

**EXPRESSION OF INTEREST (EOI) FOR SELECTION OF CONTRACTOR FOR TPC  
PAYROLL SERVICE FOR THE PERIOD 2024-2027**

Vedanta Group has \$30bn revenue and \$10bn profit and further plans to invest \$20bn in next 4-5 years for the expansion of brownfield capacity and setting up green field capacity for Oil & Gas, Renewable Energy, Display glass, Semiconductor, Mining and Smelting. Vedanta is one of the leading players in the market.

Cairn Oil & Gas, Vedanta Ltd., is India's largest private oil and gas exploration and production company having current interest in 62 blocks and accounting for more than a quarter of India's domestic crude oil production and a vision to produce 50% of India's oil and gas production.

Cairn Oil & Gas, Vedanta Ltd., invites experienced partners to express their interest in pre-qualification to participate in National Competitive Bidding (NCB) process for providing **third-party contractor (TPC) payroll service for a period of three years.**

Brief Scope of Work is enclosed for ready reference as Annexure 1.

Following are pre-qualification criteria for bidding for this tender:

1. The Bidder must have executed similar contracts as main contractor as per Scope of Work (*Attach valid copy of purchase/work order/contract along with completion certificate/ contract closure letter from the client/customer*)
2. The Bidder shall submit valid documentary proof of GST Registration and Income Tax Registration number (PAN). (*Attach valid documentary proof in this regard*)
3. The Bidder shall submit valid documentary proof of valid ESI Registration No. and Provident fund No. (*Attach valid documentary proof in this regard*)

Interested Bidders who fulfil the above criteria shall submit their response with following details within 07 days of the publication of this EOI.

1. Bidder's Company profile, Organization set-up
2. Last 3 years audited financials along with relevant supporting documents
3. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. (*Attach self-declaration by the bidder on its letter-head duly signed & stamped*)

**VEDANTA LIMITED**

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CIN: L132O9MH1965PLC291394

## Annexure 1- Scope of Work

### 1. Key Points:

- Currently we have approx. 105 (vanilla + day raters/Consultants) contractual workforce who are working on payroll of a third party vendor.
- INR 2.5 Crore of TPC salary payout per month, actual details to be shared during tender
- These contractors work under 3 main categories of employment:
  - Day Rate Consultants - Per day rate is fixed for them and payment is made only for the number of days worked. PF not applicable for them
  - TPC as consultants on vendor payroll - Work as service providers to the vendor hence liable to pay GST from their fees and raise invoice to the vendor for the total amount. PF not applicable for them
  - TPC as employees on vendor payroll - Work on employee mode. PF is applicable for them
- The vendor will be responsible for entire life cycle management of these contractors on a digital platform
  - Managing/maintaining Cairn database and documentation for all contractors.
  - Issuing appointment, extension, closure and other letters.
  - Managing attendance and leave details.
  - Processing Payroll (Monthly salaries and other reimbursements as applicable)
  - Managing labor compliances as per law of land, high-level applicable laws to be followed as listed in Annexure-A of this document.
  - Full and Final Settlement in case of contract closures.
- The vendor will provide insurance to all contractors as per the amount fixed by Cairn
- The vendor will also be responsible ensuring compliance related documentation
- The vendor shall provide dedicated SPOC's for Cairn contractors
- The vendor shall ensure all dues are paid on time  
Reimbursements/Awards/F&F/Salary
- The vendor shall ensure Issuing letters - Contract extensions/closure or award communication in a timely manner

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- The vendor will be raising invoices on a monthly basis for all the payouts
- Digital ESS platform for Hire to Retire Cycle & Payroll.
- Pay and Collect model - All the salaries to be paid out on 1<sup>st</sup> of every month and vendor shall collect payments in 30 days.

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