

## अनुबंध | Contract



अनुबंध क्रमांक | Contract No: GEMC-511687791373992

अनुबंध तिथि | Contract Generated Date : 17-Jul-2024

बोली/आरए/पीबीपी संख्या | Bid/RA/PBP No.: [GEM/2024/B/4891887](#)

<b>संगठन विवरण   Organisation Details</b>		<b>खरीदार विवरण   Buyer Details</b>	
प्रकार   Type :	Central PSU	पद   Designation :	Vikash Chandra
मंत्रालय   Ministry :	Ministry of Petroleum and Natural Gas	संपर्क नंबर   Contact No. :	-
विभाग   Department :	NA	ईमेल आईडी   Email ID :	buyer22.ongc.ddn@gembuyer.in
संगठन का नाम   Organisation Name :	Oil and Natural Gas Corporation Limited	जीएसटीआईएन   GSTIN :	-
कार्यालय क्षेत्र   Office Zone:	Corp Infocom MM Delhi	पता   Address :	Pandit Deendayal Upadhyaya Urja Bhawan, 5, Nelson Mandela Marg, Vasant Kunj, NEW DELHI, DELHI-110070, India
<b>वित्तीय स्वीकृति विवरण   Financial Approval Detail</b>		<b>भुगतान प्राधिकरण विवरण   Paying Authority Details</b>	
आईएफडी सहमति   IFD Concurrence :	No	Role:	CONSIGNEE
प्रशासनिक अनुमोदन का पदनाम   Designation of Administrative Approval:	GGM-CISO		
वित्तीय अनुमोदन का पदनाम   Designation of Financial Approval :	CGM (F&A)		
<b>परोक्षिती विवरण   Consignee Details</b>			
क्र.सं.   S.No	परोक्षिती नाम & पता   Consignee Name & Address	सेवा विवरण   Service Description	
1	संपर्क   Contact : - ईमेल आईडी   Email ID : buycon146.ongc.adi@gembuyer.in जीएसटीआईएन   GSTIN : - पता   Address : Pandit Deendayal Upadhyaya Urja Bhawan, 5, Nelson Mandela Marg, Vasant Kunj, NEW DELHI, DELHI-110070, India	Custom Bid for Services - CYBER SECURITY AWARENESS SESSION	
<b>सेवा प्रदाता विवरण   Service Provider Details</b>			
जेम विक्रेता आईडी   GeM Seller ID :	DP0H210004658457		
कंपनी का नाम   Company Name :	INMORPHIS SERVICES PRIVATE LIMITED		
संपर्क नंबर   Contact No. :	09599116096		
ईमेल आईडी   Email ID :	Finance@inmorphis.com		
पता   Address :	B7,Noida,1 Noida,UTTAR PRADESH, Gautam Buddha nagar, UTTAR PRADESH-201301, -		
एमएसएमई सत्यापित   MSME verified :	Yes		
एमएसएमई पंजीकरण संख्या   MSME Registration number :	UDYAM-UP-28-0036569		
एमएसई सामाजिक श्रेणी   MSE Social Category :	General		
एमएसई लिंग श्रेणी   MSE Gender :	OTHERS		
जीएसटीआईएन   GSTIN:	09AADCI8504M1Z7 (R)		
<b>*जिसके नाम के पक्ष में GST/TAX इनवॉइस पेश किया जाएगा   GST / Tax invoice to be raised in the name of - Consignee</b>			
<b>सेवा विवरण   Service Details</b>			
सेवा प्रारंभ दिनांक (नवीनतम)   Service Start Date (latest by): 24-Jul-2024		सेवा समाप्ति तिथि   Service End Date : 23-Jul-2025	
श्रेणी नाम   Category Name : Custom Bid for Services			
<b>बिलिंग चक्र   Billing Cycle: quarterly</b>			
विवरण   Description		The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Lumpsum Cost of Service in totality
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CYBER SECURITY AWARENESS SESSION	1	5664000
Regulatory/ Statutory Compliance of Service	YES		
Compliance of Service to SOW, STC, SLA etc	YES		
कुल राशि (सूत्र)   Total Amount (Formula) : (1*Lumpsum Cost of Service in totality)			
एडऑन के बिना कुल मूल्य   Total Value without Addons(INR)			5664000
कुल एडऑन मूल्य   Total Addon Value(INR)			0
एडऑन सहित कुल मूल्य   Total Value Including Addons(INR)			5664000
<b>अनुबंध की राशि   Amount of Contract</b>			
सभी शुल्क और करों सहित कुल अनुबंध मूल्य   Total Contract Value Including All Duties and Taxes(INR)			5664000

## एसएलए विवरण | SLA Details

**Preface :** Agreement representing a Service Level Agreement ("SLA" or "Agreement") between the Buyer and Service Provider has been uploaded in bid section . The purpose of the agreement uploaded is to facilitate implementation of Services intended by the Buyer . Each documents as uploaded by buyer should be read in totality to conclude the requirement of Custom e Bid floated on portal .

The Agreement uploaded in bid section will generally contain the Scope of Work, (SOW) , stakeholder's obligations, Special Terms and Conditions (STC) related to service delivery as formulated by the Buyer and Payment Terms etc of the service for mutual understanding of the stakeholders. The Agreement remains valid till completion of Scope of Services or end of contractual duration (whichever is earlier) unless either superseded by a revised agreement mutually endorsed by the stakeholders or terminated by either of the parties thereof.

**Guiding Principle :** The Services contracts placed shall be governed by following set of Terms and Conditions :

1. General Terms and Conditions for Goods and Services;
2. Buyer's Formulated Service Specific STC including the Service Level Agreement (SLA) for the service as uploaded with the bid in form of suitable matching document ,

The above terms and conditions are in reverse order of precedence .Service specific STC supersede GTC, whenever there are any conflicting provisions. The above set of terms and conditions along with scope of work and service level agreement as enumerated in the document shall be construed to be part of the Contract between Buyer and Service Provider.

**Intended Objectives And Goals of SLA :** The objective of Agreement (SLA) as uploaded in bid section is to ensure that all the commitments and obligations are in place to ensure consistent delivery of service to buyer by service provider. Generally The goals of an Agreement are to:

1. Provide clear reference to service ownership, accountability, roles and/or responsibilities of both parties
2. Present a clear, concise and measurable description of service offered to the buyer
3. Establish Terms and Conditions for all the involved stakeholders, it also includes the actions to be taken in case of failure to comply with conditions specified
4. To ensure that all the parties understand the consequences in case of termination of services due to any of the stated reasons
5. The agreement will act as a reference document that both the parties have understood the above-mentioned terms and conditions and have agreed to comply by the same. The agreement can also be revised/ modified on mutual consent of the stakeholders.

### Parties To The Agreement

The main stakeholders associated with this agreement are:

1. Buyer: Buyer is responsible to provide clear instructions, approvals and timely payments for the services availed.
2. Service Provider: Service provider is responsible to provide all the required services in timely manner. Service provider may also include seller, any authorized agents, assignees, successors and nominees as described in the agreement

The responsibilities and obligations of the stakeholders have been outlined in this document. The document also encompasses service level /penalties in case of non-adherence to the defined terms and conditions. It is assumed that all stakeholders would have read and understood the same before signing the SLA document.

### ADVISORY WITH RESPECT TO SCOPE OF SERVICE

Scope of Work (SOW) is the most important & crucial component of any bidding process. It is for this that the whole bidding process is entered upon to execute the scope of work and deliver outcomes that the Government strives for. Scope of work directly affects the performance of contract therefore utmost care should be taken to avoid ambiguity with respect to deliverable .

For example , in case of Complex / Intricate Consulting Services , Some key guiding principles for drafting scope of work may be as under :

- "Detailed" specification of requirements is extremely critical – please ensure that even standard assumptions on scope of work are laid down and described .
- Make sure that specifications are endorsed by key stakeholders .
- Identify mandatory and non-mandatory requirements in scope of work . It should clearly provide the outcomes expected from solution/service delivery .
- The scope of work should mention what the outcome is based upon – time or material?
- A check should be made that the final specification of requirements :(a) addresses the targeted outcomes and business objectives . (b)meets the agreed stakeholder needs (c) covers whole-of-life of the contract deliverables .
- The objective, structure and expected set of contents of each knowledge item/deliverable should be laid down, in as much detail as possible, rendering the best level of clarity to it.
- The coverage of services needed in the form of activities like client visits, geographies to be studied, stakeholder meetings / interviews / workshops to be conducted, must be detailed out to avoid delivery compromises .
- Buyer must ensure that the service provider complies with the Rule 144(xi) of General Financial Rules (GFR), 2017 and the product supplied, if any, must also comply with Make In India guidelines of DPIIT"

**Important Note :** Buyers authorities are advised to upload GAR report positively and without fail at appropriate place to ensure process complinace . Buyer may indicate about requirement Past Experience if so required by uploading the same at time of bid creation including approval of their competent authority . Service Providers's response may be assessed atime of technical evaluation.

### Price Variation Clause:

"It is advisable to include Price Variation Clause in the long term contracts to take care of the increase/decrease in prices of various ingredients which majorly affect the overall price of the service. Buyers are therefore advised to include the Price Variation Clause (PVC) in the bid document through ATC for long term contracts. The additional payment, if any, on account of PVC can be done offline till such time online functionality is developed on GeM."

### अतिरिक्त आवश्यक डेटा/दस्तावेज़: खरीदार | Additional Required Data/Document(s) : Buyer

1. Introduction about the project /services being proposed for procurement using custom bid functionality : [click here](#)
2. Instruction To Bidder : [click here](#)
3. Pre Qualification Criteria ( PQC ) etc if any required : [click here](#)
4. Scope of Work : [click here](#)
5. Special Terms and Conditions (STC) of the Contract : [click here](#)
6. Service Level Agreement (SLA) : [click here](#)
7. Payment Terms : [click here](#)
8. GEM Availability Report ( GAR ) : [click here](#)

### अतिरिक्त डेटा/दस्तावेज़ : विक्रेता | Additional Data/Document(s) : Seller

1. Certificate (Requested in ATC) : [click here](#)

2. Compliance Documents In Respect Of Sow Etc :[click here](#)
3. Any Other Documents As Per Bid (i) : [click here](#)
4. Compliance Document In Respect Of Registration And Certification Of Service Provider Entity :[click here](#)
5. Compliance Documents In Respect Of Resource Qualification , Profiles & Past Experience /expertise :[click here](#)
6. Compliance Documents In Respect Of Project Experience Of Firms : [click here](#)
7. Compliance Document In Respect Of Approach & Methodology : [click here](#)

मूल्य द्विभाजन एक्सेल फ़ाइल विवरण | Price Bifurcation Excel File details: [This excel sheet to be filled by bidder and upload \(in PDF\) in price bid area only](#)

#### ईपीबीजी विवरण | ePBG Detail

सलाहकार बैंक   Advisory Bank :	State Bank of India
ईपीबीजी प्रतिशत (%)   ePBG Percentage(%):	5.00
बोली लगाने वाले को बोली के नियमों और शर्तों के अनुसार लागू ईपीबीजी प्रस्तुत करना होगा   The bidder shall furnish ePBG as applicable as per bid's terms and conditions	

#### नियम और शर्तें | Terms and Conditions

##### 1. General Terms and Conditions-

- 1.1 This contract is governed by the [General Terms and Conditions](#), conditions stipulated to this Product/Service as provided in the Marketplace.
- 1.2 This Contract between the Seller and the Buyer, is for the supply of the Goods and/ or Services, detailed in the schedule above, in accordance with the General Terms and Conditions (GTC) unless otherwise superseded by Goods / Services specific Special Terms and Conditions (STC) and/ or BID/Reverse Auction Additional Terms and Conditions (ATC), as applicable

##### 2. Buyer Added Bid Specific Terms and Conditions-

###### 2.1 Generic

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

###### 2.2 Forms of EMD and PBG:

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

Oil and Natural Gas Corporation Limited  
Account No.  
30102828469  
IFSC Code  
SBIN0070691  
Bank Name  
State Bank of India  
Branch address  
Parliament Street New Delhi

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

###### 2.3 Forms of EMD and PBG:

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

Oil and Natural Gas Corporation Limited  
Account No.  
30102828469  
IFSC Code  
SBIN0070691  
Bank Name  
State Bank of India  
Branch address  
Parliament Street New Delhi

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

###### 2.4 Buyer Added Bid Specific ATC:

Buyer Added text based ATC clauses

###### Important Note:

1. The bid shall be evaluated strictly as per the BEC, Scope of work, SLA and special conditions provided/uploaded (Page no.3). Bidders should check these conditions and submit their bid accordingly.
2. In case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement and scope of work, then it will supersede the conditions indicated in the General Terms and Conditions.
3. Bidder to strictly note that a break-up of prices is also required to be filled in excel sheet format uploaded at Page no. 3. Bidder after filling up the price component in excel sheet convert it into PDF and upload it in Price field area i.e. named as financial Document. Bidders are advised that no other financial document except this pdf file of price bid, is required to upload in the price field area.
4. Bidder is requested to kindly submit the undertakings as per Annexure-5 uploaded under "buyer added specific attachments" in below clause as well as same is also attached u

nder " instructions to bidder" field.

5. Bidder to provide the valid vendor code in ONGC (if available). Otherwise bidder may kindly shall submit the following documents along with their bid for Vendor Code Creation :

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

**2.5 Buyer Added Bid Specific ATC:**

Buyer uploaded ATC document [Click here to view the file](#).

नोट: यह सिस्टम जनरेटेड फाइल है। कोई हस्ताक्षर की आवश्यकता नहीं है।

Note: This is system generated file. No signature is required.