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EXPRESSION OF INTEREST

EOI REF. NO. OIL/C&P-CORP/EOI/01/2024

Date: 04.04.2024

LAST DATE OF SUBMISSION: 17:00 HRS (IST) OF 06.05.2024

Sub: Notice Inviting “**Expression of Interest (EOI)**” for “**Empanelment of Independent Third-Party Inspection Agencies for verification and certification of documents pertaining to technical Bid Evaluation Criteria (BEC) submitted against OIL’s tenders**”.

Introduction:

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. As 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.

OIL (referred to as **Company in the EOI**) hereby invites Expression of Interest from experienced and reputed prospective **Bidders** for “Empanelment of Independent Third-Party Inspection Agencies for Verification and Certification of documents submitted against OIL’s Tenders.

1.0 Scope of work:

- (i) The Procurement activities at OIL play an important role in ensuring timely availability of goods and service for its oil well drilling and exploration/production activities. In OIL, all the procurement activities are carried out by Contracts and Procurement Department by selecting a “Techno-Commercially” acceptable bidder who meets the Bid Evaluation Criteria (BEC). In order to substantiate the BEC, the bidder is required to submit documents as per Bid Evaluation Criteria (BEC) of the Tender. Oil India Limited desires to verify the authenticity of the documents submitted by the techno-commercially acceptable L1 bidder (declared by OIL against its Tender) by an Independent Third-Party Inspection Agency in a time bound manner which may be 7 to 10 days.
- (ii) The tenders shall be both Domestic and International and OIL may set a threshold value of the tender where verification of authenticity of the document is required. As such the

Inspection Agencies should have premises or inspection facilities or network across the world to carry out the above inspection.

- (iii) All Charges incurred by the Third party towards verification of bidder's submitted documents and certification thereof shall be borne by the respective bidders participating in OIL's tenders. OIL will not be responsible for any payment issue by the Bidders to the Third-Party Inspection Agencies.
- (iv) The methodology of inspection/ verification of documents to be followed by the agencies is broadly as under but not limited to :
- (a) Oil India Limited will incorporate a relevant clause in the tender along with the list of empanelled inspection agencies where document verification pertaining to BEC/BRC of the tender is required. The prospective bidder will contact any of the empanelled inspection agencies against such tender. When prospective bidders approach any of the OIL's empanelled Inspection Agency, the agency will ask for the tender document and should go through the Tender Document, especially the requirements of BEC/BRC and list the documents to be verified. The inspection Agency shall depute their qualified/competent inspector to the Bidder's premises to check the original documents and certify the copies which the bidder shall submit along with their bids. OIL will reserve the right to ask the inspection agencies to verify the documents with source, if required **at no extra cost to OIL**. A copy of the Inspection Certificate shall be directly sent to the Concerned Tendering officer of OIL INDIA LIMITED, mentioned in the respective tender.
- (b) Verification of documents are normally categorised as under:
- **General Requirement:**
 - Check Bidder's PAN Card
 - Check Bidder's GST Certificate
 - Check ITR of company – last three years (minimum)
 - Check Bidder's Certificate of Incorporation – Domestic Bidder.
 - **Additional Documents : (If applicable against the tender)**
 - Joint Ventures Agreements – To Double-check with JV Partners
 - Consortium Agreements – To Double-check with Consortium Partners
 - Holding/ Parent/Subsidiary Company – To check the notarized Share Holding pattern
 - **Technical Criteria**
 - Experience Proof –To check Original Work Order as per BEC /criteria
 - To check Company Name
 - To check Similar Work Definition against Work Order, Scope of work (JV or Consortium too)
 - To check the Execution period

- To Check the Completion Certificates – Letter of Appreciations of proper Execution
 - Reference contact verification and true copy verification
 - Match Original Work Order/Contract Copy with Soft Copies or notarized scan copies
- **Financial Criteria**
- Check Audited Balance Sheet – Turnover as per BEC along with the bidder’s compliance with respect to the following clause:

Considering the time required for preparation of Financial Statements, if the last date of the preceding financial / accounting year falls within the preceding six months reckoned from the original bid closing date and the Financial Statements of the preceding financial / accounting year are not available with the bidder, 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 bidder 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 as on the Original bid closing date as per format’.

- Check Net-Worth – as per BEC
- Check Notarization validity
- Check original audited Balance Sheet with scan copies.
- To check the Line of Credit, if incorporated in the tender.

2.0 Qualifying Criteria:

- (i) The Bidder should have experience of successfully executing/completing at least 01 (one) Third Party verification and certification of bid documents in previous 7 (seven) years to be reckoned from the original date of submission of documents as per EOI.

To ascertain the same, the bidder must furnish the following documents:

- a) Contract document /Letter of Award/Work Order showing details of work, and Completion Certificate mentioning duration, among other details.
- (ii) The Inspection Agencies are required to be registered with Quality Council of India and valid documentary evidence of this registration must be submitted. Bidders who are not registered with the Quality Council of India at the time of bid submission must furnish an undertaking committing to registration within 3 months of receiving the letter of empanelment. Failure to do so may result in OIL exercising discretion to cancel their empanelment.

(iii) Bidders must submit an undertaking affirming their global presence and capability to verify requisite documents internationally, either independently or through affiliated organizations in those respective countries.

3.0 Validity of Empanelment: The empanelment of selected Inspection Agencies will be valid for a period of 04 (four) years, subject to satisfactory performance and compliance with the terms and conditions of the empanelment.

4.0 Address for Communication:

Interested Bidders are requested to visit our website www.oil-india.com for further details on the above and submit their Expression of Interest latest by 06.05.2024 till 17:00 Hrs (IST) to the following address:

**General Manager (C&P)
Oil India Limited, Plot No. 19, Sector-16A,
Noida-201301**

Bidders must ensure that submissions through post reaches the above address before 17:00 hours on the last date of submission (06.05.2024). Any application received after the deadline will be summarily rejected.

The expression of Interest along with all requisite documents may also be sent through e-mail to the e-mail id corpcnpei@oilindia.in within the closing date and time of this invitation of EOI.

For any inquiries or clarifications regarding this EOI, interested parties may contact:

manisha_agarwal@oilindia.in; daya_shankar@oilindia.in