



ऑयल इंडिया लिमिटेड  
**OIL INDIA LIMITED**  
मानव संसाधन-स्थापना विभाग  
**HR-ESTABLISHMENT DEPARTMENT**  
Duliajan, Dibrugarh, 786602, Assam  
E-mail: hredept@oilindia.in

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**CORRIGENDUM - 1**

To

**Ref: OIL/FHQ/HRE/IND/EOI/2023-24/362 DATED 28.03.2024**

This corrigendum is issued to extend the submission date of EoI from 17.04.2024 to 20.04.2024 along with the “**Application Form**”. Interested companies are requested to send their Expression of Interest (EoI) with all documentary evidence & filled up Application Form to HR-Establishment Department of OIL as mentioned in the EoI or at Email ID: [pranjal\\_neog@oilindia.in](mailto:pranjal_neog@oilindia.in), [dipak\\_das@oilindia.in](mailto:dipak_das@oilindia.in).

Vendors may send their Expression of Interest by **20.04.2024**.

**[ On the Letter Head of the Company]**

**APPLICATION FORM**

Ref: *EXPRESSION OF INTEREST (EOI) NO. OIL/FHQ/HRE/IND/EOI/2023-24/362*  
DATED 28.03.2024

Description	Submitted	Not Submitted
Letter of Interest		
Detailed Company Information with Organization structure		
Details of Support agencies and other facilities & resources.		
Details of completion of similar type of services undertaken in the last Three years under headings: a) Brief scope of work b) Value of work in INR c) Contractual Duration d) Clients' names e) Contact details of the Client to whom similar services rendered f) Safety Certification. g) Copy of Contract Agreement/LoA (Letter of Award) and job Completion Certificate of major contracts executed (Integrated Facility Management Services including catering and housekeeping services) during preceding five years.		
HSE policy & manual of the Company (if available)		
HSE statistics for last Three years indicating Lost Time Incidents (if any).		
Quality assurance & Quality control practices currently in place for the execution of similar work /services.		
Quality Manual and Food Testing Procedures/Certification		
In house training and development of capability for catering and housekeeping staff (if any).		
Copies of ISO 9001, 14001, OHSAS 18001 or any other certification as applicable.		
Company's financial performance documents (Audited Balance sheets and Profit and Loss statements, Auditors Report and Notes to Accounts etc.) for last 2 (two) years. Latest financial statement should not be older than 18 months on the date of submission of response to Expression of interest.		

**[Signed & Sealed by Authorized Person]**