



Rajasthan Asset, Rajasthan Field

2A, District Shopping Centre, Saraswati Nagar, Basni,
Jodhpur-342005,

Rajasthan, India.

Phone-0291-2729472, Fax: 0291-2727050

EXPRESSION OF INTEREST (EOI) No. OIL/RF/IND/EOI/13/24 dtd. 16.02.2024 for the “PROVISION OF INTEGRATED FACILITY AND TOWNSHIP MANAGEMENT SERVICES THAT INCLUDES SERVICES OF CATERING, FACILITY MANAGEMENT, HOUSKEEPING AND MAINTENANCE SERVICES AT OIL Executive Residential Complex - Jodhpur’, located near State Judicial Academy, Jhalamand, Jodhpur, Rajasthan

Oil India Limited Invites Expression of Interest (EOI) from reputed Facility Management companies interested in providing services of INTEGRATED FACILITY AND TOWNSHIP MANAGEMENT SERVICES THAT INCLUDES SERVICES OF CATERING, FACILITY MANAGEMENT, HOUSKEEPING AND MAINTENANCE SERVICES. While the EOI responses may contain indicative commercially relevant information, it will not be construed to be a commercial bid. Interested parties are advised to carefully review and submit all relevant information with their EOI. The deadline for submission of the EOI bids is 18.03.2024 @15:00 hours. The submission may be made to

DGM -HR&A

OIL House, Oil India Limited

2A District Shopping Complex

Saraswati Nagar, Basni, Jodhpur

Rajasthan-342005. e-mail: rituparna@oilindia.in, pankaj_malik@oilindia.in

DISCLAIMER

OIL INDIA LTD has prepared this document to give interested parties background information on the Project. While OIL have taken due care in the preparation of the information contained herein and believe it to be accurate neither OIL , nor any of its authorities or agencies nor any of their officers, employees, agents or advisors gives any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information in submitting an EOI. The information is provided on the basis that it is not binding on OIL any of its authorities or agencies or any of their officers, employees, agents or advisors.

OIL reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

SCHEDULE OF SUBMISSION OF EOI

EVENT	DATE
Sale of EOI document	
Last date for submission of completed EOI document	18.03.2024 at 15.00 hrs
Last date of opening of completed EOI document	18.03.2024 at 15.30 hrs

All Applications forms can be downloaded from OIL website www.oil-India.com and all the queries addressed to and completed Application forms have to be submitted before the date and time of submission to the following address:

DGM -HR&A
OIL House, Oil India Limited
2A District Shopping Complex
Saraswati Nagar, Basni, Jodhpur

EXPRESSION OF INTEREST NO: OIL/RF/IND/EOI/13/24 dtd. 16.02.2024
FOR PROVISION OF INTEGRATED FACILITY AND TOWNSHIP
MANAGEMENT SERVICES FOR NEWLY CONSTRUCTED EXECUTIVE
RESIDENTIAL TOWNSHIP AT JODHPUR, RAJASTHAN.

A. ABOUT OIL INDIA LTD

OIL INDIA LIMITED (OIL), a Government of India “MAHARATNA” Category Enterprise, is engaged in Exploration, Production & Transportation of Crude Oil and Natural Gas and Production of LPG in India with participating interest in E&P sector in various overseas projects. OIL-Rajasthan Fields (RF) is engaged in E&P operation in Rajasthan with Production of Heavy Crude OIL from its field at Baghewala and Natural Gas from its field from Tanot.

B. BACKGROUND OF THE PROJECT

OIL –Rajasthan Field has its Sphere Office at Jodhpur. OIL-RF has recently completed the construction of a state-of-the-art OIL Executive Residential Complex ’, which is spread across an area of 09 bigha located near State Judicial Academy, Jhalamand, Jodhpur, Rajasthan (Green building certification) to accommodate the housing needs of officers posted at RF. The entire Township complex is divided into two wings viz. North Wing and South Wing. The North Wing (NW) Comprises of 06 Apartments building with blocks of 08 residential flats in each building for executive accommodation with covered parking place, central green area, amphitheater etc. The South Wing (SW) of the complex has other amenities including Guest house (21 Rooms), Bachelors Accommodation (08 Rooms), Cafeteria, Auditorium, Gymnasium, Swimming Pool, Bar and Lounge Area, Dormitory, Staff Room, Security hut, Roof top sports arena, Indoor and Outdoor Sports facility and other facilities etc.

OIL-RF invites interested contractors with proven credential and capabilities and demonstrated performance in similar requirement to express their interest for pre-qualification to participate in the Competitive Bidding Process for the “PROVISION OF INTEGRATED FACILITY AND TOWNSHIP MANAGEMENT SERVICE THAT INCLUDES APART FROM OTHERS, SERVICES OF CATERING, FACILITY MANAGEMENT, HOUSKEEPING AND MAINTENANCE SERVICES AT OIL Executive Residential Complex ’, located near State Judicial Academy, Jhalamand, Jodhpur, Rajasthan on long term basis.

C. SCOPE OF WORK BROADLY INCLUDES:

1. Provision of Catering and Pantry services at the OIL GUEST HOUSES with 29 Rooms.
2. Provision of Housekeeping, Upkeep and maintenance Services for Guest House Rooms, Bachelors Accommodations, Outdoor and Indoor sports facilities, Gymnasium, Cafeteria, Residential Flat, Parking, Auditorium etc.
3. Provision of Pest control and waste management (Collection & Disposal) services.
4. Provision of facility maintenance services like plumbing, carpentry, electric work, repair and maintenance, O& M services of ETP & STP, Rooftop Solar, lifts and other electricals.
5. Provision of sweeping, cleaning services at Residential flats, (48 nos) Guest Houses and other assigned facility under the contract.
6. Provision of Horticulture, plantation, landscaping, Gardening work, Flower/Indoor-Outdoor plant Arrangement
7. Occupancy management, Guest Relation management- Reception/Telephone operator, Front desk, help desk services.
8. Event management services.
9. Multipurpose support services (Centralized facility management, reporting and complaint handling, Laundry services, Swimming Pool maintenance etc.)

D.CRITERIA TO BE FULFILLED BY INTERESTED PARTIES TO RESPOND TO EoI

1. Contractor shall have a minimum of three (03) years' experience (in preceding Five (05) years) in providing Integrated Catering, facility management and housekeeping services at State/Central Govt. departments, institutes, organizations, PSUs or Corporates.
2. Positive net worth in each of the immediately preceding financial year.

E. PRE-QUALIFICATION DOCUMENTS TO BE SUBMITTED BY INTERESTED PARTIES

Qualified parties are requested to submit the following pre-qualification documents:

- i) Letter of interest clearly indicating the project reference
- ii) Detailed Company Information with Organization structure, CVs of key personnel proposed for managing the contract. Details of Support agencies and other facilities & resources.
- iii) Details of completion of similar type of services undertaken in the last Three years under headings:
 - a) Brief scope of work
 - b) Value of work in INR
 - c) Contractual Duration
 - d) Clients names
 - e) Contact details of the Client (OIL may approach the client directly for the feedback)
 - f) Safety Certification. Bidder shall provide contract copies of major contracts executed (integrated facility management, catering and housekeeping services) in each of the preceding five years.
- iv) HSE policy & manual.
- v) HSE statistics for last Three years indicating Lost Time Incidents (if any).
- vi) Quality assurance & Quality control practices currently in place for the execution of similar work /services.
- vii) Quality Manual and Food Testing Procedures.
- viii) In house training and development of capability for catering and housekeeping staff.
- ix) Details of current commitments - List of all jobs under execution with the value of the Job and percentage completion.
- x) Service Completion Certificates, Client Feedback etc of similar contracts executed in the last five years.
- xi) Quality assurance & quality control practices currently in place for the execution of similar work.
- xii) Copies of ISO 9001, 14001, OHSAS 18001 or any other certification as applicable.
- xiii) Company's financial performance documents (Audited Balance sheets and Profit and Loss statements, Auditors Report and Notes to Accounts etc.) for last 2 (two) years. Latest financial statement should not be older

than 18 months on the date of submission of response to Expression of interest.

- xiv) Documents in support of Health & Safety
- xv) Detailed work plan / presentation on their strategy for management of OIL's Residential Complex at Jodhpur.

F. SUBMISSION OF EoI

Interested vendors are requested to submit their intent on or before 18.03.2024 at 15:00 Hrs. Towards providing the services as mentioned above to the following address.

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OIL House, Oil India Limited
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Saraswati Nagar, Basni, Jodhpur
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It is advisable for all interested parties to physically visit the Oil Residential Complex premises for better understating before submission of EoI. A meeting will be held to discuss various issues related to the project with the parties who submitted their intent for provision of integrated facility and township management services for newly constructed executive residential township at Jodhpur, Rajasthan. This EoI is a "Non-committal" EoI floated to identify possible solutions for facility management and vendors providing the services. OIL does not commit to award a contract to any vendor submitting their interest against this EoI.

All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the website and no separate notification shall be issued in the press. Prospective participants against the EoI are requested to visit the website regularly to keep themselves updated.
