



CAIRN ENERGY INDIA PTY LIMITED

GLOBAL EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF MANPOWER OUTSOURCING AGENCY

Cairn Energy India Pty Limited (CEIL) is one of the major Crude Oil Exploration and Production Companies having its operations in India and Overseas for the last 15 years. The company operates blocks both - offshore and onshore in Indian states of Andhra Pradesh, Gujarat and Rajasthan through Joint venture Partnership with other oil majors. CEIL operations also include exploration activities in Sri Lanka and other blocks in India. The head office is situated at Gurgaon.

Cairn would like to invite Techno-commercial proposals from suitable and capable manpower outsourcing agencies for providing suitable / competent workforce for different technical and non technical activities

The Company intends to have empanelment of suitable agencies for the above requirement and enter into a long-term contract for a primary period of two years and then 1+1 year extension provision with suitable national / international Manpower Outsourcing Companies (Agency) which can provide such highly skilled and suitably experienced workforce, as per the following capabilities/qualifications:

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

- Brief note on the history of the company from start and development details. Details with regard to relevant experience in the core business of manpower sourcing and supplying has to be explicitly mentioned therein
- Should be a Company / Partnership firm / Society / Proprietorship Firm / Consortium / Joint Venture Firm
- Should have valid Service Tax/ Income Tax Registration (PAN) and PF registration in India, as on date of submission of proposal
- Shall be in the business of manpower sourcing and supplying in particular, with a sound proven performance track record of 5 years
- Should have sufficient resources (financial & manpower) with professional management, organization 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 and all labour laws, as applicable from time to time
- Shall be capable of managing the payments to the manpower resources and the day to day requirements such as food , accommodation, travel etc and shall have complete administration controls independently as and if required and applicable



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Interested bidders who can fulfill all the requirements listed above may submit their response including the details stated above, in writing within 21 days of publication of this notice.

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

1. Letter of interest clearly indicating the Project reference
2. Detail Company Information with Organisation structure, List of manpower with CVs of key personnel, Office facilities/ set up details 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 for Indian vendors and USD for foreign vendors
 - c) Contractual Duration
 - d) Clients name
 - e) Contact details of the Client (CEIL may approach the client directly for the feedback)
 - f) Safety Certification / HSE statistics, LTI graph etc
4. Experience of working in similar terrain
5. HSE policy and implementation procedures in line with internationally accepted practices with statistics for last four years
6. Company's financial performance documents (Audited Balance sheets and Profit and Loss statements etc.) for last 3 years
7. Name, Designation, e-mail, contact number of the person who will be executing the contract
8. Methodology proposed to provide the required Manpower as per the Scope of Work
9. Copies of all registration Certificates (Service Tax, PF etc)
10. Copy of registered PAN card

CEIL request interested contractors to submit their Expression of Interest along with the requested details within twenty one (21) days of publication of this EOI by email as attached PDF File and via courier to:

Director – Procurement and Supply Chain Management

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