



**OIL & NATURAL GAS CORPORATION LIMITED
MUMBAI REGION**

Security Head Quarters
1st Floor
Vasudhara Bhavan
Bandra East
Mumbai – 400 051.
Telephone No.2656 2143

Ref..No.MR/SEC/4/1/2009/1849

24th June 2009.

The Managing Director
M/s.BIS (I) Ltd.,101,Omega House, Hiranandani Gardens,
Hiranandani Gardens
Powai, Mumbai - 400 076.

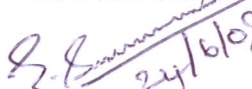
Sub: Extension of existing contract for providing Receptionists,Supervisors and Security Guards .

Dear Sir,

Approval of the Competent Authority is hereby conveyed for extension of the existing contracts for providing Receptionists,Supervisors and Security Guards at various locations in ONGC, MR, with same rates,terms and conditions with effect from Ist May 2009 to 31st December 2009.

Your are, therefore, requested to confirm your acceptance of the extension. You are requested to provide Bank Guarantee for the period from Ist May 2009 to 31st March 2010. You are further requested to provide labour licence for the extended period.

Yours faithfully,


(G.SRINIVASAN)
MANAGER (HR)

INCHARGE - CONTRACT CELL

Copy to :

Chief Manager (F&A)-RO,ONGC,NSE Bldg., Bandra Kurla Complex,Mumbai – 400 051.