

# Cairn Lanka (Private) Ltd



## **EXPRESSION OF INTEREST FOR OFFICE SERVICES**

Cairn Lanka (Pvt) Limited (CLPL) is the Operator of the SL-2007-01-001 Contract Area in the Gulf of Mannar, off the NW coast of Sri Lanka. CLPL is in the process of setting up its office at Colombo ahead of the marine seismic activities planned to commence in 2009.

CLPL seeks expression of interest (EOI) from suitably experienced Suppliers and Contractors for the goods and services which comprise the following 3 broad areas:

1. **OFFICE REQUIREMENTS – SUPPLIES AND SERVICES**
  - a- Hire of Vehicles and Pickup / drop of Company personnel
  - b- Provision of travel, ticketing and related services
  - c- Supply of Office Consumables
  - d- Provision of Integrated Office Facility Management
  - e- Provision of services of Architecture / Interior design and Supply / lease of office furniture
  
- 2- **LOGISTICS SERVICES**
  - a- Provision of Logistics services / Clearing and Forwarding agents
  - b- Provision of FRRO and Visa services
  
- 3- **IT / COMPUTER SUPPLIES AND SERVICES**
  - a- Supply / Lease of IT Equipments (hardware and software)
  - b- Provision of Services for IT related requirements

With this EOI, CLPL intends to short list names of experienced Contractors and Suppliers to invite for the tender for supply / services stated above.

Companies are requested, as a minimum, to submit the following documents and details with their expression of interest :

1. Lists of similar work (Supply / Services) successfully executed in the last three years
2. Details of work conducted in similar areas
3. Health, Safety and Environment policies, procedures and statistics covering the last 3 years
4. 2008 corporate financial details.

Interested Contractors who can fulfil all of the Specifics listed above must submit their response including the details and references stated above. Please also state clearly the particular service / services from the list above (e.g. 1a – Hire of vehicles and pickup / drop), for which the EOI is being submitted , in writing and by e-mail not later than 10 (ten) days from the date of this publication. The envelope shall be superscribed with “**Provision of CLPL Office Services - Prequalification 2009 – A/B/C** ” and shall be addressed to:

General Manager – Contracts & Procurement Dept.  
**Cairn Lanka (Private) Ltd**  
c/o Cairn Energy India Pty Limited  
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