



ऑयल इंडिया लिमिटेड
(भारत सरकार का उद्यम)
Oil India Limited
(A Government of India Enterprise)

REVISED NOTIFICATION FOR REGISTRATION OF NEW CONTRACTORS (FIRMS) FOR CIVIL WORKS

(This supersedes our earlier notification on the subject published on 25.05.2017)

OIL INDIA LIMITED, a Navratna Public Sector Undertaking, is a pioneer national upstream Oil and Gas Company with a pan Indian presence and growing global footprint. It is engaged in Exploration, Production and Transportation of crude oil, natural gas and manufacture of LPG with its Field Headquarters at Duliajan, Dist. Dibrugarh, Assam.

Oil India Limited (OIL) published a press advertisement on “Registration of new contractors (firms) for Civil works” in the last week of May, 2017 and the details of the application procedure for the same were published in OIL’s website. However, the online application link, which was supposed to be published within a short period of publication of the advertisement, could not be published due to certain factors beyond OIL’s control. Meanwhile, it has been decided to change some of the criteria of “Registration of Firms”. Mainly, the number of firms will be 250 now instead of 200 and the Draw of Lots, which was supposed to be held at the initial stage for shortlisting of firms, will not be held now in the initial stage. The detailed procedure of Registration of Firms, as per the modified guidelines, is given below:

Oil India Limited is looking for registering **250 (two hundred and fifty)** number of new firms in ‘Class - E’ category to carry out Civil works in different OIL’s operational areas in Upper Assam. Oil India Limited invites online applications from unemployed persons residing in OIL’s operational areas of Tinsukia/ Dibrugarh/ Sivasagar/ Charaideo districts for registering firms to work in OIL as contractor for Civil Works. Applications for new registration are also invited from members of OIL’s ‘Civil Asthayi Contractors’, having Visitors’ Entry Passes issued by Oil India Limited in the year 2009 (in Duliajan and Moran) who have been continuously renewing the same and working regularly at OIL sites as sub-contractors / site supervisors under the OIL’s registered contractors.

I. CATEGORISATION

250 (Two hundred and fifty) numbers of new firms are categorised as below:

- A. **160 firms** will be reserved for **new applicants** i.e. unemployed persons of OIL’s operational areas of Tinsukia/ Dibrugarh/ Sivasagar/ Charaideo districts.
- B. **80 firms** will be reserved for members of ‘**Asthayi Contractors**’ who have been continuously renewing their visitor entry pass (without any break) for the last 3 years.
- C. **10 firms** will be reserved for the ‘**Asthayi Contractors**’ who were issued Visitor Entry Passes by OIL in the year 2009, but their passes have not been renewed by them continuously; however, they have been working regularly as sub-contractors / site supervisors at OIL’s working sites under the OIL’s registered contractors, for the last 3 years. For this category, only partnership/co-operative firms having two (or more) Asthayi contractor members of this category will be registered.

The above categories are sub-categorised according to the following:

- i. For category A and B above, **70%** of allotted seats are reserved for partnership/co-operative firms having members from at least two different families (two Asthayi contractor members for Category B) while **30%** of the allotted seats are reserved for proprietary firms and partnership firms / co-operative societies having members from same family. However, for category C, only partnership/co-operative firms having two Asthayi contractor members of this category will be registered.
- ii. For category A, the total 160 seats for new applicants are sub-divided among different districts according to following:
Tinsukia district **96 seats**, Dibrugarh district **49 seats** and Sivasagar/Charaideo district **15 seats**.

II. CHART of CATEGORISATION

Sl no	Category	Break-up	No. of Seats
1	New Applicant** - partnership/co-operative firms having member from at least two different families - Tinsukia District	70% of 96	67
2	New Applicant** - proprietary firm or partnership/co-operative firms having member from same family- Tinsukia District	30% of 96	29
3	New Applicant** - partnership/co-operative firms having member from at least two different families- Dibrugarh District	70% of 49	34
4	New Applicant** - proprietary firm or partnership/co-operative firms having member from same family- Dibrugarh District	30% of 49	15
5	New Applicant** - partnership/co-operative firms having member from at least two different families- Sivasagar/Charaideo District	70% of 15	11
6	New Applicant** - proprietary firm or partnership/co-operative firms having member from same family- Sivasagar/Charaideo District	30% of 15	4
7	Asthayi Contractors having renewed visitor entry pass - forming partnership/co-operative firms having at least two 'Asthayi Contractor' members	70% of 80	56
8	Asthayi Contractors having renewed visitor entry pass- forming proprietary firm or partnership/co-operative firms having member from same family	30% of 80	24
9	Asthayi Contractors who were issued visitor entry pass by OIL in the year 2009 but who have not renewed their pass continuously (but who have been working regularly as sub-contractors / site supervisors under the OIL's registered contractors, for the last 3 years) - forming partnership/co-operative firms having at least two 'Asthayi Contractor' members of this category	4% of 250	10
		Total	250

** - 'New Applicant' means the applicants other than the 'Asthayi Contractor' category.

III. MINIMUM ELIGIBILITY CRITERIA

- Minimum Educational Qualification of each member: **HSLC (Class 10) Pass**: Applicable only for new applicants and "Asthayi Contractors having renewed visitor entry pass- forming proprietary firm or partnership/co-operative firms having member from same family". For 'Asthayi Contractors' applying against categories 'partnership/co-operative firms having at least two Asthayi Contractor members' and 'Asthayi Contractors having non-renewed visitor entry passes but working continuously under OIL's registered contractors for the last 3 years', the partnership firms / co-operative firms should have at least one HSLC - pass member.
- Age Limit: 18 to 48 years. {Applicable only for new applicants}
- The applicants should be unemployed persons having valid Employment Exchange card. {Applicable only for new applicants}
- The applicants should be permanent residents of OIL's operational areas of Dibrugarh/ Tinsukia/ Sivasagar/ Charaideo districts.

IV. SELECTION PROCEDURE

A. FOR NEW APPLICANTS (SI. No. 1 to 6 of the CHART of CATEGORISATION)

Online applications to be filled up and submitted with following details: Firm name, Members'/Partners'/Proprietor's name, contact number(s), e-mail ID(s), name(s) of residential district(s), valid employment exchange card of each partner/member with card number, whether members from same or different family, highest educational qualification of each member, area of land of each member acquired by OIL after 20th June' 1990, details of OIL installation near the residence of each member and the category for which the firm is applied. **As soon as the Online Link for submitting applications is finalised, the same will be notified in OIL's website: www.oil-india.com.** On submission of the form, an application/enrolment number will be automatically generated from the system which must be preserved by the applicants for future purpose.

- a. The online form must be filled up very diligently and carefully by all the applicants. All the information submitted in the portal must be true and must be according to the supporting documents which will have to be submitted later on. All the facts submitted online will be verified with the supporting documents later on and any mismatch of information will lead to cancellation of the application straightway. During or after verification of documents submitted by the applicants subsequently, the applicants may be asked to submit the original documents, wherever required.
- b. Submission of data in a few clauses will lead to allotment of certain marks against the application which is detailed later on.
- c. On the basis of total marks obtained by each applicant, applications will be sorted out. Sorting will be done category wise from serial number 1 to 6 of the above table.
- d. Top scoring specified numbers of applicants (firms) against each category (as per the above table) will be intimated and they will be advised to submit necessary documents (physically).
- e. The submitted documents will then be verified with the declaration submitted through online portal. **If any of the facts submitted online do not match with the supporting documents, the application will be rejected straightway.** If due to such rejection of applications, any seat falls vacant in any category, firms against the respective categories will be again shortlisted as per the online application scores and they will be asked to submit necessary documents. This procedure will be repeated till all the seats are filled up against categories 1 to 6 (of the above table).
- f. After scrutiny of the documents submitted by the top scoring candidates, the applicants (firms) whose documents are found to be matching with their declarations made online will be finally registered in accordance with the number of seats allotted against each category of firms. In case of identical scoring of marks for the last seat in any category, 'Draw of Lots' will be conducted to select the successful applicant (firm).
- g. If any seat in any category is vacant, the same will remain vacant and won't be filled up by applications submitted in other categories.
- h. Evaluation / Rejection criteria are mentioned in Annexure-I.

B. FOR ASTHAYI CONTRACTORS (Sl. No. 7 to 9 of the CHART of CATEGORISATION)

Online applications will not be required for Asthayi contractors. Manual applications from the Asthayi Contractors will be received by Contracts Department phase -wise for each category. Applications have to be submitted with following details: Firm name, Members'/Partners'/Proprietor's name, contact number(s), e-mail ID(s), name(s) of residential district(s), copy of visitor's entry pass of each partner/member with pass number, whether members from same or different family & the category for which the firm is applied.

- a. In first phase, applications will be invited from HSLC passed Asthayi Contractors only to participate for the category "Asthayi Contractors having renewed visitor entry pass- forming proprietary firm or partnership/co-operative firms having member from same family". If the number of applicants exceed 24 (no. of seats reserved), 'Draw of Lots' will be conducted to select the 24 numbers of firms to be registered.
- b. In second phase, applications will be received for category "Asthayi Contractors having renewed visitor entry pass - forming partnership/co-operative firms having at least two Asthayi contractor members" and category "Asthayi Contractors having non-renewed visitor entry pass (but have been working regularly as sub-contractors / site supervisors under the OIL registered contractors, for the last 3 years) - forming partnership/co-operative firms having at least two Asthayi contractors of this category" (categories 7 & 9 of the Chart of Categorisation). Partnership firms must be formed between members where at least one member (asthayi contractor) of the firm is HSLC passed. Firms formed between non HSLC pass members will be rejected straightway. If the number of applicants exceeds the number of seats reserved, 'Draw of Lots' will be conducted to select the firms to be registered.
- c. In the category "Asthayi Contractors having renewed visitor entry pass - forming partnership/co-operative firms having at least two Asthayi contractor members", if the 56 seats are not filled up, HSLC passed Asthayi contractors (having renewed visitor entry pass) may again apply for the remaining vacant seats (as proprietorship / partnership firms) if they do not qualify for registration in any category till then. If the number of applications exceeds number of vacant seats, firms will be selected for registration through Draw of Lots.

Note: The new firms to be registered under E class (as mentioned above) will be eligible to participate in Civil Tenders of value upto ₹15 lakh.

In the next Civil MMC tenders (to be floated in 2020), these newly registered 250 numbers of contractors will be eligible to participate. However, **the contractors to be newly registered should note that this new registration does not mean or imply the certain/assured award or allotment of works to all the contractors under Civil MMC as this registration is only an eligibility to participate in tenders.**

Place: Duliajan

Date: 19.01.2018

Evaluation / Rejection Criteria

1. Educational qualification:

Depending upon the educational qualification, different marks will be given.
In case of partnership firm / co-operative societies, the average of the highest 2 educational qualifications will be considered for evaluation purpose.
Proprietor / all the Partners/ all the members of the firm must be HSLC pass; otherwise application will be rejected.

2. Number of different families involved {Spouse (Husband/Wife) and persons with blood relation (Father / Mother / Son / Daughter / Brothers & Sisters of same parents) to be treated as members of the same family}:

Fixed marks will be added for each member of different family

3. If the proprietor/ any partner/ member of the Partnership firm/Co-operative firm belongs to OIL Operational area. To specify the name of the OIL installation/ unit/ well. (OIL pipe-lines will not be considered as OIL unit / installation for this purpose, however, the land effected people will get weightage in the marking as shown against Sl. No. 4 below)

If the village to which the applicant belongs is having any OIL's installation/ well/ unit (OIL's any type of pipeline will not be considered), a fixed score will be added. In case of partnership firm / co-operative society, average of the individual marks scored by the partners / members will be considered for evaluation.

4. If the proprietor/any partner / member of the Partnership firm/Co-operative firm is Land affected after 20th June 1990, i.e. OIL has acquired their Land for OIL's operation after 20th June 1990.

Marks will be added on the basis of quantity of Land acquired.
Total marks scored by all the applicants (each partner / member) will be added for the firm.

5. If proprietor/ any partner/ any member is a permanent employee of any Government/ Semi-government/ Public Sector Organisation, the application will be rejected.

6. If proprietor/any partner / member of the Partnership firm/Co-operative firm is a dependent of an OIL employee (son/ daughter/ wife / husband / mother / father / any other relation):

If any applicant is a dependant of an OIL employee, the application will be rejected.

7. A person, having Key No./Identification No. issued by OIL shall be eligible to apply for the registration as a proprietor/ partner/ member of firm, provided he/she undertakes through an affidavit to surrender the Key No/Identification No., if so selected for the registration.

8. If proprietor/any partner of the Partnership firm/ any member of the Co-operative society is registered Contractor in other PSUs, Govt. or Semi govt. Organisation, the application will be rejected.
9. A person/firm, who is already empaneled as registered vendor in any Department of OIL, including Power of Attorney holder of such vendor shall be not eligible to apply for the registration as a proprietor/ partner/ member of firm. However, Power of Attorney holder (not the proprietor/ partner of the firm) of such vendor may apply, provided he/she undertakes through an affidavit to submit Deed of Relinquishment of Power of Attorney/Deed of Revocation of Power of Attorney, if so selected for the registration.
10. Details of Gate Pass (visitor entry pass) during last 3 (three) years (without any break). Documentary proof to be enclosed.
 - (i) For the category reserved for the Asthayi contractors having their entry passes continuously renewed: If the visitor entry passes (proprietor/ any partner/ any member) have not been renewed continuously for the last 3 years (without any break), the application will be rejected.
 - (ii) For the category reserved for the Asthayi contractors not having their entry passes continuously renewed: Internal verification will be done by OIL. If any partner/member is found to be not regularly working for the last 3 years (as per OIL's internal assessment), the firm will be rejected.
11. If any applicant applies as a proprietor / partner / member against more than one firm, all such firms will be rejected at any stage of the registration process (even after registration) whenever the same is noticed.
12. If any submitted declaration or document (by any member) is found to be false or forged or fabricated at any stage of processing, the application will be rejected (even after registration).
13. Proprietor/ all the Partners/ all the members of the firm must be of age 18 to 48 years for open category (No Age Limit for 'Asthayi Contractor category'); otherwise application will be rejected.
14. Proprietor / all the Partners/ all the members of the firm must be Unemployed youth having valid Employment Exchange card (Except for Asthayi Contractor Category); otherwise application will be rejected.

Note 1: For Sl. Nos. 5, 6, 7, 8, 9, 11 & 12: A self-signed declaration in stamped paper (Annexure II) to be submitted by all the applicants /partners / members individually.

Note 2: Only scanned copy of valid employment exchange card is to be uploaded alongwith the online application. Other documents will have to be submitted (physically) by the shortlisted firms subsequently as mentioned in the advertisement.

Format for self-declaration in Stamp Paper to be submitted by the shortlisted applicants (proprietor/ each partner/ each member of the firm)

I, _____, son/daughter/wife of _____, a resident of _____ applying for new registration of firm in Oil India Limited in the name of M/s _____

do hereby solemnly declare that all the stated information filled up and submitted by me is true to the best of my knowledge and all the documents submitted are correct without any forgery or fabrication.

I declare that, I am not a permanent employee of any Government / Semi-government / Public sector organisation. I am not a dependent of any OIL employee. I am not a registered contractor in any Government / Semi-government / Public sector organisation.

*** I hereby declare that I will relinquish/surrender my Key No./Identification No. of Oil India Limited before registering as Civil Contractor if the submitted firm becomes eligible for registration (This clause is applicable only for person having Key No./ Identification No. of OIL).

*** I hereby declare that I will submit the Deed of Relinquishment of Power of Attorney/Deed of Revocation of Power of Attorney before registering as Civil Contractor if the submitted firm becomes eligible for registration (This clause is applicable only for person having Power of Attorney in any OIL's registered/empanelled firm).

I also declare that the stated firm is the only firm where I have applied as a proprietor / partner / member and I have not applied for new registration in OIL through any other firm as a proprietor / partner /member.

I am aware of the fact that 'if any document or declaration submitted by me or by any partner/member of the stated firm is found to be false or forged or fabricated during any stage of processing (even after award of registration), the application/firm shall be rejected by OIL immediately'.

Signature:

Name:

*** (Please exclude this (these) clause(s) if not applicable)