



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

**NOTIFICATION DATED 06.02.2020
FOR REGISTRATION OF NEW FIRMS
(CONTRACTORS) FOR CIVIL WORKS OF OIL
IN 'ARUNACHAL PRADESH'**

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 is looking for registering **08 (Eight)** number of new firms in 'Class - E' category to carry out Civil works having members residing in **Diyun and Piyong Administrative Circle** of Changlang District and Namsai District respectively in Arunachal Pradesh. Oil India Limited invites applications from unemployed persons residing in **Diyun and Piyong Administrative Circle** of Changlang District and Namsai District respectively in Arunachal Pradesh for registering firms to work in OIL as contractor for Civil Works.

I. CATEGORISATION

Eight (08) numbers of new firms are categorised as below:

- A. **Five (05) firms** will be reserved for unemployed persons permanently residing in **Diyun Administrative Circle** of **Changlang District** in Arunachal Pradesh.
- B. **Three (03) firms** will be reserved for unemployed persons permanently residing in **Piyong Administrative Circle** of **Namsai District** in Arunachal Pradesh.

II. MINIMUM ELIGIBILITY CRITERIA

- Minimum Educational Qualification of each member: **HSLC (Class 10) Pass.**
- Age Limit: **18 to 48 years** (as on 06.02.2020).
- The applicants should be unemployed persons having **valid Employment Exchange card.**
- The applicants should be permanent residents of **Diyun or Piyong Administrative Circle** of Changlang District and Namsai District respectively in Arunachal Pradesh.

Note: For any clarification, regarding registration, kindly contact 0374-280-8671 or visit the office of CGM-Contracts, Oil India Ltd. Duliajan.

III. APPLICATION & SELECTION PROCEDURE

Application in the attached format (**APPLICATION FORM & MEMBER DETAILS**) to be filled up and submitted either to the office of CGM-Contracts, Oil India Limited, Duliajan, (OR) to the office of Samsuz Zaman, Oil India Limited, Manabhum office, (OR) to the office of Abani Barman, Materials Department, Eastern Asset, Oil India Limited, Digboi; through the concerned Circle Officer of Diyun or Piyong Administrative Circle. The application must be filled up with all mentioned details viz. Firm name, Number of members in the firm, Members'/Partners'/Proprietor's name, contact number, e-mail ID, name of residential administrative circle in respective district, valid employment exchange card number, date of birth, highest educational qualification and permanent address of each partner/member. The filled up application forms with all requisite particulars and documents must reach the office of CGM-Contracts, Oil India Limited, Duliajan **on or before 31.03.2020**. Application received after this date will not be considered for evaluation.

- a. The forms must be filled up very diligently and carefully by all the applicants. All the information submitted must be true and must be according to the supporting documents photocopies of which will have to be submitted together. During the process, the applicants may be asked to submit the original documents, wherever required.
- b. The first page of the form with heading as "Application Form" must be filled up and routed through the concerned Circle Officer of Diyun or Piyong Administrative Circle. The names of all the members staying in the same administrative circle must be written in the first page along with their valid employment exchange card number. The photocopy of valid employment exchange card must also be submitted along with the application. The application form contains a table for 10 members. If there are more than 10 members/partners in the firm, the other names are to be written in a separate sheet and get countersigned by the Circle Officer.
- c. The second page of the form with heading as "Member Details" must be filled up with details of members/partners of the firm. Each page contains table to fill up details of two members. Therefore required number of pages are to be printed and filled up for number of members accordingly. For example, 3 sheets are to be printed for 6 members and details to be written and 5 sheets are to be taken for 10 members and details to be written. All the details mentioned must be filled up and photocopies of relevant documents of each member/partner to be submitted along with the form.
- d. Marks will be allotted to each member/partner of the firm on the basis of their minimum educational qualification.

HSLC (Class 10) or equivalent: **5 marks** for each member.

HSSLC (Class 12) or equivalent / ITI / Diploma and above: **8 marks** for each member

- e. On the basis of total marks obtained by each firm (total of marks scored by each member/partner of the firm), applications will be sorted out. For example, if a firm comprises of 2 members who are Class 10 pass and 4 members who are Class 12 pass; total marks scored by the firm = (2 x 5) + (4 x 8) = 42 marks.
- f. Top scoring applications (firms) against each category (Diyun and Piyong) will be intimated for final registration. In case of identical scoring of marks in any category, '**Draw of Lots**' will be conducted to select the successful applicants (firms).
- 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.

IV. REJECTION CRITERIA

1. **Educational qualification:** Proprietor / all the Partners/ all the members of the firm must be HSLC pass; otherwise the application will be rejected.
2. **Age Limit:** Proprietor / all the Partners/ all the members of the firm must be having age between 18 and 48 years as on 06.02.2020; otherwise the application will be rejected.
3. **Valid employment exchange card:** Proprietor / all the Partners/ all the members of the firm must be having employment exchange card which is valid on 31.03.2020; otherwise the application will be rejected.
4. **Permanent Residence:** Proprietor / all the Partners/ all the members of the firm must be permanent residents of either Diyun or Piyong Administrative Circle of Changlang District and Namsai District respectively in Arunachal Pradesh; otherwise the application will be rejected.
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), 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. Such undertaking must be submitted alongwith other documents, while submitting application for registration.
8. 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. Such undertaking must be submitted alongwith other documents, while submitting application for registration.
9. 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.
10. 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).



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APPLICATION FORM

1. Details of Firm:

- a. Name of firm _____
(In capital letters)
- b. Name of Contact Person of the firm _____
(In capital letters)
- c. Contact No.: _____ d. E-mail ID: _____
- e. Residential administrative circle of all the members _____
(DIYUN Circle or PIYONG Circle)
- f. Number of Members in the firm: _____
(All the members must be residing in same administrative circle)

2. Name of Members :

Sl. No.	Name of Member	Employment Exchange Card No. (Photocopy must be submitted)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

***** If more than 10 numbers of members are present in the firm, the remaining names and particulars are to be written in separate sheet(s). In such cases, all such sheets are to be countersigned by the Circle Officer.**

All declarations stated above are true to my knowledge & belief and in case of any false declaration; my application is liable for rejection.

Signature of Contact Person of the firm with date: _____

It is certified that all the members listed above are permanent residents of Diyun / Piyong Circle:

(Vetting by Circle Officer of concerned Administrative Circle of **DIYUN** or **PIYONG**)

(Office Use Only)



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MEMBER DETAILS

Details of Member No. _____ (Sl. No. as mentioned in application form).

- a. Name of applicant _____
(In capital letters)
- b. Father's/ Husband's Name _____
(In capital letters)
- c. Gender: _____ d. Date of Birth: _____ (Photocopy of proof of birth to be enclosed)
- e. Educational Qualification : _____
(Photocopy of relevant certificate to be enclosed)
- f. Employment Exchange Card No.: _____
(Photocopy of Employment Exchange Card to be enclosed)
- g. Permanent address: _____
(Photocopy of Address Proof to be enclosed)

Self-attested
recent photo
of applicant
to be pasted.

I abide by all the rules stated in the Notification dated 06.02.2020. All declarations stated above are true to my knowledge & belief and in case of any false declaration; my application is liable for rejection.

Signature of member with date: _____

Details of Member No. _____ (Sl. No. as mentioned in application form).

- a. Name of applicant _____
(In capital letters)
- b. Father's/ Husband's Name _____
(In capital letters)
- c. Gender: _____ d. Date of Birth: _____ (Photocopy of proof of birth to be enclosed)
- e. Educational Qualification : _____
(Photocopy of relevant certificate to be enclosed)
- f. Employment Exchange Card No.: _____
(Photocopy of Employment Exchange Card to be enclosed)
- g. Permanent address: _____
(Photocopy of Address Proof to be enclosed)

Self-attested
recent photo
of applicant
to be pasted.

I abide by all the rules stated in the Notification dated 06.02.2020. All declarations stated above are true to my knowledge & belief and in case of any false declaration; my application is liable for rejection.

Signature of member with date: _____

*****Details of only two members can be filled up in one page. The applicants are requested to use number of such pages according to number of members in the firm. For example, 5 numbers of such pages are to be taken for filling up details of members of a firm which consists of 9 or 10 members.**