



CAIRN ENERGY INDIA PTY LIMITED

EXPRESSION OF INTEREST (EOI) FOR EMPANLLMENT OF MANPOWER OUTSOURCING AGENCY

Cairn Energy India Pty Limited (CEIL) is an Exploration and Production Company working in India and South Asia for the last 15 years. At present the Company operates blocks (Onshore and offshore) in India and Sri Lanka. The Company intends to invite techno commercial proposals for providing expert resources for different geotechnical activities.

CEIL regularly conducts onshore and offshore seismic acquisition programs, processing activities, geophysical and geotechnical site surveys, environmental impact assessment activities, geological and completion activities etc.

The Company would require outsourcing the activity/ supervision/QC work for many of the above mentioned activities to suitably experienced consultants to support Company's business plan. Therefore the Company intends to enter into a long-term contract for a primary period of two years and then 1+1 year extension provision with a suitable national/international Manpower Outsourcing Company (Agency) which can provide such highly skilled and suitably experienced consultants on call out basis, as per the following capabilities/qualifications:

The bidder should meet the following eligibility criteria for selection as 'Empanelled Agency for Manpower Services':

- Should be a Company / Partnership firm / Society / Proprietorship Firm / Consortium / Joint Venture Firm.
- Should have valid Service Tax/ Income Tax Registration and PF registration in India, as on date of submission of proposal.
- Should have valid PAN card in India
- Should be in the Human Resource Business or having qualification and experience of Partners in the field of Human Resource.
- Should have sufficient resources (financial & manpower) with professional management, organisation and business support to deliver the required services.
- Should have ability to ramp up additional quantity of manpower on emergent basis at short notice to ensure operational efficiency.
- The empanelled agency will have to comply with all statutory requirements like PF, ESI and Service Tax etc. as applicable from time to time.
- The empanelled agency will be responsible for getting monthly attendance of the manpower placed at different locations on the last date of the month without fail and shall make the monthly payment accordingly to the manpower latest by 7th of the next month. 7th being holiday payment will have to be made on by 6th.

Interested bidders which can fulfill all the requirements listed above may submit their response including the details stated above, in writing within 15 days of publication of this notice.

Companies are requested, as a minimum, to submit the following documents and details for prequalification:



CAIRN ENERGY INDIA PTY LIMITED

1. Letter of interest clearly indicating the Project reference
2. Detail Company Information with Organisation structure, List of manpower with CVs of key personnel, Plant and Machinery list mentioning year of manufacturing, Support agencies and other facilities & resources.
3. Details of completion of similar type of projects in the last five years under headings:
 - a) Brief scope of work
 - b) Value of work in INR
 - c) Contractual Duration
 - d) Actual completion of Project
 - e) Clients name
 - f) Contact details of the Client (CEIL may approach the client directly for the feedback)
 - g) Safety Certification / Inspection of plant and machineries
 - h) HSE statistics, LTI graph etc.
4. Typical Project Planning and Execution methodology.
5. List of all jobs under execution with the value of the Job and percentage completion.(With particular emphasis on project of similar magnitude carried out in Oil and Gas Sector)
6. Experience of working in similar terrain.
7. HSE policy and implementation procedures in line with internationally accepted practices with statistics for last four years.
8. Quality assurance & Quality control practices currently in place for the execution of similar work.
9. Company's financial performance documents (Audited Balance sheets and Profit and Loss statements etc.) for last 3 years.
10. Name, Designation, e-mail, contact number of the person who will be executing the contract
11. Methodology proposed to provide the required Manpower as per the Scope of Work.
12. Copies of all registration Certificates (Service Tax, PF etc)
13. Copy of registered PAN card
14. Copy of PE and Tax residency Certificate (in case of International agency)

CEIL request interested contractors to submit their Expression of Interest along the requested details within ten (10) days of publication of this EOI by email as attached PDF File and via courier to:

**Director – Procurement and Supply Chain
Management**

Cairn Energy India Pty. Limited
9th Floor, Tower A, Paras Twin Tower, Sector Road,
Sector 54, Gurgaon 122002 [Haryana], India
Tel.: +91-124-4764000; Fax :+91-124-4764568
E-mail: rjnprocurement@cairnindia.com