



## **CAIRN LANKA (PRIVATE) LIMITED**

(Incorporated in New South Wales, Australia – ACN 002 066 784)

### **EXPRESSION OF INTEREST / PRE-QUALIFICATION FOR PROVISION OF CONTRACT STAFFING SERVICES AND VISA HELPDESK FOR DRILLING OF EXPLORATORY WELLS IN DEEPWATER BLOCK OFF SRI LANKA**

#### **Introduction**

Cairn Lanka Private Ltd. (“CLPL”) is the Operator of the Offshore **SL 2007-01-001** Contract Area. The Contract Area lies in the Gulf of Mannar in deep water, just off the NW coast of Sri Lanka. CLPL is planning to commence exploration drilling activities (3 firm wells) in the SL 2007-01-001 by December 2011.

CLPL seeks an Expression of Interest from suitably experienced Service Contractors who wish to make bids to provide

- a. “Contract Staffing Services” to depute Sri Lankan Nationals to Cairn Lanka Pvt Ltd, AND
- b. “Visa Processing Helpdesk Services’ to provide Visa application support for CLPL and its associates during the drilling campaign.

Detailed descriptions are mentioned in the Service Details below.

Contractors with experience in running Contract Staffing Services and visa support, with highly qualified people, systems and policies to deliver requirement of Cairn Lanka and can provide one or a combination of services as listed below will be considered.

#### **Specifics**

Only those Contractors who can comply with all of the following and can, by their submission, demonstrate a successful track record, listing previous projects requirements, current services projects in progress, clients, and client key contacts that may be approached, in each of the areas below, should respond to this Notice. The criterion of evaluation is as following:

- The Company gives preferential weight age to
  - Service providers who are already providing Contract Staffing services and Visa support services to Indian or other multinational companies.
  - Service providers who have established office and well qualified and trained team in Sri Lanka preferably at Colombo or Service providers who do not have office in Sri Lanka but in India and are experienced in providing Services in Sri Lanka
  - Who are equipped and experienced in managing statutory compliance of Sri Lankan labour laws and other related laws

- Who are already experienced in providing such services on projects with various companies, within and outside Sri Lanka and take care of deduction, remittances and records (wherever applicable).
- Who can provide dedicated professionals to handle related matters
- The Company reserves the right at any time to quality control and audits by CLPL, its associates or any third party. A visit to their office may be conducted as part of the final technical qualification.

### **Documents Required**

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, Support agencies and other facilities & resources.
3. Details of completion of similar type of projects in the last three years under headings:
  - a) Brief scope of work b) Value of work in USD c) Contractual Duration d) Actual completion of Project e) Clients name f) Contact details of the Client (Cairn Lanka 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
6. HSE policy and implementation procedures in line with internationally accepted practices with statistics for last four years.
7. Quality assurance & Quality control practices currently in place for the execution of similar work.
8. Company's financial performance documents (Audited Balance sheets and Profit and Loss statements etc.) for last 3 years.
9. Name, Designation, e-mail, contact number of the person who will be executing the contract
10. Methodology proposed to provide the required Manpower as per the Scope of Work.
11. Copies of all registration certificates.

### **Services Details**

The Contractor shall submit their response to this Expression of Interest. Services comprise, inter alia, the following:

1. “Contract Staffing Services” to depute Sri Lankan Nationals to Cairn Lanka Pvt Ltd, as per specifications, numbers and timelines spelt out by Cairn Lanka Pvt Ltd and agreed. Manpower could be technical or non technical, specialist or non specialist as required by CLPL.
2. “Visa Helpdesk Services” to provide logistics support for CLPL and its associates during the drilling campaign including arrangement of travel, hotel reservations, mobile/ landline connections, procuring work visas for expatriates, communication support or any other co-ordinating support which might be needed.

Interested Contractors who can fulfil all of the specifics listed above (any or combination of the services) must submit their response including the details, references stated above in writing and by e-mail, along with the company profile, no later than 4 (four) days from the date of this publication. Please also state clearly the particular service / services from the list above. The envelope shall be super scribed with **“Provision of Contract staffing services and Visa Helpdesk - Prequalification 2011”** and shall be addressed to:

General Manager – Contracts & Procurement Dept.

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