



WE FUEL AMAZING

CAIRN INDIA LIMITED

## EXPRESSION OF INTEREST FOR PROVISION OF CATERING SERVICES AND FACILITY MANAGEMENT AT CB/OS-2 ONSHORE FACILITY

Cairn India Ltd (CIL) is the Operator of CB/OS-2 block located on the west coast of India on behalf of its joint venture partners ONGC Limited, Tata Petrodyne Limited & CIL. CIL invites expression of interest from interested parties for provision of Catering services and Facility Management at CB/OS-2 Onshore Facilities (Hazira, Surat).

CIL seeks an Expression of Interest from suitably experienced Contractors who wish to submit bid to provide Catering services and Facility Management at CB/OS-02 block in Surat, Gujarat. Primary term of the Contracts will be 36 Months, with possible extension for 12 Months. The expected start date for the provision of the services would be July 2013.

Only Contractors who have a minimum of three (3) years experience in providing the below mentioned Services, in support of a multi- Facility Management and Maintenance Service shall be considered.

The details of the Services that the Company envisages to Contract are mentioned below.

Sr. No.	Service Category	Broad Scope of Service
1	Catering Services	<ul style="list-style-type: none"><li>Managing the facility kitchen</li><li>Providing experienced chefs and catering personnel</li><li>Managing the food service</li><li>Managing the wet and dry stores</li><li>Ensuring stock levels of all raw materials is always at the optimum.</li><li>Hygiene management</li><li>Managing Pantries</li></ul>
2	Housekeeping Services	<ul style="list-style-type: none"><li>Provision of trained housekeeping personnel.</li><li>Housekeeping of 12 guest rooms, attached toilets of single or multiple occupancy.</li><li>Housekeeping of all common areas</li><li>Provision of all cleaning supplies, toiletries etc</li><li>Manage the facility Laundry.</li><li>Manage pest control services of the premises.</li><li>Control Room building and all offices, conference &amp; meeting rooms, toilets &amp; washrooms, and common passages.</li><li>Security Office building and all offices include common toilets.</li><li>Ware house building and its associated toilets and washrooms.</li><li>Maintenance Workshops and its associated toilets and washrooms.</li><li>Canteen and Dining hall and its associated facility.</li><li>Any other new offices that may come up</li><li>Old Helicopter hangar building and its associated offices, including common washrooms and toilets.</li><li>New Helicopter hangar building and its associated offices, including common washrooms and toilets located in Phase -2 areas.</li></ul>



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3	Facility Maintenance	<ul style="list-style-type: none"><li>• Provision of Maintenance Technicians/ Electrical/Plumbing and Carpentry – For managing HVAC system, Plumbing and water system, Pumps, Electrical panels and equipment.</li><li>• Carry out preventive maintenance.</li><li>• Carry out shut down maintenance.</li><li>• Manage services complaints relating to guest rooms.</li><li>• Maintain stock of electrical, plumbing and other consumables.</li></ul>
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Only those companies/ consortium possessing substantial and proven record of performance in executing similar contracts of this magnitude should respond to this notice. Companies are requested, as a minimum, to submit the following documents and details:

1. Letter of interest with detailed company information.
2. Details of Organogram along with managerial, supervisory, skilled manpower and available other staff to manage the project
3. Details of similar projects executed in the last five years and those of currently under execution with project name, client's name, brief scope of work, contract value , completed man hours, contractual & actual completion date with completion certificates, client certification, client references & contact details (with emphasis on work carried out in Oil and Gas sector).
4. Details of capability to mobilise and commence work to meet CIL's schedule. The Contractor's experience in mobilising on schedule shall be clearly stated.
5. Details of Particular experience of providing Services in remote areas where rapid mobility and flexibility to accommodate CIL's programme is paramount. Evidence supporting successful major operations in remote areas must be submitted.
6. Details of Management, Operating and Maintenance schemes with copies of certification.
7. List of policies, procedures and quality assurance practices currently in place for the execution of similar work.
8. HSE policies, implementation procedures in line with accepted practices.
9. Copies of ISO certifications.
10. In case of sub-contracting, submission of above relevant documents of the proposed sub-contractors.
11. Contractor should have executed similar at least one project of value \$ 0.38 MM in last three years.
12. Average annual turnover of the Contractor shall not be less than \$ 0.77 MM in last three years.
13. Company's financial performance documents i.e. audited balance sheets, profit and loss account etc. for last 03 years

The interested parties should evince interest to participate in the Expression of Interest by clicking on the **"Evince Interest"** link against the corresponding Eol listing on the Cairn India website and submit their contact details online. Further to this, interested parties 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*

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