

**OIL INDIA LIMITED**  
(A Government of India Enterprise)  
Plot No. 19, Sector 16A  
Noida – 201301, Uttar Pradesh

**CORRIGENDUM NO. 2 DATED 23.12.2020 TO E-TENDER NO. CLI5796P21 FOR  
IMPLEMENTATION OF ONLINE LEGAL COMPLIANCE MANAGEMENT TOOL AT OIL'S  
CORPORATE OFFICE, NOIDA.**

---

This Corrigendum is issued for amendment of certain clauses of the tender as enclosed vide **Annexure-A**.

Except for above and amendment notified vide already issued Corrigendum No. 1 dated 03.12.2020, there are no other changes in the original NIT published earlier. Prospective bidders are requested to take note of these changes.

---

Sl. No.	Section / Page No.	Existing Particulars	Amended Particulars
1	Section-III (BEC/BRC): Clause 2.1	The bids are to be submitted in <b>single stage under single bid system</b> i.e. Un-priced Techno-Commercial Bid and Price Bid together.	The bids are to be submitted in <b>single stage under two bid system</b> i.e. Un-priced Techno-Commercial Bid and Price Bid together. <u>Only the Price Bid should contain the quoted price.</u>
2	Annexure-I (FEATURES OF THE TOOL): Sl. No. 1	<p><b>Compliance Dashboard:</b></p> <ul style="list-style-type: none"> <li>▪ Facility to view all Statutory, Regulatory, and Internal compliance and related tasks from a Live dashboard which is updated real time</li> <li>▪ Track progress of all compliances i.e. Completed, Pending or overdue compliances, Corporate Actions, Due Dates and Tasks can be viewed across Branch Locations based on the Governing Laws or Severity Types.</li> <li>▪ Geographical Analysis for all the locations</li> </ul>	<p><b>Compliance Dashboard:</b></p> <ul style="list-style-type: none"> <li>▪ Facility to view all Statutory, Regulatory, and Internal compliance and related tasks from a Live dashboard which is updated real time</li> <li>▪ Track progress of all compliances i.e. Completed, Pending or overdue compliances, Corporate Actions, Due Dates and Tasks can be viewed across Branch Locations based on the Governing Laws or Severity Types.</li> <li>▪ Geographical Analysis for all the locations, <u>i.e. Location-wise compilations (Indian Locations namely: Duliajan, Guwahati, Kolkata, Bhubaneswar, Kakinada, Corporate office (Noida &amp; Delhi) Rajasthan Fields ( Jodhpur and Drilling locations under RF) .</u></li> </ul> <p><u>However, Dashboard for different users will reflect different information.</u></p> <p><b>Example-1:</b> For Admin User</p> <ul style="list-style-type: none"> <li>▪ <u>Compliance status Location/Criticality /Category of law /Function wise compliance</u></li> <li>▪ <u>Total No active Users /Locations</u></li> <li>▪ <u>Any other information which may relevant Admin perspective etc.</u></li> </ul> <p><b>Example-2:</b> for User Level</p> <ul style="list-style-type: none"> <li>▪ <u>Summary of compliances (Mapped compliances, pending compliances/Criticality /category wise etc.)</u></li> <li>▪ <u>Pie and Graphical representation etc.</u></li> </ul>

Sl. No.	Section / Page No.	Existing Particulars	Amended Particulars
3	Annexure-I (FEATURES OF THE TOOL): Sl. No. 3	<p><b>Checklist Management</b></p> <ul style="list-style-type: none"> <li>▪ Facility to manage complete compliance checklist for both, date and event driven compliances.</li> <li>▪ Facility to assign compliances to individuals, teams, or departments.</li> <li>▪ Set up due dates, reminders, and escalations.</li> <li>▪ Enable review and approve workflow along with document upload capabilities to manage supporting documents and proof of compliance at user and Admin level</li> </ul>	<p><b>Checklist Management</b></p> <ul style="list-style-type: none"> <li>▪ Facility to manage complete compliance checklist for both, date and event driven compliances.</li> <li>▪ Facility to assign compliances to individuals, teams, or departments. <u>Under circumstances where one team member is on prolong leave and intra Deptt transfer of responsibility, Approver /Reviewer should be able to reassign among the Compliance owners reporting to him.</u></li> <li>▪ Set up due dates, reminders, and escalations.</li> <li>▪ Enable review and approve workflow along with document upload capabilities to manage supporting documents and proof of compliance at user and Admin level</li> </ul>
4	Annexure-I (FEATURES OF THE TOOL): Sl. No. 4	<p><b>Task Management</b></p> <ul style="list-style-type: none"> <li>▪ Administrator control and monitor all assigned and unassigned tasks to all the business units including all departments and locations.</li> <li>▪ Easily assignment of day to day or ad-hoc tasks to the team and even external resources, auditors, law firm and consultants.</li> <li>▪ Facility to allocate one task to two or more users</li> <li>▪ Lock the task if overdue</li> <li>▪ Bulk update and review for general and repetitive compliances</li> </ul>	<p><b>Task Management</b></p> <ul style="list-style-type: none"> <li>▪ Administrator control and monitor all assigned and unassigned tasks to all the business units including all departments and locations.</li> <li>▪ Easily assignment of day to day or ad-hoc tasks to the team and even external resources, auditors, law firm and consultants.</li> <li>▪ Facility to allocate one task to two or more users. <u>There are certain activities which are executed by one or more officers like maintenance of machinery. Different machineries are being maintained by different officers. The said line item should be duplicated into for two different users. However, approver may be same person in the said case.</u></li> <li>▪ Lock the task if overdue</li> <li>▪ Bulk update and review for general and repetitive compliances</li> </ul>
5	Annexure-I (FEATURES OF THE TOOL): Sl. No.	<p><b>Automatic task trigger Management</b></p> <ul style="list-style-type: none"> <li>▪ Automatic triggering of event-based compliances on the occurrence of events, and</li> </ul>	<p><b>Automatic task trigger Management</b></p> <ul style="list-style-type: none"> <li>▪ Automatic triggering of event-based compliances on the occurrence of events, and activation to the</li> </ul>

**Annexure-A to Corrigendum No. 2 dated 23.12.2020**  
**E-Tender No. CLI5796P21**

Sl. No.	Section / Page No.	Existing Particulars	Amended Particulars
	6	<p>activation to the rightful owners upon positive confirmation in the system</p> <ul style="list-style-type: none"> <li>▪ Non-triggering of events if the event has not occurred and it is negative confirmed in the system</li> <li>▪ Email to alert the responsible user when the alerts are triggered for event-based compliances</li> </ul>	<p>rightful owners upon positive confirmation in the system. <u>System should ask query whether event has occurred or not at predefined intervals? Upon positive confirmation, the compliances should get triggered off.</u></p> <ul style="list-style-type: none"> <li>▪ Non-triggering of events if the event has not occurred and it is negative confirmed in the system. <u>System should ask a query about happening of the event. Upon negative confirmation, no compliances related thereto should get triggered off</u></li> <li>▪ Email to alert the responsible user when the alerts are triggered for event-based compliances</li> </ul>
6	Annexure-I (FEATURES OF THE TOOL): Sl. No. 8	<p><b>Workflow</b></p> <ul style="list-style-type: none"> <li>▪ In-built workflows to monitor and control decentralized compliance management.</li> <li>▪ Best practice workflow to address changes in compliance, or changes and extensions in compliance due dates</li> </ul>	<p><b>Workflow</b></p> <ul style="list-style-type: none"> <li>▪ In-built workflows to monitor and control decentralized compliance management. <u>Few activities are decentralized at Regional level .System should have a feature to provide for monitoring the compliance of such decentralized activity by HOD as reviewer (third Level in Compliance tool)</u></li> <li>▪ Best practice workflow to address changes in compliance, or changes and extensions in compliance due dates</li> </ul>
7	Annexure-I (FEATURES OF THE TOOL): Sl. No. 9	<p><b>Compliance certification</b></p> <ul style="list-style-type: none"> <li>▪ Automatic compliance certificate creation with customized Oil India format within the application by HOD and other users as specified by Oil India.</li> <li>▪ Option of generating compliance certification by user/location wise/risk status wise/Act wise/ business unit wise.</li> </ul>	<p><b>Compliance certification</b></p> <ul style="list-style-type: none"> <li>▪ Automatic compliance certificate creation with customized Oil India format within the application by HOD and other users as specified by Oil India. <u>Successful Bidder / Contractor shall have the freedom to draft its own format, subject to condition that the format should have details about the status of complied, not complied, not updated compliances location wise with backup of details in excel sheet.</u></li> <li>▪ Option of generating compliance certification by</li> </ul>

Sl. No.	Section / Page No.	Existing Particulars	Amended Particulars
8	Annexure-I (FEATURES OF THE TOOL): Sl. No. 10	<p><b>Audit Trail management</b></p> <ul style="list-style-type: none"> <li>▪ Compliance-wise audit trail history</li> <li>▪ Audit trail history captures the Business username</li> <li>▪ Audit trail history captures the Status, Remark &amp; updated document</li> <li>▪ All the activities performed by business user are captured along with the action history date &amp; time</li> <li>▪ Audit trails management to be made available to the administrator</li> <li>▪ Any compliance reported wrong inadvertently, the user should be able to send back to the administrator for correction update with correct information</li> <li>▪ This facility to be locked if the compliance certificate is generated by HOD</li> </ul>	<p>user/location wise/risk status wise/Act wise/business unit wise.</p> <p><b>Audit Trail management</b></p> <ul style="list-style-type: none"> <li>▪ Compliance-wise audit trail history</li> <li>▪ Audit trail history captures the Business username</li> <li>▪ Audit trail history captures the Status, Remark &amp; updated document</li> <li>▪ All the activities performed by business user are captured along with the action history date &amp; time</li> <li>▪ Audit trails management to be made available to the administrator</li> <li>▪ Any compliance reported wrong inadvertently, the user should be able to send back to the administrator for correction update with correct information</li> <li>▪ This facility to be locked if the compliance certificate is generated by HOD. <u>System should have a feature to provide for compliance certificate Deptt wise, Owners/Approvers, Reviewer wise and Once Certificate is downloaded, no updation should be possible at user's end unless permitted by the administrator.</u></li> </ul>
9	Annexure-I (FEATURES OF THE TOOL): Sl. No. 15	<p><b>Mobile Application</b></p> <ul style="list-style-type: none"> <li>▪ A mobile application to be enabled for users to comply with all the task and compliances.</li> </ul>	<p><b>Mobile Application</b></p> <ul style="list-style-type: none"> <li>▪ A mobile application to be enabled for users to comply with all the task and compliances. <u>Mobile app should provide for at least updation of compliance, Compliance status, Reminders for pending Compliances, Compliance checklist.</u></li> </ul>