit of the successful Bidder shall be returned to Bidder on submission of payment security as per terms of the GSA.
- 3.5.7. In case of delay in off-take of gas beyond the off-take window period, then it would be presumed that gas off-take has begun and ONGC would recover the minimum take or pay obligation charges as per the provisions of GSA.
- 3.5.8. In case the gas off-take is not started by Buyer after 1 month (30 days) post expiry of off-take window period, then ONGC reserves the right to cancel the allocation.

**Forfeiture of SD**

- 3.5.9. The Security Deposit (SD) submitted by bidders shall be forfeited by Seller in the following events:
- A. Bidder withdraws the bid during validity period or any extension there of duly agreed by the bidder.
  - B. Bidder varies or modifies the bid in a manner not acceptable to ONGC during the validity period or any extension thereof duly agreed by the bidder.
  - C. Backing out after allocation (in case allocation is commensurate to the quoted quantity), placement of NOA and/or after signing of GSA
  - D. Non-signing of Gas Supply Agreement within 15 days of issuance of NOA
  - E. Non submission of Payment Security 15 days before schedule off-take date or actual date of off-take whichever is earlier.
  - F. Bidder is disqualified from the Bidding process prior to award of contract according to the provisions under Section 3 of Integrity Pact attached at Appendix-10 of Section B.
  - G. On the occurrence of any other event as stipulated in the RFP or GSA.
  - H. Failure to submit revised SD based on provisional allocation within 7 days from date of provisional allocation.
- 3.5.10. On finalization of the bidding process, Security Deposit (SD) of unsuccessful Bidders will be returned without any interest within 7 days of the Bidding completion date.
- 3.5.11. After the bidding process, in case bidder is allocated quantity of gas not commensurate to their initially quoted quantity, Bidder would be entitled to surrender entire gas allocated. In case of surrender of gas within timeline mentioned as per clause 6 of the RFP, the Security Deposit of such bidder shall not be forfeited. In case the bidder fails to notify ONGC of surrendering of gas within the stipulated time, the gas is deemed to have been allocated and NOA would be issued thereafter.
- 3.5.12. Seller shall not be liable to pay any bank charges, commission, or interest on the amount of 'Security Deposit (s)'.
- 3.5.13. The 'Security Deposit (s)' shall remain at the entire disposal of Seller/s as a security for the satisfactory completion of the obligations by the Buyer in accordance with the conditions of this RFP & Gas Supply Agreement (GSA).



## 4. Bidder Registration

- 4.1. **Registration on the bid registration portal:** All bidders would be required to visit the link of the e-portal <https://eps.buyjunction.in/gasbidding> for submission of all technical documents.
- 4.2. Steps to be followed by the bidders prior to the submission of the technical documents:
  - A. Purchasing of a class III DSC (Digital Signature Certificate)
  - B. Registering in the e-portal and mapping the DSC
  - C. System will generate user ID and password and send via email to the registered email ID of the Bidder.
  - D. Bidders can send email on [ongcgasbidding@mjunction.in](mailto:ongcgasbidding@mjunction.in) or call the helpdesk (mentioned in the portal) in case of any difficulties in setting up DSC and registration.

## 5. Biddable Parameters and Bidding Process

### 5.1 Biddable parameters

- 5.1.1. To participate in the E-Bidding Process, each Bidder shall be required to quote valid bids against the parameter: **Initial Premium over the Reserve Gas Price, Volume and Off take days.**
- 5.1.2. The “Reserve Gas Price” (in USD/MMBTU on GCV) is “Domestic Gas Price”. The “Domestic Gas Price” (on GCV basis) is the price as notified by PPAC/ MOP&NG, Govt. of India from time to time, as per the “New Domestic Natural Gas Pricing Guidelines, 2014”, Ref. No.22013/27/2012-ONG D.V. dated 25.10.2014. For example the Domestic gas price applicable for the period from 01.09.23 to 30.09.23 is USD 8.60/MMBTU (on GCV basis) and is notified by PPAC on monthly basis. For removal of doubts, Domestic Gas Price here means Domestic Gas price notified by PPAC without considering the ceiling price referred in Para 4 of the Notification dated 07.04.2023.
- 5.1.3. Bidder is required to quote ‘P’, which would be the positive non-zero premium over the Reserve Gas Price. The “P” can be made in the increment of USD 0.10/MMBTU. Only upward increments of the price shall be allowed and it cannot be decreased.
- 5.1.4. **Contract Gas price (in USD/MMBTU rounded off to 2 decimals) shall be**  
**Reserve Gas Price (DGP) + Quoted Premium (P)**
- 5.1.5. **Volume:** The bidder can quote minimum of 3000 SCMD and up to a maximum of gas quantity on offer or part thereof (in multiple of 3000 SCMD).
- 5.1.6. During the E-Bidding Process, the volume bid can be increased or decreased, provided that the ‘Bid against price’ is simultaneously increased. The volume can be increased or decreased in multiples of 3000 SCMD. However, Bidder shall not be allowed to reduce the Bid volume below the provisionally allocated volume.
- 5.1.7. **Off Take Days:** Bidder is required to quote an off-take days subject to maximum of 365 days from the Date of ONGC readiness towards commencement of gas off-take.

**Documents to be uploaded:**

- 5.1.8. The Bidders would be required to submit the bidding documents as per the list of documents as specified in Clause 3.4/5.3 for techno-commercial evaluation. The documents would be required to be duly signed (using DSC) and uploaded on the portal before the due date as specified in Clause 6 of this RFP.
- 5.1.9. The overall bidding process is divided into 3 stages: (i) Pre-qualification stage (ii) Techno-commercial evaluation (iii) opening of price quotes of techno-Commercially qualified bidders

**5.2 Pre-qualification stage**

- 5.2.1. **Publishing of bidding documents:** To apprise potential Bidders of the e-bidding process, the RFP (Request for Proposal) and GSA, etc. would be made available on landing page of the e-portal of Empanelled Agency. The Bidders would be able to download these documents without registering on the platform.
- 5.2.2. **Clarifications to Bidders' queries:** Bidders would be able to send their queries to the designated email address ([ongcgasbidding@mjunction.in](mailto:ongcgasbidding@mjunction.in)) before registering on the portal. However, post registration on the portal, the bidders would also be able to upload their queries on the portal. The clarification to all the queries would be hosted on the e-portal.
- 5.2.3. **Pre-bid meeting:** A pre-bid meeting would be organized on a date specified in Clause 6 of this RFP. The pre-bid meeting would be an interactive session and provide Bidder/s, the opportunity to seek further clarifications and understand the process better. The Pre-bid meeting would be open to all the interested Bidder/s. The Bidder/s willing to participate in the pre-bid meeting would be required to nominate a maximum of two representatives from their organization to take part in the meeting. Bidders would be required to use their official email address to share the name, email address and phone number of the nominated person(s) to the designated email address. ([ongcgasbidding@mjunction.in](mailto:ongcgasbidding@mjunction.in)).
- 5.2.4. **Registration on the e-bidding portal:** Bidders may register in the portal before till the last date of submission of bid documents (as mentioned in Clause 6 of this RFP). However, in the best interest of the bidder/s, it is suggested that the bidder/s may register beforehand in order to avoid any last-minute system related issues which prevent them from submitting their bid/s. All the bidders who have submitted their documents for techno-commercial evaluation will be communicated on their further advancement in this process through the gas bidding portal.

**5.3 Techno-Commercial Evaluation**

- 5.3.1. Techno-commercial evaluation would be carried out for all the bids received and a list of Techno-commercial qualified Bidders shall be prepared.

**Technical Criteria**

- 5.3.2. Bid should be complete and covering the entire scope of gas supply and should conform to the terms and conditions of the gas supply indicated in the RFP, duly supported with documents wherever required. In case of incomplete and non-confirming bids, the bid may be rejected.
- 5.3.3. Bidders need to submit documentary proof – being certified copy of the Firm's Memorandum of

Association (for a registered company), Partnership deed (for partnership firm) or declaration from Proprietor in case of a proprietary firm (as applicable depending on type of firm) detailing the nature of business the firm is engaged in.

- 5.3.4. Bidder to submit Security Deposit either in the form of Bank Guarantee (BG) or Letter of Credit (L/C) as mentioned in clause 3.5 of the RFP.
- 5.3.5. The bidder should submit a declaration (Appendix-9 of Section B) with Techno-commercial Bid to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity (the “bidder group”), are currently serving any banning orders issued by ONGC or its subsidiaries debarring the bidder group from carrying on business dealings with ONGC or its subsidiaries. The bid without such declaration shall be rejected.

### **Commercial criteria**

- 5.3.6. The bid duly completed in all respect duly signed along with all enclosures should be submitted through the e-bidding portal.

Net-Worth of the bidder shall be considered for ascertaining commercial eligibility of the bidder:

**Net-worth of Bidder:** should be Positive (as per audited annual accounts for immediate previous financial year)

- 5.3.7. Bidder to submit audited annual account of immediate previous financial year for ascertaining their net-worth. The date (i.e. the financial period closing date) of the immediate previous year’s annual accounts should not be older than eighteen (18) months from the date of NIO.
- 5.3.8. In case the bidder is a newly formed company (i.e. one which has been incorporated in last 5 years from the NIO date, which does not qualify financial criteria (i.e. Net-worth being positive) by itself and submits its bid based on the financial strength of its promoter company, then following documents need to be submitted:
- A. Audited Financial statement of the previous year showing positive Net worth of promoter company
  - B. Corporate Guarantee on the Promoter Company’s Letterhead signed by an authorized official undertaking that they would financially support the newly formed company for executing the Contract in case the same is awarded to them and would be ultimately liable for fulfilling the obligations of the Buyer, and
  - C. ‘Certificate of Incorporation’ issued by Registrar of Companies and Memorandum of Association of the bidder company
- 5.3.9. In case the bidder (other than a newly formed company) is a subsidiary company (should be a 100% subsidiary of the parent/ultimate parent/holding company) which does not meet the financial criteria (i.e. Net-worth being positive) by itself and submits its bid based on the financial strength of his parent/ultimate parent/holding company, then following documents need to be submitted:
- A. Audited financial statement showing positive Net worth of the parent/ultimate parent company.
  - B. Corporate Guarantee on parent/ultimate parent/holding company’s letter head signed by an authorized official undertaking that they would financially support their 100% subsidiary company for executing the Contract in case gas is allocated to them and would be ultimately liable for fulfilling the obligations of the Buyer.
  - C. The bidder shall submit documentary evidence that his company is a 100% subsidiary of the parent/ultimate parent/holding parent company.

The empaneled agency/ONGC can seek clarification/s, if any, with respect to the documents submitted by the bidder/s for techno-commercial evaluation. The bidder/s would be required to submit their response/s in the stipulated time provided. Failure to submit the replies to the clarifications/queries may lead to rejection of the bid/s.

#### **Notification to eligible Bidders**

- I. After the techno-commercial evaluation of the documents, all techno-commercially acceptable Bidders will be informed of their advancement to next phase of the bidding process as per the date specified in Clause 6 of this RFP.
- II. During the price bid opening process, the price bid, volume and offtake days quoted by all the eligible bidders would be decrypted by the system and sent to the e-bidding platform.

#### **5.4 General rules for gas allocation**

- I. The gas allocation/offer to the eligible qualified bidder/s could may be made below the minimum volume quote of 3000 SCMD.
- II. In case the gas allocation is made in decimals, the same will automatically be rounded off to the nearest 10's of the preceding whole number. (eg. 6333.33 would be round of to 6330).

#### **5.5 e- Auction**

5.5.1. All the qualified bidder/s will be contacted by the Empanelled Agency for e-auction.

##### **Rules & regulations on conduct of e-Auction:**

- 5.5.2. During the Auction, bidder/s may contact the auction helpdesk numbers for any assistance/clarification regarding online bid submission as per Clause 8.
- 5.5.3. All Bidders are required to be active during bidding.
- 5.5.4. The bidder/s must also ensure that their contact nos. be kept free from any other calls so that empanelled agency's representatives can reach out to the bidder/s easily whenever required.
- 5.5.5. Bidder/s to ensure stable connectivity. Empanelled Agency or ONGC will not be responsible for any dis-connectivity or infrastructural failure at Bidder's end.
- 5.5.6. Bidder/s to keep their email inbox open to receive any files, if sent, during the event.
- 5.5.7. Empanelled Agency recommends to bid at least 5 minutes prior to auction closing time to avoid any last minute bid placement. Bidders placing their bids at the last minute will be doing so at their own risk. It is advised to bid well in advance of the auction closing time.
- 5.5.8. E-auction will start as per the time schedule intimated in Clause 6. The time indicated in notice is fixed and under no circumstance will this time be changed. Bidders are required to take necessary steps and be prepared to commence participation at the above mentioned time.
- 5.5.9. All organizations to note that the executive of the participating organization placing bids online shall be treated as an authorized representative of the organization for placement of bid on behalf of their organization.
- 5.5.10. The bidder/s need to change their password to keep it secure. Empanelled Agency or ONGC will not be responsible for any misuse of bidder/s Login ID and password.
- 5.5.11. Bids once made, cannot be cancelled / withdrawn. ONGC shall take appropriate action in case of non-acceptance of allocation by the bidder/s (in case the same is conforming to RFP conditions).

- 5.5.12. Multi log in using the same User ID & Password is not permitted. Please note that Bidder can login with their respective user id and password from one connection only. Simultaneously logging in using the same user id and password is not possible. In case simultaneous login happens then second logger will receive a message that some body is already logged in & in case Bidder is still interested to login, the first person will be logged out.
- 5.5.13. Participating bidders need to ensure continuous, uninterrupted and secure operations at their end. Empanelled Agency shall not be responsible for any interruption or failures on these counts.
- 5.5.14. Bidder is responsible for maintaining the confidentiality of their User ID and Password for restricting access to their computer, computer system and computer network and bidder shall be held responsible for all activities that occur using their User ID and Password.
- 5.5.15. All commercial/ contractual terms are offered by and agreed to between Bidder and ONGC alone. Empanelled Agency does not have any control or does not determine or advise or in any way involve itself in the offering or acceptance of such commercial/ contractual terms between Bidder/s and ONGC.
- 5.5.16. The e- auction schedule shall be communicated to all the eligible bidders. ONGC retains the right to cancel or reschedule or relaunch of the e - Auction.
- 5.5.17. ONGC's decision on award of Contract in accordance with the terms and conditions of the bidding document shall be final and binding on all the bidder/s.

#### **Mock run and training of the Bidding platform to Bidders**

- 5.5.18. Prior to the E-Bidding Date, the Empanelled Agency shall organize a mock run of E-Bidding Process to help Bidder/s familiarize themselves with the features of the E-Portal. Such mock run shall be held on a predetermined date as specified in Clause 6 of this RFP. The Empanelled Agency shall notify the requisite details for the mock run to relevant Bidders via email. Bidder/s can either complete the training modules uploaded on the portal or can opt for offline training session.

#### **Competitive e-auction**

- 5.5.19. The bidding will start at a date and time specified as per Clause 6 of this RFP. The e-auction will be of 60 minutes with details of dynamic bidding as described in Clause 5.6.9.

### **5.6 Bid parameters and bidding rounds**

- 5.6.1 All the techno-commercially qualified bidders are eligible to participate in the e-auction process. During the e-auction process, the following variable can be modified:
- 5.6.2 **Starting Price bid:** The starting price bid for the bidding process shall be the one initially quoted by the bidder.
- 5.6.3 **Ticker size for price bid:** Only upward increments of the price bid shall be allowed and it cannot be decreased. The minimum increment ticker size for the price bid shall be USD 0.1/MMBTU, and the Bidder can only increase its previous price bid in multiples of the ticker size defined.
- 5.6.4 **Starting Volume bid:** The starting volume bid for the bidding process shall be the one that initially quoted by the bidder.
- 5.6.5 **Ticker size for volume bid:** The volume bid can be increment or decrement during the bidding process and ticker size for the volume Bid shall be 3000 SCMD. The Volume bid can be increased or decreased provided the price bid is increased along with it.

- 5.6.6 All the qualified bidders, during the e-auction process would be able to see the quantity of gas allocated out of initially quoted quantity against their quoted price and current highest price of allocation. However Bidders would not be able to see the allocated volumes of other bidder/s.
- 5.6.7 E-auction rounds and closure: The key features of the e-bidding round is as follows:
- 5.6.8 **E-auction Duration:** The total E-auction Process shall be for a period of 60 minutes initially.
- 5.6.9 **Dynamic e-auction:** The entire e-auction process will be dynamic and will be subject to extensions as per 5.6.10.

**Extension of e-auction Duration:**

- 5.6.10 If a bid is received within the last 5 minutes before the close of the e-auction duration and such bid alters the Provisional allocation Quantity determined by the e-Bidding Portal for any of the Bidder, there would be an automatic 15 minutes extension of the auction duration. The 15 minutes auto extension will start from the time of the first bid received within the last 5 minutes before the closure of the auction period. There will be unlimited auto extensions. In case the e-auction does not get closed within 18:30 hours of a particular day then the auction will get automatically paused and the same will be resumed at 11:30 hours of the next business day.
- 5.6.11 **E-auction termination:** The E-auction process ends if there is no bid revision in the period specified above of this RFP.

## 5.7 Determination of provisional quantity and final quantity allocation

- 5.7.1 During the bidding process, following logic would be used to determine provisional allocation and when there is any change in the price quote of the bidder/s
- 5.7.2 **Step 1:** The gas price bids will be arranged in descending order.
- 5.7.3 **Step 2:** The Provisional Quantity shall be determined as follows:
- A. Based on the initial quoted price, the Provisional Quantity shall be determined for the highest Bidder for the full volume which it has quoted or gas available for auctioning, whichever is lower. This quantity allocation process will be followed by the next highest Bidder for its quoted volume or remaining available volume, whichever is lower, and so on until the total available volume is fully allocated.
  - B. If there is a tie in the quoted price for any bids, the E-Portal shall arrange such tied bids in descending order based on the volume quoted by the bidders. In such case, the Provisional Quantity shall be determined for the bid which has quoted the highest volume among the tied bids, for its quoted volume or remaining volume, whichever is lower, followed by the next bid for next higher volume for its quoted volume or remaining volume, whichever is lower, and so on until the available volume is fully allocated.
  - C. If there is a tie in all quoted price and volume and if the aggregate volume of gas quoted by these Bidders is less than the available gas volume, the Bidders will get volume allocated as per their quoted volume. In case if the aggregate volume of gas quoted by these bidders is more than the available gas volume, the bidder who quotes the less number of off-take days will be given the priority. And if number of off-take days are also same then the available gas volume shall be pro-rated amongst the tied Bidders as per their quoted quantity.
- 5.7.4 **Step 3:** Steps 1 and 2 shall continue throughout the E-auction Process and the Provisional Quantity shall continue to be determined by the E-Portal dynamically, until the conditions for the closing of the E-auction Process as specified in clause 5.6.11 are met.
- 5.7.5 **Step 4:** Upon the closing of the E-Bidding Process, the Provisional Quantity determined based on the

last bids received shall be considered as the Final Quantity for each Bidder.

- 5.7.6 At the end of the e-bidding process, all the successful Bidders would be notified regarding their respective allocated volume.
- 5.7.7 Surrender of gas allocation activities to be executed offline. Such Bidder needs to communicate (ongcgasbidding@mjunction.in) as per timeline mentioned in clause 6 of the RFP. In case the bidder fails to notify ONGC of surrendering of gas, the gas is deemed to have been allocated and NOA would be issued thereafter.
- 5.7.8 Bidders Based on the result of the auction, ONGC will issue NOA and execute the GSA with the successful.

## 6. Activity Schedule

6.1. The schedule of the entire sale of natural gas is given below:

Sl.No	Activity	Activity Date
1	Publishing NIO, RFP and GSA	30-Nov-23
2	Last date for submission of queries by bidder/s	13-Dec-23
3	Pre-bid meeting	18-Dec-23
4	Bidder training	02-Dec-23 to 20-Dec-23
5	Start of Bidder registration on the portal	02-Dec-23 (09:00 hours) to 20-Dec-23 (18:00 hours)
6	Last date for bid submission (Technical Bid and initial price bid)	20-Dec-23 till 19:00 hours
7	Last date for submission of physical copy of BG, etc. under pre-qualification process	23-Dec-23
8	Notification to techno-commercially qualified Bidders	26-Dec-23
9	E Auction training and Mock Auction	27-Dec-23
10	E Auction Date	29-Dec-23

## 7. General Guidelines

- 7.1. Bidders are expected to thoroughly understand, evaluate and examine all instructions, forms, undertakings, requirements, and terms and conditions of the RFP including GSA. Each Bidder is required to submit its bid based on the terms and conditions of this RFP and the GSA, without any deviations or conditionality. A submission of the bid would imply unconditional acceptance of all the terms and conditions in the RFP and GSA.
- 7.2. Bids, once made, cannot be cancelled / withdrawn after the Bid closing date. Further, if any bidder has submitted multiple bids, then only the last submitted bid will be considered for evaluation.
- 7.3. Failure to furnish any/all information/documents required under this RFP may lead to disqualification of the Bidder.
- 7.4. The Contract Gas Price is ex-ONGC installation and is exclusive of any other Taxes, Duties, service tax, GST, education cess, sales tax/VAT, Octroi, and all other statutory levies as applicable at present or to be levied in future by the Central or State Government or Municipality or any other local body or bodies

payable on sale of Gas by ONGC to the BUYER and these shall be borne by the BUYER over and above this price.

- 7.5. After issuance of NOA, in case Bidder surrenders gas allocation or fails to execute GSA or provide the Payment Security then the entire Security Deposit would be forfeited and in such a scenario, action will be taken to ban/put on holiday (upto 2 years) the bidder as per ONGC policy.
- 7.6. Each Bidder acknowledges and agrees that this Request for Proposal (RFP) by ONGC does not constitute any commitment to supply or sell gas and is only an invitation to offer. The Notification of Award (NoA) will constitute the formation of the contract and same shall remain binding on both the parties till the GSA is signed. Gas supply to the Bidder shall not commence unless payment security is furnished and GSA is signed.
- 7.7. Any attempt by a Bidder to influence the E-bidding process or other Bidders, bid evaluation or the allocation process shall immediately result in disqualification of its bid.
- 7.8. In case of any conflict between the provisions of this RFP and the GSA, the provisions of the GSA shall prevail.
- 7.9. ONGC reserve the right to withhold or withdraw the E-bidding process at any stage or cancel or modify the process or change / modify / amend any or all provisions of this RFP, at any time, without assigning any reason whatsoever by notice to all Bidders. ONGC shall have sole discretion and reserve the right, without any obligation or liability, to accept or reject any or all of the bids at any stage of the E-bidding process. ONGC, at its own discretion, can seek additional documents from Bidders that it may require to ascertain the capability of Bidders to off-take gas as per the terms of GSA.

## 8. Bidding Support

- 8.1. A Bidder who requires any clarifications pertaining to the E-bidding Process in general or any technical support during bid submission may seek the required assistance at the following contact details:

Query Type	Contact Details
General clarification regarding bidding process OR for any kind of Technical Support	<a href="mailto:ongcgasbidding@mjunction.in">ongcgasbidding@mjunction.in</a>
<b>Helpdesk Nos for e-bidding</b>	033-6601-1717 / 033-6603-1747
<b>Helpline nos</b>	Rinku Ghosh - 8584008162 Nirmalya Ghosh – 9163348285 Papiya Banerjee – 8336925964
<b>Auction Helpline nos</b>	Souvik Ghosh - 9163348134 Arijit Paul – 9163348277 Amit Banerjee – 9163348281





## Section B

(Declaration Formats)

**Appendix-1**

### **BIDDING DOCUMENT ACKNOWLEDGEMENT PRO- FORMA**

**(On company letter head)**

Dated: \_\_\_\_\_

To,  
The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424

Dear Sirs,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of GSA and RFP enclosed to the "Notice for inviting Offer (NIO)" pertaining to Gas Sales from Ramol field, Ahmedabad Asset, Gujarat

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of ONGC and that the said documents are to be used only for the purpose intended by ONGC.

Our address for further correspondence on this offer will be as under:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAX NO:**

**TELEPHONE No:**

**PERSONAL ATTENTION OF:**

**(IF REQUIRED)**

**Yours faithfully,**

**(BIDDER)**

Note: This form should be uploaded along with offer duly digitally signed.



**BID SUBMISSION PRO-FORMA**

**(On letter head)**

To

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424

Dear Sir,

1. I/We hereby offer to purchase the natural gas detailed in terms of RFP and draft GSA to or such portion thereof as you specify in the Award of Allocation and agree to hold the validity of this bid <\_\_\_\_\_> (365 days from NIO).
2. I/We have understood and agree to comply with the RFP, GSA and any addendums / corrigendum thereto for purchasing natural gas and am/are fully aware of the nature of the gas to be purchased and my/our Offer is to purchase natural gas strictly in accordance with the conditions mentioned in RFP and GSA and any addendums / corrigendum thereto.

**Yours faithfully,**

**Signature of Bidder**

Address:

Dated :

**Signature of Witness**

Address:

Dated:

**Note:** This form should be uploaded along with bid duly digitally signed.

**Appendix-3****CONFIRMATIONS TO BE GIVEN BY THE BIDDERS**

Following confirmations are to be given by the bidder by <b>selecting confirmed /not confirmed</b> in the last column		
1.	I/We hereby confirm that our unconditional validity of the bid is for 365 days from the publication of NIO.	
2.	I/We hereby confirm that our bid is firm during the entire duration of the e-bidding process without any qualification.	
3.	I/We hereby confirm acceptance of Scope of terms of natural gas supply in toto, without exceptions and exclusions.	
4.	I/We hereby confirm that all handwritten matter in all the documents submitted are authenticated by me/us.	
5.	I/We hereby confirm that in all the legal documents submitted, the signatures of witnesses are taken.	
6.	I/We hereby confirm that I/we have submitted the Integrity Pact in original duly signed on all pages.	
7.	I/ We hereby confirm that I/we will submit the payment security 15 days on or before schedule off-take date or actual offtake date whichever is earlier.	

**Signature of the Bidder**

**Note: If any box above is not marked or falsely tick marked, the bid is likely to be rejected.**



**Appendix-4**

**PRO-FORMA CERTIFICATE ON RELATIVES OF DIRECTORS OF ONGC TO BE SUBMITTED PURSUANT TO SECTION 297 OF COMPANIES ACT, 1956**

**CERTIFICATE**

This has reference to our proposed offer/bid for utilization of natural gas from Ramol field of ONGC in Ahmedabad Asset.

For the purpose of Section 297/299 of the Companies Act, 1956, we certify to the best of my/our knowledge.

- (i) I am not a relative of any Director of ONGC.
- (ii) We are not a firm in which a Director of ONGC or his relative is a partner.
- (iii) I am not a partner in a firm in which a Director of ONGC or his relative is a partner.
- (iv) We are not a private company in which a Director of ONGC is a member or Director.
- (v) We are not a Company in which Directors of ONGC hold more than 2% of the paid-up share capital of our company or vice-versa.

Signature

(Authorized Signatory of the Bidder /Company/Firm)

Place:

Date:

Note: 1. "Relative" means as mentioned in Section 6 of the Indian Companies Act 1956.

2. To be provided on company's letter head.



**Appendix-5**

(On non-judicial stamp paper as per stamp duty applicable)

PRO-FORMA OF BANK GUARANTEE towards SECURITY DEPOSIT(S)

Ref No.

Bank Guarantee No.

Dated

To,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424

Dear Sir,

1. Whereas Oil and Natural Gas Corporation Ltd. Incorporated under the Companies Act, 1956, having its registered office at Deendayal Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj New Delhi 110070 and one of its offices at ONGC, \_\_\_\_\_ Asset, \_\_\_\_\_, Dist.: \_\_\_\_\_, \_\_\_\_\_ (State) Pin – \_\_\_\_\_ (hereinafter called 'ONGC' which expression shall unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) has floated an E-bidding for sale of natural gas from Ramol field (any details w.r.t NIO may be included like RFP no., etc.) \_\_\_\_\_ and M/s \_\_\_\_\_ having Head/Registered office at \_\_\_\_\_ (hereinafter called the 'Bidder' which expression shall unless repugnant to the context or meaning thereof mean and include all its successors, administrators, executors and permitted assignees) have submitted a bid Reference No <The RFP No. to be entered > and Bidder having agreed to furnish as a condition precedent for participation in the said tender a Security Deposit with the said Application in the form of unconditional and irrevocable Bank Guarantee of Indian Rupees (in figures) \_\_\_\_\_ (Indian Rupees / (in words) \_\_\_\_\_ only) for the due performance of Bidder's obligations as contained in the terms of the Notice Inviting Offer (NIO) and other terms and conditions contained in the Bidding documents supplied by ONGC which amount is liable to be forfeited on the happening of any contingencies mentioned in said documents.
2. We \_\_\_\_\_ (Name of the Nationalized Bank) registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (herein after referred to as "The Bank" which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) guarantee and undertake to pay immediately on first demand by ONGC, the amount of Indian ₹ \_\_\_\_\_ (Indian Rupees \_\_\_\_\_ only) (in figures and in words) in aggregate at any time without any demur and recourse and without ONGC having to substantiate the demand. Any such demand made by ONGC shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Bidder.
3. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
4. The Bank also agrees that this guarantee shall be irrevocable and without recourse and governed and construed in accordance with Indian laws and subject to exclusive jurisdiction of Indian Courts of New Delhi.
5. This guarantee shall be irrevocable and without recourse and shall remain in force up to \_\_\_\_\_,



and any demand in respect thereof should reach the Bank not later than the aforesaid date.

- 6. Notwithstanding anything contained herein above, our liability under this guarantee is limited to Indian ₹\_\_\_\_\_ (Rupees\_\_\_\_\_ only) (in figures and in words) and our guarantee shall remain in force until \_\_\_\_\_ (indicate the date of expiry of Bank Guarantee).
- 7. Any claim under this Guarantee must be received by us before the expiry of this Bank guarantee. If no such claim has been received by us by the said date, all the rights of ONGC under this Guarantee will cease. However, if such a claim has been received by us by the said date, all the rights of ONGC under this Guarantee shall be valid and shall not cease until we have satisfied that claim.
- 8. In witness whereof, the bank, through its authorized officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

(Signature)

Full name, designation and  
Official address (in legible letter)  
With Bank stamp.

(Attorney/Authorization No. of Signing Authority)

Date \_\_\_\_\_

WITNESS NO. 1

WITNESS NO. 2

(Signature)

(Signature)

Full name and official address

Full name and official address

(In legible letters)

(In legible letters)

**Note:**

- (i) This Bank Guarantee/ all further communications relating to the Bank Guarantee should be forwarded to the office of mjunction (address mentioned at para 3.5.2).
- (ii) Bank guarantee, duly executed as per the above format, is to be enclosed with the offer.

**INSTRUCTIONS FOR FURNISHING BANK GUARANTEE TOWARDS SECURITY DEPOSIT (SD)**

- 1. The Bank Guarantee by Indian Bidders will be given on non- judicial stamp paper/franking receipt as per stamp duty applicable at the place where RFP has emanated. The non-judicial stamp paper/franking receipt should be either in name of the issuing Bank or the bidder. The expiry date, as mentioned in clause 5 & 6 should be arrived at by adding 365 days to the date of publication of NIO.
- 2. The Bank Guarantee by Indian bidders will be given from Nationalized/Scheduled Commercial Banks only and in case of scheduled commercial private sector bank, minimum AA credit rating from any of ICRA/CRISIL/CARE/IND-RA will be required.
- 3. In case of Security Deposit is being provided from a scheduled commercial private sector bank then the requirement of AA credit rating of the bank would be checked at the time of submission and subsequent renewal thereof (if any).



**PRO-FORMA FOR LETTER OF CREDIT (L/C) TOWARDS SECURITY DEPOSIT(S)**

**UNCONDITIONAL IRREVOCABLE LETTER OF CREDIT. NO.**

**BENEFICIARY:** OIL AND NATURAL GAS CORPORATION LTD,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424  
Dist.: Ahmedabad,

AMOUNT OF LETTER OF CREDIT: ₹ \_\_\_\_\_ . EXPIRY DATE. \_\_\_\_\_ .

We hereby established unconditional irrevocable Letter of Credit no.-----Dt.-----in favour of Oil and Natural Gas Corporation Ltd., Ahmedabad Asset, Ahmedabad, Gujarat, Dist.: Ahmedabad (Gujarat) Pin-382424 for ₹ \_\_\_\_\_ as per following details:-

1. This is an unconditional IRREVOCABLE and without recourse LETTER OF CREDIT which allows multiple part encashment and is valid up to \_\_\_\_\_ for submission of documents for negotiation to the bank.
2. This Letter of Credit covers payment towards Security Deposit (SD) as a part of the bid to cover the corresponding SD Value as per provision of the RFP.
3. All bank charges including negotiation/ handling and interest charges will be borne by the opener of Letter of Credit i.e. Bidder/buyer.
4. If the payment to ONGC/ONGC banker is not made at sight of documents, interest @ SBI Base Rate plus 6 % (six percent) per annum compounded quarterly for each day payments are overdue until paid, shall be charged.
5. Payment against the Letter of Credit shall be released immediately on presentation of duly signed invoice/provisional invoices/ debit notes/Letter of Invocataion in duplicate by ONGC.
6. This unconditional irrevocable Letter of Credit is available for negotiation directly with the issuing Bank/Branch or through ONGC's bankers without recourse to the drawer.
7. The Issuing Bank undertakes not to amend any of the terms and conditions of this letter of credit (L/C) without prior consent of Beneficiary during the validity of this Letter of Credit.
8. The issuing Bank certifies that the officer(s) signing this Letter of Credit is (are) authorized for this purpose and shall remain binding upon the issuing bank.
9. The Issuing Bank shall forward and submit this Letter of Credit to the Advising Bank for advising of this Letter of Credit to Beneficiary.

We hereby guarantee to protect the beneficiary from any consequences, which may arise in the event of non-acceptance or non-payment of, draft drawn in accordance with the terms of credit.

Yours faithfully

(Sign of authorized Officer of Bank)



**Undertaking regarding Fraud Prevention Policy of ONGC  
(On company letter head)**

Dated: \_\_\_\_\_

To,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424.

Sub: Undertaking regarding Fraud Prevention Policy of ONGC.

Dear Sirs,

I/We have read the Fraud Prevention Policy of ONGC available at ONGC's public portal <http://www.ongcindia.com/> and would adhere to the same and shall not indulge myself/ourselves or allow others to indulge in fraudulent activities and would immediately apprise ONGC of the fraud/suspected fraud as soon as it comes to my/our notice.

**FAX NO:**

**TELEPHONE No:**

**PERSONAL ATTENTION OF:**

**(IF REQUIRED)**

**Yours faithfully,**

**(BIDDER)**

**Name:**

**Designation:**

Note: This form should be uploaded along with offer.





**Appendix -8**

**Undertaking regarding statutory/ regulatory compliances prior to commencement of gas off-take  
(On company letter head)**

Dated: \_\_\_\_\_

To,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424.

Dear Sirs,

We have read the terms and conditions provided in the RFP and GSA regarding obligation of the bidder to obtain all the necessary statutory/regulatory clearance for the proposed gas usage.

We agree and undertake that we will obtain all the necessary statutory/regulatory compliances before commencement of gas off-take and will furnish an undertaking as per Appendix 8A of the RFP confirming that we have obtained all necessary statutory / regulatory compliances and approvals before commencement of the gas off-take. We also confirm that we will hold harmless and indemnify ONGC against any loss, damage, notice, and prosecution etc arising out of commencement of gas by ONGC relying on the undertaking furnished by us.

We also agree and undertake that any delay in gas off-take due on such account would lead to encashment of payment security / Security Deposit as per clause 3.5 of this RFP.

**FAX NO:**

**TELEPHONE No:**

**PERSONAL ATTENTION OF:**

**(IF REQUIRED)**

**Yours faithfully,**

**(BIDDER)**

**Name:**

**Designation:**



**Appendix -8A**

**Undertaking regarding statutory/ regulatory compliances prior to commencement of gas off-take  
(On company letter head)**

Dated: \_\_\_\_\_

To,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424.

Dear Sirs,

We have read the terms and conditions provided in the RFP and GSA regarding obligation of the bidder to obtain all the necessary statutory/regulatory clearance for the proposed gas usage.

We confirm that we have obtained all the necessary statutory/regulatory compliances and approvals for commencement of gas off-take as per terms of RFP and GSA. We further confirm that we will hold harmless and indemnify ONGC against any loss, damage, notice, prosecution etc arising out of commencement of gas by ONGC relying on the undertaking furnished by us.

**FAX NO:**

**TELEPHONE No:**

**PERSONAL ATTENTION OF:**

**(IF REQUIRED)**

**Yours faithfully,**

**(Customer)**

**Name:**

**Designation:**

**Note: This undertaking to be submitted before commencement of gas supply.**



**Declaration regarding banning order**

(On company letter head)

Dated: \_\_\_\_\_

To,

The Asset Manager,  
ONGC, Ahmedabad Asset,  
Gujarat  
Pin: 382424.

**Sub: Declaration regarding banning order.**

Dear Sirs,

I/We hereby declare that neither ourselves, nor any of our allied concerns/partners/ associates/directors / proprietors involved in any capacity (the “bidder group”), are currently serving any banning orders issued by ONGC or its subsidiaries debarring the bidder group from carrying on business dealings with ONGC or its subsidiaries.

FAX NO:

TELEPHONE No:

PERSONAL ATTENTION OF:

(IF REQUIRED)

Yours faithfully,

**(BIDDER)**

**Name:**

**Designation:**

Note: This form should be uploaded along with offer.



**PROFORMA OF INTEGRITY PACT, AS REVISED VIDE CIRCULAR NO.44/2016**

**(To be executed on plain paper and applicable for all tenders of value above Rs.1 crore)**

**INTEGRITY PACT**

Between

Oil and Natural Gas Corporation Ltd (ONGC) hereinafter referred to as “The Principal”,

and

..... hereinafter referred to as “The Bidder/ Contractor”

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for -----  
----- . The Principal values full compliance with all relevant laws and regulations, and the principles of economic use of resources, and of fairness and transparency in its relations with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal cooperates with the renowned international Non-Governmental Organisation “Transparency International” (TI). Following TI’s national and international experience, the Principal will appoint an external independent Monitor who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1**

**Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

1.No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for him/herself or third person, any material or immaterial benefit which he/she is not legally entitled to.

2.The Principal will, during the tender process treat all Bidders with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidders the same information and will not provide to any Bidder confidential / additional information through which the Bidder could obtain an advantage in relation to the tender process or the contract execution.

3.The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

## **Section 2 Commitments of the Bidder/ contractor**

(1) The Bidder / Contractor commits itself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

1. The Bidder / Contractor will not , directly or through any other person or firm , offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or immaterial benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

2. The Bidder / Contractor will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

3. The Bidder / Contractor will not commit any offence under the relevant Anti-corruption Laws of India ; further the Bidder / Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

4. The Bidder / Contractor will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(2) The Bidder / Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## **Section 3 Disqualification from tender process and exclusion from future contracts**

If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Principal is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.

i) If the Bidder / Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal is entitled also to exclude the Bidder / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of

the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 6 months and maximum of 3 years.

ii) A transgression is considered to have occurred, if the Principal after due consideration of the available evidence, concludes that no reasonable doubt is possible.

iii) The Bidder accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.

iv) If the Bidder / Contractor can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal may revoke the exclusion prematurely.

#### **Section 4 Compensation for Damages**

(1) If the Principal has disqualified the Bidder from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.

(3) The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder / Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount of the liquidated damages, the Bidder / Contractor shall compensate the Principal only to the extent of the damage in the amount proved.

#### **Section 5 Previous transgression**

(1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to the TI approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **Section 6 Equal treatment of all Bidders / Contractors / Subcontractors**

(1) The Principal will enter into Pacts on identical terms with all bidders and contractors.

(2) The Bidders(s) / Contractor(s) undertake(s) to procure from all the subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the provisions laid down in this agreement/Pact by any of its sub-contractors / sub-vendors.

(3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7**

#### **Criminal charges against violating Bidders/Contractors/Subcontractors**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office.

### **Section 8**

#### **External Independent Monitor / Monitors (three in number depending on the size of the contract) (to be decided by the Chairperson of the Principal)**

(1) The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.

(3) The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Subcontractor with confidentiality.

(4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.

(6) The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.

(7) Monitor shall be entitled to compensation on the same terms as being extended to / provided to Outside Expert Committee members / Chairman as prevailing with Principal.



(8) If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

(9) The word 'Monitor' would include both singular and plural.

**Section 9  
Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairperson of the Principal.

**Section 10  
Other provisions**

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The Arbitration clause provided in the main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

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For the Principal

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For the Bidder / Contractor

Place -----

Witness 1 : -----

Date -----

Witness 2 : -----

