



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम) पंजीकृत कार्यालय: दुलियाजान, असम
Oil India Limited
(A Government of India Enterprise) Registered Office "Duliajan, Assam"

प्लॉट. नं. 19, सेक्टर 16-ए, नोएडा-201 301, उत्तर प्रदेश
Plot No. : 19, Sector 16-A, Noida-201 301, Uttar Pradesh

दूरभाष / Telephone : 0120-2419000 फैक्स / Fax : 0120-2488310

CIN : L11101AS1959GOI001148 ई-मेल / E-mail : oilindia@oilindia.in, वेबसाइट / Website : www.oil-india.com

NATIONAL EXPRESSION OF INTEREST

EOI REF. NO BD (G)/05/06/EOI/2023/224

September 05, 2023

LAST DATE OF SUBMISSION: 15:00 HRS (IST) OF 20/09/2023

Sub: Notice Inviting “Expression of Interest (EOI)” for empanelment of Consultant for Project Management Consultancy services for establishing CBG projects of Oil India Limited

1.0 INTRODUCTION

- 1.1 Oil India limited (OIL) is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Maharatna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), it is the second largest national oil and gas company in India in the upstream sector as measured by total proved plus probable oil and natural gas reserves and production.
- 1.2 Contributing towards Government of India’s efforts for clean and green energy, OIL established a total of 174.1 MW of Wind Energy Power plants distributed over the states of Rajasthan, Gujrat, and Madhya Pradesh. OIL has also established two Solar Energy Power Plants (SEPP)s of capacity 14.0 MW in Jaisalmer, Rajasthan. As on date a total of 188.1 MW of renewal Energy is under OIL’s portfolio. Now, OIL intends to establish 2 TPD or above CBG (Compressed Biogas) plants in any state in India.

2.0 OIL (referred to as “Company” in the EOI) invites Expression of Interest from eligible applicants for empanelment as consultant to provide Project Management Consultancy (PMC) services for establishing CBG projects of Oil India Limited based on Segregated Organics (Municipal Solid Waste); Cattle dung; Vegetable market residue; Agricultural residue, Pine needle, forest waste etc. This empanelment will be for a period of two (02) years from the date of empanelment as conveyed upon finalisation.

3.0 PRE-QUALIFYING CRITERIA (PQC):

Broad requirement for empanelment as consultant to provide Project Management Consultancy (PMC) services for establishing CBG projects of Oil India Limited based on Segregated Organics (Municipal Solid Waste); Cattle dung; Vegetable market residue; Agricultural residue, Pine needle, forest waste etc. is as under:

A. TECHNICAL CRITERIA:

- (i) The applicant must be in the business of providing PMC services on establishment of CBG (of any feedstock) of minimum 2 TPD capacity.

OR

Provided services as Lender's engineer which includes review of project parameters, during execution of any CBG plant of capacity 2 TPD and preparation of detailed Project Report for any CBG project of capacity 2 TPD & above and Providing PMC services for alternate energy power projects of capacity of 5 MW and above.

- (ii) Documentary evidence in support of experience as mentioned in para (i) in the last 07 (Seven) years to be reckoned from the original EOI Closing date to be submitted. The project, for which the above experience is claimed, should have been satisfactorily completed and / or handed over / commissioned prior to the date of EOI closing.
- (iii) The applicant shall furnish documentary evidence by way of copies of Contract / Purchase Order and Completion Certificate to substantiate their claim towards experience along with the Bid.

B. FINANCIAL CRITERIA:

- a. Annual financial turnover of the applicant as per Audited Annual Reports in any of the preceding (03) three financial/accounting years, must be at least **Rs. 3.75 Cr.** Applicants must submit copies of Audited Balance Sheet and Profit & Loss Account as documentary evidence for above.
- b. Net worth of the applicant must be positive for previous audited year as per audited financial statement immediately preceding the current financial year.
- c. Documentary evidence in the form of Audited Balance Sheet and Profit & Loss Account for the preceding 03 (three) financial/accounting years should be submitted along with the EOI.

Notes-I:

- (a) For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the EOI: -
- i) A certificate issued by a practicing Chartered / Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth.
- ii) Audited Balance Sheet along with Profit & Loss account.
- (b) Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding (6) six months reckoned from the original EoI closing date and the Financial Statements of the preceding financial / accounting year are not available with the applicant, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such case worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the applicant has to submit an affidavit / undertaking certifying that 'the balance sheet/Financial Statements for the financial year (as the case may be) has actually not been audited so far'.
- (c) In case the applicant is a Central Govt. Organization/PSU/State Govt.

Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, applicant to provide documentary evidence for the same.

Note-II:

- a) The applicant or its Proprietor/ Partner(s) / Director(s) of the Firm should not have been convicted by a Court of Law for an offence involving moral turpitude in relation to business dealings during the past seven (7) years. The applicant shall give an affidavit to this effect. The affidavit must be affirmed before the competent judicial authority or duly notarized by the Notary. Besides, applicant should furnish litigation history of their firm or group firm (if claiming fulfilment of BEC on group entity terms). The litigation history shall include:
 - i) Arbitration cases pending.
 - ii) Disputed incomplete works.
 - iii) Pending civil cases against the firm and/or its Proprietor / Partner(s) / Director(s) involving moral turpitude in relation to business dealings.
 - iv) Pending criminal cases against the firm and / or its Proprietor / Partner(s) / Director(s) involving moral turpitude in relation to business dealings.
 - v) Punishments awarded under civil cases and/or criminal cases involving moral turpitude in relation to business dealings to the firm and/or its Proprietor/ Partner(s)/ Director(s).
- b) The applicants should meet all the above requirements /criteria as on the application submission due date. The application of only those applicants, who meet the above requirements / criteria, will be considered.
- c) The Company reserves the right to cancel/withdraw the EoI or annul the process at any time prior to empanelment, without thereby incurring any liability to the applicants or any obligation to inform the applicants of the grounds of Company.

4.0 SCOPE OF WORK:

As a PMC, the consultant shall act as an extension of OIL, always keeping in view OIL's interests and advising / guiding OIL on all important matters and ensure that the project is completed within specified cost and time with quality deliverables. Consultant shall perform and be responsible for the Performance of services as are necessary for or incidental to providing comprehensive project management and associated services for the Project completion.

The scope of work of the PMC is broadly defined under the following heads, however the list is not exhaustive. Scope of work of PMC shall include all works which will be required for overall completion of the project, whether or not the same is explicitly mentioned in the Specification.

Project Management Services, which shall include:

- A. Preparation of RFQ and Bid Evaluation and Drafting of purchase order and contract agreement for engagement of EPC & O&M.
- B. Carry out pre-feasibility study
- C. Preparation of DPR
- D. Engineering by Consultant - Basic engineering Development of Front-end Engineering Design (FEED)
- E. Review of Design & Engineering details
- F. Project Monitoring, preparation and submission of Quality assurance Plan (QAP) of the proposed CBG projects for OIL
- G. Site Supervision & Reporting
- H. Pre-commissioning, Commissioning, and performance test run.
- I. Providing post commissioning supervision services

1.0 Preparation of RFQ and Bid Evaluation and Drafting of purchase order and contract agreement for engagement of EPC & O&M

1.1 Preparation of RFQ and Bid Evaluation:

- a. The consultant shall plan and control the entire project implementation and completion activities. The Consultant shall prepare the RFQ for engaging an EPC Contractor including project related details like feasible capacity, scope of work, qualification requirements, payment terms, technical specifications to ensure maximum life of the project including Operation & Maintenance Contract. The execution plan shall be prepared in such a way that midcourse changes can be avoided.
- b. The RFQ shall be prepared in line with latest Government standard and any other statutory guidelines that prevails in the respective state.
- c. All communications shall be made through OIL. Bid documents shall be prepared in clear unambiguous language and terms in a way which will exclude requirement of any communication with the Bidders during the evaluation process of the tenders.
- d. The Consultant shall assist in resolving the queries as raised by bidders in pre-bid meeting and otherwise.
- e. The Consultant shall evaluate the technical and financial bids submitted by bidders, as per bid conditions. The bids, after receipt, will be evaluated by the consultant both technically, commercially, and financially within the time stipulated in the offer.

1.2 Drafting of purchase order & contract agreement:

The draft technical and commercial part of the purchase order/contract agreement will have to be prepared by the consultant and the final contract document including the commercial portion will be issued to the respective contractors by

OIL. Replies to any queries by authorities regarding evaluation of bids and work order shall be the responsibility of the consultant.

2.0 Pre-feasibility Report (PFR) including site visit:

The Consultant shall prepare and submit Pre-Feasibility Report (PFR) after necessary visit of the site of the proposed CBG plant wherever required.

3.0 Preparation of DPR

- ✓ Cost estimation for buildings, plant and machinery foundations and other civil works based on in-house data.
- ✓ Cost estimate for mechanical plant and machinery with inhouse data.
- ✓ cost estimate for electrical and instrumentation system with inhouse data.
- ✓ Cost estimation for other preliminary expenses for the project.
- ✓ Project cost estimation for CBG plant financial analysis, IRR, return on equity, DSCR calculations.
- ✓ Preparation of write up for general project implementation.
- ✓ Preparation of organization chart for project management and field activities.
- ✓ Preparation of project schedule for implementation of the project.
- ✓ Submission of Draft DPR for obtaining comments from OIL.
- ✓ Preparation and submission of three (3) copies Final DPR after obtaining & incorporating comments from OIL.

4.0 Engineering by Consultant

4.1 Engineering Design Basis

- a) OIL shall share a standard modular Basic Design and Engineering Package (BDEP) with the consultant. The consultant after review of the same based on the available land of the selected location, shall prepare **Front End Engineering Design (FEED)** with all the relevant codes & standards for every aspect of the project such as electrical, mechanical, civil, instrumentation etc. complete in all aspects for the proposed CBG projects which shall be applicable for detailed engineering of the facilities by EPC contractor.
- b) Inside Battery Limit Cost (ISBL) based on the FEED shall be provided by the consultant considering the following but not limited to
 - ✓ Cost estimation for buildings, plant and machinery foundations and other civil works based on in-house data.
 - ✓ Cost estimate for mechanical plant and machinery with inhouse data.
 - ✓ Cost estimate for electrical and instrumentation system with inhouse data.
 - ✓ Cost estimation for other preliminary expenses for the project.

4.2 Cost Estimate:

- a) Consultant shall prepare detailed cost estimate for the project including but not limited to statutory & regulatory cost, ISBL in consultation with the Owner.
- b) Consultant to ensure that the basis of cost estimation is from previous data inventory in similar kind / nature of projects /jobs and also with at least two budgetary quotes for each of the items unless deviation is approved by Owner in writing.

5.0 Review of Design & Engineering details, submitted by EPC bidders

The scope defined hereunder is indicative only. All the related drawings/documents for Mechanical, Electrical, C&I, Civil etc. submitted by bidders for engagement of EPC contractor shall be reviewed by PMC but not limited to the following.

- ✓ Scrutinizing Contractor's design documents for conformity to the ordered specification. Vendors manufacturing drawings shall be scrutinized commented in appropriate format along with mark-up if any within (7) Seven working days from date of receipt.
- ✓ Coordination for design & engineering with Contractor, equipment Vendors, Civil Contractors, Erection Agencies and Company's Officers.
- ✓ Providing technical assistance to OIL in clarifications of technical matters.
- ✓ Review of basic layout drawing of entire plant including Feed stock storage space, etc. to ascertain the space requirement.
- ✓ Site visit for review of the plot plan of the plant, input collection like utilities, feed stock, storage location etc.
- ✓ Reviewing the list of equipment required to achieve the above objective along with Electrical/Instrumentation/Civil etc.
- ✓ Any other item not specifically covered under scope of work but required for successful completion of project.
- ✓ Scrutiny, submission of comments and recommendation for approval of the test certificates. PMC shall scrutinize and forward comments on test certificates of various civil works, concrete test blocks and different mechanical, electrical and C&I equipment/systems supplied. Comments on drawings shall be submitted within 7 (Seven) days.
- ✓ Coordination with EPC Contractor, for submission of manuals / drawings in time.
- ✓ Consultant shall scrutinize the performance test Procedure and as per guaranteed parameters submitted by Contractor with bid in conformity to relevant standards, the Consultant shall witness and evaluate Performance test of CBG Plant & Equipment including retests, if any.
- ✓ Review of detailed plant operation and maintenance manuals which should also include desirable ranges of operating parameters of important/major equipment and processes, maintenance check lists, troubleshooting charts etc.
- ✓ The consultant shall review system operational manual for all systems incorporating interlock / protection / tolerance for individual equipment.
- ✓ Reviewing of geo-technical investigation, soil investigation report and recommendations accordingly.
- ✓ Review of Quality Assurance Plan (QAP) submitted by the EPC Contractor.

- ✓ Review design drawings to ensure compliance with specific requirements of contract specification and completeness / clarity of requisite data with respect to relevant prevailing provisions of IS Codes etc. Suggesting better alternative any part of drawing/design/details, calculations, etc. for more clarity and fast processing.
- ✓ The Consultant shall Review, examine, submit comments, and recommend for approval of the Engineering & Design calculations submitted by vendors, in duplicate to OIL for civil, mechanical, electrical, instrumentation & Controls.
- ✓ Review of comprehensive operation manual for operation of Plant.

6. Project Monitoring

- 6.1 In order to monitor the project, Consultant shall prepare & forward Progress Report covering design, engineering, and site construction activities every week to OIL. Whenever necessary, representative of consultant shall visit OIL's Office to attend Project Review Meeting.
- 6.2 Monitoring of project network schedule, PERT CHART/BAR CHART etc, on the basis of committed and revised delivery schedule, by various suppliers and vendors, keeping in view of time schedule.
- 6.3 Consultant shall prepare quality assurance plan (QAP) of the proposed CBG Plants for OIL and the same has to be submitted to OIL for approval. Consultant shall keep regular monitoring of the QAP of EPC/O&M contractor during the exigencies of the contract period.

7. Site Supervision & Reporting

- 7.1 PMC shall provide all manpower for the necessary operations, supervision and execution of all works under this Contract to Company's satisfaction. The personnel to be deployed by the Consultant must be competent and sufficiently experienced to perform the works correctly and efficiently except where otherwise stated.
- 7.2 Replacement of Contractor's Personnel- Contractor will immediately remove and replace any of the Contractor's personnel, who in the opinion of Company, is incompetent, or negligent or of unacceptable behaviour or whose employment is otherwise considered by Company to be undesirable.
- 7.3 Providing supervision at site during construction, site fabrication, erection, testing, commissioning, and conducting all performance guarantee tests to the satisfaction of Purchaser i.e., OIL.
- 7.4 The consultant shall provide technical support during construction phase including submission of weekly progress report. Such support may be provided from consultant own office through VC/ e-mail etc. Consultant shall be engaged in day-to-day activities and provide timely clarifications as and when required till successful commissioning of project by deputing a dedicated well conversant engineer for site activity and quality check.
- 7.5 Quality Check Report: The Consultant shall submit quality check report for rectification by the EPC Contractor and shall check the as built drawings / documents, O&M documents submitted by the EPC Contractor post commissioning

- of project.
- 7.6 The PMCs shall provide the services of one full time Resident Construction Manager at site during the entire duration of the contract period.
 - 7.7 PMC shall provide other experienced technical manpower as and when required to carry out supervision of construction/ site fabrication / erection and start-up / commissioning of the Plant and assist the Company in coordinating various start-up, initial operation, and commissioning activities and in conducting performances and acceptance tests of the units / equipment / system.
 - 7.8 Carrying out site management activities and highlight the various critical areas of Risk for OIL to take necessary remedial actions. Provide assistance to OIL in preparing bid document for conducting HAZOP, QRA and CA analysis of the plant.
 - 7.9 Preparation of check lists for commissioning activities.
 - 7.10 Review of detailed plant operation and maintenance manuals which should also include desirable ranges of operating parameters of important equipment and processes, maintenance check lists, troubleshooting charts etc.
 - 7.11 Checking and certification of invoices/bills submitted by EPC against milestone activities to Owner for payment to Contractor.

8. Coordination

The PMCs shall work closely with the Company and promptly carry out their part of the work to enable the completion and commissioning of the project within the stipulated time. The Company on its part shall also closely always cooperate with the PMCs and especially during evaluation of bids for equipment, material and construction services in order to ensure timely placing of orders and awarding of contracts. The PMCs services will be rendered quickly for all the work stipulated in the scope of this specification to enable satisfactory and early completion of the project.

9. Pre-commissioning, Commissioning & Performance Test Run

- 9.1 Consultant shall provide necessary planning and supervising for pre-commissioning, commissioning and performance test run of the project facilities including ensuring and certifying that all the pre-commissioning / commissioning activities of the project are carried out in accordance with established procedure, codes, guidelines, schedules and program as per Industry practise.

The scope of the work will comprise the following

- ✓ Carry out system checking to ensure correctness to avoid / reduce check list and punch list.
- ✓ Carry out safety audit of all the new facilities by involving safety department, user and maintenance personnel.
- ✓ Review of pre-commissioning, commissioning and standard procedures for start-up, normal operation, outage and handling abnormal situation.
- ✓ Preparing/ reviewing operating / instruction manuals etc.
- ✓ Review and take corrective action for punch / check lists. CONSULTANT shall assist

OIL for any technical audit replies

- ✓ Conduct all checks as per relevant standard and guideline
- ✓ CONSULTANT will maintain and certify all the records pertaining to Installation, pre-commissioning and Commissioning activities.
- ✓ Ensure that all the pre-commissioning/commissioning activities of the Project are carried out by EPC contractor in accordance with established procedure, schedules and program, as detailed below:
 - I. Equipment operation checks e.g. vibration, trips, functioning of safety devices and other required operating tests and adjustments. Note: Consultant shall witness & certify the testing of all PRVs, SRVs & TSVs.
 - II. Flushing, blowing and cleaning.
 - III. Installation of temporary screens, strainers, and blinds.
 - IV. Adjustments and replacements, if necessary, of mechanical seals, packing and accessories as required.
 - V. Necessary purge operations, including installation of temporary purge piping or hoses to equipment connections.
 - VI. Checking of bores of orifice plates and installing them after flushing operations.
 - VII. Instrument calibrations with standard test equipment and all required adjustments and control point settings.
 - VIII. Functional check on all instruments and controllers.
 - IX. Check all instrument loops for proper functioning.
 - X. Checking and recording positions of all valves.
 - XI. Ensure that all defects and deficiencies found during the course of Commissioning shall be rectified by the EPC contractor.
 - XII. Preparation of operation and maintenance manual for the facilities
 - XIII. Checking of operation (including Pre-commissioning and commissioning manuals, start-up/ shut-down, normal/ emergency manuals) and maintenance manual of the system prepared by EPC contractor
 - XIV. Checking the availability of spares for pre-commissioning & commissioning.
 - XV. Checking and certification of Complex Loops, Interlocks and Shutdown Logic for their proper functioning.
 - XVI. Checking of paddy straw, shredder & extruder system for their proper functioning such that paddy straw is seamlessly entering the feed preparation tank from inlet conveyer at paddy straw storage.
 - XVII. Checking of gas purification system & ensure guarantee parameters of purification.
 - XVIII. Checking of compression system to ensure leak less system & performance of all safety systems.
 - XIX. Checking of gas analyzer system & ensure their calibration.

9.2 Performance Test Run

Performance Test

- CONSULTANT to ensure and certify that performance test of all facilities is conducted in accordance with the (conditions as laid down in the contract) professional engineering practices, plant safety and operating standards.

- To demonstrate the facilities, meet the engineering/Equipment/Design guarantees one or more performance test runs shall be carried out under the technical direction of the CONSULTANT.
- The performance test runs shall be carried out in accordance with the detailed program to be drawn by CONSULTANT in mutual consultation with OIL
- After successful completion of test runs, all operating conditions, figures, actual achievements should be recorded. The format for the same will be developed by CONSULTANT in discussion with OIL
- On completion of performance test runs, prepare independent report for OIL on performance of facility with recommendations on ways to maintain / improve performance.
- CONSULTANT will evolve formats for handing over of facilities to OIL including all required documentation, completion certificates etc.

10. Health, Safety & Environment:

- CONSULTANT to deploy experienced & competent personnel for monitoring and ensuring full-fledged & strict HSE compliance by Contractors for site activities during all phases of construction.
- Consultant to ensure compliance of PPEs in line with OIL guidelines by all the personnel including Consultant, contractor and visitors at site.
- Consultant shall analyze the reasons for all the Safety Violation/s resulting in Near Miss/ Lost Time/ First Aid/ Recordable/ Reportable/ Fatal Accidents and submit its findings to the OWNER along with its recommendations to avoid such incidents in future.
- Conduct training for each Contractor before work commencement and keep records of training. Maintain, display all records, information as per Regulatory laws

11. Additional Services

At the specific request of the Company, the PMC shall provide such additional services not listed in the specifications in relation to the project activities at mutually agreed.

5.0 EVALUATION METHODOLOGY:

The submitted EOI applications shall be evaluated by an authorised team of OIL INDIA LIMITED on the Pre-Qualifying Criteria and based on the documentary evidences submitted by the applicants.

6.0 INFORMATION REQUIRED AS PART OF APPLICATION FOR EMPANELMENT:

6.1 Applicants are required to submit the duly filed application form as mentioned below along with their supporting Documents/Certificates in the Attachments (Proforma 1 and 2 and Response Sheet No. 1,2,3 and 4) enclosed in this document.

7.0 INSTRUCTION TO THE APPLICANTS:

7.1 The Application Document can be downloaded free of cost from our website www.oil-india.com

7.2 All costs incurred by applicant for preparing and submitting the Application for Empanelment, in providing clarification or any other expenses whatsoever shall be borne by Applicants themselves, regardless of the conduct or outcome of the empanelment process.

7.3 The Application for empanelment is non-transferable.

7.4 Applicants are required to furnish all information and documents as called for in this document in English language preferably. Any printed literature furnished by the Applicant in another language to be accompanied by an English translation, which shall govern in case of any variation.

7.5 The person signing the application and submitting on behalf of the Applicant shall enclose Power of Attorney duly authorized and notarized for the same. The Power of Attorney shall be backed by copy of the Board Resolution of Company.

7.6 The financial data must be in **Indian Rupees** only.

7.7 All the pages of the Application for Empanelment and attachments should be signed and corrections and over writings should be countersigned by the authorized signatory

7.8 If it is established that the Applicant has submitted fraudulent documents or has indulged into corrupt and fraudulent practice at any point of time, the Applicant would be debarred from the Empanelment / tendering / taking up of work in OIL as per OIL's banning policy.

7.9 OIL reserves the right to cross check and confirm the information / details furnished by the Applicant at any time during the period of empanelment

7.10 Joint Ventures or Consortium of firms shall not be allowed to apply for Empanelment.

7.11 Subsequent to empanelment, depending upon the requirement, OIL will float limited tender within the empanelled consultant asking them to submit their price bid (in amount) for a particular project and the L1 bidder will be awarded the work. However, at the time of submission of bids in response to specific projects, the short-listed applicant's technical and financial capability may be re-assessed for the capacity and capability as per the Eligibility Criteria for the specific project. The details of work and all data necessary for the project will be provided in the subsequent limited tender document.

7.12 Time schedule of delivery and payment schedule of consultancy services will be detailed in the subsequent limited tenders.

7.13 The empanelment of the Consultancy firms will be for a period of 2 (two) years from the date of empanelment. However, OIL reserves the right to cancel the empanelment of any or all the consultant(s) and invite fresh proposals for empanelment at any time. In case, the period of empanelment is expired or cancelled, any work awarded during

the currency of the empanelment will not be affected and such work shall continue till completion, as per the terms of the subsequent contract

- 7.14 OIL reserves the right to extend the period of empanelment of consultancy firms for further period depending on the requirement and the performance of the consultancy firms. The decision of the company in this regard would be final.
- 7.15 If in the view of the company, the performance of a consultant is not satisfactory, or if in its view, the consultant has failed to safeguard the interest of the company, the company may, at its sole discretion, terminate the engagement of the consultant for a particular project/ work as well as terminate the consultant from the empanelment by giving a written notice by not less than 30 days and the bidder will be dealt as per Company's Banning Policy. The decision of the company in this matter shall be final and binding.

8.0 ADDRESS FOR COMMUNICATION:

Interested EOI applicants are requested to visit our website www.oil-india.com for further details on the above and submit their Expression of Interest latest by **20.09.2023 till 15:00 Hrs (IST)** to the following email address: **bddomestic@oilindia.in**. **EOI Submitted to the email id bddomestic@oilindia.in shall only be considered and therefore Interested EOI applicants are requested to submit their EOI to this e-mail id only.**

For any clarification, the EOI applicant may contact:

Mr. S. K. Saikia General Manager (BD) Email: sksaikia@oilindia.in Mobile: 9971002012	Mr. R. K. Tamuli Deputy General Manager (BD) Email: rk_tamuli@oilindia.in Mobile: 9123138079
Jyoti Sarkar Senior Manager (BD) E-mail: jyoti_sarkar@oilindia.in; Phone No. 8876752701	

Sd/-
Jyoti Sarkar
Senior Manager (BD)
Oil India Limited
Plot No. 19, Sector 16A, Noida- 201301

CERTIFICATE OF ANNUAL TURNOVER & NET WORTH

TO BE ISSUED BY PRACTISING **CHARTERED ACCOUNTANTS' FIRM** ON THEIR
LETTER HEAD

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of (Name of the EOI Applicant) for the last three (3) completed accounting years upto**(as the case may be)** are correct.

YEAR	TURN OVER In INR (Rs.)	NET WORTH In INR (Rs.)

Place:

Date:

Seal:

Membership Number and Firm Registration Number :

Signature:

Unique Document Identification Number(UDIN) :

PROFORMA FOR UNDERTAKING / AFFIDAVIT IN TERMS OF NOTE-(b) UNDER CLAUSE B OF PRE-QUALIFYING CRITERIA OF NOTICE INVITING EOI REF. NO BD (G)/05/06/EOI/2023/224

I _____ the authorized signatory(s) of _____ (Company or Firm name with address) do hereby solemnly affirm and declare/ undertake as under:

The balance sheet/Financial Statements for the financial year _____ have actually not been audited as on the Original EOI Submission Date.

Yours faithfully,

For (*type name of the firm here*)

Signature of Authorized Signatory

Name:

Designation:

Phone No.

Place:

Date:

(Affix Seal of the Organization here, if applicable)

Note: Applicants to take note that this certificate is to be issued only considering the time required for preparation of Financial Statements i.e. if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the EOI Submission Date.

APPLICANT'S GENERAL INFORMATION

To

Oil India Ltd;
Plot No 19, Sector-16,
NOIDA-201203

Sub: **EOI REF. NO BD (G)/05/06/EOI/2023/224 for empanelment as consultant to provide Project Management Consultancy (PMC) services for establishing CBG projects of Oil India Limited based on Segregated Organics (Municipal Solid Waste); Cattle dung; Vegetable market residue; Agricultural residue, Pine needle, forest waste etc**

SN	Description	Details
1	Name of the Applicant	
2	Status of Firm/ Company: [Mark ✓]	Proprietorship Firm / Partnership Firm/ Company (Private or public)
3	Brief description of the Company including details of its business groups/subsidiaries	
3	Number of years in the business	
4	Registered Office Address:	
5	Operational Address:	
6	Telephone No. & Fax No.:	
7	E-mail ID & Website:	

(Sign & Company Seal)
Authorized signatory

DECLARATION

To

Oil India Ltd;
Plot No 19, Sector-16A,
NOIDA-201301

Sub: EoI REF. NO BD (G)/05/06/EOI/2023/224 for empanelment as consultant to provide Project Management Consultancy (PMC) services for establishing CBG projects of Oil India Limited based on Segregated Organics (Municipal Solid Waste); Cattle dung; Vegetable market residue; Agricultural residue, Pine needle, forest waste etc

Dear Sir / Madam,

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy' and we agree that if any noticed in future, our application may be rejected / terminated.

In case the applicant has any dispute in court of law of any kind which can affect the services as spelled in the Scope, in such case the applicant shall furnish the status of all cases along with all relevant documents.

(Sign & Company Seal)
Authorized signatory

ELIGIBILITY CRITERIA

Sub: EoI REF. NO BD (G)/05/06/EOI/2023/224 for empanelment as consultant to provide Project Management Consultancy (PMC) services for establishing CBG projects of Oil India Limited based on Segregated Organics (Municipal Solid Waste); Cattle dung; Vegetable market residue; Agricultural residue, Pine needle, forest waste etc

Applicant's Name:

This Questionnaire duly filled in, signed & stamped must form part of the application:

Sl. No.	DESCRIPTION	APPLICANT'S CONFIRMATION
A. TECHNICAL CRITERIA		
i.	The applicant must be in the business of providing PMC services on establishment of CBG (of any feedstock) of minimum 2 TPD capacity. OR Provided services as Lender's engineer which includes review of project parameters, during execution of any CBG plant of capacity 2 TPD and preparation of detailed Project Report for any CBG project of capacity 2 TPD & above and Providing PMC services for alternate energy power projects of capacity of 5 MW and above.	
ii.	Documentary evidence in support of experience as mentioned in para (i) in the last 07 (Seven) years to be reckoned from the original EOI Closing date to be submitted. The project, for which the above experience is claimed, should have been satisfactorily completed and / or handed over / commissioned prior to the date of EOI closing.	
iii.	The applicant shall furnish documentary evidence by way of copies of Contract / Purchase Order and Completion Certificate to substantiate their claim towards experience along with the Bid.	
B. FINANCIAL CRITERIA		
a.	Annual financial turnover of the applicant as per Audited Annual Reports in any of the preceding (03) three financial/accounting years, must be at least Rs. 3.75 Cr. Applicants must submit copies of Audited Balance Sheet	

Sl. No.	DESCRIPTION	APPLICANT'S CONFIRMATION
	and Profit & Loss Account as documentary evidence for above.	
b.	Net worth of the applicant must be positive for previous audited year as per audited financial statement immediately preceding the current financial year.	
c.	Documentary evidence in the form of Audited Balance Sheet and Profit & Loss Account for the preceding 03 (three) financial/accounting years should be submitted along with the EOI.	
Note-I (For B(a) and (b) above:	(a) For proof of Annual Turnover & Net worth any one of the following documents must be submitted along with the EOI: - i) A certificate issued by a practicing Chartered / Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per the format in Proforma-1 .	
	ii) Audited Balance Sheet along with Profit & Loss account.	
	(b) Considering the time required for preparation of Financial Statements, if the last date of preceding financial / accounting year falls within the preceding six months reckoned from the original EOI closing date and the Financial Statements of the preceding financial / accounting year are not available with the applicant, then the financial turnover of the previous three financial / accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the applicant has to submit an affidavit / undertaking certifying that 'the balance sheet/Financial Statements for the financial year (as the case may be) has actually not been audited so far' as per the format in Proforma-2 .	
	(c) In case the applicant is a Central Govt. Organization/PSU/State Govt. Organization/Semi-State Govt. Organization or any other Central/State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, applicant to provide documentary evidence for the same.	

Sl. No.	DESCRIPTION	APPLICANT'S CONFIRMATION
Note -II	<p>a) The applicant or its Proprietor/ Partner(s) / Director(s) of the Firm should not have been convicted by a Court of Law for an offence involving moral turpitude in relation to business dealings during the past seven (7) years. The applicant shall give an affidavit to this effect. The affidavit must be affirmed before the competent judicial authority or duly notarized by the Notary. Besides, applicant should furnish litigation history of their firm or group firm (if claiming fulfilment of BEC on group entity terms). The litigation history shall include:</p> <p>i) Arbitration cases pending.</p> <p>ii) Disputed incomplete works.</p> <p>iii) Pending civil cases against the firm and/or its Proprietor / Partner(s) / Director(s) involving moral turpitude in relation to business dealings.</p> <p>iv) Pending criminal cases against the firm and / or its Proprietor / Partner(s) / Director(s) involving moral turpitude in relation to business dealings.</p> <p>v) Punishments awarded under civil cases and/or criminal cases involving moral turpitude in relation to business dealings to the firm and/or its Proprietor/ Partner(s)/ Director(s).</p>	

(Sign & Company Seal)
Authorized signatory

PROFORMA FOR FURNISHING DETAILS OF PAST EXPERIENCE DURING LAST SEVEN YEARS

Sl No	Client Detail (Name and Address)	Details of Service Provided (PMC)	Work Order / Contract no / Completion Certificate no	Date of Completion of Project

(Sign & Company Seal)
Authorized signatory