



**OIL INDIA LIMITED
DULIAJAN**

ADVERTISEMENT

for

INDIGENOUS EXPRESSION OF INTEREST (EOI)
EOI NO. EOI/INDIGENOUS/S/564/2024-25

Oil India Limited, a Government of India “NAVARATNA” Category Enterprise, engaged in the business of Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG invites Expression of Interest (EOI) from Indigenous service provider(s) against **EOI NO. EOI/INDIGENOUS/S/564/2024-25** for ‘**Hiring of consultant for NABL Accreditation of electronic workshop of Instrumentation Department (for 03 disciplines - Pressure/Temperature & Electrical)**’. Interested Parties having relevant experience and expertise (details are available at OIL’s website - www.oil-india.com) are invited to submit their EOI(s) at our e-mail ids: eoicontracts@oilindia.in or upasana_malakar@oilindia.in within the stipulated date as indicated in the detailed EOI, followed by hard copies of the same through courier/post. The offer(s) may also be uploaded in Parties’ FTP server/File sharing website (portal) and the link(s) may be provided to us at any of our above e-mail id within above specified period. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the website and no separate notification shall be issued in the press. Prospective participants against the EOIs are requested to visit the website regularly to keep themselves updated.

INVITATION FOR EXPRESSION OF INTEREST (EOI)

For

Hiring of consultant for NABL Accreditation of electronic workshop of Instrumentation Department (for 03 disciplines - Pressure/Temperature & Electrical).

1.0 PREAMBLE

Oil India Limited (OIL) is a premier national Oil company engaged in the business of exploration, production & transportation of crude oil & natural gas. Its operations are largely based in the north-eastern part of India with production facilities in focussed on in the states of Assam and Arunachal Pradesh.

As a part of statutory requirement, the Electronic Workshop of the Instrumentation Department is responsible for the calibration, repair, testing, and certification of all electronic instruments and sensors used in Oil India's operational areas. These services are critical for maintaining operational efficiency, safety, and compliance with regulatory standards in Production and Drilling Installations. Obtaining NABL accreditation in accordance with ISO/IEC 17025 shall ensure that the workshop adheres to standardized procedures, uses calibrated equipment, and delivers reliable and accurate results, conducted by competent and trained personnel. In view of this, OIL is planning to apply for NABL accreditation of the workshop.

2.0 OBJECTIVE

To obtain NABL accreditation for existing electronic workshop of Instrumentation Department for calibration of pressure, temperature & electrical measuring instruments used in oil & gas installations.

3.0 LOCATION OF THE AREA

Electronic Workshop of Instrumentation Department.

4.0 BROAD SCOPE OF WORK

Accreditation of Workshop from National Accreditation Board for Testing & Calibration Laboratories (NABL) in the lines of ISO/IEC:17025 - 2017 laboratory management system.

4.1 (A) Test bench instrument list

Sl. No.	Discipline	Details of Instruments used for calibration
(i)	Pressure Section	(i) Digital Hydraulic Test Gauge Model: XP2i Make: Ametek Range:140 bar or equivalent. (ii) Digital Hydraulic Test Gauge Model: XP2i Make: Ametek Range:700 bar or equivalent. (iii) FLUKE – 717 100G or equivalent. (iv) FLUKE – 718 Ex 300G or equivalent. (v) FLUKE – 717 100G or equivalent. (vi) FLUKE – 717 10000G or equivalent. (vii) Reference Pressure Gauge 2700G-BG200K 2 bar or equivalent. (viii) Reference Pressure Gauge 2700G-BG200K 700 bar or equivalent.
(ii)	Temperature Section	(i) Precision Temperature Scanner1586A/1DS or equivalent. (ii) Temperature Bath (Liquid) Fluke 6330 Precision Bath 35 degree C to 300 degree C S/N: B7B820 or equivalent. (iii) Temperature Bath (Dry) Fluke 9173 Metrology Well 50 degree C to 700 degree C S/N:B78274 or equivalent.
(iii)	Electrical Section	(i) Precision Mustimeter model-8846A S/N 4053005 or equivalent. (ii) Precision Mustimeter model-8846A S/N :4053001 or equivalent. (iii) Multiproduct Calibrator 5522A Make-Fluke S/N: 4024903 or equivalent.

(B) Field instruments calibrated in the workshop are gauges (pressure & temperature), transmitters (pressure & temperature), switches (pressure & temperature), multimeters, transmitters, clamp meters etc.

4.2 Details of the Activities to be carried out as per SOR:

A. Onsite Awareness/Training of laboratory personnel regarding testing laboratories as per ISO 17025:2017 and identification of technical training of laboratory staff. Gap analysis as per ISO/IEC 17025:2017 and NABL guidelines and disciplines (2 days):

- i) This phase is intended to create a motivating environment in the organization by conducting a series of awareness training programs to train employees at all levels in the organization on ISO/IEC 17025:2017 & Laboratory Management System (LMS) by the Consultant. Basic requirements of the ISO/IEC 17025:2017 standard, implementation methodology, role of each of the employees during ISO/IEC 17025 LMS implementation, quality & technical requirements will be discussed in these trainings.
- ii) The consultant shall visit the electronic workshop of Instrumentation Department and provide awareness and training to the personnels involved in implementation of the system as per NABL requirement. Training on 'Documentation & Implementation Protocols'. Training on 'Conduct of Internal Audits' shall be provided.
- iii) The consultant shall also carry out GAP Analysis of existing work procedures followed in the workshop with respect to the requirement of ISO/IEC 17025:2017. Training on GAP Report findings to be provided to fulfil the deficient details.
- iv) The consultant shall provide training of Inter-Laboratory Comparison and Proficiency Testing program.
- v) The Consultant shall carry out competence mapping for all personnel and shall identify any other external training to be imparted to the laboratory staff, in compliance to the NABL requirement (the cost for such external training shall be borne by OIL).

B. Onsite 2-day training on measurement of uncertainty:

The consultant shall impart a comprehensive and a hands-on training on measurement of uncertainty to the laboratory personnel while carrying out calibration jobs for pressure, temperature and electrical instruments as per NABL requirement at electronic workshop of Instrumentation Department.

C. Documentation as per ISO/IEC 17025:2017.

(Formulation of policies, MSPs (Management System Procedures) for the laboratory preparation of documents, Procedures, and records format, statistical calculations of measurement of uncertainty and Z score).

- i) In this phase, the Contractor shall provide their services to in implementing all the requirements as per the gap analysis outcome. Contractor shall provide their expertise and consultancy input to the OIL core team to identify & define processes, prepare policy, and comply with all other requirements of ISO/IEC

17025:2017 Laboratory Management System. Requirements like quality policy, procedures, work/test instructions, method validation, Uncertainty of Measurement (UOM), inter-laboratory comparison, document control, quality objectives, etc. shall be discussed, documented, and implemented in this module. The Contractor shall also provide services in the documentation and implementation of laboratory-specific test instructions/method validation/Inter laboratory comparison/Proficiency Testing/UOM Calculations, ILC with Z score (Laboratory Performance Index), etc.

- ii) The Consultant shall provide their assistance to finalize the scope for NABL Accreditation.
- iii) The consultant shall prepare the 'Quality Manual' as per NABL requirement.
- iv) The consultant shall be responsible for implementation of the quality management system as per NABL requirement.

D. Successful conduction of PT (Proficiency Testing) or ILC (Inter Laboratory Comparison) for all the designated parameters for 1st year with a selected NABL-accredited body based on CMC (CMC) value. (For all 3 disciplines - Pressure/Temperature & Electrical)

- i) The consultant shall facilitate Electronic Workshop, Instrumentation Department for obtaining inter-laboratory comparison and PT as per NABL document requirement.
- ii) Selection of Third-party Laboratories for PT & ILC shall be done as per guidelines of NABL.
- iii) The Consultant shall co-ordinate and arrange all the activities for successful conduction PT & ILC for Pressure, Temperature & Electrical Calibration as per NABL Guidelines.

E. On-site conduct of Internal quality audit and consultancy services in Management Review as per ISO/IEC 17025:2017

- i) Consultant shall provide services that are required to monitor the continuous implementation of the system through Internal Audits on a periodical basis. Consultant shall offer internal auditor training to OIL team to develop a competent internal auditor team in the organization and conduct one round of internal audits in this module. Consultant shall provide services to the OIL team in closing the findings (non-compliances) of the internal audit and make sure that OIL is ready for the Accreditation audit.

- ii) Facilitating for conduct of management reviews: The consultant shall impart training for conducting management reviews of the quality management system to ensure compliance as per NABL requirements.
- iii) The consultant shall prepare internal audit checklist, conduct internal audit meetings, closure of internal audit findings as per NABL accreditation requirements.
- iii) The Consultant shall arrange all activities and documentation related to internal audit & management review as per ISO/IEC 17025:2017.
- iv) Nos. of internal quality audit and management review to be conducted shall be as per NABL Guidelines.

F. Services for submission of the NABL application:

The consultant shall provide guidance towards application to NABL including facilitation of preparation & sending of application to NABL. The consultant shall regularly follow up the status of application.

G. Services during final accreditation audits & NCs closures. Guidance to apply for NABL application & final accreditation.

- i) Pre-assessment: The consultant shall be responsible for pre-assessment of the implementation of the quality system and documentations etc. ensuring total compliance to all the requirement of NABL as per ISO 17025. The consultant shall be responsible for taking necessary corrective action before final assessment of the system by the certification body.
- ii) Assessment: The consultant shall be present during pre-assessment audit by NABL to evaluate the laboratory's readiness for the accreditation process.
- iii) Corrective actions: If any non-compliance or non-conformities are identified, the consultant shall provide their services in taking corrective actions to address any gap or findings as per the pre-assessment & assessment evaluation report.
- iv) Certification Audit: The consultant shall remain present and assist during all audits by the certifying body including final assessment till the award of the certification by NABL.
- v) The Consultant shall co-ordinate and arrange all the activities for the visit of NABL auditors with consultation with OIL for pre-assessment visit, assessment visit, final accreditation visit or any other visit by auditors as per NABL requirement for award of accreditation to the workshop.

- vi) The Contractor shall provide the required onsite assistance to ensure the smooth and successful completion of the audits.

H. NABL expenses including NABL registration, fee of adequacy of quality manual, accreditation assessments, 1st year maintenance fee.

In this phase the Contractor shall apply and submit necessary application National Accreditation Board for Testing and Calibration Laboratories (NABL), for NABL Accreditation on OIL's behalf. The application fees and any other fees shall be reimbursed on actual basis on submission of documentary evidence.

I. Services during surveillance audit from accreditation body in the second year

The consultant shall be physically present during surveillance audit during the second year and shall provide services for suitable corrective actions as per recommendation of the Audit Report for renewal of certifications.

- J.** The contract shall be executed as per the following service line items:

Sl. No.	Activity Completion	UOM	Estimated Qty.
(i)	Completion of Awareness/Training-2 days	NO	1
(ii)	Completion of Measurement of uncertainty - 2 days	NO	1
(iii)	Completion of Documentation	NO	1
(iv)	Completion of PT and ILC	AU	2
(v)	Completion of Internal Audit	AU	1
(vi)	Completion of NABL Application	AU	1
(vii)	Completion of Final Accreditation	AU	1
(viii)	Completion of NABL expenses	AU	1
(ix)	Completion of 2nd year Audit	AU	1

4.3 General Terms and Conditions:

- i) Contractor shall bear the boarding and traveling expenses of NABL assessors and their own consultants during the contract period.
- ii) The Contractor is required to hand over the entire work after getting final NABL accreditation.

- iii) **Site Visit:** The bidders before submission of their EOI's may visit the site to understand the site and to assess the work requirement and scope by taking prior appointment. The cost of visiting the site and collecting information for the purpose of submission of bid shall be borne by the bidder.
- iv) The consultant should be present at site during internal audits, pre-assessment, assessment, surveillance, and final accreditation audits to be carried out by accreditation body.
- v) **Execution of Assignment:** For execution of complete scope of work, the NABL consultant shall establish a team of qualified professionals. The consultant shall be solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit on site on regular intervals, as mentioned in the tender document and the contract agreement being executed for completion of all the assigned work, getting clarifications/documents.

5.0 **PERIOD OF CONTRACT**

The duration of contract shall be three (03) years.

6.0 **PRE-QUALIFICATION CRITERIA**

6.1 **Technical Criteria**

The bidder must have experience in successfully executing/completing SIMILAR work(s), over the last seven (07) years reckoned from the original EOI submission date, in PSUs/Central Government/State Government Organization/Nationalized Banks/Public Limited Company, in India, as follows:

At least one SIMILAR completed work costing not less than **Rs. 8,81,200.00 (Rupees Eight Lakh Eighty-One Thousand Two Hundred)** only;

OR

Two SIMILAR completed works, each costing not less than **Rs. 5,50,750.00 (Rupees Five Lakh Fifty Thousand Seven Hundred Fifty)** only;

OR

Three SIMILAR completed works, each costing not less than **Rs. 4,40,600.00 (Rupees Four Lakh Forty Thousand Six Hundred)** only.

Notes to Clause No. 6.1 above:

- A.** "SIMILAR work" mentioned above means **'Experience in providing consultancy services for NABL accreditation of electronic workshop/mechanical workshop/civil workshop as per ISO/IEC:17025- 2005'**.
- B.** For proof of requisite experience (refer Clause No. 6.1 above), the following documents/photocopy (self-attested/attested) must be submitted along with the bid:
- i) Contract document/LOI/LOA/WO showing details of work,
AND
 - ii) Job Completion Certificate issued by the end user/client in their official letter head duly sealed and signed showing:
 - a) Gross value of job done
 - b) Nature of jobs done and Work Order No./Contract No.
 - c) Contract period and date of completion.OR
SES (Service Entry Sheet)/Certificate of Payment (COP) issued by the company indicating the following:
 - a) Work Order No./Contract No.
 - b) Gross value of jobs done.
 - c) Period of service
 - d) Nature of service
- B.** Only Letter of Intent (LOI)/Letter of Award (LOA) and/or Work Order(s), Job Completion certificates are not acceptable as evidence of experience. However, in case the requisite experience is against OIL's contract, the bidder shall only be required to categorically specify OIL's Contract No.
- C.** Mere award of contract(s) shall not be counted towards experience. Successful completion of the awarded contract(s) to the extent of value, as stipulated respectively under Clause No. 6.1 shall only be treated as acceptable experience.
- D.** Following work experience shall also be taken into consideration:
- (a) If the prospective bidder is executing a contract in which work (as mentioned under Clause No. 6.1) is still running and the contract value executed prior to the original EOI submission date is equal to or more than the minimum prescribed value in the BEC.

- (b) In case the start date of the requisite experience is beyond the prescribed seven (07) years reckoned from the original EOI submission date, but completion is within the prescribed seven (07) years reckoned from the original EOI submission date. In this case, the value of work done during the period falling within the last seven years must be equal to or more than the minimum prescribed value under Clause No. 6.1.
- (b) If the prospective bidder has executed a contract in which work (as mentioned under Clause No. 6.1) is a component of the contract.
- In case the document submitted as per **Para (A)** above are not sufficient to establish the value/period of the work experience mentioned in **Para D**, above, the bidder shall also have to submit the breakup of the works executed under such contract(s) clearly indicating the value/period of work (as mentioned under Clause No. 6.1) which should be certified by the end user or a certificate issued by a practicing Chartered/Cost Accountant Firm (with Membership Number & Firm Registration Number).
- E.** Experience of executing work (as mentioned under Clause No. 6.1) through 'sub-contracting' shall not be considered for evaluation.
- F.** Work executed (as mentioned under Clause No. 6.1) by a bidder for its own organization/subsidiary cannot be considered as experience for the purpose of meeting BEC.
- G.** Bid shall be eligible for rejection if not accompanied with adequate documentary proof in support of Work experience as mentioned in Para 6.1.
- H.** Bidders submitting their bid based on the experience of their Technical Collaborator/Joint Venture/Parent/Subsidiary/Co-subsidiary/Sister Subsidiary/MOU with another party shall not be considered. Bids from Consortium, Joint Venture shall also not be considered.
- I. Team members for job execution**

As part of the job execution, the Consultant shall deploy personnel(s) with a minimum qualification of a **B.E/B-Tech degree** or a **master's degree in science**. Additionally, the deployed personnel(s) must have at least **03 (Three) years** of experience in **NABL accreditation** of electronic, mechanical, or civil workshops.

The Curriculum Vitae (CV) of the proposed personnel(s) must be submitted as per Annexure-I during mobilization period containing the following information:

- Employee ID

- Date of Birth
- Educational Qualification
- Experience
- Training courses attended.

The CVs should be certified by the CEO/Country Head/Chief Operating Officer/HR Head or a partner with Power of Attorney.

The bidder shall submit an undertaking along with their offer confirming the above point no. I, against this EOI.

6.2 Financial Criteria:

6.2.1 Annual Financial Turnover of the bidder during any of preceding 03 (Three) financial/accounting years reckoned from the original EOI submission date should be at least **Rs. 1,10,150.00 (Rupees One Lakh Ten Thousand One Hundred Fifty)** only.

6.2.2 Net worth of the bidder must be Positive for the preceding financial/accounting year.

Note:

- i. Annual Financial Turnover of the bidder from operations shall mean: 'Aggregate value of the realization of amount made from the sale, supply or distribution of goods or on account of services rendered, or both, by the company (bidder) during a financial year' as per the Companies Act, 2013 Section 2 (91).
- ii. Net worth shall mean: 'Share capital + Reserves created out of profits and securities Premium - Aggregate value of accumulated losses (excluding revaluation reserves) - deferred expenditure - Miscellaneous Expenditure to the extent not written off and carried forward Loss - Reserves created out of write back of depreciation and amalgamation'.

Notes to Clause No. 6.2 above:

a. For proof of Annual Turnover & Net worth, any one of the following documents/photocopies must be submitted along with the bid:

- (i) Audited Balance Sheet along with Profit & Loss account.

OR

- (ii) A certificate issued by a practicing Chartered/Cost Accountant (with Membership Number and Firm Registration Number), as per format prescribed in **PROFORMA-I**.

Note: Mention of UDIN (Unique Document Identification Number) is mandatory for all Certificates issued w.e.f. February 1, 2019 by Chartered Accountant in Practice.

- 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/within the due date for furnishing of audit report as per Section 139(1) of IT Act, 1961 (read along with latest circulars/notifications issued by CBDT from time to time) reckoned from the original EOI submission 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 undertaking in support of the same along with their technical bid as per **PROFORMA-II**.
- c.** In case the bidder 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, bidder to provide documentary evidence for the same.
- d.** In case the bidder is a Government Department, they are exempted from submission of document mentioned under para **a.** and **b.** above.
- e.** Bid shall be rejected if not accompanied with adequate documentary proof in support of Annual turnover and Net worth as mentioned in Para 6.2.1 & 6.2.2.

7.0 NOTE

- (i) Interested Agency/Firm/Vendor/Contractor/Service Provider must write clearly the EOI number and EOI Description on their EOI.
- (ii) All documents submitted with the EOI must be self-certified by the vendor's authorized person. However, OIL reserves the right to verify the original documents.
- (iii) All the copies of document submitted along with the EOI should be clear and

legible.

- (iv) OIL INDIA LIMITED (OIL) reserves the right to physically check the original documents/certificates, copies of which are submitted along with the EOI.
- (ii) The EOI is liable to be ignored in case of submission of any misleading/false representation by the vendor in the form of statements and attachments.

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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 M/s (Name of the Bidder) for the last 03 (Three) completed accounting years upto..... **(as the case may be)** are correct.

YEAR	TURN OVER In INR	NET WORTH In INR

Place:

Date:

Seal:

Membership Number:

Signature

Registration No.:

UDIN:

**(TO BE EXECUTED BY THE AUTHORIZED SIGNATORY OF THE BIDDER ON THE
OFFICIAL LETTER HEAD OF THE BIDDER)**

CERTIFICATE OF COMPLIANCE TO FINANCIAL CRITERIA

Ref: Note 'b' under Clause 6.2 Financial Criteria of BEC/BRC

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: 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 original EOI submission date.

ANNEXURE-I

**PROFORMA FOR CURRICULUM VITAE FOR TEAM MEMBERS FOR
JOB EXECUTION**

(to be submitted during mobilization period of the contract)

1. NAME :
2. PRESENT ADDRESS :
3. PERMANENT ADDRESS :
4. NATIONALITY :
5. DATE OF BIRTH :
6. DESIGNATED POST :
7. EDUCATIONAL QUALIFICATION :

Affix
Passport
Size
Photograph

Sl. No.	Exam Passed	Institute	Board/University/Council Others	Grade/% Marks Obtained

8. TRAININGS
(Relevant to NABL) (If any) :
9. HSE TRAININGS (If any) :
10. SPECIFIC KNOWLEDGE/EXPERIENCE :
11. WORK EXPERIENCE :

Sl. No.	Name of the Company (Employer)	Designation or Post Held	Name of Company with type of Service Provided	Job Role/ Description	Key Job Responsibility	Period of Service		Experience (Relevant to NABL)
						From	To	

N.B.: Add rows as required. Annexure(s) may also be attached if required.



**OIL INDIA LIMITED
DULIAJAN**

SUBMISSION OF EOI:

Interested vendors having relevant experience and expertise as above are invited to submit their EOI(s) at e-mail id: eoicontracts@oilindia.in or upasana_malakar@oilindia.in within **25.11.2024 upto 15:00 Hrs (IST)**, followed by hard copies of the same in sealed envelopes super-scribing **“EOI/INDIGENOUS/S/564/2024-25** for **‘Hiring of consultant for NABL Accreditation of electronic workshop of Instrumentation Department (for 03 disciplines - Pressure/Temperature & Electrical)’** through courier/post to the following address:

**CHIEF GENERAL MANAGER (CONTRACTS)
OIL INDIA LIMITED
CONTRACTS DEPARTMENT
DULIAJAN-786602, ASSAM, INDIA.**

Phone: 91-374-2808664,
Website: www.oil-india.com

Vendors may also upload their offer in their FTP server/File sharing website (portal) and the link(s) may be provided to us at our e-mail within the above specified period.

- 1.** In case, the above-mentioned date happens to be a non-working day for OIL in Duliajan due to Bandh/holiday or for any other reasons, EOIs shall be received upto the next full working day till 15:00 Hrs. (IST) and opened accordingly. EOI may be sent by post/courier service or delivered personally at the tender box placed in the above office. However, OIL shall not be responsible for any consequence arising out of delay in receipt or non-receipt of EOIs.
- 2.** OIL reserves the right for the following:
 - (a) To accept or reject any/all EOIs submitted by parties; and
 - (b) To cancel the process at any time without any liability and assigning any reason thereof to the applicants.
