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**GLOBAL EXPRESSION OF INTEREST (EOI) FOR PROVISION OF TAPE TRANSCRIPTION SERVICES FOR CAIRN INDIA LTD, CAIRN LANKA PVT LTD, CAIRN SOUTH AFRICA PTY LTD**

Cairn for its blocks RJ-ON-90/1, CB/OS-2, Ravva, KG-ONN-2003/1, KG-OSN-2009/3, PR-OSN-2004/1, MB-DWN-2009/1 in India, Block SL 2007-01-001 in Sri Lanka and Block-1 in South Africa, invites reputed Contractors (both Indian and International) with demonstrated HSE performance to express their interest to participate in pre-qualification as bidders and to participate in International Competitive Bidding Process (“ICB”) process for “Provision of Tape Transcription Services”.

The scope of work/ services would broadly consist of the following:

- Transcription of all the existing media in different media type into IBM 3592 JB/JX 500 GB tapes.
- Standardization of Byte Locations for Shot Point, Trace, CDP, Inline, Xline, X & Y Coordinates in Trace Headers for processed SEG -Y data.
- The trace header information to be sourced from documents, observer logs, survey reports and navigation and will be provided in DOC/PDF/Excel etc.
- Necessary cleaning and reconditioning of the input tapes/cartridges.
- Vendor to completely transcribe, QC and handover each dataset with proper catalogue in the form of an Access database with a link to Images.

The interested suppliers should evince interest to participate in the Expression of Interest by clicking on the “**Evince Interest**” link against the corresponding Eoi listing on the Cairn India website and submit their contact details online. Further to this, interested suppliers would be invited to submit their response via *Smart Source* (Cairn’s e Sourcing Platform). The suppliers would be requested, as a minimum, to submit the following documents and details for prequalification via *Smart Source*

1. Letter of interest clearly indicating the Project reference
2. Detailed Company Information with Organisation structure, List of manpower with CVs of key personnel, equipment details and certification required to carry out the tape transcription, support agencies and other facilities & resources.
3. Details of completion of similar type of projects in the last five years under headings:
  - a) Service description
  - b) Contract Value
  - c) Contractual Duration
  - d) Actual completion of Project
  - e) Clients name
  - f) Contact details of the Client ( Cairn may approach the client directly for the feedback).
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 /services.
9. Company's financial performance documents (Audited Balance sheets and Profit and Loss statements , Auditors Report and Notes to Accounts etc.) for last 2 (two) years. Latest financial statement should not be older than 18 months on the date of submission of response to Expression



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of interest. The following financial evaluation criteria will be used for evaluation of financial standing and the vendors not meeting any of the criteria shall be disqualified from the bidding process –

- a) Net Worth (Applicable only for tenders with value exceeding USD 500,000) – Positive net-worth of at least 20% of annual contract value in each of the immediately preceding two financial years
- b) Turnover (Applicable only for tenders with value exceeding USD 500,000) - Annual Average turnover in each of the immediately preceding two financial years should be two times the average annual contract value
- c) Liquidity (Applicable only for tenders with value exceeding USD 1 Million) – Liquidity ratio in each of the preceding two financial years shall not be less than 0.75

Also, note -

- i. Normally standalone financials of the bidding entity only will be considered. However, Consolidated financials at the bidding entity level, if available, can also be submitted. Parent company or Affiliate's financials can be submitted and considered, subject to submission of Parent/ Affiliate company guarantee. This should be clearly mentioned in the EOI response.
- ii. In case of consortium, the financials of the leader of the consortium (in whose name the bid is submitted) will be evaluated. However, consortium partner's financials can also be considered subject to submission of corporate guarantee by consortium partner. This should be clearly mentioned in the EOI response.
- iii. Evaluation will be done only on the basis of the published annual reports / audited financials containing Auditor's report, Balance sheet, Profit & Loss a/c and Notes to Accounts.
- iv. In case of unaudited statements (if there are no audit requirements for auditing of financials as per the local law), the financials shall be accompanied by a certificate from a Certified Accountant. Certificate should also mention the fact that there is no requirement of audit of the financials as per the local law.

All qualifications and exceptions brought out in Auditor's report and Notes to Accounts would be factored in while undertaking financial evaluation

The interested suppliers should evince interest to participate in Eoi within 10 days of publication of Expression of Interest.