

**OIL INDIA LIMITED**  
**(A Government of India Enterprise)**  
**P.O. Duliajan – 786602,**  
**Assam, India**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF AGENCIES FOR CARRYING OUT RESEARCH BASED SOCIAL STUDIES, BASELINE SURVEY, NEED ASSESSMENT STUDY, FEASIBILITY STUDY, MONITORING OF SOCIAL PROJECTS ETC. FOR OIL'S CSR AND ANY OTHER REQUIREMENT**  
**EOI No.: OIL / PR / EOI / 02/ 2016 – RESEARCH STUDIES**

OIL invites EOI from Registered Companies / Registered Consultancy Firms / Registered Non-Government Organizations / Registered Non-Profit Organizations / Reputed Registered Trust or Societies / Academic Institutions for short listing/empanelment for carrying out various research based social studies like baseline survey, need assessment study, feasibility study, monitoring of social projects, financial certification reports, evaluation & impact assessment studies, and preparation of qualitative and quantitative detailed project reports etc., of OIL's CSR and other activities in North East India with mandatory focus on Assam, Arunachal Pradesh & Mizoram or any part of India for a period of 3 (three) years extendable by another one year. The agencies / organizations/ firms etc. rendering services individually on their own only should apply. No collaboration, joint application etc. will be accepted. All corrigendum, addendum, amendments, time extension to the EOI will be hosted in 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.

Interested parties demonstrating their ability to carry out the responsibilities specified in the scope of work and demonstrating that they meet the eligibility conditions (for details please visit [www.oilindia.com](http://www.oilindia.com)) may submit their response with complete details and references in writing as mentioned below:

<b>Last Date of Submission:</b>	<b>18.01.2017</b>
<b>EOI to be sent to:</b>	<b>DGM - CSR (HoD), Public Affairs Department, Oil India Limited, General Office Building, Percy Evans Road, Duliajan Dist. Dibrugarh, Assam PIN- 786602</b>
<b>Authority to be contacted for further Details</b>	<b>DGM - CSR ( HoD ), Public Affairs Department, Oil India Limited, General Office Building, Percy Evans Road, Duliajan Dist. Dibrugarh, Assam</b>

	PIN- 786602 Phone- 0374 2807281
Document available on web site	<a href="http://www.oil-india.com">www.oil-india.com</a>

**Preamble:**

Oil India Limited (OIL), a Govt. Of India “Navratna” category Enterprise, is engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and production of LPG. With a glorious legacy of hydrocarbon exploration spanning over five decades and with the Core Purpose of ‘*The fastest growing energy company with global presence providing value to stakeholders*’, OIL has carved a niche as a leading Indian national oil and gas company in the upstream sector. At the same time, OIL is a Responsible Corporate Citizen deeply committed to socio-economic development in its areas of operation. Fulfilling its duty of providing care to the society and in line with the Companies Act, 2013, Oil India Limited has embarked upon massive social programs related to health, education, development of infrastructure, sustainable livelihood, skill & capacity building, environment & waste management, sanitation, renewable & clean energy, rural sports, promotion of art & culture, etc. primarily in OIL’s operational areas implemented by specialized agencies for improving the quality of life of the people and communities residing in its operational areas.

The CSR and other initiatives taken up at Oil India Limited are governed by need assessment studies and baseline surveys of the targeted areas based on which detailed project reports are formulated for effective implementation of the CSR projects/activities which are need based and realistic. At regular intervals OIL conducts monitoring, formative researches, social audits, financial certification, evaluation and impact assessment of the ongoing CSR and other activities so as to maximize the benefits accrued to the beneficiaries. OIL further believes that the Company must be in a constant process for innovating newer ways for ushering in a better society.

**Methods of empanelment:**

- OIL would like to empanel Registered Company / Registered Consultancy Firms / Registered Non-Government Organizations / Registered Non-Profit Organizations / Reputed Registered Trust or Societies / Academic Institutions for carrying out various research based social studies like Baseline Survey/Need Assessment study/Feasibility study/Monitoring of social projects/Financial certification reports/ Evaluation & Impact Assessment studies/preparation of qualitative and quantitative Detailed Project reports etc., on areas or projects in the field of: (a) Health (b) Education (c) Livelihood (d) Skill & Capacity Building (e) Cooperative Management & Institution Building (f) Environment, Ecology & Conservation (g) Social Infrastructure (like rural roads & bridges, community infrastructure, health & educational infrastructure, etc.) (h) Renewable & Clean Energy (i) Sanitation & Waste Management (j) Art & Culture (k) Other Social Studies etc., in OIL’s project locations in Assam or any other location in North East region and across India as OIL may decide for their interventions with mandatory experience of carrying out similar jobs in North East India with **primary** focus on Assam, Arunachal Pradesh & Mizoram.
- OIL will follow a diligent process for selection of partner (s) for empanelment in order to carry out various social studies.
- The selected parties will be formally intimated by OIL on their empanelment and due formalities to be followed as per laid down norms of OIL.

- The validity of the empanelment 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.
- It may be noted that a financial proposal is not required at this stage.

**Broad scope of work:**

1. The agency shall carry out baseline surveys/feasibility studies in targeted areas clearly capturing existing data and generate baseline values with reference to the various CSR and other projects to be implemented by taking into consideration various stakeholders to be impacted by the said projects. The study should be able to highlight priority areas of the project providing a contextual analysis and understanding of social norms and practices.
2. Preparation of detailed project reports etc., through stakeholder analysis and scoping studies identifying the current situation and assessment of the impact to be generated amongst various stakeholders by the project. The report will present the project background, social analysis of the project, details of surveys and investigations carried out, analysis and interpretation of survey and investigation data, outcome indicators, benchmarks, designs/implementation methodology, cost estimation, environmental aspects, economic and commercial analysis, post implementation follow up & monitoring, exit policy and conclusions, etc.
3. Understand project requirements for each of the initiative, define framework and carry out concurrent monitoring, periodic evaluation (preliminary, midterm, final)/assessment of achievement/milestones & impact assessment and financial certification of social projects, in consultation with OIL;
4. The process of evaluation shall include qualitative/quantitative assessment and physical & financial verification of various components of the projects in the field of Health, Education, Livelihood, Skill & Capacity Building, Cooperative Management & Institution Building, Environment, Ecology & Conservation, Social Infrastructure (like rural roads & bridges, community infrastructure, health & educational infrastructure, etc.), Renewable & Clean Energy, Sanitation & Waste Management, Art & Culture and Other sustainable Social interventions. This will be done by review of records / reports/online MIS/project data base/minutes of meeting, focus group discussion with the primary beneficiaries, dialogue and multi-stakeholder meeting, field surveys and verification of the status of activities/works on the ground and social audit;
5. Develop sampling methodology (sample type, sample size, sample location, method of data collection and design of survey instrument) to assess the impact, effectiveness, sustainability, replicability and scalability of social projects;
6. Carry out comprehensive and critical review of the social and other projects to analyze the tangible and intangible benefits of the initiative and assess their overall socio-economic impact clearly indicating the output and outcome of the initiative;
7. Identify the gaps/bottlenecks in the implementation of the initiative, if any, and provide practical suggestions for removal thereof, citing these features in other successful initiatives in the country;
8. To assess the targets and identify phase wise tangible outputs and behavioral outcomes that can be used in the long-term impact evaluation of the project;

9. To assess the relevance, efficiency, effectiveness, quality and performance of the project evaluate the sustainability, scalability and replicability of the initiative and also to identify the features which are evidence to this;
10. Develop model practice plugging the gaps found in the best practice on evaluation, incorporating technological advancement, and requirement of stakeholders particularly the people, and provide exhaustive details for implementation of model practice like strategy, infrastructure, manpower, etc.; and recommend possible areas where the model practice can be replicated;
11. To identify major issues and problems affecting the project and suggest improvement or any other area as per requirement of OIL;
12. Submission of Baseline Survey/Need Assessment study/Feasibility study/Monitoring of social projects/Financial certification reports/ Evaluation & Impact Assessment studies/preparation of Detailed Project reports etc., with details of methodologies adopted for carrying out the study, data analysis, relevant back up data, photographs, etc. in hard copies (well bounded compendium) as well as soft copy.

**Process for Empanelment Agencies:**

**Step 1:** Invitation for Expression of Interest (EOI): Advertisement Published in News Papers is an invitation for EOI from the eligible agencies for their empanelment.

- a) OIL shall consider for empanelment of parties only from those whose offers have been found to fulfill all requirements laid down in this request for EOI.
- b) The evaluations of the proposals would be done by a Committee of OIL which may seek clarifications from bidders if felt necessary and the bidders shall clarify such aspects.
- c) Proposals fulfilling only partial requirements would be summarily rejected.
- d) OIL reserves the right to shortlist the best 5 (five) - 6 (six) eligible parties on the basis of marks scored.
- e) OIL reserves the right to cancel application of any party or all parties without assigning any reason thereof.

**Step 2:** Short listing of Agencies: The responses received in response to this EOI will be scrutinized through desk review. The major criteria which will be adopted for this review are listed below in **Table no. 1:**

**Table no. 1**

Sl. No.	Item	Requirements	Whether mandatory requirement	Method of evaluation	Minimum qualifying points/Total points	Remarks
1	<b>Background of the agency (The Agency must be a Registered Company / Registered Consultancy Firm / Registered Non-Government</b>	Background of the agency (a) Government recognized registration no. of the agency to be indicated	Mandatory for (a) & (b)	(b) Year of establishment:  (b-1) Establishment on or before financial year 2009-10 carry 6 points	(4)/(10)	If mandatory requirement is not fulfilled, the party will not be considered  Submission of Necessary certificates

	<b>Organization/Registered Non-Profit Organization/Reputed Registered Societies or Trust/Academic institution and must be a registered legal entity (non- political and secular) as per applicable laws in India evidenced by an appropriate registration certificate.</b>	(b) Year of establishment (financial year)  (c) Tax Certificates of 80G/35AC under Income Tax Act (in case of NGOs/NPOs/Registered Trust or Societies or any other as applicable)		(b-2) Establishment in between financial year 2010-11 to 2012-13 carry 5 points and  (b-3) Establishment in between financial year 2013-14 to 2015-16 carry 4 points  (c) Agencies having Tax Certificates of 80G/35AC under Income Tax Act, Govt. of India will score additional 4 points		to be attested/ authenticated by Gazetted Officer of Government of India or the concerned authorities  Submission of Necessary Tax Certificates of 80G/35AC under Income Tax Act, Govt. of India to be attested/ authenticated by Gazetted Officer of Government India or the concerned authorities
2	<b>Experience in the social sector in preceding seven financial years i.e. not earlier than 2009-10</b>	Baseline Survey/Need Assessment & Feasibility Study/Monitoring/ Financial certification/ Evaluation & Impact Assessment Studies/ qualitative and quantitative Detailed Project Reports on areas/projects in the field of: (i) Health (ii) Education (iii) Livelihood (iv) Skill & Capacity Building (v) Cooperative Management & Institution Building (vii) Environment, Ecology & Conservation (viii) Social Infrastructure (like rural roads & bridges, community infrastructure, health & educational infrastructure) (ix) Renewable & Clean Energy (x) Sanitation & Waste Management (xii) Art & Culture (xiii) Other Social Studies.	Mandatory for any three studies with mandatory work experience (minimum 3 different work orders & completion certificates) in any of the states of Assam, Arunachal Pradesh or Mizoram	Each category of study will carry 3 points each in any of the areas/projects as mentioned: (i) Baseline Survey carries 3 points (ii) Need Assessment & Feasibility Study carries 3 points (iii) Monitoring of social projects carries 3 points (iv) Evaluation & Impact Assessment Studies carries 3 points (v) Financial certification carries 3 points (vi) Detailed Project Report carries 3 points	(9)/(18)	If mandatory requirement is not fulfilled, the party will not be considered  Submission of necessary certificates of work order along with satisfactory completion certificate against each job carried out to be attested/ authenticated by Gazetted Officer of Government of India or the concerned authorities

3	<b>Geographical area of experience in last seven preceding financial years i. e not earlier than 2009-10</b>	(a) In Assam, Arunachal Pradesh & Mizoram (b) In any part of other states of North East India (c) In any part of rest of India	Mandatory for Assam, Arunachal Pradesh & Mizoram (minimum 3 different work orders & completion certificates in any or all three States)	(a) for Assam, Arunachal Pradesh or Mizoram carries 6 points (b) for other states of NE India carry 2 points (irrespective of nos. projects) (c) other parts of India carry 2 points (irrespective of nos. projects)	(6)/(10)	If mandatory requirement is not fulfilled, the party will not be considered  Submission of necessary certificates of work order along with satisfactory completion certificate against each job carried out to be attested/ authenticated by Gazetted Officer of Government India or the concerned authorities
4	<b>Empanelment/ Enlistment of work with organizations in the last seven preceding financial years not earlier than 2009-10</b>	(a) Government or Semi-Government Organization (b) Reputed PSUs (c) Reputed Registered Societies/Trust/registered NGOs/registered NPOs of minimum grant and receipt of funds of Rs. 50.00 crore (in case of receipt of any foreign grant by the organization, it should be as the Foreign Contribution Regulation Act of 1976, Govt. of India) (d) Private Sector with not less than Rs. 500 crores turnover per year	Mandatory for (a) Government or Semi-Government Organization (b) Reputed PSUs (minimum 2 different work orders & completion certificates each for govt. or semi govt. and PSU)	(a) Government & Semi-Government Organization carry 3 points (b) Reputed PSUs carry 3 points (c) Reputed Societies/Trust /NGOs/NPOs of minimum grant and receipt of funds of Rs. 50.00 crore carry 2 points (irrespective of no. of projects) (d) Private Sector with not less than Rs. 500 crores turnover per year carry 2 points (irrespective of no. of projects).	(6)/(10)	If mandatory requirement is not fulfilled, the party will not be considered.  Submission of necessary certificates of work order along with satisfactory completion certificate of the job carried out to be attested/ authenticated by Gazetted Officer of Government India or the concerned authorities
5	<b>Certificates/Documents</b>	(a) Company Profile details (b) Income Tax clearance certificate for last three years (c) VAT Registration No.	Mandatory for (a) to (d)	-	-	If mandatory requirement is not fulfilled, the party will not be considered.  Submission of necessary proof of documents to be attested/

		(d) Service Tax /TAN no./ PAN No./ or any other applicable taxes				authenticated by Gazetted Officer of Government of India or the concerned authorities
		(e) (i) If empanelled as service provider with Public Sector Undertaking/Govt. Department for carrying out similar work as mentioned in pt. no. 2  (ii) Tax Certificates of 80G/35AC under Income Tax Act (in case of NGOs/NPOs/Registered Trust or Societies or any other as applicable)	Not mandatory. If available only	-	-	
6	<b>Financial experience :</b> <b>(a) contract value</b> in preceding seven financial years <b>i.e. not earlier than 2009-10</b>	(a) Experience of successfully executing at least 02 (two) contract (only related to social sector projects as mentioned in criteria point no. 2) value of minimum Rs. 18.00 lakh each in preceding seven financial years	Mandatory for (a) & (b)	(a) Work contract value:  (i) Two different contract values of minimum Rs. 18.00 lakh upto 24.00 lakh carry 13 points OR  (ii) Two different contract values above Rs. 24.00 lakh upto 30.00 lakh carry 16 points  OR  (iii) Two different contract values above Rs. 30.00 lakh carry 18 points  (b) Annual turnover:	(26)/(36)	If mandatory requirement is not fulfilled, the party will not be considered.  Submission of documents in case of work contract value: (i) Work Order/invoice/completion certificate from the organization for which the work contract was carried out by the agency (for jobs successfully completed during the last seven (07) years ending bid closing date), showing: a) Gross value of job done; and b) Nature of job done c) Place of job done; and d) Time period e) successful completion certificate  Submission of documents in case of annual turnover: (i) A certificate

	(b) Annual turnover in any three preceding financial years – 2015-16, 2014-15 & 2013-14	(b) Annual turnover of minimum Rs. 11.00 lakh in any of preceding three financial years		(i) Annual turnover of minimum Rs. 11.00 lakh up to Rs. 15.00 lakh in any of preceding three financial years carry 13 points  OR  (ii) Annual turnover of above Rs. 15.00 lakh to 20.00 lakh in any of preceding three financial years carry 16 points  OR  (iii) Annual turnover above Rs. 20.00 lakh in any of preceding three financial years carry 18 points		issued by a registered practicing Chartered/ Cost Accountants Firm (with Membership Number and Firm Registration Number), certifying the Annual Turnover and nature of business.  OR  (ii) Audited Balance Sheet and Profit and Loss account
7	<b>Infrastructure Requirement</b>	(a) Office set-up with detailed address  (b) Computers with scanner, photocopy machine, colour Laser Printer, own facsimile and 24 hrs internet facility  (c) Own Online MIS  (d) Data interpretation software's (like SPSS, etc.) & design software for report generation	Mandatory for all	-	-	If mandatory requirement is not fulfilled, the party will not be considered  Submission of necessary proof <b>to be duly notarized</b>



9	<b>Human Resources: key professionals</b>	Professional qualification from reputed educational institutions in: (a) (i) social work or rural development (ii) sociology or social anthropology (iii) economics & statistics (iv) administration/MBA, finance & accounts (v) environment science or environment conservation studies or natural resource management (vi) civil engineering or infrastructure management (vii) agriculture & agro economics (viii) livelihood and micro enterprises (credentials to be attached)  (b) (i) project coordinator/officer (ii) field officer (iii) data interpreter & analyst or (iv) report layout artist/designer (credentials to be attached)	Mandatory any four professionals from group (a) and any three professionals from group (b)	Each professional of group (a) carry 1.5 point each.  Each professional of group (b) carry 1 points each.	(9)/(16)	If mandatory requirement is not fulfilled, the party will not be considered.  Submission of certificates of professional background along with the credentials and other supporting documents <b>duly notarized</b> The experience certificate of each professional need to be necessarily attached.
<b>NOTE:</b> 1. Minimum qualifying points for consideration of applications is 60 points out of total 100 points. 2. The organizations may be required to submit the original certificates/documents, if asked for the same by OIL.						

**Step 3:** Empanelment: The desk review will result in short listing of organizations. The shortlisted agencies will be empanelled by OIL for task of evaluation. The experience and expertise of the party, fulfillment of the eligibility criteria and record of satisfactory service will be the critical factors in short listing the party. The shortlisted parties should be in position to meet the scope of work and service level commitments in full when sought for by OIL.

**Step 4:** Short Listed/Empanelled firm(s)/ Organization firm (s)/ Institution firm (s) after EOI shall be invited to present the proposed work plan for undertaking the implementation of any of the desired social study etc., along with financial offer in OIL's registered office in Duliajan, Assam as per requirement through the laid down norms of OIL.

#### **Instructions of EOI Submission:**

1. The application for EOI must be submitted in sealed envelope, super scribed "Expression of Interest for empanelment of agencies for carrying out various research based social studies of Oil India Limited (OIL) in North East India with special focus on Assam, Arunachal Pradesh & Mizoram or any part of India" and should be addressed to DGM-CSR (HoD), Public Affairs Department, Oil India Limited, General Office Building, Percy Evans Road, Duliajan, PIN- 786602, Dist. Dibrugarh, Assam.
2. EOI Documents shall be submitted either in person or through Speed Post only.

3. Applications received after the scheduled date and time of submission will not be entertained.
4. The interested parties meeting above requirement must forward their letter of intention along with duly filled proposals as per the attached application format (annexure 1) and relevant supporting documents meeting the qualification given above.
5. This request for Expression of Interest is not an offer by OIL, but an invitation to receive response from eligible interested parties for empanelment to be part of the tendering for carrying out various research based social studies (as mentioned above) for CSR activities (as mentioned above) of Oil India Limited (OIL) in North East India with **primary** focus on Assam, Arunachal Pradesh & Mizoram or any part of India.
6. No contractual obligation whatsoever shall arise from the EOI process unless and until formal contract is signed and executed by OIL with the parties after necessary process.
7. Tender will be issued only to the empanelled parties with full details of technical specifications as and when required by OIL.
8. This document should be read in its entirety.

#### Annexure 1

**Application format for short listing/empanelment of agencies for carrying out various research based social studies like baseline survey, need assessment study, feasibility study, monitoring of social projects, financial certification reports, evaluation & impact assessment studies, and preparation of qualitative and quantitative detailed project reports etc. of OIL's CSR and other activities in any 8 states of North East India with primary focus on Assam, Arunachal Pradesh & Mizoram for a period of 03 (three) years extendable by another one year**

#### 1.0 General details of the Agency / Organization:

##### 1.1 Name and Location:

Sl. No.	Description	
	Name of the Registered Company / Registered Consultancy Firm / Registered Non-Government Organization / Registered Non-Profit Organization / Reputed registered trust or societies /Academic Institution	
	Year of Establishment	
	Head office address	
	Parent State of the organization	
	Name of the Chairperson/ <b>CEO/Managing Director</b> and telephone number	
	Name of the Director and telephone number	

	Office Phone number(s)	
	Fax	
	Email	
	Web	
	Government Registration Number of the organization (Attach Proof)	
	Other Registration, if any (with details)	
	Income Tax clearance certificate for last three years	
	Tax Certificates of 80G/35AC under Income Tax Act if applicable	
	VAT Registration No.	
	Service Tax /TAN no./ PAN No. or any other applicable taxes	

(Attach relevant documents)

**1.2 Details of Regional Offices/ Field Units:**

Sl. No.	Location of Regional Offices and Address	

**1.3 Board Members' / Governing Body Members' Profile:**

Sl. No.	Name	Designation /Role in Organization/Governing Body	Qualification	Experience & Achievements

(Attach copy of composition of General Body/ Board Members)

1.4 Experience of work (last seven preceding years) on various research based social studies only in the specific fields (as mentioned in the table below) carried out in any 8 states of North East India with primary focus on Assam, Arunachal Pradesh & Mizoram (last seven preceding years) carried out for Government or Semi-Government Organization, Reputed Societies/Trust, Reputed PSUs, Private Sector with not less than Rs. 500 crores turnover per year (last seven preceding years):

Sl. No.	Name of the project carried out in last seven preceding years i.e. not earlier than 2009-10  (research based social studies like baseline survey, need assessment &, feasibility study, monitoring of social projects, financial certification reports, evaluation & impact assessment studies, and preparation of qualitative and quantitative detailed project reports etc. of OIL's CSR and other activities in the field of (i) Health (ii) Education (iii) Livelihood (iv) Skill & Capacity Building (v) Cooperative Management & Institution Building (vii) Environment, Ecology & Conservation (viii) Social Infrastructure (like rural roads & bridges, community infrastructure, health & educational infrastructure, etc.) (ix) Renewable & Clean Energy (x) Sanitation & Waste Management (xii) Art & Culture (xiii) Other Social	Name of the funding agency (Government or Semi-Government Organization, Reputed Registered Societies/Trust/registered NGOs/registered NPOs of minimum grant and receipt of funds of Rs. 50.00 crore (in case of receipt of any foreign grant by the organization, it should be as the Foreign Contribution Regulation Act of 1976, Govt. of India), Reputed PSUs, Private Sector with not less than Rs. 500 crores turnover per year (last seven preceding years i.e. not earlier than 2009-10)	Geographical Area details of the project being carried out (State/District/Block/Village)	Work Contract value last seven preceding years i.e. not earlier than 2009-10 (Rs. In lakh) as per the following:  (i) Two different contract values of minimum Rs. 18.00 lakh upto 24.00 lakh carry 13 points  or  (ii) Two different contract values above Rs. 24.00 lakh upto 30.00 lakh carry 16 points  or  (iii) Two different contract values above Rs. 30.00 lakh carry 18 points	Year & Duration of the project (last seven preceding years i.e. not earlier than 2009-10 )	Mode of involvement (as independent implementing agency or partner agency)

	Studies					

(Attach Copy of work allotment letter/completion certificate)

1.5 Purpose/mandate of the organization / agency .....

(Attach relevant documents like copy of Memorandum of Association)

1.6 Organization blacklisted by any agency / government / donor? Yes..... No.....

(Attach undertaking for not being blacklisted)

1.7 Infrastructure facility:

Does the organization have its own building? If yes indicate office address	
Does the organization taken office building on rent or lease?	
Address of branch offices	
Does the organization have Computers with Scanner, Photocopy machine and Laser Printer? Give details with specifications.	
Does the organization has own Facsimile and Internet facilities?	
Does the organization has own data interpretation software's (like SPSS, etc.), design software for report generation	

(Attach relevant documents)

1.8 Annual turnover (last three preceding years):

Sl. No.	Financial Year	Turnover (Rs. In lakh)
1	2015-16	
2	2014-15	
3	2013-14	

(Attach audited statement of accounts certified by registered chartered accountant)

**1.9 Details of subject expert working as on date from the discipline/background of** (Professional qualification from reputed educational institutions): (a) (i) social work or rural development (ii) sociology or social anthropology (iii) economics & statistics (iv) administration/MBA, finance & accounts (v) environment science or environment conservation studies or natural resource management (vi) civil engineering or infrastructure management (vii) agriculture & agro economics (viii) livelihood and micro enterprises (b) (i) project coordinator/officer (ii) field officer (iii) data interpreter & analyst or (iv) ) report layout artist/designer (v) any other professional with relevant qualifications.

Sl. No.	Name	Qualification	Main skill/Sector	Duration of working with the organization	Total experience in the sector	Present monthly salary (in Rs)

(Attach appointment letter, C.V. and relevant document regarding qualification and experience of above experts along with the certificate from Head of the organization regarding working of above mentioned subject experts as on date)

**2.0 Managerial Staff (Administration, Finance, etc.)**

Sl. No.	Name	Qualification	Duties/Role	Duration of working with the organization	Present monthly salary (in Rs)

(Attach relevant document regarding qualification and appointment of above staff)

**2.1 Awards & recognitions (if any)**

Sl. No.	Name of award or recognition	Name of Project/assignment for which ward/recognition was given	Year of the award/recognition	Name & location of the agency who gave the award/recognition

(Attach relevant documents)

**2.2 Networking with other national/international agencies (if any in last five preceding years):**

Sl. No.	Year	Name of national/international agency worked with	Name of project/summary of work association	Duration project of association	Cost of work/Contract cost (Rs. In lakh)

(Attach relevant documents)

**2.3 Empanelment / Enlistment with Government or Semi-Government Organizations, Reputed Registered Trust or Societies, Registered Non-Government Organizations, Registered Non-Profit Organizations, PSUs, Private Sector organizations (if any in lasts seven preceding years i.e not earlier than 2009-10)**

Sl. No.	Name of a) Government or Semi-Government Organizations, b) PSUs, c) Reputed Registered Trust or Societies, Registered NGOs Organization, Registered Non-Profit Organizations of minimum grand and receipt of grant of Rs.50.00 crore d) Private Sectors with not less than Rs.500.00 crore turnover per year	Year of empanelment	Name of project/summary of work association	Year & Duration project of association	Cost of work Contract (Rs. In lakh)

(Attach relevant documents)

**Mandatory List of Documents to be Attached Along with the Application Format****Duly filled EoI must have the following attachments:**

1. Covering letter addressed to, DGM-CSR (HoD), Public Affairs Department, Oil India Limited, General Office Building, Percy Evans Road, Duliajan, Dist. Dibrugarh, Assam, PIN- 786602 expressing interest duly signed by authorized legal representative of the organization.

2. Latest organogram of the agency
3. A short write up about the organizational systems & processes (HR, Administration, Finance etc)
4. Proof of government registration of the organization
5. Relevant documents/certificates of Annual turnover and Income tax certificate of last three preceding years (2015-16, 2014-15, 2013-14) including proof of Tan No., PAN No., VAT registration No., Service Tax, Tax Certificates of 80G/35AC under Income Tax Act or any other applicable taxes, Tax Certificates of 80G/35AC under Income Tax Act (if applicable)
6. Copy of composition of General Body/ Board Members
7. Copy of Memorandum of Association & Articles of Association
8. Brief about the projects implemented in the last seven preceding financial years not earlier than 2009-10 in the social sector (as mentioned in Table no. 1 of the EOI document)
9. Copy of work allotment letter/completion certificate to support the work experience in selected social sectors, geographical area of work carried out with organization of the selected sector sectors (as already mentioned in the EOI document) in the last seven preceding financial years not earlier than 2009-10 (as mentioned in Table no. 1 of the EOI document)
10. Relevant document as proof of infrastructure facility available with the organization (as mentioned in Table no. 1 of the EOI document)
11. Audited Statement of Accounts of last 3 years (2015-16, 2014-15, 2013-14) certified by registered practicing Chartered Accountant (as mentioned in Table no. 1 of the EOI document)
12. Appointment letter and C.V. along with relevant document regarding qualification and experience of subject experts working with the organization from relevant discipline/background (as mentioned in Table no. 1 of the EOI document)
13. Relevant document regarding qualification and appointment of managerial staff working with the organization (as mentioned in Table no. 1 of the EOI document)
14. Relevant document regarding networking with national/international agency (if any in last five preceding years)
15. Relevant document regarding empanelment with Government or Semi-Government Organization, Reputed PSUs, Reputed Registered Trust or Societies, Registered Non-Govt. Organizations, Registered Non-Profit Organizations, Private Sector organization, (if any in seven years i.e. not earlier than 2009-10).
16. Annual Reports of the agency for the past 3 years
17. Undertaking for not being blacklisted (self attested)  
Failure to provide any of the listed documents or information shall negatively affect the evaluation of participant in the empanelment process. Notwithstanding the submission of these documents, OIL is neither committed nor obliged to include any agency on the empanelment list or award any form of contract to any participant and /or associated companies.



**NOTE:**

1. The parties should have no objection to produce the original certificates to OIL as and when required.
2. Documentary proof (s) of rendering services individually on their own **are to be submitted**. Documents relating to proof of ~~no~~ franchises, collaboration etc. **shall not be accepted. No joint application shall be accepted.**
3. The parties should have no objection to **inspect** their establishment and other necessary infrastructure facilities to OIL representatives as and when required.
4. OIL has the right to reject any or all applications at the sole discretion of OIL without showing any reason thereof.

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