



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

Expression of Interest (EOI) EOI No: EOI/GM (CSR)/2016-17

OIL invites EOI from Reputed Organization/Firms/Companies for short listing/selecting as Partners for implementing Company's CSR Activities for achieving social sector services for a period of three years extendable by another one year.

Oil India Limited (OIL), a Govt. Of India "Navaratna" category Enterprise, engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and production of LPG is intending to tie-up with reputed organizations working in the areas of Skill and capacity building in their areas of operations in North East India. The project varies from but not limited to community sensitization, placement linked skilling of youths etc from project areas of OIL in North East India.

Interested parties who fulfill the eligibility criteria (for details please visit www.oil-india.com) may submit their response with complete details and references **in writing latest by 09/04/2016** to:

**DGM – Public Relations
Public Relations and Corporate Communication Department
Oil India Limited, District: Dibrugarh
Duliajan, Assam, PIN: 786602**

Annexure I

1. Objectives & Aims

OIL is intending to take up long term CSR projects to impact the lives of the people in its areas of operation in North East India. The projects in focus are sustainable employment oriented skill and capacity building training programs with assured placements.

2. Methods of Implementation

OIL would like to work with a partner for their activities in the project locations in Assam or in any other location in North East region as OIL may decide for their interventions. To this effect, OIL would like to choose firm(s) / organization(s) /Institute(s) having relevant experience in placement linked Skill & capacity development in contemporary trades. **OIL will follow a diligent process for selection of partner (s) for the activity.**

OIL has varying requirements in the project areas and the needs, demands shall vary with time, needs and policy of the Govt. of India. The partner will be chosen solely based on the experience, no. of projects delivered in the region, geography and capacity of the firm to deliver Skill Building Projects with focus on placement and tracking of placed candidates for at least six months with the objective of achieving the desired impact as per the programmes and activities of OIL in North East region. Only organizations who are implementing such skill training programmes on their own with adequate resources can apply.

The validity of the selection shall be initially for a period of 3 (Three) years, which may be extended by one more year with mutual agreement with the first right of refusal by OIL. This is at the sole discretion of the OIL. There shall be no binding upon the firms or the Management of OIL.

3. The Eligibility Criteria for the interested firm, qualifying criteria for selection are presented below:

Eligibility Criteria for the firms to Qualify

The firm(s) / Organization(s) will be evaluated first on the basis of documents submitted by the party against the following qualifying criteria. Assessments will be made for fulfilment of mandatory conditions (marked as M under qualifying Criteria) as per the eligibility criteria. Responses submitted by the party which do not fulfil all the mandatory conditions as per eligibility criteria, will be summarily rejected.

1. The firm(s) / Organization(s) shall have their physical presence in North East India with Head or Regional offices/centres in North East with at least one centre in Assam established in or before 2012.
2. The firms/ organization shall have delivered services to Public Sector Undertakings/ GOI Enterprise and State Government in India's North East Region in Placement linked Skill & Capacity building projects in contemporary trades.

Qualifying Criteria - 60 marks

Sl. No.	Evaluation Parameters	Max marks	Mandatory conditions (M)	Marks to be allotted
I	Geographical Presence: Head or Regional offices/centres in North East with at least 1 centre in Assam	10		
a.	Established within 2009-12		M	6
b.	Established within 2006-09		-	8
c.	Established before 2006		-	10
II	Average Annual Turnover in last three years (2012-13, 2013-14 & 2014-15)	30		
a.	Average Annual Turnover of the company Rs. 50 lakh to 75 lakh.		M	18
b.	Average Annual Turnover of the company more than Rs. 75 lakh to 1.0 Cr.		-	24
c.	Average Annual Turnover of the company more than Rs. 1.0 Cr.		-	30
III	Past Experience of executing Placement linked Skill & Capacity Building Projects	10		
	Past Experience (minimum 3 years)		M	6
	Past Experience (above 5 years and up to 7 years)		-	8
	Past Experience (above 7years)		-	10
IV	Numbers of Skill Building training projects conducted for Central/State Governments/PSUs (in North East region for all) in calendar years 2013, 2014 and 2015.	10		
a.	Projects with Central/State Governments/PSUs - 3 to 6 programmes		M	6
b.	Projects with Central/State Governments/PSUs - 7 to 10 programmes		-	8
c.	Projects with Central/State Governments/PSUs - More than 10 programmes		-	10
V	Average Number of Candidates trained in Skill Building training programme conducted in NE region in last three years (calendar year 2013, 2014 and 2015).	15		
a.	150 to 250		M	9
b.	251 to 350		-	12
c.	More than 350		-	15
VI	Total percentage of placement achieved against each batch of candidates trained in NE region (documentary evidence required) in last three years (2013, 2014, 2015)	15		
a	70% to 80%		M	9
b	Above 80% to 90%		-	12

c	Above 90%		-	15
VII	Present human resources profile in regular payroll excluding support staff	10		
a.	Upto 4 persons		M	6
b.	5 to 7 persons			8
c.	8 persons and above			10
	TOTAL	100		

Note: A party must obtain the mandatory marks (total mandatory marks: 60) in each of the above categories. In case a party fails to score against any one of the above points, party shall be summarily rejected. Only a maximum number of four parties (based on highest scores obtained) will be shortlisted and invited for a detailed presentation to OIL at Filed Headquarters, Duliajan, Assam.

4. Pre-Conditions to Selection

- (i) A firm/ Organization/Institution shall be qualified at the EOI stage, if they meet all the mandatory criteria listed therein. However for a specific trade/skill, only a maximum of four parties (based on highest scores obtained) will be shortlisted and to be invited for presentation.
- (ii) Short Listed firm (s)/ Organization firm (s)/ Institution firm (s) after EOI shall be invited to present the proposed work plan for undertaking the implementation of placement linked skills & capacity building Program (any trade) along with financial offer in OIL's registered office in Duliajan, Assam.
- (iii) It may be noted that the presentation will be based on individual trades/skills. For a similar trade only the top two parties (on the basis of presentation made and evaluated by OIL) will be selected for that specific trade. However, if a party is also providing skills training in more than one trade, they may be selected if they are among the top two parties for that specific skill/trade. It may also be noted that it will be the discretion of OIL Management to select the parties and pick and choose Skills/Trades based on the experience of OIL in implementing similar programs under its CSR and studies conducted in this area.
- (iv) OIL shall have the rights to select a firm or reject on the basis of the above selection criteria and shall be the sole discretion of OIL. OIL shall also have the right to select the trade(s) offered by the firms/ Organizations/Institutions.
- (v) Completion certificates of skill training projects successfully conducted must be submitted duly authenticated.

5. General Conditions of the EOI

- (i) For each category of Eligibility criteria, documentary evidence is to be submitted after being duly self attested, serially numbered and enclosed with the EOI. If the

documentary proof is not enclosed for any criteria, the EOI is liable to be rejected. The decisions of OIL shall be final in all cases.

- (ii) Nature of documentary evidence should be clearly mentioned. (Like MoU Copy with agencies providing placements/Contract Copy/successful completion certificate etc.)
- (iii) OIL shall have the right to postpone, modify or cancel the aforesaid process at any stage at its sole discretion without assigning any reason and shall bear no liability whatsoever consequent upon its decision.
- (iv) OIL reserves the right to reject any or all applications without assigning reason thereof. Conditional, erroneous and incomplete EOIs shall be rejected out rightly.

6. EOI Submission Format

- a. Cover letter illustrating the Authorized Official's signature
- b. Document Illustrating
 - I. Organizational Profile with relevant Experience (please attach documentary proof).
 - II. Average Annual Turnover in last three years viz 2012-13, 2013-14 & 2014-15. (CA certified documents to be submitted)
 - III. Relevant Project Experience of executing placement linked skill and capacity building projects (please attach documentary proof)
 - IV. List of Skill Building training projects conducted for Central/State Governments/PSUs (in North East region for all) in calendar years 2013, 2014 and 2015 with project brief, number of candidates trained, placement record and impact for each project (please attach documentary proof like certificate of completion, impact assessment report etc.)
 - V. Certificates of placements of candidates
 - VI. CVs of Experts and Professionals to be engaged
 - VII. Annexure
 - Certificate of incorporation/registration
 - Pan No./ ITRs
 - Service Tax Registration No.
 - Audit Statements for last three Financial Years - 20012-13, 2013-14 and 2014-15
 - Any other Document that needed for Assessment & Evaluation

Note:

- All the sealed envelopes shall indicate the name and address of the Party to enable OIL to return the same unopened to the party in case it is received later than the specified time period.
- OIL shall not be responsible for any delay in transit when EOI documents are sent through post. EOI documents received after the due date and time or unsealed will be summarily rejected and/or returned unopened to the party.
- OIL shall intimate each of the short listed parties after the EOI stage and specify the due date for making their detailed presentation including financial details.