

# Expression of Interest (EOI) For

**“Hiring of a Knowledge Partner for PPAC”**



**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, 2<sup>nd</sup> 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 **hiring of a knowledge partner for PPAC**, from reputed organizations/ consulting agencies having experience in Oil & Gas Sector. The format for submitting EOI can be downloaded from PPAC website [www.ppac.gov.in](http://www.ppac.gov.in).

The last date & time for submission of EOI is on or before 1500 hours on 17<sup>th</sup> June 2025, at the PPAC Office in designated box as:

Knowledge Partner for PPAC-reg  
Petroleum Planning and Analysis Cell  
Core-8, 2nd Floor, SCOPE Complex  
Lodhi Road, New Delhi - 110 003

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

Sh. Deepak Trivedi, Additional Director,  
Demand & Economic Studies,  
Petroleum Planning and Analysis Cell  
Core-8, 2nd Floor, SCOPE Complex  
Lodi Road, New Delhi - 110 003  
Phone: +91 11 2430 6123  
Email: [deepak.trivedi@ppac.gov.in](mailto:deepak.trivedi@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 Hiring of a knowledge partner for PPAC.**

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. DG, PPAC is the member Secretary of the Governing Body. PPAC broadly discharges the following functions:

- Maintenance of an information data bank on Oil and Gas Sector
- Administration of subsidy on NE Gas, domestic LPG including PMUY etc
- Analysing trends in the international oil market & domestic markets and prices
- Energy Modelling and POL demand forecasting
- Conducting various studies in the Oil & Gas and Energy Sector
- To render advise to Government particularly on pricing of petroleum products and administration of subsidy schemes.
- Determination & notification of Domestic Natural Gas price and HT HP Gas price ceiling on six monthly basis as per Government guidelines.

### **I) Objective**

PPAC presently is the most authentic official source for data and policy analysis on the hydrocarbon sector in the country. In addition to administration of subsidies, the other primary role of PPAC is to monitor and analyze trends in Oil & Gas Sector and provide appropriate support to the Ministry of Petroleum & Natural Gas in discharge of its responsibilities. PPAC has been carrying out various studies through Working Groups, Committees and stakeholders' consultation in the sector. Some of the studies which have recently been carried out by PPAC are as follows:

- Updation of Energy Demand Projections till 2045 i. Petroleum Products (MS, HSD, LPG etc.) demand outlook till 2047.
- Review of the strategies for the reduction of import dependence in the Oil & Gas Sector through the six stakeholders' Working Groups Reports.
- Midterm assessment of SDG7 on Affordable and Clean Energy – Impact of Ujjwala.

- Net Zero Retail Outlets System Development. (with CSIR-IIP, Dehradun)
- Scope and Opportunities of Bio /Renewable LPG.
- Energy transition in Industries

For some of the studies, PPAC has been engaging consultancy firms directly or through the Oil & Gas PSUs. However, various stakeholders have further been requesting PPAC for many studies especially related to the future of Oil & Gas Industry in the Energy transitions, Biofuels, POL exports etc. To effectively discharge its responsibilities, PPAC accordingly intends to hire a knowledge Partner, who would assist PPAC in specific studies/activities, sample of which have been outlined in **Annexure-A**.

**NB:** Subjects provided are only indicative in nature and job may include any other subject related to Oil & Gas, Renewables, Energy, Biofuels, Hydrogen etc.

## **II) Scope of work**

The details are enclosed at Annexure-I

## **III) Pre-Qualification criteria:**

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

<b>Sl. No.</b>	<b>Basic Requirement</b>	<b>Specific Requirements</b>	<b>Documents Required</b>
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 &amp; profit&amp; 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"> <li>▪ One project of similar nature not less than the amount of INR 3 Crore.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▪ Two projects of similar nature are not less than the amount of INR 1.5 crore each.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▪ Three projects of similar nature not less than the amount of INR 1 crore each.</li> </ul> <p><b>"Projects of Similar nature"</b> will be considered as the Consultancy assignments in the Oil &amp; Gas Sector in the last three financial years excluding the current financial year.</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 be a partnership firm registered under LLP Act, 2008 or any legal entity registered under the Relevant Statute as applicable and Registered with the Jurisdictional Goods & Services Tax Authorities and Should have been operating for the last three years, excluding the current financial year.	Self-Declaration
6.	Professional staff	Bidder would provide general profile of the professional staff to be engaged in line with the requirements given in part II) of the document.	The list of personnel expected to be engaged in the work 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.

#### **IV) Resource profile of the knowledge partner**

Given the kind of studies which are being planned during 2025-26 and onwards, it is estimated that the Knowledge partner (KP) for PPAC may need a team of FIVE members as detailed below. However, the exact number engaged by the KP would vary depending on the work in hand. The Team would include an Expert in Global Oil & Gas, Power, Renewable Energy, Biofuel & Hydrogen economy with at least 7 years of professional experience and at least 3 years' experience in Oil & Gas and Energy sector. To assist the Expert, there would be THREE support members who should have a minimum experience of 5 years with at least 2 years in Oil & Gas and Energy sector having an expertise in technologies/global best practices in renewables, demand substitution of hydrocarbons, energy efficiency, alternate fuels etc. They should also have experience in stakeholder consultation. Out of these THREE members, PPAC would require ONE dedicated consultant who would for

Renewable and /or alternate energy domain. The other member should be an IT and Business Process expert, having around 5 years of experience in IT and Business Process Consulting. The number of required team members could also be increased depending on the work requirement at the same man-month rates. In synopsis the educational qualifications with relevant experience required are as follows:

No.	Resource Profile	Qualification Criteria	Deployment Period in a year (in number of months)
<b>A. Knowledge Partner Team</b>			
A.1	Expert in Oil & Gas, Power, Renewable Energy, Biofuel, Alternate fuel, Hydrogen economy (One in no.)	<b>Educational Qualification:</b> PostGraduate/MBA/B. Tech / BE  <b>Professional Experience:</b> <ul style="list-style-type: none"> <li>• Minimum 7 years of experience with at least 3 years in Oil &amp; Gas, Energy Sector.</li> <li>• At least 2 years' experience should be for a Central / State Government /PSU project Experience:</li> <li>• Led at least 03 O&amp;G projects</li> <li>• Experience in Global and Indian O&amp;G sector policies and knowledge of O&amp;G business across the world</li> </ul>	At most 12 Months, NEED BASIS
A.2	Support in Oil & Gas, Power, Renewable Energy, Biofuel, Alternate fuel, Hydrogen economy (Two in no.)	<b>Educational Qualification:</b> PostGraduate/MBA/ B. Tech/ BE  <b>Professional Experience:</b>	At most 4 Months each, NEED BASIS



		<ul style="list-style-type: none"> <li>• Minimum 5 years of experience with at least 2 years in Oil &amp; Gas, Energy Sector.</li> <li>• At least 2 years' experience should be for Central/State Government and/or PSU project Experience:</li> <li>• At least 2 projects in Oil &amp; Gas, Energy Sector</li> </ul>	
<b>B. Renewables/Alternate Energy/Bio Fuels</b>			
B.1	Consultant for Biofuels/Renewables/ Alternate Energy (One in no.)	<b>Educational Qualification:</b> B.E./B.Tech <b>Professional Experience:</b> <ul style="list-style-type: none"> <li>• Experience of at least 5 years with 2 years in Renewable Energy Projects</li> <li>• Experience of at least 2 projects in Biofuel/Alternate Energy management in India.</li> <li>• Experience in Government/PSU/think tank will be advantageous.</li> </ul>	At most 4 Months, NEED BASIS
<b>C. IT/Business Process Flow Management</b>			
C.1	Consultant for IT/Business Process Consultant (One in no.)	<b>Educational Qualification:</b> BE/B.Tech <b>Professional Experience:</b> <ul style="list-style-type: none"> <li>• Experience of at least 5 years with 2 years in IT</li> </ul>	At most 4 Months, NEED BASIS

		<p>and Business Process Consulting</p> <p><b>Project Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience of at least 5 projects in IT project management in India.</li> <li>• Experience in implementation of at least 2 dashboards in Central Government/State Government/PSUs</li> </ul>	
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## V) Other issues:

### 1. Time-based (Retainership) Contract

- a) Following the provisions of Para 4.1.2 of the Manual for Procurement of Consultancy & Other services, 2024 the contract with selected consultancy would be a Time-Based (Retainership) contract and the payment would be based on actual engagement of manpower on a man-month basis as per the subject tender in accordance with the provisions of the said manual. In case an assignment is for less than a month, then the cumulative 'Man-Day' of engagement would be adjusted proportionately to 'Man-Month'.
- b) Consultant's proposal is deemed to include all prices, no arithmetical correction or price adjustment are allowed during evaluation. Accordingly, in case of delay in making the report or related job, if any, due to unforeseen circumstances, no additional money would be paid. Also, no payment other than quoted shall be re-reimbursable for the study purpose.
- c) PPAC reserves the right to reject any bidder from being shortlisted without assigning any reason and its decision would be final. No correspondence would be entertained in this regard.

### 2. Quality and Cost Based Selection (QCBS)

The evaluation of the bids would be done following the QCBS methodology as detailed in the Manual of procurement of Consultancy and other services, 2017 and relevant provisions of the said manual. PPAC would publish bid evaluation criteria with relevant weightages in the 'Request for Proposal (RFP) Hiring of Knowledge Partner for PPAC' and circulate to respective success bidders selected based on EoI for further evaluation to award the Tender to the most appropriate bidder as per the subject tender.

**3. Relevant provisions of Make in India Policy/PPLC policy of MoPNG will also apply; the documents are available on the respective websites of DPIIT/MoPNG**

**VI) Short listing of Bidders:**

Based on the EOIs received, the short-listed bidders would be given the Request for Proposal (RFP) for final stage of evaluation. 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, 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 serial no 1 of pre-qualification criteria) will be selected for RFP.

**VII) 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 **"Hiring of a Knowledge Partner for PPAC" 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 **“Hiring of a Knowledge Partner for PPAC - 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 **“Hiring of a Knowledge Partner for PPAC”** 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
- Knowledge Partner for PPAC-reg,  
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 [deepak.trivedi@ppac.gov.in](mailto:deepak.trivedi@ppac.gov.in) before 3 pm on 17<sup>th</sup> June, 2025 with subject mentioned as “Expression of Interest for Hiring of a knowledge partner for PPAC-reg”. **The password is to be shared to Dr. Pankaj Sharma (Additional Director, I/C D&ES) via email with designated email id- [epankaj.sharma@ppac.gov.in](mailto:epankaj.sharma@ppac.gov.in)**
- e) EoI submitted by fax, telex shall not be entertained and shall be summarily rejected.

**VIII) 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.

***IX) Last Date of submission of EOI and Validity 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 17<sup>th</sup> June 2025 in a sealed cover superscribed with the words "Expression of Interest for Hiring of a Knowledge Partner for PPAC" at PPAC Office.
- Expression of Interest (EOI) must be valid for 3 months from the closing date of submission of EOI.

**Acronyms:**

"Bidder" (including the term 'consultant' in certain contexts) means any eligible person or firm or company or agency including a consortium (that is an association of several persons, or firms or companies), participating in a procurement process with a Procuring Entity. For further clarifications, if any, the "Manual for Procurement of Consultancy & Other Services"2024 can be referred in the url:

[https://doe.gov.in/files/circulars\\_document/Draft\\_Manual\\_for\\_Consultancy\\_Services\\_2\\_0.pdf](https://doe.gov.in/files/circulars_document/Draft_Manual_for_Consultancy_Services_2_0.pdf)

## 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	2021-22	2022-23	2023-24
Total Turnover (Rs. crore)			

Note: Turnover for Financial Year 2024-25 should be given if financial statements are finalized by due date of submission of EOI.

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

Signature of the Bidder/ Authorized representative

## **B- Bidder's Experience**

### **1. Experience of rendering consultancy services to Central Government/ State Governments/Union Territory/PSUs, 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/ PSUs, 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 assignment:	

#### 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

## TEAM COMPOSITION AND TASK ASSIGNMENT/ JOBS

## Professional Staff

S. No.	Name of Staff	Designation	Qualification	Area of Expertise/ Relevant experience	Experience (In no. of years)	Post/Task Assigned for this job

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

## HIRING A KNOWLEDGE PARTNER FOR PPAC

**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 1.5 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

- 1.0 PPAC has planned several initiatives and projects to facilitate Indian Oil, Energy, Gas, Renewable sector and promote ease of doing synchronizations among these sectors for which there is a need of a professional services of a knowledge Partner with technical prowess to assist on following activities:
  - a. Prepare and help with execution of strategy to promote investment in Indian Oil, Energy, Gas, Renewable sector.
  - b. Assist with implementation of recent policy reforms in the sector.
  - c. Assist with various digitization Initiatives at PPAC, aimed towards promoting Ease of Doing Business and holding workshops with stakeholders for implementation of these initiatives.
  - d. Assist with development and implementation of framework to streamline contract management and supervision of various inter sectoral contracts.
  - e. Assist with implementation of single window clearance system from PPAC as a nodal authority, if any
  - f. Assist with sector promotion activities, especially among global investors through Investor Engagement programs and facilitate prospective investors in Indian Oil, Energy, Gas, Renewable sector. Assist PPAC in holding Industry wide event e.g. stakeholders meet, foundation day to provide a platform for industry players to express their views.
  - g. Assist with various policy formulations and sector publications including PPAC'S Monthly Ready Reckoner, Ready Reckoner, Snapshot of Oil & Gas data of states, Quarterly report & the most important 'Comprehensive Annual Report to put up before MoPNG during GB meeting'.
  - h. Assist in promoting and marketing various policy implementations, tender publications, advertisements through digital media and otherwise.
  - i. Provide project assessment and monitoring expertise to PPAC and assist with capacity building activities for PPAC technical staff.
  
- 2.0 The implementation of the above-mentioned initiatives is focused to improve the perception of Indian Oil, Energy, Gas, Renewable sector among global investors and E&P community, enhance the overall impact of the sectoral research and capacity building initiatives to be conducted by MoPNG/PPAC and promote ease of doing business in these sectors. Taking cognizance of the need for continued engagement of a knowledge partner,

the broad **Scope of Work of Knowledge partner** may be divided into the following Activities/Modules:

**2.1. Policy review, analytical and technical support related Indian Oil, Energy, Gas, Renewable sector**

- a. Identify key areas of bottlenecks/concern/issues faced by industry/ investors and suggest possible policy measures/reforms/interventions in implementation of policy measures.
- b. Assist PPAC in policy matters related to Indian Oil, Energy, Gas, Renewable sector and suggest any revision required on the policy document for upcoming paradigm change in accordance with the recent policy changes.
- c. Support PPAC in undertaking learning programs visits to study best practice that can be helpful for improving the upstream policy environment in India.
- d. Tracking sector developments nationally and globally and prepare a weekly note/newsletter for internal reference of PPAC officials like existing '*Urja Samvad-PPAC Office*'.
- e. Assist with preparation of analytical content and brief notes on recent development
- f. Support with advisory services on issues related to taxation as required by PPAC and MoPNG from time to time.
- g. Assist in formulation of Standard Operating Procedures & Guidelines for Govt. policies, clearances, approvals and procedures.

**2.2. Study and suggest improvement in contractual workflows, and assist with its digitalization**

- a. Study and augment process workflows of PSC/RSC/CBM/Refinery Augmentation Studies/ Alternative Energy Sources and suggest areas for improvement of functioning and optimization of processes.
- b. Develop framework and associated functional documents for development of online modules for management of these workflows.
- c. Ensure compliance to the contracts and policies while suggesting improvements and development of online modules and enabling linkages among the modules to remove duplicity of information and keep single input source.
- d. Prepare user manual & training modules for PPAC and stakeholders for online systems.
- e. Prepare Standard Operating Procedures & Guidelines for processes involved in contract management and related processes.

**2.3. Creation of single window portal for Contract Management & facilitation for clearances.**

- a. Inclusion of all Indian Oil, Energy, Gas, Renewable sector contracts under PPAC's supervision in a single portal.
- b. Formulation of Flagship project monitoring framework for analyzing performance of Indian upstream Oil and Gas sectors & Downstream Refineries
- c. Formulation of a performance tracking system by delineating the work program and other contractual obligations to be performed and tracking them through monthly/ periodic submissions
- d. Seamless integration of all existing online portals and assisting in ensuring linkages are coherent and prepare user manual and training modules for PPAC & stakeholders
- e. Benchmarking Indian Oil, Energy, Gas, Renewable sector contract management with global best practices
- f. Prepare a framework and associated functional documents for development of online modules for validation of various approval processes through alignment across multiple agencies/ regulatory bodies/ online portals etc
- g. Planning & executing training programs for PPAC officials & preparing training material for the same.

**2.4. Project Management Activities**

- a. Assist with design and development of management dashboard for top officials at PPAC and MoPNG to monitor various case sensitive schemes .
- b. Assist with coordination and capacity building activities for PPAC officials on the new policies and online systems being developed.
- c. Setting up facilitation desk at PPAC including Dedicated helpline/ mail redressal system.

**2.5. Investor Engagement Campaign for Indian E&P sector:**

- a. Planning:
  - i. Assist PPAC team in design and implementation investor engagement plan for the Indian Oil, Energy, Gas & Renewable sector.
  - ii. Identify key global events and conferences and assist with participation of high-level government delegation at the same.



- iii. Assist with pre-event activities including setting up key stakeholders meeting, preparation of briefing notes and sector reference material.

b. Communications Management:

- i. Prepare a database for potential investors including Oil, Energy, Gas & Renewable players, service providers, start-up firms, Private equity and Funding institutions, etc. in all the key locations and global O&G hubs
- ii. Maintain a regular and robust communication channel between PPAC and all concerned investors/ bidders/ stakeholders/ policy reformers
- iii. Setting up meetings of Senior officials from MoPNG/PPAC/ Indian delegations with potential global & domestic Exploration & Production players.
- iv. Assist PPAC in managing communication between the operator/potential bidders/investors & PPAC in providing clarifications for concerned queries through facilitation desk
- v. Assistance in interaction with media, including preparation of media briefing / promotional material
- vi. Coordination with media agencies & PR agencies & supporting documents also to be provided e.g. press release, promotional material etc.
- vii. Coordinate with vendors for development & maintenance of PPAC mobile app.

c. Content Creation:

- i. Develop focused, impactful and of high-quality content for promotional material/ marketing collaterals/ brochures/ flyers; content for social media and content for all investor's engagement plan highlighting benefits to generate investor interest vis-à-vis effective Expression of Interest and other documents
- ii. Generate relevant content for investor's engagement plan/ meetings such as pitch presentations, talking points & speeches of dignitaries, corporate profiles of potential investors and market review report of international countries where the meetings would be organized.

d. Follow-up activities:

- i. Support in conducting follow-up activities with the Indian Oil, Energy, Gas, Renewable players & PPAC after engagement sessions
- ii. Support in conducting facilitation workshops with bidders, and in conducting discussions and meetings with prospective stakeholders.

e. Documentation:

- i. Prepare detailed reports and records of all, meetings, discussions etc.
- ii. Collect and collate feedback after the engagement sessions and the actual bidding round and demarcate areas of improvement for PPAC.

**3.0 Broad deliverables for the Knowledge partner** are proposed as below:

- a. Advise on policy matters, bottlenecks, regulations, Indian Oil, Energy, Gas, Renewable sector analysis, review of reports , implementation various policies.
- b. List potential locations and conferences for promotional activities and interaction with industry stakeholders (including alignment with global O&G events)
- c. List potential companies, associations and stakeholders for investor engagement and align one on one meetings with Government dignitaries
- d. Formulation of Standard Operating Procedures & Guidelines on Govt. policies, projects, clearances, portals.
- e. Fabrication and logistics of Marketing collaterals (brochures/flyers/reports), audio-video films, mobile applications, promotional material. and any digital media/ API and other related documents
- f. Reports for proceedings, meetings and discussions held etc. and follow up action plan after every roadshow and stakeholder discussions
- g. Technical assistance for online portals, clearances, single-window mechanism, online PPAC contract management across contractual regimes
- h. Monthly review report of the activities, annual publication

**4.0 Broad deliveries for Knowledge partners for IT related** are proposed below:

- a. Maintain and supervise activities relating to System Administration, Server Management, data management
- b. Technical assistance with Postgres, MS SQL databases, performance monitoring and tuning of data bases, DB servers and LINUX based servers
- c. Should have skill of managing and maintaining SAS servers, SAS Administration skill & performance tuning
- d. Knowledge of AD and DHCP server & VMware

## ILLUSTRATIVE LIST OF POSSIBLE ASSIGNMENTS

- Preparation of technical reports on India's Energy scenario including specialized studies on 'Refining', 'Upstream crude/natural gas exploration', 'Conventional and new energy sources like solar, biofuel, hydrogen' etc.
- To augment in the areas of Energy Modelling, 'Sectoral demand survey', 'demand projections' problems associated with 'Big data Mining', Convex Optimization', 'Non-linear Regression', 'Stochastic Time series data' etc
- Special task from MoPNG with the supervision of PPAC officials
- Assisting in filing any patent and related IPR norms
- Assist with various publications including PPAC'S Abridged Ready Reckoner, Ready Reckoner, Quarterly report & the most important 'Comprehensive Annual Report to put up before MoPNG during GB meeting'
- Tracking of new technology & policy developments nationally and globally in Oil & Gas, Energy, Renewable & Hydrogen, Automobile's sector and prepare a weekly note/newsletter for internal reference of PPAC officials
- Tracking of various RIC codes and respective trends in Oil and Gas Global pricing and some interesting conclusions in demand-supply hedging
- Tentative universal crude procurement policy for Indian Refiners considering past data, crude availability cum volatility, seasonal fluctuation in refining process and other constraints
- CBG market scenario in India and potential locations for new Biomass/MSW/others based CBG Plants
- Ethanol production capacity in India with proposed expansion/New projects
- Bio Diesel plant capacity in India and Raw material/market demand
- Market study on bio-chemicals

- Roadmap for methanol blending in MS and DME in HSD encompassing global developments
- Roadmap for efficient petroleum product transportation: model shift opportunities and challenges in the petroleum sector
- Hydrogen generation and distribution for transportation sector
- CO2 valorization
- Inventory management of PSUs and measures to control gain/loss
- Future of natural gas and CGD business