



IndianOil

इंडियन ऑयल कॉर्पोरेशन लिमिटेड
(पाइपलाइन्स प्रभाग)

**Indian Oil Corporation Limited
(Pipelines Division)**

**EOI No.: PLCC/EOI CBT/HR/23113
EXPRESSION OF INTEREST (EOI)**

FOR

**Expression of Interest (EOI) for empanelment of agencies for conducting
Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of
Workmen in Pipelines Division**

Issued by

**General Manager (PJ-Contracts)
Indian Oil Corporation Limited
Indian Oil Bhawan
A-1, Udyog Marg, Sector-1
Noida (U.P.) - 201 301, INDIA**

EOI No: PLCC/EOI CBT/HR/23113

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1. No representation or warranty, expressed or implied, is or will be made as to the reliability, accuracy or the completeness of any of the information contained herein. While this Document has been prepared in good faith, neither IOCL nor any of its respective directors, officers or employees make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability whatsoever (including any liabilities under law of contract or tort) arising in connection with this EOI is accordingly expressly disclaimed by IOCL. The Bidder by submitting a response to this EOI expressly accepts the waiver of all liabilities by IOCL as set out in this paragraph 3.
2. IOCL is not bound to consider for acceptance of any or all the Offers. IOCL reserves the right to reject any or all the Offers without assigning any reasons. No Bidder shall have any cause of action or claim against IOCL or its officers, employees, consultants, agents, successors or assignees for rejection of its Offer.
3. IOCL reserves the right to issue Request for Proposal (RFP) for the above work to the qualified bidders of this EOI only.
4. IOCL reserves the right to modify/alter the EOI. Any Addendum/ Corrigendum /due date extension in respect of above EOI shall be issued on our website: <https://iocletenders.nic.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated. Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. IOCL shall not be responsible in case of failure of the bidder to upload the documents within specified time of EOI submission.
5. Companies under Holiday list by IOCL or the Government of India or any other Public Sector Undertaking under the Government of India are not eligible to participate in the EOI.
6. **This is not a Tender /Request for Quotation and Price information are not to be submitted with “Expression of Interest”.**



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INDIAN OIL CORPORATION LIMITED
(PIPELINES DIVISION)

Indian Oil Bhawan, A-1, Udyog Marg, Sector-1, Noida-201301, U.P.

DETAILED NOTICE INVITING NATIONAL EXPRESSION OF INTEREST (EOI)

1.0 Basic Tender Details		
a.	Name of Work	Expression of Interest (EOI) for empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division
b.	Tender No	PLCC/EOI CBT/HR/23113
c.	E-Tender –ID	2024_PLHO_174544_1
d.	Type of tender	Nation EOI tender
e.	Tender Category	Service
f.	Reverse Auction	Not Applicable
g.	Cost of tender document	No EOI fee is applicable for this EOI, since the bidders are required to download the EOI documents from IOCL e-tender website (https://iocletenders.nic.in).
2.0 CRITICAL DATES		
a.	Start date for download of Tender Document	09.01.2024
b.	Pre-Bid Meeting	16.01.2024 at 15:00 Hrs
c.	Clarification Start Date & Time	Not applicable
d.	Clarification End Date & Time	Not applicable
e.	Online bid Submission Start Date & Time	25.01.2024 from 14:30 Hrs
f.	Online bid Submission Closing Date & Time	30.01.2024 upto 14:30 hrs
g.	Bid Submission Time (In no. of Days)	21 days or more
h.	Tender Opening (techno-commercial bid) Date & Time	31.01.2024 at 15:00 Hrs. or convenient date there after
i.	Bid Validity	Not applicable
3.0 Qualification Criteria		
a..	Technical Qualification Criteria	The bidder must have successfully completed minimum 3 Computer Based Test (CBT) based on end to end written examinations/ tests against different advertisements in India of minimum 50,000 candidates for each examination for Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings in the past 3 years (from the date of floating of EOI).The test centers of such exams should have been located at various locations of India i.e. recruitment should have been conducted on pan India basis.



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		Details as per Technical Evaluation Criteria enclosed along with tender documents.
b.	Commercial Qualification criteria	Annual Turnover: - Bidder to submit audited Balance sheets for the last 3 (three) financial years (2020-21, 2021-22, 2022-23). Work Order Values: - Bidder to give us detail about all the similar nature of works completed by the bidder in the past three years as per along with relevant documents, such as copies of Work Order and Completion Certificate, supporting the claim.
4.0 Others		
a.	EMD	Not applicable
b.	Performance Security/ISD/SD	Not applicable
c.	Concurrent Commitment requirement	Not applicable
d.	Net worth	Not applicable
f.	Integrity Pact	Not applicable
g.	Independent External Monitor, Name	Not applicable
h.	Advance Payment/Mobilization Advance	Not applicable
i.	Incentive Clause	Not applicable
j.	Additional BG	Not applicable
i.	Helpdesk Contact	<u>IOCL E-tender portal</u> Indian Oil Help Desk: (updated details available at https://iocletenders.nic.in/) Email: etenderinghelpdesk@indianoil.in
j.	Tender Inviting Authority (TIA)/ Submission Office Address	GM (PJ-Contracts) Indian Oil Corporation Limited (Pipelines Division) A-1, Udyog Marg, Sector-1, NOIDA (UP) 201 301, INDIA Phone: 91-120-2448 8403/8412 E-mail: nitu@indianoil.in ; chauhanas@indianoil.in

Other Important Points

1. **Physical Bids will not be accepted.** Tender Document can be downloaded from <https://iocletenders.nic.in> and online bids are required to be submitted with Digital signatures on the system.
2. The tender documents are non-transferable.
3. IOCL reserves the right of annulment of tender without assigning any reasons whatsoever.
4. The Tenderers shall upload scanned copy of necessary documents in support of required qualification and experience along with their offer as per instruction given in the tender documents.



SECTION-1

GENERAL INFORMATION TO APPLICANTS

- Indian Oil Corporation Limited, a company registered in India under the Companies Act, 1956 invites Expression of Interest (EOI) from reputed and established Indian Engineering firms/contractors meeting requisite criteria for execution of work as per the details mentioned below:

Name of Work:	Expression of Interest (EOI) for empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division
EOI No.	PLCC/EOI CBT/HR/23113

- Pipelines Division of Indian Oil Corporation Limited (IOCL), a Government of India Undertaking (hereinafter called as the Owner), owns and operates about 20000 km of pipeline network and intend to shortlist vendors who may take up the work of conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division.

The applicants have to furnish details of work completed by them in **last Three years** as per **Technical Annexure-I**. The completion certificates issued by clients are to be furnished by the bidders.

- The brief scope of services to be performed by contractor as per scope of work. The detailed and final scope of work shall be provided in the specific tender for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen.
- The evaluation criteria for short listing in EOI are given in **Section-02**.
- The capabilities of interested applicants will be assessed through the information/ credentials submitted by them.
- The approved panel will be for 1(one) year commencing from date of issuance of empanelment letter and empanelment is extendable to another 1(one) year period.
- Please note that you are not required to quote any rates.
- 'Bid validity days' and 'Calendar Completion/Delivery Period in Days' given in e-tender site shall not be applicable for this EOI.



In the entire process of preparing panel for **Expression of Interest (EOI) for empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division**, decision of Owner shall be final and binding on the bidder.

Please Note: This is not a Tender /Request for Quotation and Price information are not to be submitted with “Expression of Interest”.



Section-2
(Instruction to Applicants-Technical)

Technical Evaluation Criteria(Qualifying mark 100/100)
(Marking criteria – Full marks or zero will be given on each point at Sl. No. 1)

Sl No	Parameter	Marks allotted	Marks obtained
1	<p>The bidder must have successfully completed minimum 3 Computer Based Test (CBT) based on end to end written examinations/ tests against different advertisements in India of minimum 50,000 candidates for each examination for Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings in the past 3 years (from the date of floating of EOI).The test centers of such exams should have been located at various locations of India i.e. recruitment should have been conducted on pan India basis.</p> <p>Interested Agencies who are into the business of conducting end-to end Computer Based Test (CBT) for recruitment of employees/ executives/ non-executives for permanent post (This does not include Fixed Term employment or contractual employment or enrollment in educational course and consequential employment thereof) in Govt. Depts. / PSUs/ Statutory Bodies and having experience in handling online applications & conducting CBT simultaneously for at least 50,000 Nos. of candidates or more in a single instance/recruitment process on Pan-India, including remote/small locations must submit the following details and documents for further needful at our end: Work order and completion certificate should be integrated w.r.t I, II, III, IV, V, VI & VII i.e. all the points from I to VII to be included under single Work order and completion certificate certifying having experience in handling online applications & conducting CBT simultaneously for at least 50,000 Nos. of candidates in a single instance/recruitment process on Pan-India</p> <p>Certified copy of Work orders with corresponding Completion Certificate as Original vendor for recruitment of employees/ executives/ non-executives as indicated in Sl No.1 (not as sub-contractor / sub vendor) completed for similar type of work in the last 3 (three) years (<u>ending on the start date for floating of EOI</u>) indicating the details of the following:</p> <p>I. The total no. of candidates administered (at least 50000 Nos of candidates in a single</p>	<p align="center">20</p> <p align="center">15</p>	

	<p>instance/ recruitment process) to CBT in each instance (cumulative number of candidates on different examination will not be considered)</p> <p>II. The test centre locations (City) along with address of test centers (Pan India Basis – i.e. conducting in more than one state / Union territory) under each work order for single instance/ recruitment exercise mentioning work order value and Name of the company, detailed address and Completion Certificate against each work order indicating the completed value of work also to be submitted.</p> <p>Note- Experience in conducting state in one state shall not be considered</p> <p>III. Supporting Copy of detailed Advertisement against which CBT has been conducted (Work order and completion certificate submitted) mentioning eligibility criteria, selection procedure , Post advertised for , Pay scale , Application start date and end date etc.</p> <p>IV. Work order and completion certificate towards proof of Preparing suitable question papers MCQ type for different disciplines/ posts/ seats as per the scheme & syllabus of examination for the same CBT as mentioned in B-3 (i), (ii) and (iii) of EOI document. (Proof of sample question paper)</p> <p>V. Certification from Authorized Agencies towards Confirmation/details of available facility to successfully capture bio-metric based data (IRIS/finger print/ digital photograph etc) of the candidates on the day of examination and successfully verified the same on the day of interview/document verification/skill test.</p> <p>VI. Conducting test in Bilingual Mode- Hindi and English</p> <p>Note - Work order and completion certificate should be integrated w.r.t I, II, III, IV, V & VI.</p>	15	
		15	
		15	
		15	
		5	
	Total	100	
2	Copy of Valid agreement (valid up to 31.12.2024) with Test Centre conducting CBT or proof of owning Test Centre on its own.	Bidder to Submit supporting document	
3	Infrastructure facilities – Documents indicating availability of infrastructure facilities, knowledge base and details on Technological Platform/ Software and Certification with the Agency relating to Conduct of CBT with all security/confidentiality as per the Standards etc. Agency shall also indicate the details of tie-up(s) (Valid tie up upto 31.12.2024 along with credentials of agency with whom the tie up has been signed), if any, with other agency (ies) for technical/ software supportfor conducting CBT.	Bidder to Submit supporting document	

4	The agency shall clearly explain the methodology intended to be adopted for conduct of CBT along with the technology adopted as well as the timelines involved in execution of work.	Bidder to Submit supporting document	
5	Proof of experience towards support to Client in case of any legal dispute/ court cases/ RTI applications filed against the advertisement /recruitment process or for any other purpose	Bidder to Submit supporting document	
6	<ol style="list-style-type: none"> 1. GST, PAN, TIN details. 2. PF Registration/ Code details. 3. Income Tax returns of last 3 years (2022-23, 2021-2022 and 2020-2021) alongwith copy of acknowledgement from Income tax authority 4. Valid Company Registration / Incorporation related documents from Statutory Authorities, as applicable. 5. Locations of offices – Details of offices along with Registered office with office address in India and manpower details (Permanent employee Nos.....as on date of floating EOI) 	Bidder to Submit supporting document	
7	Customer complaint redressal - The agency to submit the details of their customer support/redressal system.	Bidder to Submit supporting document	

Note:

1. Supporting documents duly signed, stamped and dated w.r.t all the points above to be submitted.
2. Proof of authorised signatory.
3. **Please read all instruction in the Expression of Interest document carefully before submission.**
4. **Please comply with Bidder's check list for submission of document.**

EXPRESSION OF INTEREST (EOI)
Lining up Agency for conducting Computer Based Test (CBT) for
Recruitment of Non-Executives and Engagement of Apprentices in
Pipelines Division of IndianOil

Expression of Interest (EOI) is invited from interested parties to identify suitable agencies who can provide technical services and are capable of conducting Computer Based Test (CBT) for recruitment of non-executives and engagement of Apprentices in its Pipelines Division.

A. BROAD SCOPE OF WORK

The following shall be the broad scope of the Agency for conducting the Computer Based Test (CBT) but not limited to the following: -

1. Design the URL/Application Portal for receiving online applications as per IOCL's requirement.
2. Arranging for online registration portal for the candidates including online payment gateway. The payment gateway shall be arranged by IOCL and Agency shall facilitate integration of payment gateway in the online registration portal. The portal shall also have the facility to fill in registration form along with Photo and Signature upload facility & upload of relevant documents for establishing candidate's eligibility.
3. Processing of online application data, booking requisite number of venues at various locations (including PWD facilitated venues), generating roll numbers, allotting the venues to candidates for CBT. Email and SMS communication to candidates at different events during process.
4. Dashboard to manage Received, Pending and Submitted applications; (Region & discipline-wise).
5. Designing draft admit-cards seeking the approval of IOCL, preparing URL for downloading admit-cards and providing the said URL to IOCL for web hosting on their website.
6. Preparing suitable bi-lingual question papers in English and Hindi for different posts / posts/ seats as per the scheme & syllabus of examination approved by IOCL.
7. Arranging for smooth and fair conduct of the CBT at centres indicated in the advertisement (*Suggested test centres are Guwahati; Barauni or Patna; Vadodara or Ahmedabad; Rajkot; Jaipur; Kolkata; Chennai; Panipat or Delhi-NCR; Bhubaneswar*) by deputing suitable number of venue coordinators at each centre in coordination with IOCL and ensuring that infrastructure such as computer systems, software, power backup, etc at the venue are properly functioning. However, final test centres will be as notified in the Advertisement.
8. Scanning of admit cards at the entrance gate of the examination centre & ensuring signing of physical attendance sheet by candidates in the presence of invigilators.
9. Arranging registration of candidates by capturing photo and biometrics (before the start of examination and after completion of examination) on exam day at the venue.
10. The biometrics and digital photograph taken at this stage shall be used by IOCL Pipelines Regions later on for authentication purposes during the Skill/Proficiency/Physical Test and at the time of joining. Agency will provide full support with sufficient number of personnel & biometric data for the same as & when required.
11. Collecting TA/DA Forms along with supporting documents for SC/ST/PwBD candidates

- on the date of the Written Test and handing over to IOCL for further needful.
12. Intimate candidates through SMS & e-mail for different events including but not limited to Registration, Application Form submission, Payment, Hall Ticket Generation and Result Declaration etc. to appear for further selection process.
 13. Arranging CCTV surveillance & recording of the examination centres on the day of examination(s).
 14. Operate Command Centre at a location of Agency (preferably Noida) for real time monitoring of CBT at IOCL Pipeline Head Office.
 15. Inviting and review of objections post CBT from candidates to provide opportunity regarding fairness of MCQ and distracters.
 16. Preparation of Region-wise result/Merit-list as per the logic and format provided by IOCL. Publish Result of selected candidates in the Written Test as per agreeable timeline.
 17. Extend support and provide requisite information to the designated officials of IOCL on priority basis, in case of any legal dispute/ court cases/ RTI applications filed against the advertisement/recruitment process or for any other purpose.
 18. To ensure security/ confidentiality in all aspects of the complete process, client data and data integrity. A secrecy undertaking to be submitted by the agency in this regard.
 19. Any other job required for smooth execution of the total recruitment process.
 20. Agency shall also indicate the support required from IOCL in conducting the CBT as per the above broad scope of work.

B. PATTERN OF QUESTION PAPERS AND TENTATIVE TIMELINES FOR COMPLETION OF ACTIVITY:

Recruitment Of Workmen (Permanent Positions)

1. Mechanical – **Total 100 marks.**
 - a) Diploma (Mechanical/Automobile) Level (**75 marks**)
2. Electrical – **Total 100 marks.**
 - a) Diploma (Electrical/Electrical & Electronics) Level (**75 marks**)
3. T&I - **Total 100 marks.**
 - a) Diploma (Electronics & Communication/Electronics & Telecommunication/Electronics & Radio Communication/Instrumentation & Control/Instrumentation & Process Control/Electronics) Level (**75 marks**)
4. Operations – **Total 100 marks.**
 - a) Diploma (Chemical/Mechanical/Automobile/Electrical/Electrical & Electronics/Electronics & Communication/Electronics & Telecommunication/Electronics & Radio Communication/Instrumentation & Control/Instrumentation & Process Control/Electronics) Level (**75 marks**)
 - b) **For Sl. No. 1, 2, 3 & 4** – Graduation Level - General Aptitude-5 marks + Reasoning-5 marks + General English-5 marks + Numerical Aptitude-5 marks + General Knowledge-5 marks - (**25 marks**)
5. Technical Attendant - **Total 100 marks.**
 - a) ITI (Electrician/Electronic Mechanic/Fitter/Instrument Mechanic/Instrument Mechanic (Chemical Plant)/Machinist/Machinist (Grinder)/Mechanic-cum-Operator Electronics Communication System/Turner/Wiremen/Draughtsman (Mechanical)/Mechanic Industrial Electronics/Information Technology & ESM/Mechanic (Refrigeration & Air Conditioner)/Mechanic (Diesel)) Level – (**75 marks**)

- b) **For Sl. No. 5** - XII Level (General Aptitude (5 marks) + Reasoning (5 marks) + General English (5 marks) + Numerical Aptitude (5 marks) + General Knowledge (5 marks) – (25 marks)

Sl. No.	Activity	Earliest	Latest
1	Notification of Vacancies in IOCL website	*1	*1
		Day-1	Day-1
2	Notification to Employment Exchange	*1 + 3 days	*1 + 3 days
		Day-4	Day-4
3	Last date of receipt of Applications	*1 + 21 days	*1 + 30 days
		Day-21	Day-30
4	Start Download of Admit Cards by Candidates	*3 + 10 days	*3 + 15 days
		Day-31	Day-45
5	Day of Written Examination & End Day of Download of Admit Cards	*4 + 15 days	*4 + 20 days
		Day-46	Day-65
6	Declaration of Results of Written Examination	*5	*5 + *1 day
		Day-46	Day-66

**Activity mentioned at Sl. No.*

Note: The timelines are indicative only and not part of qualification criteria.

Engagement Of Apprentices (Training Duration 12/15 Months)

1. Mechanical – **Total 100 marks.**
 - a) Diploma (Mechanical/Automobile) Level (75 marks)
2. Electrical – **Total 100 marks.**
 - a) Diploma (Electrical/Electrical & Electronics) Level (75 marks)
3. T&I - **Total 100 marks.**
 - a) Diploma (Electronics & Communication/Electronics & Telecommunication/Electronics & Radio Communication/Instrumentation & Control/Instrumentation & Process Control/Electronics) Level (75 marks)
4. Finance - **Total 100 marks.**
 - a) Graduation (B Com) Level – (75 marks)
 - b) **For Sl. No. 1, 2, 3 & 4** – Graduation Level - General Aptitude-5 marks + Reasoning-5 marks + General English-5 marks + Numerical Aptitude-5 marks + General Knowledge-5 marks - (25 marks)
5. Human Resource – **Total 100 marks.**
 - a) Graduation Level - General Aptitude-20 marks + Reasoning-20 marks + General English-20 marks + Numerical Aptitude-20 marks + General Knowledge-20 marks
6. DEO – XII Level - **Total 100 marks.**
7. DDEO – XII Level - **Total 100 marks.**
 - a) **For Sl. No. 6 & 7** - XII Level (General Aptitude (20 marks) + Reasoning (20 marks) + General English (20 marks) + Numerical Aptitude (20 marks) + General Knowledge (20 marks)

Sl. No.	Activity	Earliest	Latest
1	Notification of Vacancies in IOCL website	*1	*1
		Day-1	Day-1
2	Notification to Employment Exchange	*1 + 3 days	*1 + 3 days
		Day-4	Day-4
3	Last date of receipt of Applications	*1 + 21 days	*1 + 30 days
		Day-21	Day-30
4	Start Download of Admit Cards by Candidates	*3 + 10 days	*3 + 15 days
		Day-31	Day-45
5	Day of Written Examination & End Day of Download of Admit Cards	*4 + 15 days	*4 + 20 days
		Day-46	Day-65
6	Declaration of Results of Written Examination	*5	*5 + *1 day
		Day-46	Day-66

*Activity mentioned at Sl. No.

Note: The timelines are indicative only and not part of qualification criteria.

C. EXPERIENCE CREDENTIALS AND OTHER MISCELLANEOUS DETAILS TO BE FURNISHED

Interested Agencies who are into the business of conducting end-to end Computer Based Test (CBT) for recruitment of employees/ executives/ non-executives for permanent post (this does not include Fixed Term Employment or contractual employment or enrollment in educational course and consequential employment thereof) in **Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings** and having experience in handling online applications & conducting Computer Based Test (CBT) simultaneously for at least 50,000 nos. of candidates in a single instance/recruitment process on Pan-India, including remote/small locations must submit the following details and documents for further needful at our end:

1. Annual Turnover - The agency must submit the audited balance sheets and profit & loss statement for the last 3 years (2022-23, 2021-2022 and 2020-2021) as a proof of their financial credentials of more than ₹ 2,60,29,755.00
2. Minimum 3 certified copy of Work Orders **with corresponding Completion Certificate** as Original vendor for recruitment of employees/ executives/ non-executives as indicated in Sl No.1 (not as sub-contractor / sub vendor) completed for similar type of work for **Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings** in the past 3 (three) years (ending on the start date for floating of EOI) indicating the details of
 - (i) The total no. of candidates administered to CBT in each instance (cumulative number of candidates on different examination will not be considered)
 - (ii) The test centre locations (City) along with address of test centers under each work order for single instance/recruitment exercise mentioning work order value and name of the company, detailed address and Completion Certificate against each work order indicating the completed value of work also to be submitted.
 - (iii) Supporting copy of detailed advertisement against which CBT has been conducted

- (Work Order and completion certificate submitted) mentioning eligibility criteria, selection procedure, Post advertised for, Pay scale, Application start date and end date etc.
- (iv) Work Order and Completion Certificate towards proof of preparing suitable Question Papers (MCQ Type) for different disciplines/ posts/seats as per the scheme & syllabus of examination for the same CBT as mentioned in B-3 (i), (ii) and (iii)
- (v) Note - Work order and completion certificate should be integrated w.r.t C C-2 (i), (ii), (iii) and (iv)
3. Copy of valid agreement (valid up to 31.12.2024) with Test Centre conducting CBT or proof of owning Test Centre on its own.
 4. Certification from authorized agencies confirmation/details of available facility to successfully capture bio-metric based data (IRIS/finger print/ digital photograph etc) of the candidates on the day of examination and successfully verified the same on the day of document verification/Skill Proficiency Physical Test.
 5. GST, PAN, TIN details.
 6. PF Registration/ Code details.
 7. Income Tax returns of last 3 years (2022-23, 2021-2022 and 2020-2021) along with copy of acknowledgement from Income tax authority
 8. Valid Company Registration/Incorporation related documents from Statutory Authorities, as applicable.
 9. The agency shall clearly explain the methodology intended to be adopted for conduct of CBT along with the technology adopted as well as the timelines involved in execution of work.
 10. Confirmation about the test centres which shall be handled /arranged by the Agency in the concerned locations as mentioned at Sl. No. 7 under Broad Scope of Work (Para-A).
 11. Locations of Offices – Details of Offices along with Registered Office with address in India and manpower details.
 12. Infrastructure facilities – Documents indicating availability of infrastructure facilities, knowledge base and details on Technological Platform/ Software and Certification with the Agency relating to Conduct of CBT with all security/confidentiality as per the Standards etc. Agency shall also indicate the details of tie-up(s), if any, with other agency (ies) for technical/ software support for conducting CBT.
 13. Customer complaint redressal - The agency to submit the details of their customer support/redressal system.
 14. Any other relevant information, which the Agency feels, will be helpful in this connection.

Note: Work Orders / Work completed for other than Central Public Sector Undertakings and / or Government of India Departments, Statutory Bodies shall not be considered as Experience Credentials.

D. EVALUATION OF OFFERS AGAINST EOI

1. The interested Agencies shall be required to submit their Offers under EOI, along with all necessary documents through the Online Tender website of IOCL <https://iocletenders.nic.in/> latest by 30.01.2024.
2. Based on the evaluation of Offers and documents submitted, IOCL shall decide further

methodology for lining up of Agency for conducting Computer Based Test (CBT).

3. IOCL reserves the right for verification of documents and experience credentials submitted by the bidder from the Original Issuing Authority and /or end users.

E. OTHER CONDITIONS

1. Agency shall submit the details directly on IOCL Tenders website <https://iocletenders.nic.in/>
2. Information obtained through this EOI will be used for finalizing specifications, technology selection and firm scope of work. IOCL reserves its rights to suitably add/alter or amend the specifications/any other detail of this EOI through amendments which will be published in IOCL Tender website.
3. After opening of Bid, Bidders may be called, if required, for verification of documents uploaded on e-tender portal in support of the “Criteria for Evaluation”. While verification, the respective uploaded bid documents shall be cross-checked with the Original documents.
4. IOCL reserves the right to cancel, suspend, extend, or re-invite the EOI without assigning any reasons thereof.
5. Submission of Offer against this EOI by any Agency shall not confer any right on them to claim eligibility for any subsequent tender(s) issued by IOCL in connection with this EOI or otherwise.

Technical Evaluation method (Qualifying Criteria must be equal to or more than 100 marks)

Marking as per below shall be adopted for evaluation. The marking scheme shall be as per below (marks allotted for all type of land based on few technical parameters – 100 marks)

BIDDER'S CHECK LIST

SI No	Parameter	Documents to be submitted	Documents submitted (Yes/No)
1	<p>The bidder must have successfully completed minimum 3 Computer Based Test (CBT) based on end to end written examinations/ tests against different advertisements in India of minimum 50,000 candidates for each examination for Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings in the past 3 years (from the date of floating of EOI).The test centers of such exams should have been located at various locations of India i.e. recruitment should have been conducted on pan India basis.</p> <p>Interested Agencies who are into the business of conducting end-to end Computer Based Test (CBT) for recruitment of employees/ executives/ non-executives for permanent post (This does not include Fixed Term employment or contractual employment or enrollment in educational course and consequential employment thereof) in Govt. Depts. / PSUs/ Statutory Bodies and having experience in handling online applications & conducting CBT simultaneously for at least 50,000 Nos. of candidates or more in a single instance/recruitment process on Pan-India, including remote/small locations must submit the following details and documents for further needful at our end: Work order and completion certificate should be integrated w.r.t I, II, III, IV, V, VI & VII i.e. all the points from I to VII to be included under single Work order and completion certificate certifying having experience in handling online applications & conducting CBT simultaneously for at least 50,000 Nos. of candidates in a single instance/recruitment process on Pan-India</p> <p>Certified copy of Work orders with corresponding Completion Certificate as Original vendor for recruitment of employees/ executives/ non-executives as indicated in SI No.1 (not as sub-contractor / sub vendor) completed for similar type of work in the last 3 (three) years (<u>ending on the start date for floating of EOI</u>) indicating the details of following:</p> <p>I. The total no. of candidates administered (at least 50000 Nos of candidates in a</p>	<p>Yes</p> <p>Yes</p>	

	<p>single instance/ recruitment process)to CBT in each instance (cumulative number of candidates on different examination will not be considered)</p> <p>II. The test centre locations (City) along with address of test centers (Pan India Basis – i.e. conducting in more than one state / Union territory) under each work order for single instance/ recruitment exercise mentioning work order value and Name of the company, detailed address and Completion Certificate against each work order indicating the completed value of work also to be submitted.</p> <p>Note- Experience in conducting state in one state shall not be considered</p> <p>III. Supporting Copy of detailed Advertisement against which CBT has been conducted (Work order and completion certificate submitted) mentioning eligibility criteria, selection procedure , Post advertised for , Pay scale , Application start date and end date etc.</p> <p>IV. Work order and completion certificate towards proof of Preparing suitable question papers MCQ type for different disciplines/ posts/ seats as per the scheme & syllabus of examination for the same CBT as mentioned in B-3 (i), (ii) and (iii) of EOI document. (Proof of sample question paper)</p> <p>V. Certification from Authorized Agencies towards Confirmation/details of available facility to successfully capture bio-metric based data (IRIS/finger print/ digital photograph etc) of the candidates on the day of examination and successfully verified the same on the day of interview/document verification/skill test.</p> <p>VI. Conducting test in Bilingual Mode- Hindi and English</p> <p>Note - Work order and completion certificate should be integrated w.r.t I, II, III, IV, V & VI.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
2	Copy of Valid agreement (valid up to 31.12.2024) with Test Centre conducting CBT or proof of owning Test Centre on its own.	Yes	
3	Infrastructure facilities – Documents indicating availability of infrastructure facilities, knowledge base and details on Technological Platform/ Software and Certification with the Agency relating to Conduct of CBT with all security/confidentiality as per the Standards etc. Agency shall also indicate the details of tie-up(s) (Valid tie up upto 31.12.2024 along with credentials of agency with whom the tie up has been signed), if any, with other agency (ies) for technical/ software supportfor conducting CBT.	Yes	

4	The agency shall clearly explain the methodology intended to be adopted for conduct of CBT along with the technology adopted as well as the timelines involved in execution of work.	Yes	
5	Proof of experience towards support to Client in case of any legal dispute/ court cases/ RTI applications filed against the advertisement /recruitment process or for any other purpose	Yes	
6	<ol style="list-style-type: none"> 1. GST, PAN, TIN details. 2. PF Registration/ Code details. 3. Income Tax returns of last 3 years (2022-23, 2021-2022 and 2020-2021) alongwith copy of acknowledgement from Income tax authority 4. Valid Company Registration / Incorporation related documents from Statutory Authorities, as applicable. 5. Locations of offices – Details of offices along with Registered office with office address in India and manpower details (Permanent employee Nos.....as on date of floating EOI) 	Yes	
7	Customer complaint redressal - The agency to submit the details of their customer support/redressal system.	Yes	

Note:

1. Supporting documents duly signed, stamped and dated w.r.t all the points above to be submitted.
2. Proof of authorised signatory.
3. **Please read all instruction in the Expression of Interest document carefully before submission.**
4. **Please comply with Bidder's check list for submission of document.**

SPECIAL INSTRUCTIONS TO TENDERERS

Annexure I

DATE: _____

EXPERIENCE QUESTIONNAIRE
(To be furnished with the Tender)

The Tenderer has completed the following similar nature of works during last Three Years:

Sl. No	Type and Name of Work completed	Owner (Name & address of Client including contact details of Engineer in-Charge)	Work Order No. & Date	Work Order Value / Executed Value	Scheduled/ Actual Date of Completion

Notes:

- 1. Details of works completed during the last 3 years only need to be furnished.***
- 2. Copies of work orders and completion certificate for the same work and performance certificate shall be furnished for each work***

NAME OF TENDERER: _____

PLACE: _____

COMPANY ADDRESS: _____

EXCEPTIONS AND DEVIATIONS STATEMENT

Tenderer shall mention exceptions and deviations to Tender Document, if considered unavoidable as per the following format:

SL. NO	PAGE NO. OF BID DOCUMENT	CLAUSE NO	SUBJECT	DEVIATIONS

☐☐☐ All exceptions/ deviations taken by Tenderer to the stipulations of the Tender Document shall be brought out in the techno-commercial bid (and not in the Tender Document or price bid) as per this format.

☐☐☐ No cognizance will be taken of any exceptions/ deviations brought out elsewhere in the bid and the same shall be treated as null & void.

☐☐☐ In case of no exceptions and deviations, "NIL" shall be marked by the tenderer.

NAME OF TENDERER: _____

PLACE: _____

COMPANY ADDRESS: _____



SECTION – 3

INSTRUCTIONS TO APPLICANTS (Commercial)

1.0 General Instructions

- a. Application for qualification is divided into 5 sections as detailed below:

Section-1	General Information to Applicants
Section-2	Instruction to Applicants (Technical)
Section-3	Instructions to Applicants (Commercial)
Section-4	Details to be Submitted.
Section-5	Annexure (Commercial & Technical)

- b. Applicants who are interested empanelment should apply providing requisite information to the Owner as stipulated in Section-1, 2, 3, 4 & 5.
- c. Bidders are advised to ensure that all the qualification documents are uploaded in the manner prescribed. Owner reserves the right to evaluate the submitted documents without seeking any new documents or clarification on the submitted documents. EOI with incomplete supporting qualification documents' are liable to be rejected.
- d. Firms/bidders, whose offers are shortlisted, would not be entitled for any preference in future tendering process.
- e. Owner reserves the right to accept/ reject any EOI without assigning any reason whatsoever.
- f. The complete EOI can be downloaded from IOCL's website <https://iocletenders.nic.in>.
- g. The complete EOI documents shall be uploaded in IOCL's website <https://iocletenders.nic.in> strictly as per IOCL's format, which will be considered for evaluation.
- h. Any amendment / clarifications issued prior to due date would be put on the web sites <https://iocletenders.nic.in>. It would be presumed that applicants have examined all amendments on the website and have submitted their application accordingly.
- i. Language of application shall be English. If any document is submitted by applicant in language other than English, authenticated English translation of the same shall also be submitted along with the application.
- j.



2.0 Enlistment of Vendors

Vendor enlistment is the pre-condition for getting tender enquiry from IOCL Pipeline Division for the shortlisted/selected items against the items/works offered for enlistment. The enlistment of vendors shall be solely carried out based on technical criteria mentioned at Clause 3.0 and its sub-clauses of section-2 (Instruction to Applicants-technical).

3.0 Validity of empanelment

The vendors have to register themselves and submit the required documents by uploading in the website to get them enlisted. After completion of enlistment the party / vendor will be issued a certificate of enlistment. The approved panel will be for 1(one) year commencing from date of issuance of empanelment letter and empanelment is extendable to another 1(one) year period.

4.0 List of enlisted vendors/contractors

The individual Bidder will be informed regarding their enlistment through e-mail. Against each enlisted vendor, their respective Annual Turnover during the preceding three completed financial years and capability of similar completed work during last three years. The requirement is specified in clause 5.0 below.

5.0 Commercial Documents to be submitted

General Notes :

- 1 If Audited Financial Report of a company is in currency other than INR, the respective/desired figure for calculation of Annual Turnover shall be converted into equivalent INR considering the conversion factor indicated in their Audited Financial Report. In case the same is not indicated, the conversion rate of INR as on last date of financial year shall be considered based on TT Sell exchange rate published by State Bank of India or any other reputed Financial Institutions.
- 2 The audited financial results should be certified by the auditor on or before the bid submission closing date. Any certificate issued by CA must have UDIN mentioned on it.
- 3 For the bidders whose financial year is calendar year, for such bidders the audited financial results shall be considered as calendar year, in lieu of financial year.
 - (i) Any bidder participating in this EoI shall provide the Audited Balance sheet of last three Financial years (2020-21, 2021-2022 and 2022-2023) to determine annual turnover of the tenderer.



Turnover for this purpose shall be determined from the audited Balance Sheet of the tenderer. However, if the tenderer is not required to get its accounts audited under section 44AB of the income Tax Act, 1961, a certificate from a Practicing Chartered Accountant towards the turnover of the tenderer along with copy of its Income Tax Return shall be furnished.

- (ii) **Bidder shall submit 03 (Three) work order** available with them with **maximum completed value**, Computer Based Test (CBT) based on end to end written examinations/ tests against different advertisements in India of minimum 50,000 candidates for each examination for Government of India Departments, Statutory Bodies and / or Central Public Sector Undertakings in the past 3 years (from the date of floating of EOI).

Note:

- i) In case the work order submitted by the Bidder is in multiple currency/ non INR, the same shall be converted in equivalent INR considering the conversion rate as on the date of issue of the reference order(s) based on TT selling exchange rate published by SBI or RBI/ Other scheduled bank/ Customs Notified exchange rate/ any other reputed Financial Institutions.
- ii) The qualification documents shall include copy of work order (WO) along with Completion certificate, issued to the Bidder as a main Contractor or as a subcontractor, clearly specifying WO number., description of work, final executed value and actual completion date. In case, if the value of executed amount is not specified in the completion certificate, Bidder shall submit certified copy (by order issuing authority/ consultant) of final bill/ invoice. Copy of TDS Certificate is required to be submitted in case where the tender issuing authority specifically asks for the same.
 - i. Whenever a contractor had worked as a sub-contractor to main contractor, their experience also can be considered. In case bidder submits prior experience as a sub-contractor, the bidder has to submit a certificate from the end User/ Owner/ Consultant of the owner engaged as EIC (Engineer-In- Charge) for the execution of the said works.
 - ii. **CA certificate certifying the executed value of works shall be submitted along with UDIN no for works executed as a subcontractor.**
- iii) A job executed by a bidder for its own plant/ projects can't be considered as experience for the purpose of meeting requirement of BQC of the enquiry document. However, jobs executed for Subsidiary/ Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BQC subject to submission of tax paid invoice(s) duly certified by Statutory Auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary/ Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified above to meet BQC
- iv) Bidders are required to ensure that the value of completed job indicated by them depicts separately the value of completed job and GST/ Service tax as applicable. Accordingly, the completion certificate submitted by the Bidder should separately



indicate the Service tax/ Goods and Services tax amount included in the value of completed job OR a separate certificate from the respective client, mentioning the Service tax/ Goods and Services tax amount if any, included in the value of completed job under consideration, should be submitted by the Bidder.

- iii. In case Service tax/ Goods and Services tax amount/ component is not specified in the submitted completion certificate, then it shall be presumed that the amount mentioned in the certificate is including Goods and Services tax/ Service tax (whichever is applicable) and the offer shall be evaluated accordingly.
- v) For Annual Rate Contracts (ARC) of repetitive nature, similar ARC job that has been successfully completed by Bidder for the originally awarded period of such ARC, shall be considered as completed works even though such ARC is under execution on account of extension. However, the original contract must have been completed within the cut-off date of completion as mentioned in the tender document and supporting documentary evidence regarding date of completion and executed value of work till that cut off date shall be provided by the Bidder.
- vi) If a Bidder has executed a work jointly in consortium(including an unincorporated JV) , the Bidder shall be considered eligible subject to the following:
 - A. The Bidder should meet required technical experience as per section-2 of this document
 - B. The detailed scope of work/ responsibility matrix of each Member, the percentage/ quantum of payment to be received by each Member, executed value of the work with the client shall be evident from any of the following document(s) duly certified by the client:
 - a. MOU Agreement between the consortium or unincorporated JV partners.
 - b. Work order issued by the client to the Consortium/ unincorporated JV.
 - c. Contract document between the consortium/ unincorporated JV and client.
 - d. Completion certificate issued by the client

In case, no separate document regarding the percentage/ quantum of payment to be received by each Member is not available, the same shall be considered based on the share holding pattern of the Joint Venture Company. Bidder shall submit JV agreement.

6.0 Updation of vendor enlistment

All applications received within the cutoff date notified in the initial stage will be evaluated as mentioned above. New vendors, who could not participate in the enlistment process can participate and submit their application for enlistment. New vendors shall have option to submit their credentials and also the existing vendors shall have option to upgrade their credentials. New vendors may be added to our list of empanelled vendors



based on the submitted credentials and credentials of the existing vendors shall again be evaluated and shall be updated in our records.

All applications received up to the cutoff date (as notified for initial enlistment), shall be downloaded and evaluated. All efforts shall be made to evaluate and finalize the enlistment of such applications at the earliest. Thereafter, further applications received till the end of cutoff date of subsequent EoI, shall be downloaded and finalized.

7.0 BIDDING ENTITY

7.1.0 Bids may be submitted by:

- A. Sole Bidder: Individual (Proprietary) /Partnership/ Company.
- B. Deleted
- C. Wholly owned Indian subsidiary of a Foreign or Indian company on the strength of its parent company

Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority. Please refer clause 13.0 for details.

Bidder shall submit the details in Sr.o.4 at Section-4 mentioning the nature of their bidding entity.

7.2.0 REQUIREMENTS FOR WHOLLY OWNED INDIAN SUBSIDIARY OF A FOREIGN/ INDIAN COMPANY -

Following shall be complied and necessary documents from Parent Company shall be submitted:

- a) Details of mode of job execution, manpower, machinery deployment shall be submitted at the time of bid. Responsibility matrix of Parent company and bidding subsidiary, not limited to the following, shall be furnished along with the bid:
 - (i) Overall responsibility for execution of entire job under the contract shall be with wholly Owned Subsidiary that shall be financially supported by the parent company.
 - (ii) The parent company & bidding company are jointly & severally responsible in terms of tender
 - (iii) The parent company will ensure deployment of requisite equipments required for undertaking the different jobs as per tender requirements.
 - (iv) The correspondences for execution of job will be made with bidding company. However, whenever called for by the Owner, parent company shall ensure its presence in progress review meeting.
 - (v) The Parent Company shall furnish an undertaking to be jointly and severally responsible with the subsidiary for due, proper and timely performance of the Contract and discharge of liabilities of its subsidiary in the event of the award of job to its subsidiary.



- b) Bidder shall submit notarised copy of MoU between parent company and bidding company (subsidiary) incorporating details as mentioned above at Clause No. 7.2.0 (a). The MoU should be signed by the Authorized Representatives of both the companies. Supporting documents in respect of Authorization should also be submitted.
- c) The jobs under consideration shall be executed by the Wholly Owned Subsidiary. Failure to honour the commitment as per MoU, will attract all actions including but not limited to General Conditions of Contract Clause Nos. 4.7.3.0, 4.7.4.0, 7.0.0.0 and any other related clauses and holiday listing of the bidding company and/or parent company.

7.2.1 QUALIFICATION OF WHOLLY OWNED INDIAN SUBSIDIARY OF A FOREIGN OR INDIAN COMPANY ON THE FINANCIAL STRENGTH OF ITS PARENT COMPANY

- (a) A company registered in India (under Companies Act, 1956), which is a Wholly Owned Subsidiary of a foreign or Indian company can be qualified based on the financial qualification of its parent company provided that the parent company declares under a memorandum of understanding with the Indian subsidiary that it would be jointly and severally responsible for all the jobs being carried out by the bidding company:
 - (b) The said Subsidiary of a foreign or Indian company can be qualified, only if the following conditions are met:
 - (i) The bidding company, has the required technical experience as evaluation criteria for short listing given in **Clause 3.0 of section-2**.
 - (ii) Bidding entity i.e. Wholly Owned Subsidiary of a foreign or Indian company should meet 50% of all the financial criteria i.e. 50% of Annual Turnover, 50% of work order values as specified in the tender document respectively and should meet 100% criteria for Concurrent Commitments (if applicable), Net Worth (if applicable).
 - (iii) The parent company should meet in full the commercial criteria
- Note: Criteria specified at sl. No. (ii) and (iii) above are applicable after EOI empanelment i.e. during Limited tendering issued to EOI empanelled bidders.
- (c) Relevant documents, such as copies of Work Order and Completion Certificate, supporting the claim shall be furnished along with the offer.
 - (d) The final techno-commercial evaluation shall be done on the basis of financial soundness, past experience, the performance of past/ongoing works executed for IOCL, if any and performance in past/ongoing works for other clients shall have important bearing in evaluating the bidders capability.



8.0 VERIFICATION OF DOCUMENTS

After opening of Technical Bid, Bidders shall be called for verification of documents uploaded on e-tender portal in support of the “Criteria for Evaluation”. While verification, the respective uploaded bid documents shall be cross-checked with the Original documents.

9.0 Provisions for discouraging submission of forged/ false/ fake documents/ incorrect information with the bid

The Bidder shall enclose documents to show that he has previous experience in having successfully completed in the recent past works of similar nature together with the name of the end customer location, sites and value of contract in the format annexed to the EOI. It shall be the responsibility of the Bidder to fill complete, correct and accurate information in line with the requirements/stipulations of the EOI, regarding their past experience and other information required to facilitate due evaluation/ consideration of their tender.

If any information/ particular relevant for the evaluation of the bid, submitted by the Bidder is found to be incorrect or is found by IOCL Pipelines Division to misrepresent facts, or if any of the documents submitted by the Bidder in support of or relevant to the bid submitted in EOI is found by IOCL Pipelines Division to be forged, false or fabricated, IOCL Pipelines Division may reject the bid and take action for putting the Bidder on holiday list for such period as IOCL Pipelines Division in this behalf considers warranted and/ or to remove the Bidder from the approved list of Vendors/ Contractors.

Submission of the information and details shall be done strictly in the manner described. In case the relevant data/ details/ information in respect of the above is not furnished within the stipulated time, the bid may be rejected.

10.0 Delisting of enlisted vendors

The enlisted vendor shall be de-listed from the approved vendor list for the balance validity period of enlistment in case of no participation/response in consecutive three tenders on all India basis. Regret letter with valid reason for non-participation shall be treated as response.

Further, in case performance of any shortlisted bidder who is executing/will execute works for IOCL is found unsatisfactory, then their name will be removed from the approved panel and they will not be considered for award of further works during the period of empanelment.

11.0 Court of jurisdiction

The Courts at Delhi shall have the exclusive jurisdiction to entertain and try any dispute relating to vendor Enlistment process.

12.0 General Notes



- i. The vendor enlistment is an independent activity which has no link with ongoing tendering activities. During enlistment process, focus will be on selection of competent and capable vendors. This process shall not be influenced by any specific ongoing tenders. Once enlistment is completed, the enlisted vendors will be considered for sending tender enquiry for subsequent EIA RA study of pipeline projects.
- ii. Value of work order with taxes (including GST/ Service Tax, whichever is applicable) shall be taken into account to determine execution capability.
- iii. IOCL (Pipelines Division) reserves the right of annulment of EoI without assigning any reasons whatsoever.
- iv. Bidder is free to seek clarification/interpretation/scope/similar item etc. before submitting the application for enlistment.
- v. After enlistment, in the event of any change in status / credential, it will be the responsibility of the enlisted vendor to inform IOCL (Pipelines Division) timely.

13.0 Guidelines for Bidders sharing land Border with India

13.1.1 Order (Public Procurement No. 1) vide OM No. F.NO.6/18/2019-PPD dated 23.07.2020, Order (Public Procurement No. 2) vide OM No. F.NO.6/18/2019-PPD dated 23.07.2020 and Order (Public Procurement No. 3) vide OM No. F.NO.6/18/2019-PPD dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.

13.1.2 Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the competent authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.

Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India

13.1.2.1 “Bidder” (including the term “tenderer”, ‘consultant’ or ‘service provider’) means any person or firm or company, including any member of a consortium or joint venture (this is an association of several persons, or firms or companies), every artificial Juridical person not falling in any of the descriptions of bidders stated hereinabove, including any agency, branch office or office controlled by such person, participating in procurement process.

13.1.2.2 “Bidder from a country which shares a land border with India “ for the purpose of above clause is defined as:

- a. An entity incorporated, established or registered in such a country; or
- b. A subsidiary of an entity incorporated, established or registered in such a country; or



- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose *beneficial owner* is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or incorporated joint venture where any member of the consortium or incorporated joint venture falls under any one of the above.

13.1.2.3 “Beneficial owner” for the purpose of 12.1.2.2 (d) above will be as under:

- (i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.
 - (a) “Controlling ownership interest” means ownership of, or entitlement to, more than twenty-five percent of shares or capital or profits of the company;
 - (b) “Control” shall include the right to appoint the majority of directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
- (ii) In case of a partnership firm, the beneficial owner is the natural person(s), who whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of capital or profits the partnership;
- (iii) In case of an unincorporated association or body of individuals, the beneficial owner is natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- (iv) Where no natural person is identified under 8.6.2.3 (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
- (v) In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in trust and any other natural person exercising ultimate effective control over the trust through a chain of control of ownership.

13.1.2.4 “Agent” for the purpose of this order is a person employed to do any act for another, or to represent another in dealings with third person.

13.1.2.5 All Bidders shall submit certificate for compliance with subject clause as per **Annexure-C6**. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance of law.

13.1.2.6 After award of contract to successful bidder, contractor shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India (defined above) unless such sub-contractor is registered with competent authority. All bidders shall submit certificate for compliance with subject clause as per **Annexure-C6**.

**SECTION – 4****DETAILS TO BE SUBMITTED**

1. Name of Company
2. Registered Office.....
Telephone No.
Fax No.
E-mail ID: Mobile No.
3. Head Office.....
Telephone No.
Fax No.
E-mail ID: Mobile No.

4. Please Tick mark against the appropriate box.

Sr. No.	Bidding Entity	Please put tick mark against ONE box ONLY out of the following options.
1.	Sole Bidder (Proprietary / Partnership/ Company)	<input type="checkbox"/>
2.	Indian Company Wholly Owned Subsidiary of a Foreign or Indian Company bidding on the Financial Strength of its Parent Company	<input type="checkbox"/> If Yes than please also fill Parent Company:-

NOTE: Choosing more than one Option out of the above may lead to rejection of offer.

5. Whether bidder is from a country that shares a land border with India (Refer clause 12.0 of section-3).Yes/No
Please also furnish Annexure-C6
6. Name & contact details of person(s) holding power of attorney
6.1 Name & designation.....
Contact No.....
7. Contact details of top three key personnel:
 - 7.1 Name & designation.....
Contact No.....
 - 7.2 Name & designation.....
Contact No.....



7.3 Name & designation.....
Contact No.....

8. Bidders are requested to submit the following additional documents along with the bid as a part of their commercial evaluation. It may be noted that this credentials of shortlisted bidders would be used to further empanel bidders for sending limited tender enquiry(LTE) to them
9. Annual Turn Over of the Company (on the basis of standalone financials of bidding entity) in the last 3 financial years [**Copies of Audited Accounts/ Annual Reports / Balance sheet & profit and loss account statement to be furnished**].

Financial Year	2020-2021	2021-2022	2022-2023
Annual Turn Over			

10. **Three nos of highest value (including service tax/GST) work orders and their completion certificate to be submitted.**
11. After empanelment a letter shall be issued to the shortlisted bidder mentioning all the credentials of the bidder as submitted to us. After empanelment, EOI would be floated on our e-tender portal periodically. New vendors shall have option to submit their credentials and also the existing vendors shall have option to upgrade their credentials. New vendors may be added to our list of empanelled vendors based on the submitted credentials and credentials of the existing vendors shall again be evaluated and shall be updated in our records.
12. Corporate Identification No. (CIN).....(Copy of relevant certificate to be attached)
13. Date of incorporation(Copy of relevant certificate to be attached)
14. GST Registration Number: (Copy of certificate to be attached)
15. PF Registration Number: (Copy of certificate to be attached)
16. Income Tax Permanent Account Number: Copy of relevant certificate to be attached)
17. Declaration by the applicants per Annexure C-3, C-4 & C-5
- (i) Declaration of relationship with Directors of IOCI
 - (ii) Undertaking for Non-Engagement of Child Labour
 - (iii) Declaration of Black Listing / Holiday Listing



18. **MSME/ NSIC** : MSME vendors to provide their Udyog Aadhaar Number (UAN).
Category of MSME vendors (whether General or SC/ST to be mentioned specifically)

.....

Signature of applicant:

Name:

Stamp

Dated

Place

ANNEXURES (COMMERCIAL)

Annexure No.	Description
Annexure-C1	Details of experience and successful work completed along with completion certificate during last three years
Annexure-C2	Covering letter
Annexure-C3	Declaration of relationship with directors of IOCL
Annexure-C4	Undertaking for non-engagement of child labour
Annexure-C5	Proforma of Declaration of Blacklisting/ Holiday Listing
Annexure-C6	Certificate regarding restriction of bidder sharing border with India and for tenders involving possibility of subcontractor

Annexure – C1

Details of similar work experience for commercial capability

S. No.	Particulars of the project completed	Name and address of client Including contact person & his tel/ fax nos. and email ID	Awarded Value of contract. W. O ref and date (Please indicate the enclosure No)	Completed Value of contract. W. O ref and date (Please indicate the enclosure No)	Contractual completion time	Date of completion	Completion certificate enclosed at (Please indicate the enclosure No.)

Signature & Seal of the Bidder: _____

Name of Bidder: _____



Annexure – C2

FORMAT OF THE COVERING LETTER

(The covering letter is to be submitted by the Bidding Company along with the Expression of Interest (EOI) for empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division

Date: _____

Place: _____

To,

Deputy General Manger (PJ-Contracts)
Indian Oil Corporation Limited
(Pipelines Division)
A-1, Udyog Marg, Sector-1
NOIDA– 201301

Dear Sir,

**Name of work Expression of Interest (EOI) for empanelment of agencies for
conducting Computer Based Test (CBT) for Engagement of
Apprentices and Recruitment of Workmen in Pipelines Division**

EOI No PLCC/EOI CBT/HR/23113

Please find our **empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division”** in response to Expression of Interest document No. **PLCC/EOI CBT/HR/23113** issued by M/s Indian Oil Corporation Ltd (IOCL) on _____.

We hereby confirm the following:

The **empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division”** is being submitted by (Name of the Bidder) ----- in accordance with the conditions stipulated in the EOI document.

We _____ (name of the Bidder), as the Bidder, would be responsible for completion and performance of the Scope of Work.

We have examined in detail and have understood, and abide by, all the terms and conditions stipulated in the EOI document issued by IOCL and in any subsequent communication sent by EOI No. **PLCC/EOI CBT/HR/23113**
Annexures



IOCL. Our **empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division**” is consistent with all the requirements of submission as stated in the EOI document or in any of the subsequent communications from IOCL.

The information submitted in our **Expression of Interest (EOI)** is complete, is strictly as per the requirements as stipulated in the Expression of Interest document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our **Expression of Interest (EOI)**.

The Bidder designates Mr./ Ms. _____ (mention name, designation, contact address, phone no., e-mail, fax no. etc), as our Authorized Signatory and Contact Person who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder etc. in respect of the Scope of Work.

For and on behalf of

Signature :
Name of the person :
Designation : **(Authorized Signatory)**

Annexure – C3

DECLARATION OF RELATIONSHIP WITH DIRECTORS OF IOCL

The Tenderer shall declare the following information in exhaustive details:-

S. No.	Description	Remarks
i)	Whether proprietor is a Director or is related to any Director of IOC present or retired within the past 2 years.	
ii)	Whether any partner or member of the firm is a Director or is related to any Director of IOC present or retired within the last two years.	
iii)	Whether any of the Directors of the Company is a Director or is related to any Director of IOC present or retired within past two years.	

LIST OF DIRECTORS

The list of board of directors are available in our website at
<http://www.iocl.com/AboutUs/Profile.aspx>



Annexure-C4

Name of work **empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division**

EOI No **PLCC/EOI CBT/HR/23113**

UNDERTAKING FOR NON-ENGAGEMENT OF CHILD LABOUR

I/We hereby declare that:

- a) We are committed to elimination of child labour in all its forms.
- b) Neither we nor any of our nominated sub-contractor(s) are engaging Child Labour in any of our work(s) in terms of the provisions of The Child Labour (Prohibition and Regulation) Act, 1986 and other applicable laws.
- c) We as well as our nominated sub-contractor(s) undertake to fully comply with provisions of The Child Labour (Prohibition and Regulation) Act, 1986 and other applicable labour laws, in case the work is awarded to us.
- d) It is understood that if I/We, either before award or during execution of Contract, commit a transgression through a violation of Article b/c above or in any other form, such as to put my/our reliability or credibility in question, the Owner is entitled to disqualify us from the Tender process or terminate the Contract, if already executed or exclude me/us from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Owner. Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in the guidelines for holiday listing of the Owner.
- e) I/We accept and undertake to respect and uphold the Owner's absolute right to resort to and impose such exclusion.

Place:

Signature of Bidder:

Date:

Name of Signatory:

EOI no.: **PLCC/EOI CBT/HR/23113**
Annexure



Annexure-C5

(FORMAT TO BE SUBMITTED ON BIDDER'S LETTERHEAD, AS THE CASE MAY BE)
PROFORMA OF DECLARATION OF BLACK LISTING/ HOLIDAY LISTING

(a) In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s_____ which is submitting the accompanying Bid//Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Partner are presently on any black list or holiday list declared by Indian Oil Corporation Ltd. or by Ministry of Petroleum and Natural Gas (MOPNG) nor any inquiry is pending by Indian Oil Corporation Ltd. Or MOPNG, in respect of any corrupt or fraudulent practice(s) against me or any other of my proprietorship concern(s) or against any partnership firm(s) in which I am or was at the relevant time involved as a partner, except as indicated below:

Is there any blacklisting or holiday listing, and /or pending inquiry:

YES/NO (Select one option)

Details in case of blacklisting or holiday listing, and /or pending inquiry: To be attached

It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd. Shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to Indian Oil Corporation Ltd

(b) In the case of a Partnership Firm:

We hereby declare that neither we, M/s_____, submitting the accompanying Bid/Tender nor any partner involved in the said firm either in his individual capacity or as proprietor or partner of any other firm or concern presently are placed on any blacklist or holiday list declared by Indian Oil Corporation Ltd. or by Ministry of Petroleum and Natural Gas (MOPNG)nor any pending inquiry is pending by Indian Oil Corporation Ltd. Or MOPNG in respect of corrupt or fraudulence practice(s) against us or any partner or any partner or any other concern or firm of which he is proprietor or partner, except as indicated below:

Is there any blacklisting or holiday listing, and /or pending inquiry :

YES/NO (Select one option)

Details in case of blacklisting or holiday listing, and /or pending inquiry: To be attached

It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd. Shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to Indian Oil Corporation Ltd



(c) In the case of Company:

We hereby declare that neither we are presently placed on any holiday list or black list declared by Indian Oil Corporation Ltd. by Ministry of Petroleum and Natural Gas (MOPNG) nor any inquiry is pending by Indian Oil Corporation Ltd or by MOPNG in respect of corrupt or fraudulent practice(s), except as indicated below:

Is there any blacklisting or holiday listing, and /or pending inquiry:

YES/NO (Select one option)

Details in case of blacklisting or holiday listing, and /or pending inquiry: To be attached
It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd. Shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to Indian Oil Corporation Ltd.

(d) In the case of Consortium:

We hereby declare that none of the members of the consortium are presently placed on any holiday list or black list declared by Indian Oil Corporation Ltd. by Ministry of Petroleum and Natural Gas (MOPNG) nor any inquiry is pending by Indian Oil Corporation Ltd or by MOPNG in respect of corrupt or fraudulent practice(s), except as indicated below:

Is there any blacklisting or holiday listing, and /or pending inquiry:

YES/NO (Select one option)

Details in case of blacklisting or holiday listing, and /or pending inquiry: To be attached
It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd. Shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated without prejudice to any other right or remedy (including black listing or holiday listing) available to Indian Oil Corporation Ltd.

Place:

Signature of Bidder

Date:

Name of Signatory



Annexure – C6

UNDERTAKING ON LETTERHEAD

To,

M/s Indian Oil Corporation Ltd.
(Pipelines Division) Indian Oil Bhavan,
A-1 Udyog Marg, Sector-1, NOIDA-201 301 (UP). India.

Name of work **empanelment of agencies for conducting Computer Based Test (CBT) for Engagement of Apprentices and Recruitment of Workmen in Pipelines Division**

EOI No **PLCC/EOI CBT/HR/23113**

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India, we certify that, bidder M/s _____ (**Name of Bidder**) is:

i) Not from such a country []

ii) If from such a country, has been registered []

with the Competent Authority.
(Evidence of valid registration by the
Competent Authority shall be attached)

(Bidder to tick appropriate option (✓ or x) above).

We hereby certify that bidder M/s _____ (**Name of Bidder**) fulfills all requirements in this regard and is eligible to be considered against the tender.

We further certify that bidder M/s _____ (**Name of Bidder**) will not sub-contract any work to an agency from such countries unless such agency is registered with the Competent Authority.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

EOI no.: **PLCC/EOI CBT/HR/23113**

Annexure