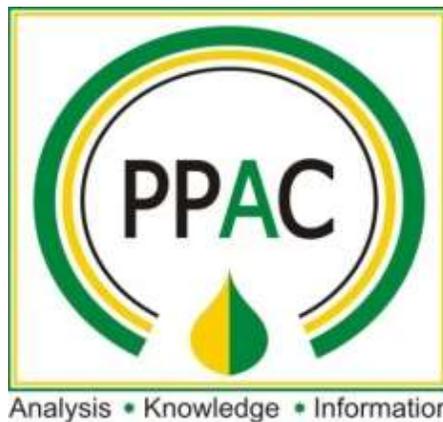


**Expression of Interest (EOI)
For
Appointment of Consultant for**

**“PREPARING A STRATEGY DOCUMENT ON
ROADMAP TO REDUCE IMPORT
DEPENDENCY IN ENERGY”**



**Petroleum Planning & Analysis Cell
MINISTRY OF PETROLEUM & NATURAL GAS**

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पेट्रोलियम योजना एवं विश्लेषण प्रकोष्ठ

Petroleum Planning & Analysis Cell

(Ministry of Petroleum & Natural Gas, Government of India)
Scope Complex, 2nd Floor, Core 8, Lodhi Road, New Delhi 110 003

Invitation for Expression of Interest

Petroleum Planning & Analysis Cell (PPAC), an attached office of the Ministry of Petroleum & Natural Gas, invites Expression of Interest (EOI) for **PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY**, from reputed organizations/ consulting agencies having experience in carrying out such analysis and studies. The format for submitting EOI can be downloaded from PPAC website www.ppac.gov.in.

Last date & time for submission of EOI is on or before 1500 hours on 15th March 2021, at PPAC Office at address given below.

In case of any clarifications in the matter, the following may be contacted:

Ms Anju Jai Misra, Additional Director (D&ES)
Petroleum Planning and Analysis Cell
Core-8, 2nd Floor, SCOPE Complex
Lodi Road, New Delhi - 110 003
Phone: +91-11-24306181/9891051510; Email: anjum@ppac.gov.in

Note: PPAC or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and PPAC reserves the right to amend/add further details in the EoI.

Expression of Interest (EOI)

for PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY.

Petroleum Planning & Analysis Cell (PPAC) was created as an attached office of Ministry of Petroleum and Natural Gas (MoP&NG) w.e.f. 1st April 2002 after dismantling of the Administered Pricing Mechanism (APM) in the petroleum sector and abolition of the erstwhile Oil Coordination Committee (OCC). The Governing Body under the chairmanship of Secretary, Petroleum & Natural Gas and senior officials of MoP&NG and Chief Executives of major oil and gas PSUs as members, provides necessary supervision and guidelines in the functioning of PPAC. It is attached to the Ministry of Petroleum and Natural Gas (MoP&NG) to assist the Government, inter alia, in discharging of the following functions:

- Administration of subsidy on PDS Kerosene and domestic LPG and freight subsidy for far-flung areas;
- Maintenance of an information data bank and communication system to deal with emergencies and unforeseen situations;
- Analyzing the trends in the international oil market and domestic prices;
- Forecasting and evaluation of petroleum import and export trends.

I) *Background*

The Oil & Gas sector in the country is continuously evolving simultaneously with a thrust towards alternate fuels by way of policy intervention, technology and innovation to create a sustainable energy which is accessible to all. The dominance of India in the world energy landscape is apparent being the third largest energy consumer in the world and having recorded a CAGR of 4.7% in energy consumption for last decade as compared to 1.9% of the world. With vibrant population of 1.4 billion which is equivalent to 17.7% of world population and the third largest economy (PPP) in the world, India is and will be a key player in the world energy markets. Around 36% of India's energy need is met by the Oil & Gas sector as of 2019.

India's import dependency is particularly high in case of crude oil and natural gas as compared to the rest of the fuels in the energy mix. About 85% of the India's petroleum consumption in 2019-20 was met from imports (mostly of crude oil), while 52.8% of natural gas came from LNG imports. Combined import dependence of Oil and Natural Gas has increased from 68.9% to 77.9% during the last five years. To address the concern of growing import dependence, Ministry of Petroleum & Natural Gas (MoPNG) constituted a committee under the Additional Secretary on "preparing a roadmap to reduce the dependency on import in energy by 10% in 2021-22". This Committee submitted its report in April 2016 detailing various policy interventions required and also suggested for constitution of an Integrated Monitoring and Advisory Council (IMAC) to monitor the implementation of various policies and initiatives.

Constitution of the Working Groups

IMAC in its second meeting held on 21.09.2020 decided that the policies/steps as envisaged in the roadmap needed to be reworked on account of current global scenarios and changing dynamics.

Accordingly, it was decided to constitute Working Groups for monitoring the progress on various initiatives, schemes, projects and strategies taken under their respective domains with a view to augment supply of energy and savings in energy as a means to achieve oil import reduction. The following six Working Groups have been constituted:

1. Biofuels Working Group
2. Renewables Energy Working Group
3. Working Group on Energy Conservation & Efficiency
4. Working Group on Demand Management (Gas Economy)
5. Working Group on R & D Development and Innovation
6. Working Group on Increasing Domestic of Oil & Gas Production

Terms of Reference of the Working Groups are as follows:

- a) To study/ analyse and document various initiatives taken by the concerned Ministries/Departments from FY 2016 to FY 2020 towards achievement of the Roadmap of reducing import dependency of oil/gas/coal and in the overall energy sector.
 - i. Quantify the impact of the initiatives on the reduction in Import Dependency vis-a-vis that "without initiative scenario".

- ii. Arrive at quantum of savings realized in Nation's import bill through interventions under each pillar.
- b) To reassess these strategies/initiatives in terms of their impact on energy demand and savings due to changes in Energy dynamics and transition to cleaner fuels on account of Covid-19 pandemic.
- c) To suggest annual targets, for upto FY 2025 for transitioning towards a green energy economy.
 - i. These strategies should also include an annual assessment of targets from FY 2021 (2020-21) under various heads like energy demand substitution, energy efficiencies, energy demand reduction etc.
 - ii. To suggest various policy level interventions further required to realize potential savings and suggest timelines for their implementation.
 - iii. To monitor the strategies/actionables within their domain area and submit the quarterly report in pre-defined formats to PPAC/MoPNG. (Formats shall be provided by PPAC)

II) Objective

The overall objectives of the consulting assessment would be as following:

- a) Formulation of comprehensive report including holistic reassessment of policies/steps as envisaged in the **Report of the Committee on roadmap to reduce import dependency in energy by 10% by 2021-22, April 2016** on account of current global scenarios and changing dynamics in the energy land scape by interacting and coordinating with all the six working groups as well as other relevant stakeholders.
- b) Map all actionable points as a result of these strategies/initiatives in terms of their impact on energy demand and savings with timelines to roll out the reassessed roadmap in reducing import dependence. This map should clearly list medium term interventions up to 2025 and long-term interventions up to 2030.

III) Scope of work

The details are enclosed at Annexure-A.

IV) Pre Qualification criteria:

Bidders who are interested to participate in the tender should meet the following minimum eligibility criteria. Responses not meeting the minimum eligibility criteria will be rejected.

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1.	Annual Sales Turnover in Consulting	<p>Annual Sales Turnover generated from services related to Consulting during each of the last 3 (three) Financial Years (excluding current Financial Year) as per the last published Balance sheets), should be at least INR 10 (Ten) Crore.</p> <p>This turnover should be on account of Consulting only and should not comprise of sales revenues related to supply of hardware/IT infrastructure, software development and their associated maintenance services, implementation of packaged software etc.</p>	<p>Extracts from the audited balance sheet & profit& loss</p> <p>OR</p> <p>Certificate from the Statutory Auditor</p>

2.	Technical Capability	<p>Agency must have the experience of working on at least the following numbers of consulting engagement of value specified herein:</p> <ul style="list-style-type: none"> ▪ One project of similar nature not less than the amount of INR 3 Crore. <p>OR</p> <ul style="list-style-type: none"> ▪ Two projects of similar nature not less than the amount of INR 2 crore each. <p>OR</p> <ul style="list-style-type: none"> ▪ Three projects of similar nature not less than the amount of INR 1 crore each. <p>“Projects of Similar nature” will be considered as the Consultancy assignments in the Oil & Gas Sector done in full/part with Central/ State Government and PSUs under Central/State Governments over the current Financial Year and the last three Financial years.</p>	<p>Work Order + Completion Certificates from the client.</p> <p>OR</p> <p>Work Orders + Self Certificate of Completion (Certified by the Statutory Auditor) ;</p> <p>OR</p> <p>Work Orders + Phase Completion Certificates from the client</p>
3.	Debarment	As per GFR 2017, Rule 151	A Self Certified letter that the bidder (or any of its successor) is not in the active debarred list published by DGS&D or Central Public Procurement Portal; or procuring Ministry / Department

4.	Conflict of Interest	Self-declaration indicating any conflict of interest that they know may impact the objective performance and impartial advice for their services.	Self Declaration
5.	Legal Entity	Should be Company registered under Companies Act, 1956/2013 or a partnership firm registered under LLP Act, 2008. Registered with the Service Tax Authorities Should have been operating for the last three years.	Self Declaration
6.	Professional staff	<p>The Bidder would also estimate the number of professional staff for the assignment/job and provide general profile of qualification and experience.</p> <p>Apart from the firm's experience as detailed in (1) above, the bidder has to provide details of at least one (1) key personnel (an expert) for each of the above areas of expertise, who has the relevant experience of providing consultancy services in the Energy and oil & gas sector.</p>	The list of personnel expected to be engaged in the work and the team leader with all participants should be given in Form-3.

The response to this EOI must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned above.

The Bidders may also give their comments & suggestions on the scope of work & objectives in the FORM-2 As attached.

Bidder to ensure that they meet the qualification criteria and submit all the related documents/certificates/formats/ checklist (Form-6) duly signed by the authorized signatory.

V) Short listing of Bidders:

Based on the EOIs received, the short listed bidders would be given the Request for Proposal (RFP) for submitting the tender. PPAC would shortlist the bidders qualifying for submitting price bids in the following manner:

- a) A committee formed by the Competent Authority would scrutinize all EOIs received and verify details for each of the qualifying criteria including turnover, experience of key personnel, national/ global presence, past experience in conducting similar studies, etc., amongst others.
- b) The bidders who meet ALL the essential pre-qualifying criteria would be shortlisted. Only the short-listed bidders would be given the Request for Proposal (RFP) for submitting the tender/ commercial bid. If the shortlisted bidders are more than 8 (eight) then top 8 bidders with the highest turnover (total of last three years documents submitted for turnover as per against Sl no 1 of qualification criteria) will be selected for RFP.
- c) PPAC reserves the right to reject any bidder from being short listed without assigning any reason and its decision would be final. No correspondence in would be entertained in this regard.

VI) Submission of EoI

- a) A set of all the documents listed should be submitted on or before the EoI Due Date.
 - Envelope 1: Envelope 1 should contain all the originally signed documents and should be sealed and duly superscribed as Expression of Interest for “PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY” at PPAC Office.
 - Envelope 2: Envelope 2 (small) should contain a pen drive containing soft copy of documents contained in Envelope 1 and should be sealed and duly superscribed as Expression of Interest for “PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY - soft Copy”.

- Both the envelopes shall clearly indicate the name and address of the interested bidders.
 - Envelope 1 and Envelope 2 shall then be placed in a third envelope (“Envelope 3”), which shall be sealed and duly superscribed as Expression of Interest for “PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY” and shall clearly indicate the name and address of the interested bidders.
- b) The envelope shall be addressed to the following and shall be dropped in designated box at
- Additional Director (D&ES)
Petroleum Planning and Analysis Cell
Core-8, 2nd Floor, SCOPE Complex
Lodi Road, New Delhi - 110 003
- c) If the envelope is not sealed and marked as instructed above, PPAC assumes no responsibility for the misplacement or premature opening of the contents of the EoI submitted and consequent losses, if any, suffered by the Interested bidder. Any submission made shall be rejected if it is not marked as per the instructions mentioned in this invitation of EoI.
- d) EoI can also be submitted by mail at email id anjum@ppac.gov.in before 3 pm on 15th March 2021 with subject mentioned as “Expression of Interest for PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY”.
- e) EoI submitted by fax, telex shall not be entertained and shall be summarily rejected.

VII) Note:

- a) This is NOT a Request for Proposal (RFP) and commercial/ price bid is NOT to be submitted along with this EOI.
- b) EOIs not received in the format or those incomplete in any respect (including non-submission of supporting documents) shall be summarily rejected.

- c) PPAC shall not reimburse any costs incurred by the Bidder on account of preparation/ submission of this EOI and/or any other costs incurred.
- d) PPAC's decision to shortlist the bidders for submitting the RFP shall be final.
- e) PPAC may ask the bidders to make a presentation at their cost to understand the methodology proposed to be adopted by the bidder for carrying out the assignment.
- f) The shortlisted bidders would have to deposit Earnest Money Deposit (EMD) as per prevailing rates along with the RFP which would be advised at the time of issue of RFP.

VIII) Last Date of submission of EOI

Interested bidders may submit their Expression of Interest (EOI) in Forms-1 to 6 (attached) along with requisite documents to the below mentioned address latest by 1500 hours on 15th March 2021 in a sealed cover superscribed with the words "PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT DEPENDENCY IN ENERGY" at PPAC Office.

CONSULTANT’S ORGANISATION AND EXPERIENCE

A- Consultant’s Organization

(Provide here a brief description of the background and organization of your firm/entity/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the consultancy (attach certificate), objectives of the consultancy etc. Also if the consultant has formed an Association, details of each member of the Association, name of lead members etc. shall be provided).

General Information Form

1. Name of the Company/ Firm:
2. Legal Status of the Firm:
3. Registered Address, telephone, Tele-fax.....
5. Contact Person, Designation and Address including email ID
6. Length of experience in the field of consultancy facilitation in the Energy sectors (other than oil & gas) and Oil & Gas sector in both domestic as well as international market), as per qualification criteria
7. Names and Addresses of Associated Companies to be involved in the Project and whether Parent/Subsidiary/others. (The relationship to be indicated)
8. In case the company is a subsidiary, the involvement, if any, of the Parent Company in the project
9. State whether the in-house expertise is available for all services/sub-systems. If not, details of sub-consultants to be involved in the project.
10. Has the applicant or any constituent partner in case of partnership firm, ever been debarred/ blacklisted for competing in any organization at any time? If so, give details
11. Financial Strength (as per the audited statements):

Financial Year	2017-18	2018-19	2019-20
Total Turnover (Rs. crore)			

12. Has the Bidder or any constituent partner in case of partnership firm, ever been convicted?

Signature of the Bidder/ Authorized representative

B- Consultant's Experience

1. Experience of rendering consultancy services to Central Government/ State Governments/Union Territory, involving studies on Energy Sector (other than Oil & Gas).

(Using the format below provide information on each assignment for which your agency has provided consultancy as required under this assignment. In case, the information required by PPAC is not provided by the Bidder, PPAC shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing complete information as required in this form lies solely with the consultant.)

Please provide details for each relevant project separately.

Assignment Name: & Work order value:	
Location within the country:	
Name of the Client:	
Address:	
Start Date (Month/year) Completion date (Month/Year):	Duration of assignment (months): Total no. of staff-months of the assignment:
Name of senior professional staff of your consultancy involved and functions performed	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

2. Specific experience of Consultancy services projects for Central/ State Governments/ Union Territory, involving studies on Oil & Gas sector.

(Using the format below provide information on each assignment for which your Agency has provided consultancy to the Oil & Gas sector across India, as required under this assignment. In case, the information required by PPAC is not provided by the consultant, PPAC shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing complete information as required in this form lies solely with the consultant.)

Please provide details for each relevant project separately.

Assignment Name: & Work order value:	
Country: Location within the country:	
Name of the Client:	
Address:	
Start Date (Month/Year) Completion date (Month/Year):	Duration of assignment (months): Total no. of staff-months of the assignment:
Name of senior professional staff of your consultancy involved and functions performed	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

3. International experience- Consultancy services in engaging with Governments in energy sector (inclusive of oil & gas sector) in international market.

(Using the format below provide information on each assignment for which your agency has provided consultancy as required under this assignment. In case, the information required by PPAC is not provided by the Bidder, PPAC shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing complete information as required in this form lies solely with the consultant.)

Please provide details for each relevant project separately.

Assignment Name: & Work order value:	
Country: Location within the country:	
Name of the Client:	
Address:	
Start Date (Month/Year) Completion date (Month/Year):	Duration of assignment (months): Total no. of staff-months of the assignment:

Name of senior professional staff of your consultancy involved and functions performed	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the	

4. On field experience in conducting stakeholders consultation

(Using the format below provide information on each assignment for which your agency has provided consultancy as required under this assignment. In case, the information required by PPAC is not provided by the Bidder, PPAC shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing complete information as required in this form lies solely with the consultant.)

Assignment Name:	
Country: Location within the country:	
Name of the Client:	
Address:	
Start Date (Month/Year) Completion date (Month/Year):	Duration of assignment (months): Total no. of staff-months of the assignment:
Name of senior professional staff of your consultancy involved and functions performed	
Name of associated Consultants, if any:	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Place

Name/Designation of Authorized Signatory

Date:

Name of Organization

Seal

COMMENTS AND SUGGESTIONS ON THE SCOPE OF WORK

A – On the Scope of Work

Suggest and justify here any modifications or improvement to the scope of work /objectives you are proposing to improve performance in carrying out the assignment/job (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.

B - Specific Inputs and Facilities to be provided by the Client:

The bidder to suggest and justify specific inputs/facilities required from the client. The Client would render necessary support in terms of information/ discussions/ documents/ field visits/ coordination with other agencies and logistics, wherever considered necessary in completion of the Project. The client will interact with the Consultant for exchange of documents/ information and discussion.

Place

Name/Designation of Authorized Signatory

Date:

Name of Organization

Seal

WORK SCHEDULE

Sl. No.	Activity / Week	W 1	W 2	W 3	W 4	W 5	W 6	W 7	W 8	W 9	W 10	W 11	W 12	W 13	W 14	W 15	W 16
1.																	
2.																	
3.																	
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6.																	
7.																	
8.																	
9.																	
10.																	
11.																	
12																	
-																	
-																	

Refer Scope of Work and indicate all main activities of the assignment/ job including delivery of reports (e.g., inception, interim, draft and final reports), and other benchmarks such as Client approvals. For phased assignment/ jobs indicate activities, delivery of reports, and benchmarks separately for each phase.

Duration of activities should be indicated in the form of a Bar Chart.

Place

Name/Designation of Authorized Signatory

Date:

Name of Organization

Seal

(Undertaking on Letter Head)

We, M/s _____, having our registered office at _____ certify that we have not been blacklisted for work related to studies/ surveys by Central Government, State Government, Union Territory or Public Sector Undertaking in India.

PPAC shall have the right to reject/terminate the EoI/RFP/work order in the event of finding out that we have been blacklisted for work and claim damages/ costs incurred or suppressing information or providing incorrect information.

Further certified that the signer of this undertaking is duly authorized to give this undertaking.

Place

Name/ Designation of Authorized Signatory

Date:

Name of Organization

Seal

**PREPARING A STRATEGY DOCUMENT ON ROADMAP TO REDUCE IMPORT
DEPENDENCY IN ENERGY**

Check List

Element	Minimum required	Yes or No
Annual Sales Turnover generated from services related to Consulting during each of the last 3 (three) Financial Years.	Annual Sales Turnover of INR 10 Crore (Extracts from the audited balance sheet & profit& loss OR Certificate from the Statutory Auditor)	
Technical Capability	One project of similar nature not less than the amount of INR 3 Crore OR Two projects of similar nature not less than the amount of INR 2 crore each. OR Three projects of similar nature not less than the amount of INR 1 crore each. (Copies of Work Order & Completion Certificates)	
Legal Entity	A Self Certified letter	
Debarment	A Self Certified letter	
No Conflict of Interest	A Self Certified letter	
Professional staff	Form-3	

Place

Name/Designation of Authorized Signatory

Date:

Name of Organization

Seal

SCOPE OF WORK

1. Service Outcome:

- a) Formulation of comprehensive report including holistic reassessment of policies/steps as envisaged in the ***Report of the Committee on roadmap to reduce import dependency in energy by 10% by 2021-22, April 2016*** on account of current global scenarios and changing dynamics in the energy landscape by interacting and coordinating with all the six working groups as well as other relevant stakeholders.
- b) Map all actionable points as a result of these strategies/initiatives in terms of their impact on energy demand and savings with timelines to roll out the reassessed roadmap in reducing import dependence. Map should clearly list medium term interventions up to 2025 and long-term interventions up to 2030.
- c) Assist/make presentation to IMAC on the holistic policy so obtained.
- d) Upon acceptance of the comprehensive report by IMAC, collect inputs from Working Groups to devise a mechanism to have a quarterly and yearly assessment of actionable/targets.
- e) Using project management tools, design formats for updating and tracking the progress on interventions/means/strategies to be monitored on a quarterly basis.
- f) Training and handing over of mechanism for updating and tracking the progress on interventions/means/strategies to be implemented by various stakeholders and working groups.

2. Inputs to be provided by Working Groups:

The inputs would be taken by consulting/interacting various Working Groups and reports/data submitted by them to MoPNG/PPAC.

3. Time Frame/Schedule/Deliverables

Duration of the final report would be Sixteen (16) weeks from the date of award of contract. Further details of the deliverables are as follows:

- **Comprehensive Report** with holistic reassessment of policies/steps as envisaged in the import reduction roadmap on account of current global scenarios and changing dynamics in the energy land scape by interacting and coordinating with all working groups by **5th Week**.
- **Presentation to IMAC** on the holistic report so obtained by interacting with working groups and mapping actionable for various strategies and initiatives to IMAC **by 10th Week**. The Report would be modified by the agency based on the IMAC's directions. If desired there could be a second presentation to the IMAC.
- Design a mechanism for updating and tracking the progress on interventions/means/strategies to be implemented by various stakeholders/Working groups on a quarterly basis- **by 13th Week**.
- Instituting a mechanism for review of performance and progress. Training and handing over of mechanism for updating and tracking the progress on interventions/means/strategies to be implemented by various stakeholders and working groups- **by 16th Week**.

The bidder to suggest more activities and prepare work schedule (Form-6) accordingly.