

Oil India Limited
KG Basin Project
Kakinada

The following OIL's NIT has been addressed to the undernoted parties:

- i) M/s. M. Bhaskara Rao & Co
- ii) M/s. T.R. Chadha & Co.
- iii) M/s. M.R. Narain & Co.
- iv) M/s. Agarwal & Dhandhanian.
- v) M/s. SRB Associates
- vi) M/s. A.K. Sabat & Co.

Interested Parties having relevant experience and expertise, other than the above, may also apply for issue of NIT documents. Such application must reach OIL on or before **31.03.2020** at e-mail id: KGBasin@oilindia.in. The application must be complete in all respects and the same should accompany all the requisite documents as indicated in the Bidder's eligibility criteria of the NIT, failing which the application will be rejected.



OIL INDIA LIMITED
(A Govt. of India Enterprise)
KG Basin Project
D.No.11-4-7; 3RD FLOOR,
NOOKALAMMA TEMPLE STREET
RAMARAOPETA, KAKINADA-533004
ANDHRA PRADESH, INDIA

TEL: (91) 884-2302176
E-mail: kgbasin@oilindia.in
FAX: (91) 884-2352383
Website: www.oil-india.com

SECTION-I
FORWARDING LETTER

M/s_

- vii) M/s. M. Bhaskara Rao & Co
- viii) M/s. T.R. Chadha & Co.
- ix) M/s. M.R. Narain & Co.
- x) M/s. Agarwal & Dhandhanian.
- xi) M/s. SRB Associates
- xii) M/s. A.K. Sabat & Co.

Sub: Tender No. **ECP4065L20** for Hiring of Block Auditor
for 9 Blocks to carry out the Accounts Audit for FY
2019-20 & 2020-21

Dear Sirs,

- 1.0 Oil India Limited (OIL), a premier Indian National Oil Company under the administrative purview of the Ministry of Petroleum and Natural Gas, Government of India, is engaged in the business of exploration, development and production of crude oil and natural gas. Inter-alia, OIL has participating interest in OALP exploration blocks in Mahanadi Onshore, Andaman offshore, and Kerala -Konkan offshore basins and DSF Block in Krishna- Godavari(KG) offshore basin. The exploration activities in these blocks are presently being undertaken from OIL's KG Basin Project Office situated in Kakinada, Andhra Pradesh.
- 2.0 In connection with above activities, OIL's KG Basin Project intends to appoint a Block Auditor for 9 Blocks to carry out the Accounts Audit for the FY 2019-20 & 2020-21. The contract shall be subject to the approval of Directorate General of Hydrocarbons, New Delhi.
- 3.0 The audit is required to be carried out on such a manner that the Final Report is issued by not later than 20th May of next Accounting year.
- 4.0 The Chartered Accountant Firms are requested to send their quotation on annual fee basis (for all the 9 Blocks together) in the format given in Section-V. Just to facilitate bidders in estimating their fees amount before quoting, in last three years, the Block Auditor had devoted 10 man-days in conducting audit and finalising the report. The quantum of job is expected to be around the same level for the instant 9 Blocks.

TENDER NO. ECP4065L20

- 5.0 The estimation of volume of job and man days is a simple guess under the situations prevailing on the day of issuing this Tender Document and the Bidders are required to make their own Risk Assessment before quoting for the fees.
- 6.0 The firms may familiarize themselves with the involvement before quoting their professional fee. Any clarification required on the same, can be obtained from Shri B. Harisankar, D.G.M. (F & A) Tel : 0884-2302199 (PBX), 2302178 (D), e-Mail : bharishankar@oilindia.in
- 7.0 One complete set of bid document for hiring of above services is being forwarded herewith. In case you are interested and meeting the tender qualifying criteria, you may submit most competitive bid well before the scheduled bid closing date and time. For your ready reference, few salient points (covered in detail in this Bid Document) are highlighted below:

(i) TENDER NO	:	ECP4065L20
(ii) TYPE OF BID	:	Single Stage Composite Bid System
(iii) BID CLOSING DATE & TIME	:	09.04.2020 (at 3.00PM)
(iv) BID OPENING DATE & TIME	:	09.04.2020 (at 3.00PM)
(v) BID SUBMISSION PLACE	:	Bid should be submitted on/or before the Bid Closing date & time at the following address: OIL INDIA LIMITED (A Govt. of India Enterprise) Door No. 11-4-7 (3 rd Floor), Nookamma Temple Street Ramaraopet, Kakinada-533004, Andhra Pradesh
(vi) BID OPENING PLACE	:	At above place.
(vii) DURATION OF ASSIGNMENT	:	Two years with a condition that initially agreement shall be valid for 2 years and may be extended for further period of one year depending on the performance and acceptance by Regulator i.e. Director General of Hydrocarbons.
(viii) BIDS TO BE ADDRESSED TO	:	Executive Director (KGB & BEP) Oil India Limited, Door No. 11-4-7 (3 rd Floor), Nookamma Temple Street Ramaraopet, Kakinada-533004, Andhra Pradesh

8.0 The Company reserves the right to cancel/withdraw the Tender without assigning any reasons to the bidders, for which no compensation shall be paid to the bidder

Thanking you,

Yours faithfully,
OIL INDIA LIMITED

MVVS Murty
Chief General Manager (C&P)
for Executive Director (KGB & BEP)

SECTION-II

INSTRUCTIONS TO BIDDERS

- 1.0 Bidder shall bear all costs associated with the preparation and submission of bid. Oil India Limited (OIL), hereinafter referred to as 'Company', will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.0 BIDDING DOCUMENTS

- 2.1 The services required, bidding procedures and contract terms are prescribed in the Bidding Documents. This Bidding Document includes the following:

- a) A forwarding letter highlighting the following points (Section-I):
 - i. Company's Tender No.
 - ii. Bid Closing Date and time.
 - iii. Bid Opening Date, Time and Place.
 - iv. Bid Submission Places.
 - v. Bid Opening Place.
 - vi. Duration of the Contract
- b) Instructions to Bidders (Section-II)
- c) Scope of Work (Section-III)
- d) Bid Evaluation Criteria/Bid Rejection Criteria(BEC/BRC)(Section-IV)
- e) Price Bid Format (Section-V)
- f) Contract Format (Proforma-A)

- 2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all information required in the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk & responsibility and may result in the rejection of its bid.

3.0 AMENDMENT OF BIDDING DOCUMENTS:

- 3.1 At any time prior to the deadline for submission of bids, the company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by the issuance of an Addendum.
- 3.2 The Addendum will be sent in writing through post / courier or by Fax or e-mail to all prospective Bidders to whom Company has sent the bid documents. The company may, at its discretion, extend the deadline for bid submission, if the Bidders are expected to require additional time in which to take the Addendum into account in preparation of their bid or for any other reason.

4.0 PREPARATION OF BIDS

- 4.1 LANGUAGE OF BIDS: The bid as well as all correspondence and documents relating to the bid exchanged between the Bidder and the Company shall be in English language, except that any printed literature may be in another language provided it is accompanied by an English translated version, which shall govern for the purpose of bid interpretation.

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- 4.2 DOCUMENTS COMPRISING THE BID: The complete bid should be submitted as Single (Composite) Bid System - Both Techno-Commercial part and Price part should be put in one envelope.
- 4.3 The envelope(s) shall be opened as Single (Composite) Bid System. The envelope containing both Techno-Commercial part and Price part shall be opened on the Bid Opening Time and Date by Bid Opening Officers.
- 5.0 **Deleted**
- 6.0 **BID PRICE:**
- 6.1 Prices must be quoted by the bidders as per format vide Section-IV.
- 6.2 Price quoted by the successful bidder must remain firm during its performance of the Contract and is not subject to variation on any account.
- 7.0 **DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATIONS:**
- 7.1 These are listed in **SECTION-III**
- 8.0 **PERIOD OF VALIDITY OF BIDS:**
- 8.1 Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the Company.
- 8.2 In exceptional circumstances, the Company may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Fax or e-mail). A Bidder may refuse the request. A Bidder granting the request will neither be required nor permitted to modify their bid.
- 9.0 **FORMAT AND SIGNING OF BID:**
- 9.1 The Bidder shall prepare 2 (TWO) copies of the bid clearly marking original "ORIGINAL BID" and other as "COPY OF BID". In the event of any discrepancy between them, the original shall govern.
- 9.2 The original and all copies of the bid shall be typed or written in indelible inks and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The letter of authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 9.3 The bid should contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons signing the bid.

10.0 SUBMISSION OF BIDS:

- 10.1 SEALING AND MARKING OF BIDS: The Bidder shall seal the original and each copy of the bid duly marking as "ORIGINAL" and "COPY".
- 10.2 The **Envelope** should be super scribing the following on the right hand top corner:
- i. Tender No. _____
 - ii. Bid Closing Date _____
 - iii. Bidder's Name _____
- 10.3 All the conditions of the contract to be made with the successful bidder are given in various sections of this document.
- 10.4 Timely delivery of the bids is the responsibility of the Bidder. Bidders should send their bids as far as possible by Registered Post or by Courier Services. **Bids may also be dropped in the Tender Box located at OIL's Kakinada office before the bid closing date and time.** Company shall not be responsible for any postal delay/transit loss.
- 10.5 E-mail/ Fax/ Telex/Telegraphic/Telephonic offers will not be accepted.

11.0 DEADLINE FOR SUBMISSION OF BIDS:

- 11.1 Bids must be received by the company at the address specified in the "Forwarding Letter" not later than 15.00 Hrs. (Indian standard Time) on the bid closing date mentioned in the "Forwarding Letter".

12.0 LATE BIDS:

- 12.1 Any Bid received by the Company after the deadline for submission of bids prescribed by the Company shall be rejected.

13.0 MODIFICATION AND WITHDRAWAL OF BIDS:

- 13.1 The Bidder after submission of bid may modify or withdraw its bid by written notice prior to bid closing.
- 13.2 The Bidder's modification or withdrawal notice shall be prepared sealed, marked and dispatched in accordance with the provisions of clause 10.0. A withdrawal notice may also be sent by fax but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.
- 13.3 No bid can be modified/withdrawn subsequent to the deadline for submission of bids.
- 13.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form.

14.0 BID OPENING AND EVALUATION:

- 14.1 Company will open the Bids, including submission made pursuant to clause 13.0, in the presence of Bidder's representatives who choose to attend at the date, time and place mentioned in the Forwarding Letter. However, an authorization letter from the bidder must be produced by the Bidder's representative at the time of bid opening. Unless this Letter is presented, the representative will not be allowed to attend the bid opening. The Bidder's representatives who are allowed to attend the bid opening shall sign a register evidencing their attendance. Only one representative against each bid will be allowed to attend.
- 14.2 Bid for which an acceptable notice of withdrawal has been received pursuant to clause 13.0 shall not be opened. Company will examine bids to determine whether they are complete, whether requisite Bid Securities (if sought for) have been furnished, whether documents have been properly signed and whether the bids are generally in order.
- 14.3 Bid opening shall be done as detailed in clauses 4.2 and 4.3 above.
- 14.4 Company shall prepare, for its own records, minutes of bid opening including the information disclosed to those present in accordance with the sub-clause 14.1
- 14.5 To assist in the examination, evaluation and comparison of bids the Company may at its discretion, ask the Bidder for clarifications of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.
- 14.6 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each bid to the requirement of the Bidding Documents. For purpose of these paragraphs, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations or reservation. A material deviation or reservation is one which affects in any way substantial way the scope, quality, or performance of work, or which limits in any substantial way, in-consistent way with the bidding documents, the Company's right or the bidder's obligations under the contract, and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantial responsive bids. The Company's determination of bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- 14.7 A Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- 14.8 The Company may waive minor informality or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

15.0 EVALUATION AND COMPARISON OF BIDS:

- 15.1 The Company will evaluate and compare the bids as per **Priced Bid Format (Section-V)** of the bidding documents.
- 15.2 DISCOUNTS / REBATES: Unconditional discounts/rebates, if any, given in the bid or along with the bid will be considered for evaluation.
- 15.3 Post bid or conditional discounts/rebates offered by any bidder shall not be considered for evaluation of bids. However, if the lowest bidder happens to be the final acceptable bidder for award of contract, and if they have offered any discounts/rebates, the contract shall be awarded after taking into account such discounts/rebates.

16.0 CONTACTING THE COMPANY:

- 16.1 Except as otherwise provided in Clause 14.0 above, no Bidder shall contact Company on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded except as required by Company vide sub-clause 14.5.
- 16.2 An effort by a Bidder to influence the Company in the Company's bid evaluation, bid comparison or Contract award decisions may result in the rejection of their bid.

17.0 AWARD CRITERIA:

- 17.1 The Company will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

18.0 COMPANY'S RIGHT TO ACCEPT OR REJECT ANY BID:

- 18.1 Company reserves the right to accept or reject any or all bids and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder of the grounds for Company's action.

19.0 NOTIFICATION OF AWARD:

- 19.1 Prior to the expiry of the period of bid validity or extended validity, the company will notify the successful Bidder through Letter of Award (LOA) in writing by registered letter or by e-mail that its bid has been accepted.
- 19.2 The notification of award will constitute the formation of the Contract.

20.0 SIGNING OF CONTRACT:

- 20.1 At the same time as the Company notifies the successful Bidder that its Bid has been accepted, the Company will either call the successful bidder for signing of the agreement or send the Contract Form (Proforma A) provided in the Bidding Documents, along with Scope of Work and Schedule of rates

incorporating all agreements between the parties.

- 20.2 In the event of failure on the part of the successful bidder to sign the contract within the period specified above or any other time period specified by Company, OIL reserves the right to terminate the LOA issued to the successful bidder. The party shall also be put in the Holiday List for a period from six (06) months to two (02) years as the case may be as per Company's Banning Policy.

21.0 FURNISHING FRAUDULENT INFORMATION/DOCUMENTS:

- 21.1 If it found that a bidder/contractor has furnished fraudulent information/documents, it shall constitute sufficient ground for annulment of the award and the party shall be debarred for a period of 3(three) years from the date of detection of such fraudulent act besides the legal action.

22.0 BIDDERS' AWARENESS ON THE COMPLETE REQUIREMENT OF THE PROJECT:

- 22.1 Bidders in their own interest are advised to visit the Project office of OIL in Kakinada, Andhra Pradesh to gather information about the quantum of work and for preliminary assessment for preparing their bids and for subsequent execution of the contract. However all expenses of the personnel including but not limited to their to and fro fares, boarding, lodging etc. to Kakinada shall be to prospective bidder's account.

22.2 Specifications:

Before submission of Bids, Bidders are requested to make themselves fully conversant with all conditions of the Bid Document and other relevant information related to the works to be executed under this contract.

SECTION-III

SCOPE OF WORK

1.0 Oil India Limited (OIL) has been recently awarded with few OALP & DSF blocks by GOI. Out of these blocks, KG Basin Project is handling 8 (eight) blocks under OALP and 1 (one) block under DSF. The physical activities in the OALP and DSF blocks under KG Basin Project have not been started yet and tendering process for different works in these blocks are in progress. OIL is the Operator for these blocks with Participating Interest of 100%. These blocks are currently in exploration stage and as per Article 23.3 of the Revenue Sharing Contract (RSC) annual audit of these blocks in exploration stage are not mandatory but for its internal control purpose, it is decided to carry out the audit by auditors appointed by OIL. The details of the blocks are as under-

Name of OALP Block-:

1. MN-ONHP-2018/1
2. MN-ONHP-2018/2
3. MN-ONHP-2018/3
4. MN-ONHP-2018/4
5. MN-ONHP-2018/5
6. KK/OSHP/2018/1
7. AN/OSHP/2018/1
8. AN/OSHP/2018/2

Name of DSF Block-:

1. KG/OSDSFGSKW/2018/1

2.0 The auditor appointed shall carry out the assignments as per the General Accepted Account practices used in the petroleum industry. In terms of the RSC accounting, records shall be prepared both in USD & INR.

3.0 The audit report of these blocks for FY 2019-20 and FY 2020-21 are to be submitted by 20.05.2020 and 20.05.2021 respectively.

SECTION-IV

BID REJECTION CRITERIA (BRC)/BID EVALUATION CRITERIA (BEC)

BID REJECTION CRITERIA (BRC)

The bid shall conform generally to the specifications and terms and conditions given in the bidding documents. Bids will be rejected in case services offered do not conform to the required parameters stipulated in the technical specifications. Notwithstanding the general conformity of the bid to the stipulated specifications, the following requirements will have to be particularly met by the bidder(s) without which the same will be considered as non-responsive and rejected.

1) TECHNICAL:

Bids shall accompany the detailed Bio-Data of the persons who would be involved in carrying out the audit. Team Leader must have a minimum of five years of post-qualification (CA) experience and well versed in Auditing under SAP R/3 environment. DISA / CISA qualification will be preferred. Firms should also specify their experience in Audit in Oil & Gas Sector.

2) COMMERCIAL

A) Bids are to be submitted in duplicate under single stage composite bid system i.e. Technical as well as Commercial details together in single offer.

B) Bidders must offer firm rates in Indian Rupees only. Rates quoted by the successful bidder must remain firm during the entire period of execution of the contract and not subject to variation on any account whatsoever. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

C) Bids received after the scheduled bid closing date and time will be rejected outright.

D) The Bid documents are not transferable. Bids submitted by parties to whom Tender was not issued will be rejected.

E) Any bid received in the form of Telex/Cable/Fax/E-Mail will not be accepted.

E) Bids shall be typed or written in indelible ink and Original bid shall be signed by the bidder or his authorized representative on all pages, failing which the bid may be rejected.

F) Bids shall contain no interlineation, erasures or overwriting except as necessary to correct errors made by bidder, in which case such corrections shall be initialed by the person(s) signing the bid. However, white fluid should not be used for making corrections. Any bid not meeting this requirement shall be rejected.

G) Bids must be kept valid for a minimum period of 90 days from the date of scheduled bid closing. Bids with inadequate validity will be rejected.

BID EVALUATION CRITERIA (BEC)

The bids conforming to the specifications, terms and conditions stipulated in the tender and considered to be responsive after verification of original of any or all documents/ documentary evidences and will be considered for further evaluation as per the Bid Evaluation Criteria given below:

- a) To ascertain the inter-se-ranking, the comparison of the responsive bids will be made on Grand Total Value of the Contract as per Price Bid Format.
- b) To evaluate the inter-se-ranking of the offers, all Tax/levies will be considered as per prevailing Govt. guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.
- c) In the event of discrepancy between the quoted words and figures in Price Bid format, words shall prevail and adopted for evaluation.

SECTION-V**PRICE BID FORMAT**

S. no.	Particulars	FY 19-20	FY 20-21
1)	Professional Fee in INR (A)		
2)	Estimated Out of Pocket Expenses in INR (B)		
3)	GST (C)/IGST		
	Total {A+B+C}	P	Q
	Grand Total Value of the C for 2 years (P+Q)		

**Authorized
Person's Signature:** _____

Name: _____

Seal of the Bidder:-----

Notes:

- 1) Estimated out of pocket expenses shall include Travel expenses to Oil India Ltd, Kakinada. However the Local conveyance, Boarding and lodging where for the purpose of carrying out the audit, the audit team is required to move to a city which is different from the city where dealing office of the bidder is situated, shall remain excluded as the same shall be provided by OIL.
- 2) For the purpose of estimating, GST rate as of today shall be considered. Further change(s), if any, in the rate of GST during the currency of the Contract shall be adjusted accordingly.

CONTRACT FORM

This Contract is made on ____ day of _____ between Oil India Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Duliajan in the State of Assam and its KG Basin Project office at D. No. 11-4-7 (3rd Floor), Nookalamma Temple Street, Ramaraopeta, Kakinada 533004, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. _____ (Name and address of Contractor) hereinafter called the Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

WHEREAS the Company desires that Services _____ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires;

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per Section-II attached herewith for this purpose and

WHEREAS, Company had issued a firm Letter of Award No. _____ dated _____ based on Offer No. _____ dated _____ submitted by the Contractor against Company's Tender No. -----.

All these aforesaid documents shall be deemed to form and be read and construed as part of this Contract. However, should there be any dispute arising out of interpretation of this Contract in regard to the terms and conditions with those mentioned in Company's Bid Document and subsequent letters including the Letter of Award and Contractor's Offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of the Contract shall be authorized solely by an amendment to the Contract executed in the same manner as this Contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter contained, it is hereby agreed as follows –

1. The following Sections attached herewith shall be deemed to form and be read and construed as part of this Contract viz.:

- (a) Section-III indicating the Terms of Reference/Scope of Work
- (b) Section- V indicating the Schedule of Rates;

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2. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.
3. The Company hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this Contract at Kakinada as of the date shown above.

Signed, Sealed and Delivered,

for and on behalf of
Company (Oil India Limited)

for and on behalf of Contractor
(M/s. _____)

Name:
Status:

Name:
Status:

In presence of

In presence of

- 1.
- 2.

- 1.
- 2.