

Application Format for “Empanelment of Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets”.

(On Company’s / Firm’s letterhead)

Ref.:

Date:

Place:

To,

Chief Manager (Alternate Energy),
Indian Oil Corporation Limited,
Business Development, AE&SD Deptt.,
Scope Complex, Core-6, 5th Floor, Room No. 534,
7, Institutional Area, Lodhi Road,
New Delhi-110003

Dear Sir,

Subject: Application for Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets.

We hereby, submit our application for “**Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets**” for the Category / Region mentioned below in accordance to the Expression of Interest Document No. **CO-BD/AESD/AE/SPV/Empanelment/01** of M/s Indian Oil Corporation Ltd. (IOCL), hereinafter, referred to as EoI Document, enclosed with this application.

Cat.	Region **	Processing Fees Details				
		Type of Instrument	Issuing Bank & Branch	No.	Date	Amount (Rs.)
*	**	***				
<p>* Options are I / II / III</p> <p>** If Cat. is ‘I’, then options are Eastern / Northern / Southern / Western else NA</p> <p>*** Options are Demand Draft / Pay Order / Banker’s Cheque / NA</p> <p>In case NA is the option that is, if processing fees is not submitted, reason for the same is to be mentioned as per options given below in line with Clause-4.0 of EoI Document:</p> <p>1) Empanelled before by IOCL for applied category/region in _____ (Month & Year).</p> <p>2) Registered under MSME Act 2006 (erstwhile NSIC registered parties) – documentary evidence submitted</p> <p>3) Central / State PSUs, JVs of IOCL</p>						

We hereby confirm the following:

Application for “**Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets**”

The application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets** is being submitted by _____ (Name of the Applicant Firm/Company) who is the Applicant in accordance with the conditions stipulated in the EoI Document.

We _____ (Name of the Applicant Firm/Company), as the Applicant, would be responsible for completion and performance of the anticipated Scope of Work.

We have examined in detail and have understood, and abide by, all the terms and conditions stipulated in the EoI Document and in any subsequent communication sent by IOCL. Our application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets** is consistent with all the requirements of submission as stated in the EoI Document or in any of the subsequent communications from IOCL.

The information submitted in our application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets** is complete, is strictly as per the requirements as stipulated in the EoI Document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets**. If any information, document or declaration submitted in/with our application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets**, is found to be incorrect at a later date, we indemnify IOCL against any loss due to this and IOCL may take any action as deemed fit.

The Applicant designate Mr./Ms. _____ (mention name and designation), as our Authorized Signatory and Contact Person who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Applicant etc. in respect of our application for **Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets**.

Signed for and on behalf of

(Sign. & Seal of Authorized Signatory)

Enclosures – As per the list of documents given below:

Sl. No.	Annexure as per EoI Document	Description	Documents Submitted
1	---	Signed copy of EoI Document ref. CO-BD/AESD/AE/SPV/Empanelment/01	Yes/ No

2	---	Processing Fees OR Documentary Proof against reasons for not submitting Processing Fees as mentioned in application, above	Yes/ No
3	Annexure-1	Letter of Consent	Yes/ No
4	Annexure-2	General Information	Yes/ No
5	Annexure-3	Affidavit from Applicant	Yes/ No
6	Annexure-4	Declaration of Black Listing / Holiday Listing	Yes/ No
7	Annexure-5	Undertaking for non-Engagement of Child Labour	Yes/ No
8	Annexure-6	Declaration about the Relationship, if any with IndianOil's Director	Yes/ No
9	Annexure-7	Certificate for non-Involvement of Agent	Yes/ No
10	Annexure-8	Undertaking to Comply non-Tampering of Application Forms & Electronic Data	Yes/ No
11	Annexure-9	Details of Provident Fund Registration	Yes/ No
12	Annexure-10	Consent for Payment through Cheques or e-Payment and Bank Details	Annexure-9
13	---	Self attested copy of Audited/Certified Balance Sheet and Profit & Loss Statement duly certified by Auditor with his stamp for three financial years as mentioned in Clause 5.1(a) & 5.2 of EoI Document	Yes/ No
14	---	Self attested copy of GSTIN Registration as mentioned in Clause 5.1(b) of EoI Document	Yes/ No
15	---	Self attested copy of PAN Card as mentioned in Clause 5.1(c) of EoI Document	Yes/ No
16	---	Self attested copy of Certificate of Incorporation from Registrar of Companies in case of company as mentioned in Clause 5.1(d) of EoI Document	Yes/ No
17	---	Self attested copy of Registered Partnership Deed in case of partnership firm as mentioned in Clause 5.1(e) of EoI Document	Yes/ No
18	---	Self attested copy of P.F. Registration Certificate as mentioned in Clause 5.1(f) of EoI Document	Yes/ No
19	Annexure-11	Details of Annual Turnover in three financial years as mentioned in Clause 5.2 of EoI Document	Yes/ No
20	Annexure-12A	List of successfully installed & commissioned Solar Plant(s)/System(s) during four financial years as mentioned in Clause 5.3 of EoI Document	Yes/ No
21	---	Self attested copies of supporting documents against successfully installed & commissioned Solar	Yes/ No

		Plant(s)/System(s) as mentioned in Clause 5.3 of EoI Document	
22	Annexure-12B	List of successfully completed similar work(s) during four financial years as mentioned in Clause 5.4 of EoI Document	Yes/ No
23	---	Self attested copies of supporting documents against successfully completed similar work(s) as mentioned in Clause 5.4 of EoI Document	Yes/ No
24	Annexure-13	Details of Professionals (B.E./B.Tech or equivalent) Employed as mentioned in Clause 5.6 of EoI Document	Yes/ No
25	---	Self attested copy of any registration certificate of establishment (sales/service setup) from a Government agency or local GSTIN Registration issued by Sales Tax Department as mentioned in Clause 5.6 of EoI Document. (Mandatory requirement for Category-1 to have setup in region as mentioned in Clause 5.6 of EoI Document)	Yes/ No

INDIAN OIL CORPORATION LIMITED

(BUSINESS DEVELOPMENT)

EoI Document No.: CO-BD/AESD/AE/SPV/Empanelment/01

EXPRESSION OF INTEREST

FOR

EMPANELMENT AS VENDORS/LSTK CONTRACTORS FOR SOLAR PV PLANTS AT INDIAN OIL LOCATIONS AND RETAIL OUTLETS

Prepared and Issued By:

Alternate Energy & Sustainable Development Deptt.

Indian Oil Corporation Limited

Business Development

New Delhi

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1.0 INTRODUCTION:

- 1.1 Indian Oil Corporation Limited (IOCL), the largest commercial undertaking in India, is engaged in the business of refining, transportation and marketing the Petroleum products. IOCL, India's largest refining & marketing player is a Fortune "Global 500" company.
- 1.2 IOCL aims to utilize available rooftops and spare land at various locations spread all over India for installation of Solar Photo Voltaic (SPV) Plants and maximize production and utilization of Renewable Energy through these SPV Plants.
- 1.3 The objective of inviting applications (defined hereinafter) in accordance with this Expression of Interest Document, hereinafter referred to as EoI Document is to empanel Vendors/LSTK Contractors under different categories for installation of SPV Plants at various locations spread all over India, as per the requirements.
- 1.4 Various locations shall invite bids from Empanelled Vendors/LSTK Contractors for installation of Solar PV Plants at the location as per the requirements. However, it is not mandatory on IOCL's part to invite bids only from the empanelled Vendors/LSTK Contractors and IOCL may at its discretion may invite bids from other vendors for installation of SPV Plants at any of its location.
- 1.5 Locations which qualify for availing Central Financial Assistance (CFA) of MNRE on installation of SPV Plants shall invite bids only from those empanelled Vendors/LSTK Contractors which are accredited as Channel Partner / Approved Manufacturer / Approved PV System Integrator / etc. with concerned Govt. Deptt./Agency in case such accreditation is mandatory for availing CFA. Therefore, it is preferred that the applicants (defined hereinafter) obtain such accreditation.
- 1.6 The information in this EoI Document has been compiled on behalf of IOCL to assist applicants in preparing and submitting their applications in response to this invitation of Expression of Interest.
- 1.7 Scanned copies of application as per the format given in IOCL web site www.iocl.com along with enclosures shall be mailed by interested party on all e-mail IDs mentioned below:
 - (i) kumarsharat@indianoil.in and
 - (ii) anilkm@indianoil.inThe size of scanned copies of application along with enclosures should not exceed 5 MB. In case it is not possible to restrict the size to 5 MB then the scanned copies of application along with enclosures should be mailed in parts on all e-mail IDs mentioned above so as to restrict the size of each e-mail to 5 MB.
- 1.8 Applications received in a month shall be evaluated against the qualification criteria mentioned in this EoI Document in the next month. On evaluation, if applicant is found to have submitted incomplete or ambiguous documents in support of any qualification criteria, a techno-commercial query shall be mailed to the applicant to send clarification / documents by mail in support of the qualification criteria within the time mentioned in techno-commercial query. Details of applicant found qualified based on documents submitted against qualification criteria shall be added in the published list of empanelled parties after Management's approval. Application of applicant not qualifying against criteria mentioned in this EoI Document shall be rejected. Such applicant whose application is rejected for not qualifying against criteria mentioned in this EoI Document shall not be allowed to re-apply for empanelment for a period of 6 months from the month in which application has been rejected. Hence applicant must

submit application only after verifying its qualification against criteria mentioned in this EoI Document.

- 1.9 Empanelment of Vendors/LSTK Contractors shall be valid for 24 months from the month in which empanelment has been done. Details of a empanelled party shall be removed from the list of empanelled parties on expiry of the validity date. Party interested in continuing shall re-apply for empanelment not before 3 months due from expiry of validity. The application shall be assessed against qualifying criteria and applicant shall be re-empanelled as per the process mentioned above.
- 1.10 An empanelled party which is established to be not participating in IOCL limited tenders on regular basis shall be removed from list of empanelled parties and such parties shall not be allowed to apply again for empanelment for a period of 6 months from the month in which it is removed from list of empanelled parties.
- 1.11 IOCL is not bound to accept any or all the applications. IOCL reserves the right to reject any or all the applications without assigning any reasons. No applicant shall have any cause of action or claim against IOCL or its officers, employees, consultants, agents, successors or assignees for rejection of its application.

2.0 BRIEF SCOPE OF WORK:

Tender shall be invited by individual locations of IOCL from Empanelled Vendors/LSTK Contractors for installation of Solar PV Plant at the location as per the requirement. Tender shall be finalized through competitive price bidding.

The scope of the work for Vendors/LSTK Contractors finalized through competitive price bidding shall be including but not limited to

- design, engineering, testing, supply, packing and forwarding, transportation, unloading, storage, installation and commissioning of SPV Plant/System on LSTK mode, i.e. providing end to end solution for Solar Plant and comprehensive O&M of SPV Plant/System.

Detailed scope of work and terms and conditions of contract shall be provided in the tender invited from empanelled Vendors/LSTK Contractors by individual locations of IOCL.

3.0 CATEGORIES OF EMPANELMENT:

The Vendors/LSTK Contractors will be empanelled for various categories based on the capacity of the SPV Plant as per following details:

Sl. No.	Category	SPV Plant Capacity
1	I	Upto 50 KWp
2	II	Above 50 kWp upto 500 KWp
3	III	Above 500 KWp

Empanelment will be done in Category-I on regional basis and in Category-II & III on all India basis. The various Union Territories and States covered under each region are as below:

Region	States Covered
Eastern	Arunachal Pradesh, Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Odisha, Sikkim, Tripura, West Bengal, Andaman & Nicobar
Northern	Haryana, Himacahal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand, Chandigarh, Delhi
Southern	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana, Puducherry
Western	Chhatisgarh, Goa, Gujarat, Madhya Pradesh, Maharashtra, Dadra & Nagar Haveli, Daman & Diu, Lakshadweep

Any applicant can submit application for empanelment in more than one category/region. Such applicant shall submit application, **separately** for each category/region and each application shall be evaluated, **separately** for acceptance, qualification and empanelment as per qualification criteria for the particular category/region.

4.0 PROCESSING FEES:

Applicant must submit following non-refundable Processing Fees with each Application:

Category	I	II	III
Processing Fees (Rs.)	2,500/-	5,000/-	10,000/-

Processing Fees must be submitted with each Application in the form of Demand Draft / Pay Order / Banker's Cheque in favour of "**Indian Oil Corporation Limited**", payable at **New Delhi**.

Applicant applying for empanelment in more than one category/region shall have to pay Processing Fees, separately for each Application.

However, no Processing Fee shall be payable by applicant for a particular category/region if the applicant has been empanelled before for the category/region.

Applicant who is registered under MSME Act 2006 (erstwhile NSIC registered parties), Central / State PSUs, JVs of IOCL shall be exempted from Processing Fees.

The applicant shall submit a scanned copy of the Processing Fees along with Application. The physical Processing Fees must be submitted at the following address:

Chief Manager (Alternate Energy),
Indian Oil Corporation Limited,
Business Development, AE&SD Deptt.,
Scope Complex, Core-6, 5th Floor, Room No. 534
7, Institutional Area, Lodhi Road,
New Delhi-110003
Phone : 011-71726014 / 9958809183
e-mail : kumarsharat@indianoil.in

Receipt of application shall be considered complete only after receipt of application on mail as well as physical receipt of Processing Fees.

5.0 ELIGIBILITY CRITERIA:

5.1 The Applicant (Individual/Partnership Firm) / Applicant Company must be a commercial entity with existence for a period of at least continuous last three financial years just preceding the financial year in which application has been submitted. Applicant (Individual/Partnership Firm) / Applicant Company must have PAN, GSTIN and Provident Fund Registration.

Self attested copy of documents mentioned below must be submitted along with application as documentary evidence:

i) Audited Balance Sheet and Profit & Loss Statement duly certified by Auditor with his stamp for last three financial years just preceding the financial year in which application has been submitted.

However, if application has been submitted during the months of April to September, then submission of audited Balance Sheet and Profit & Loss Statement duly certified by Auditor for the financial year just preceding the financial year in which application has been submitted shall be waived-off. In such cases audited Balance Sheet and Profit & Loss Statement duly certified by Auditor shall be submitted for two financial years just preceding to preceding financial year in which application has been submitted.

ii) GSTIN Registration.

iii) PAN Card.

iv) Certificate of Incorporation from Registrar of Companies in case applicant is a company.

v) Registered Partnership Deed in case applicant is a partnership firm.

vi) P.F. Registration Certificate.

5.2 The annual turnover of the Applicant (Individual/Partnership Firm) / Applicant Company during any of the last three financial years just preceding the financial year in which application has been submitted must be equal to or more than the amount given below:

Category	I	II	III
Minimum annual turnover required (in Rs. Crore)	1.05	4.95	20.0

Annual turnover during last three financial years just preceding the financial year in which application has been submitted must be provided in format given in Annexure-11 along with self attested copies of Audited Balance Sheet duly certified by Auditor with his stamp as documentary evidence as mentioned above in Clause-5.1 (a). However, for this criterion annual turnover of only those financial years shall be considered for evaluation for which self attested copies of Audited Balance Sheet duly certified by Auditor with his stamp have been submitted.

5.3 Applicant (Individual/Partnership) / Applicant Company must have successfully installed and commissioned at least following cumulative capacity of Solar Plant(s) during last four financial years including the financial year in which application has been submitted:

Category	I	II	III
Minimum cumulative capacity of installed and commissioned Solar Plant(s) required (in kWp)	150	1500	10000

Details of installed and commissioned Solar Plant(s)/System(s) shall be provided in format given in Annexure-12A along with acknowledgement/certificate from customer/client for successful installation and commissioning of Solar Plant(s)/System(s) as documentary evidence.

Solar System/Plant installed/commissioned by any Parent/Group/ Subsidiary/JV/SPV company of the Applicant (Individual/Partnership) / Applicant Company, shall not be considered.

The acknowledgement/certificate from customer/client, as mentioned above must contain following information:

- Capacity of Solar Plant/System in kWp / MWp.
- Date of award of work for installation of Solar Plant/System.
- Date of commissioning of Solar Plant/System.

5.4 Applicant (Individual/Partnership) / Applicant Company must have successfully completed at least following minimum numbers and/or capacities of similar work(s) during last four financial years including the financial year in which application has been submitted:

Category	Minimum number and/or capacities of completed similar work(s)
I	<p>Minimum 1 work of ≤ 50 kWp AND Minimum 1 work of ≥ 25 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 50 kWp AND Minimum 2 works of ≥ 15 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 50 kWp AND Minimum 3 works of ≥ 10 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 50 kWp AND Minimum 10 works of ≥ 3 kWp</p>
II	<p>Minimum 1 work of ≤ 500 kWp AND Minimum 1 work of ≥ 250 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 500 kWp AND Minimum 2 works of ≥ 150 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 500 kWp AND Minimum 3 works of ≥ 100 kWp</p> <p>or</p> <p>Minimum 1 work of ≤ 500 kWp AND Minimum 4 works of ≥ 60 kWp</p>
III	<p>Minimum 1 work of ≥ 5 MWp</p> <p>or</p> <p>Minimum 2 works of ≥ 3 MWp</p>

	<p>or</p> <p>Minimum 3 works of ≥ 2 MWp</p> <p>or</p> <p>Minimum 4 works of ≥ 1 MWp</p>
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Completed Similar Work is defined as below:

Completed similar work shall mean Solar System/Plant installed and commissioned in India by the Applicant (Individual/Partnership) / Applicant Company. System/Plant installed/commissioned by any Parent/Group/Subsidiary/JV/SPV company of the Applicant (Individual/Partnership) / Applicant Company, shall not be considered.

The scope of such completed similar work(s) shall have included following:

- i) Design, engineering, testing, supply, packing & forwarding, transportation, unloading, storage, installation and commissioning on LSTK mode, i.e. providing end to end solution for Solar System/Plant.

AND

- ii) For Solar Plant/System of Capacity upto 50 kWp – Equipment warranty or generation guarantee or operation & maintenance for minimum 1 year.
For Solar Plant/System of Capacity above 50 kWp – Operation & Maintenance for minimum 1 year.

Details of such competed similar work(s) shall be provided in format given in Annexure-12B along with following documents as documentary evidence:

- (i) Acknowledgement/Certificate from customer/client for successful execution of work / contract. The acknowledgement/certificate must contain following information:
 - a) Capacity of Solar Plant/System in kWp.
 - b) Date of award of work for installation of Solar Plant/System.
 - c) Date of commissioning of Solar Plant/System.
 - d) For Solar Plant/System of Capacity upto 50 kWp - Confirmation that the scope of work / contract for the Solar Plant/System includes equipment warranty or generation guarantee or Operation & Maintenance for minimum 1 year.
For Solar Plant/System of Capacity above 50 kWp - Confirmation that the scope of work / contract for the Solar Plant/System includes Operation & Maintenance for minimum 1 year.

AND

- (ii) Self attested copy of Work Order(s) or Contract(s) or Invoice(s).

5.5 Applicant (Individual/Partnership Firm) / Applicant Company must have at least one no. professional (B.E./B.Tech. or equivalent) in-house including Directors/Partners/Proprietor.

Details of in-house professionals (B.E./B.Tech. or equivalent) employed at the time of submission of application, shall be provided in format given in Annexure-13 on Company/Firm Letter Head duly signed by a Director or Partner or Proprietor of the Applicant Company/Firm.

- 5.6 Applicant (Individual/Partnership Firm) / Applicant Company must have at least one sales/service setup in any Union Territory or State of the region mentioned in Clause-3.0 to participate for empanelment in that region under **Category-I**.

The details of such setup shall be provided against item 1.14 of Annexure-2. Self attested copies of a registration certificate of establishment (sales/service office) from a Government agency or local GSTIN Registration must be submitted along with application as documentary evidence.

- 5.7 Applicant (Individual/Partnership Firm) / Applicant Company must be registered on IOCL e-tender portal – www.indianoiltenders.com.

The details of registration on IOCL e-tender portal must be provided against item 4 of Annexure-2.

6.0 INSTRUCTION AND GUIDELINES FOR SUBMISSION OF APPLICATION

6.1 Application Format with EoI Document and list of currently empanelled Vendors / LSTK Contractors are web-hosted on IOCL web site, www.iocl.com in the web page with link, “Notices” under the head “IndianOil for Suppliers” at the bottom of the IOCL web site, www.iocl.com. The URL of this link is <https://iocl.com/Talktous/SupplierNotices.aspx>. Applicant shall download the Application Format with EoI Document from this web-page.

6.2 Application shall be prepared as per the Application Format with EoI Document downloaded from the IOCL web site, www.iocl.com and scanned copies of application along with enclosures shall be mailed on all e-mail IDs mentioned below:

(i) kumarsharat@indianoil.in and

(ii) anilkm@indianoil.in

The size of scanned copies of application along with enclosures should not exceed 5 MB. In case it is not possible to restrict the size to 5 MB then the scanned copies of application along with enclosures should be mailed in parts on all e-mail IDs mentioned above so as to restrict the size of each e-mail to 5 MB.

The **subject of the mail** shall be as below:

Full Name of Applicant (Individual/Partnership Firm) / Applicant Company :
Application for Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets.

6.3 Application shall be evaluated and accepted/rejected as mentioned in Clause 1.8 to 1.10 of this EoI Document.

**Format of Letter of Consent
(On Company's / Firm's letterhead)**

Ref.:

Date:

To,
Chief Manager (Alternate Energy),
Indian Oil Corporation Limited,
Business Development, AE&SD Deptt.,
Scope Complex, Core-6, 5th Floor, Room No. 534,
7, Institutional Area, Lodhi Road,
New Delhi-110003.

**Letter of Consent
Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil
Locations and Retail Outlets**

Dear Sir,

We hereby submit our consent and our willingness for participation in the process of Empanelment of Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations and Retail Outlets as explained in our application. In support, we submit all the necessary information and relevant documents in the manner and format as required for our participation in the selection process for the same.

The submission is made by us, on behalf of _____ in the capacity of _____ duly authorized to submit the application.

We understand that Indian Oil Corporation Limited reserves the right to reject the submission, without assigning any reason.

Yours faithfully,

(Sign. & Seal of Authorized Signatory)

Name and address of firm:

Contact number:

Email:

Enclosures:

1. Copy of Board Resolution/Power of Attorney or Authority letter authorizing the representative to sign on behalf of the Company / Firm as the case may be.

(On Company's / Firm's letterhead)

APPLICANT'S GENERAL INFORMATION

1	Applicant Firm / Company Details	
1.1	Full Legal Name of Applicant's Firm / Company	
1.2	Structure of the Applicant's Firm / Company	Public Ltd. Co. / Pvt. Ltd. Co. / Partnership / Proprietorship
1.3	CIN	
1.4	Registration No.	
1.5	Year of Registration	
1.6	Registered Office Address	
1.7	Telephone Number	
1.8	Fax Number	
1.9	e-mail Address	
1.10	PAN	
1.11	EPF Registration No.	
1.12	ESIC Registration No.	
1.13	Principal Place of Business	
1.14	GSTIN	
1.14	Address of Branch Offices / Service Centres (own) (Mandatory requirement for Category-1 to have setup in region as mentioned in Clause 5.6. The details provided here shall be used for assessing eligibility against criterion mentioned in Clause 5.6 provided copy of supporting documents are submitted as mentioned in Clause 5.6.)	
2	Details of Personnel authorized for signing application	

2.1	Name	
2.2	Designation	
2.3	Address	
2.4	Mobile Number	
2.5	e-mail ID	
2.6	Does the application contain the Board Resolution / Power of Attorney / Authority Letter, which empowers the person or persons to sign the application? If no, give reasons	Yes/No
3	Details of Contact Person for Participation in Limited Tenders post-empanelment	
3.1	Name	
3.2	Designation	
3.3	Address	
3.4	Mobile Number	
3.5	e-mail ID	
4	Details of Personnel registered in IndianOil e-Tender Portal (The details provided here shall be verified from IndianOil e-tender portal, i.e. https://iocletenders.gov.in and shall be used for assessing eligibility against criterion mentioned in Clause 5.7)	
4.1	e-mail ID	
4.2	Name	
4.3	Designation	
4.4	Address	
4.5	Mobile Number	

DETAILS OF DIRECTORS / PARTNERS / PROPRIETORS OF THE APPLICANT FIRM / COMPANY

S. No.	Name of Partners / Directors /	Academic Qualifications	Designation in the Firm / Co.	Address / Phone / Fax / e-mail
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	Proprietors			
Whether any of the Directors of the Applicant / Associate Company is a Director or is related to any Director of IOCL, present or within the past 2 years.				

(Sign. & Seal of Authorized Signatory)

Note: IOCL reserves the right to seek additional documentary evidence from applicants in support of their respective statements.

The applicant may use additional page to furnish details if the space provided in this form is inadequate.

Format of Affidavit

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF RS.10/- DULY
NOTARIZED)

AFFIDAVIT

I _____, the *Director / Proprietor / Partner /
Authorized signatory of _____ (mention
name of firm/company and its complete address) do here by solemnly affirm and declare as
under:-

1. That our Firm / company i.e. _____ (mention
name of *firm/ company) is registered vide Registration No. _____ under
the provisions of _____ (mention the name of the Act).
2. That our Firm / company i.e. _____ (mention
name of *firm/ company) has applied in response to the invitation of application for
Empanelment as Vendors/LSTK Contractors for Solar PV Plants at IndianOil Locations
and Retail Outlets.
3. That _____ (mention name of firm/company)
is eligible to submit the aforesaid application as it not is under liquidation, court
receivership or similar proceedings.
4. That all the information, documents and declarations submitted in/with our application are
correct to the best of our knowledge and understanding.
5. That if any information, document or declaration submitted in/with our application, is
found to be incorrect at a later date, we indemnify IOCL against any loss due to this and
IOCL may take any action as deemed fit.

DEPONENT

VERIFICATION

*I/we _____ the above named deponent do hereby verify that the
contents of the aforesaid paragraphs 1 to 5 are true and correct to the best of *my/ our
knowledge and belief and nothing is concealed there from.

Verified at _____ (place) this _____ Day of _____ 2016.

(* Strike off whichever is not applicable)

DEPONENT

(On Company's / Firm's letterhead)

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s _____ which is submitting the accompanying application nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by Indian Oil Corporation Ltd. or its Administrative Ministry (presently the Ministry of Petroleum & Natural Gas), except as indicated below :

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s _____, submitting the accompanying application nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by Indian Oil Corporation Ltd. or its Administrative Ministry (presently the Ministry of Petroleum & Natural Gas), except as indicated below :

(Here give particulars of blacklisting or holiday listing and in the absence thereof state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by Indian Oil Corporation Ltd. or its Administrative Ministry (presently the Ministry of Petroleum and Natural Gas), except as indicated below :

(Here give particulars of black listing or holiday listing and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Indian Oil Corporation Ltd or its Administrative Ministry, shall have the right to reject my/our application, and if the application has resulted in a contract, the contract is liable to be terminated.

Place:

(Sign. & Seal of Authorized Signatory)

Date:

(On Company's / Firm's letterhead)

UNDERTAKING FOR NON-ENGAGEMENT OF CHILD LABOUR

I/We hereby declare that:

- a) We are committed to elimination of child labour in all its forms.
- b) Neither we nor any of our nominated sub-contractor(s) are engaging Child Labour in any of our work(s) in terms of the provisions of The Child Labour (Prohibition and Regulation) Act, 1986 and other applicable laws.
- c) We as well as our nominated sub-contractor(s) undertake to fully comply with provisions of The Child Labour (Prohibition and Regulation) Act, 1986 and other applicable labour laws, in case the work is awarded to us.
- d) It is understood that if I/we, either before award or during execution of Contract, commit a transgression through a violation of Article b/c above or in any other form, such as to put my/our reliability or credibility in question, the Owner is entitled to disqualify us from the Tender process or terminate the Contract, if already executed or exclude me/us from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Owner. Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in the guidelines for holiday listing of the Owner.
- e) I/We accept and undertake to respect and uphold the Owner's absolute right to resort to and impose such exclusion.

Place:

(Sign. & Seal of Authorized Signatory)

Date:

(On Company's / Firm's letterhead)

**DECLARATION ABOUT THE RELATIONSHIP, IF ANY, WITH INDIANOIL'S
DIRECTOR**

For the purpose of Section 297/299 of the Companies Act, 1956, we certify that to the best of my/our knowledge:

- (i) I am not a relative of any Director of INDIANOIL;
- (ii) We are not a firm in which a Director of INDIANOIL or his relative is a partner;
- (iii) I am not a partner in a firm in which a Director of INDIANOIL or his relative is a partner;
- (iv) We are not a private company in which a Director of INDIANOIL is a Member or Director;
- (v) We are not a company in which Directors of INDIANOIL hold more than 2 % of the paid-up share capital of our company or vice-versa.

Place:

(Sign. & Seal of Authorized Signatory)

Date:

(On Company's / Firm's letterhead)

PERFORMA OF CERTIFICATE FOR NON-INVOLVEMENT OF AGENT

This is to certify that we have not engaged / involved any Agent / Representative / BIDDER / Retainer / Associates who is not an employee of _____ (name of your company) on payment of any remuneration in India or abroad for this application. Therefore, no agent's / Representative's / BIDDER's / Associate's commission is payable in India or abroad against this application.

Place:

(Sign. & Seal of Authorized Signatory)

Date:

(On Company's / Firm's letterhead)

**UNDERTAKING BY THE APPLICANT(S) TO COMPLY NON-TAMPERING OF
APPLICATION FORMS & ELECTRONIC DATA**

**NAME OF APPLICATION : EMPANELMENT AS VENDORS/LSTK
CONTRACTORS FOR SOLAR PV PLANTS AT INDIAN OIL LOCATIONS.**

Ref. : EoI Document No. **CO-BD/AESD/AE/SPV/Empanelment/01**

I/We have downloaded the Application Format with EoI Document from the internet site www.iocl.com and I/we have not tampered with / modified the Application Forms / EoI Document and electronic data contained therein in any manner. In case, if the same is found to be tampered with / modified, I / we understand that my / our application will be summarily rejected and full Processing Fees will be forfeited and I/we am/are liable to be banned from doing business with Indian Oil Corporation Ltd. and/or prosecuted.

Signed for and on behalf of

Place: (Sign. & Seal of Authorized Signatory)

Date:

NOTE:

This declaration should be provided on On Company Letterhead duly signed by the applicant's authorized representative who is signing the application, and scanned copy to be submitted along with application.

(On Company's / Firm's letterhead)

DETAILS OF PROVIDENT FUND REGISTRATION

NAME OF APPLICATION : EMPANELMENT AS VENDORS/LSTK CONTRACTORS FOR SOLAR PV PLANTS AT INDIAN OIL LOCATIONS.

Ref. : EoI Document No. **CO-BD/AESD/AE/SPV/Empanelment/01**

Applicant to furnish details of Provident Fund Registration:

PF REGISTRATION NO.:

DATE OF ISSUANCE:

NAME OF ISSUING AUTHORITY:

(Copy of the PF registration certificate to be attached)

DISTRICT & STATE:

We hereby confirm that the above PF Account is under operation presently and shall be used for all PF related activities for the labour engaged by us in the present work (if awarded to us).

We hereby declare that we have duly cleared any and all of the dues payable by us to our Labour/Casual labours Provident fund & ESI and as on date of submission of our bid no payment is due for payment to the Provident Fund / ESI.

Place: **(Sign. & Seal of Authorized Signatory)**

Date:

(On Company's / Firm's letterhead)

FORMAT FOR GIVING CONSENT FOR PAYMENT THROUGH CHEQUES OR e-PAYMENT AND BANK DETAILS

Date:

To,
 Indian Oil Corporation Limited
 Business Development – AE&SD
 Scope Complex, Core 6, 5th Floor
 7, Institutional Area, Lodhi Road
 New Delhi-110003

Dear Sir,

With reference to the P.O. (s) / W.O. (s) / Contracts awarded to us by IndianOil, we hereby give our consent to accept the related payments of our claims/bills on IndianOil through Cheques or Internet based online e-payments system at the sole discretion of IndianOil. Our Bank account details for the said purpose are as under:

S. No.	Particulars	Details
1	Name and address of the Beneficiary	
2	Account Number of Beneficiary	
3	Account Classification (CA/CC-11 or 29 & SB-10) as per cheque leaf	
4	Name & Address of the Bank & Branch (where payments are to be sent by IndianOil)	
5	The 09 Digit MICR code of the Branch (as appearing on the MICR cheque)	
6	IFSC Code of the Bank Branch	
7	Any other Particulars (to be advised by beneficiary for the e-payments purposes)	
8	Vendor Code (to be filled by IndianOil's Deptt Only)	
9	PAN	
10	Mobile number (for SMS alerts)	

A blank copy of the **cancelled cheque/photocopy of the cancelled cheque issued** by our bank relating to the above account number is enclosed.

A copy of PAN Card duly attested by authorized signatory is also enclosed.

I/We hereby declare that the particulars given above are correct and complete.

Place: **(Sign. & Seal of Authorized Signatory)**

Date:

Encl: One cancelled cheque / photocopy of cancelled cheque & copy of PAN card)

*** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of beneficiary (IndianOil Vendor) is maintained at our bank branch

Authorized signatory

(Name of the Bank & Branch)

*** Verification required only in case

- a) Vendors not providing a cancelled cheque leaf or if vendors name is not printed/appearing on the cancelled cheque leaf submitted to IOCL.
- b) Change in existing bank details.

(On Company's / Firm's letterhead)

Details of Annual Turnover, required as per Clause-5.2 of EoI Document

Financial Year	Annual Turnover (in Rs. Crore)

Place: **(Sign. & Seal of Authorized Signatory)**

Date:

Note:

1. The details provided here shall be used for assessing eligibility against criterion mentioned in Clause 5.2 provided copy of supporting documents are submitted as mentioned in Clause 5.1(a) & 5.2.

(On Company's / Firm's letterhead)

Details of applicant's experience for having successfully installed and commissioned, required as per Clause-5.3 of EoI Document:

S. No.	Name of Customer/Client and Location of Installation	Solar Plant Capacity in kWp	Date of Award of Work	Date of Commissioning
1.				
2.				
3.				
4.				
5.	Add rows for more no. of works			
Total Capacity				

Place:

(Sign. & Seal of Authorized Signatory)

Date:

Note:

The details provided here shall be used for assessing eligibility against criterion mentioned in Clause 5.3 provided copy of supporting documents are submitted as mentioned in Clause 5.3.

(On Company's / Firm's letterhead)

Details of applicant's experience for having successfully completed similar work(s), required as per Clause-5.4 of EoI Document:

For Solar Plant(s)/System(s) of capacity upto 50 kWp					
S. No.	Name of Customer/Client and Location of Installation	Solar Plant Capacity in kWp	Date of Award of Work	Date of Commissioning	Scope of work includes <u>equipment warranty</u> or <u>generation guarantee</u> or <u>operation & maintenance</u> of minimum 1 year (mention any one of underlined options)
1.					
2.					
3.	Add rows for more no. of works				
Total Capacity					

For Solar Plant(s)/System(s) of capacity above 50 kWp and upto 500 kWp					
S. No.	Name of Customer/Client and Location of Installation	Solar Plant Capacity in kWp	Date of Award of Work	Date of Commissioning	Scope of work includes operation & maintenance of minimum 1 year (Yes/No)
1.					
2.					
3.	Add rows for more no. of				

	works				
Total Capacity					

For Solar Plant(s)/System(s) of capacity above 500 kWp					
S. No.	Name of Customer/Client and Location of Installation	Solar Plant Capacity in kWp	Date of Award of Work	Date of Commissioning	Scope of work includes operation & maintenance of minimum 1 year (Yes/No)
1.					
2.					
3.	Add rows for more no. of works				
Total Capacity					

Place:

(Sign. & Seal of Authorized Signatory)

Date:

Note:

The details provided here shall be used for assessing eligibility against criterion mentioned in Clause 5.4 provided copy of supporting documents are submitted as mentioned in Clause 5.4.

(On Company's / Firm's letterhead)

Details of Professionals (B.E./B.Tech or equivalent) Employed**Name of the Organization:**

Details of In-house Professionals (B.E./B.Tech or equivalent) employed with the Applicant Firm		
1.1	Name	
1.2	Date of Birth	
1.3	Father's Name	
1.4	Qualification	
1.5	Date/Year of attaining qualification	
1.6	Field of specialization (if any)	
1.7	Present Designation in the Firm/Organization	
1.8	Date of joining in the Firm/Organization	
1.9	Total experience (in years) including that in present as well as past Firm/Organization	
Similarly applicant shall provide the details of other Professionals (B.E./B.Tech or equivalent) employed.		
2.1	Name	

(Sign. & Seal of Director/Partner/Proprietor)**Note:**

1. Directors/Partners/Proprietor may be included in above list if any of them qualify as professional (as defined in EoI Document).
2. The details provided here shall be used for assessing eligibility against criterion mentioned in Clause 5.5.