

BPCL Empanelment of Agencies for CSR Assessment/ Project Design/ Monitoring

Categories of Empanelment:

The agencies will be empaneled for specific works under the following categories:

1. Needs Assessment or Outcome/Impact Assessment
2. Project conceptualization or design/ Proposal Assessment
3. Project Monitoring

Eligibility Criteria:

The empanelment will be done for each category separately, based on the following criteria:

- **Registration Criteria: The agency should be registered for at least 3 years as on 31st March of previous financial year from the date of application.**

Document Required:

Certificate of incorporation/ registration.

- **Experience: The agency should have completed 3 similar works in past 7 years as on date of application.**

Similar works are defined as follows:

- For Needs Assessment or Outcome/Impact Assessment: Any assessment undertaken to assess the need or feasibility before the initiation of a development project or any assessment undertaken to assess the impact/outcome after completion of a development project the scope of which falls under the schedule VII under section 135 of Companies Act, 2013.
- For Project conceptualization or design/ Proposal Assessment: Any assessment or creation of paper that is a proposal for undertaking a development project or creating/ designing a proposal or concept note for a development project the scope of which falls under the schedule VII under section 135 of Companies Act, 2013.
- For Project Monitoring: Any monitoring activity to ensure that an ongoing development project the scope of which falls under the schedule VII under section 135 of Companies Act, 2013 is being run as per the pre-approved and agreed upon terms between the project granter and the implementing agency.

Document Required:

Copies of Purchase Orders/ Work Orders/ Contract agreements and completion certificates or other relevant document from client certifying that the bidder has the required experience.

- **Clientele: The agency should have executed a similar work (as defined before) for one State or Central Government Body/ State or Central PSU client in the last 7 years from date of application.**

Document Required:

Copies of Purchase Orders/ Work Orders/ Contract agreements and completion certificates or other relevant document from client which should be a Central or State Government Body/ State or Central PSU certifying that the bidder has the required experience.

- **The agency should not have objectives that are religious or political.**

Document Required:

A declaration on letter head with signature of authorized signatory and seal/stamp of the organization mentioning that their objectives are neither political nor religious.

- **The agency should not be currently serving any holiday listing orders issued by BPCL or MoPNG debaring them from them from carrying on business dealings with BPCL/MoPNG or serving a banning by another Oil & Gas PSE on date of submission of application.**

Document Required:

A declaration on letter head with signature of authorized signatory and seal/stamp of the organization mentioning that are not serving any holiday listing or ban by BPCL, MoPNG or any other Oil & Gas PSE.

- **The agency should not be under any liquidation/ court receivership or any such proceedings on date of submission of application.**

Document Required:

A declaration on letter head with signature of authorized signatory and seal/stamp of the organization mentioning that they are not undergoing any liquidation/ court receivership or any such proceedings.

Other Terms and Conditions:

- The empanelment shall be valid for a period of five years from the date of Empanelment.
- Additional agencies may empanelled if BPCL finds it necessary to do so on perpetuity.
- For each specific work, bids may be invited from the empaneled agencies as per categories of empanelment.
- The relevant terms of payment, time schedule and relevant terms for each work shall be defined separately at the time of assigning the project.
- Non-performance / under-performance of an empaneled firm can affect award of future orders to it and may even result in its removal from the panel at the discretion of the Corporation as per its Holiday Listing Policy.
- If any information/documents submitted are found to be false BPCL reserves the right to disqualify the party.
- The Agency shall not directly or indirectly bring or attempt to bring any outside influence or intervention through any association, union or organization for their empanelment. Any attempt to influence BPCL directly or indirectly, shall lead to disqualification of bidder's application and action will be initiated for holiday listing the bidders for a minimum period of one year.
- Photocopied documents (except for self-declarations) need to be attested by Notary Public or TPIA* certifying verified against originals.

*TPIAs which are registered under "NABCB accredited bodies as per requirement of ISO/IEC 17020 as Type A" in QCI's NABCB website as on the date of inspection of Docs.

Documents/Details to be submitted:

- a. Audited financial statements for last 3 financial years from the date of application.
- b. Acknowledgement of Income Tax Return along with IT Return filed (Last three financial years)
- c. Pan Card Copy/GST Registration/EPF registration/ESIC registration
- d. Annual Reports / Work Profile of last 3 years, indicating client base.
- e. Agency should submit an undertaking that they don't have any common director/partner with any of the vendor registered with any other BPCL Department/ SBU/ entity and the category of job for which registration is being sought.
- f. Tax exemption certificate like 80G, if any
- g. List of offices/branches in India
- h. List of projects with Central/ State/ PSUs - name of government/ department/organization, thematic area, project name, project description, geography and beneficiary count

Fixing of Financial Limits for Eligibility to Bid for Works

The financial limits will be fixed on basis of

“Average Annual financial turnover during the last 3 years, ending 31st march of previous financial year should be at least 30% of the estimated cost.”

The following table will show the categorisation based on Turnover:

Category	Average Turnover (in Rs. Lakhs)	Registration Slab (In Rs. Lakhs)
Class I	Upto 150 & above	Upto 500
Class II	Upto 90	Upto 300
Class III	Upto 60	Upto 200
Class IV	Upto 30	Upto 100
Class V	Upto 15	Upto 50
Class VI	Upto 7.5	Upto 25
Class VII	Upto 3	Upto 10
Class VIII	Upto 1.5	Upto 5
Class IX	Less than 0.65	Upto 2

Important Information:

Empanelment by itself does not guarantee the award of any work. Empaneled Agencies will be invited to participate in tenders as per tendering process to bid for each work separately.

Instructions for Filing the form:

1. All details need to be filled correctly, completely and marked correctly. All attachments should be done as per the attachment no. mentioned in the form.
2. BPCL reserves the right to reject applications if the documents/attachments are found to be unsigned/stamped/arranged properly or missing. The arrangement to be done as per the following order:
 - A. Forms
 - B. Attachments as mentioned in forms
 - C. Additional documents (A-1 to A-12)
3. In case any agency is applying for all three or more than one categories, different forms need to be filled and relevant experience documents need to be attached. The documents included in section C of the point 2 as mentioned above can be common.
4. In case of any queries please write to us at bpclcsr@bharatpetroleum.in with the subject “CSR Empanelment of Agencies”.
5. The duly filled form and notarized/TPIA certified attachments should be sent to the following address:

Corporate CSR Office,
Bharat Petroleum Corp. Ltd.,
Bharat Bhavan 1,
4 & 6, Currimbhoy Road, Ballard Estate,
Mumbai, Maharashtra - 01

BPCL Empanelment of Agencies for CSR Application Form			
Date:			
Name of Agency:			
Date of Registration:			
Empanelment for:		Needs Assessment and Outcome/ Impact Assessment	
Experience of work 1:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W1-A	
Experience of Work 2:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W2-A	
Experience of Work 3:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate – W3-A	
Experience of Work (Govt./PSU)	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate – Govt.-A	
3 Years Turn Over	Year		
	Amount (Rs. Lakhs)		
Office Addresses:	1		
	2		
	3		
SPOC Name:			
SPOC Designation:			
SPOC Mobile No.:			
SPOC Email-Address:			
Stamp and Signature of Authorised Signatory:		Name: Designation: Contact Detail:	

BPCL Empanelment of Agencies for CSR Application Form			
Date:			
Name of Agency:			
Date of Registration:			
Empanelment for:		Project Conceptualisation and design/ Proposal Assessment	
Experience of work 1:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W1-B	
Experience of Work 2:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W2-B	
Experience of Work 3:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate – W3-B	
Experience of Work (Govt./PSU)	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate – Govt.-B	
3 Years Turn Over	Year		
	Amount (Rs. Lakhs)		
Office Addresses:	1		
	2		
	3		
SPOC Name:			
SPOC Designation:			
SPOC Mobile No.:			
SPOC Email-Address:			
Stamp and Signature of Authorised Signatory:		Name: Designation: Contact Detail:	

BPCL Empanelment of Agencies for CSR Application Form			
Date:			
Name of Agency:			
Date of Registration:			
Empanelment for:		Project Monitoring	
Experience of work 1:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W1-C	
Experience of Work 2:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W2-C	
Experience of Work 3:	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate - W2-C	
Experience of Work (Govt./PSU)	Name of Company		
	Amount (Rs. Lakhs)		
	Attachment No:	Work Order and Completion Certificate – Govt.-C	
3 Years Turn Over	Year		
	Amount (Rs. Lakhs)		
Office Addresses:	1		
	2		
	3		
SPOC Name:			
SPOC Designation:			
SPOC Mobile No.:			
SPOC Email-Address:			
Stamp and Signature of Authorised Signatory:		Name: Designation: Contact Detail:	

Attachments duly certified by Public Notary/TPIAs:			
Attach ment No.	Attachment Name	Status	
A-1	Registration Certificate	Yes	No
A-2	Audited Accounts/ Financial Statements of Last 3 Financial Years	Yes	No
A-3	Acknowledgement of Income Tax Return along with IT Returns Filed of Last 3 Financial Years	Yes	No
A-4	Pan Card	Yes	No
A-5	GST Registration	Yes	No
A-6	EPF Registration	Yes	No
A-7	ESIC Registration	Yes	No
A-8	Annual Reports/ Work Profile of last 3 years, indicating client base (2 pages)	Yes	No
A-9	Tax Exemption Certificate (80G, etc)	Yes	No
A-10	List of Offices in India	Yes	No
A-11	List of projects with Central Govt. / State Govt. / PSU as per format below.	Yes	No
A-12	Declarations/Undertakings as follows: (to be printed on Letter-Head)	Yes	No
1.	Agency is not serving any Holiday Listing Orders by BPCL or MoPNG, debarring them from carrying on business dealings with BPCL/MoPNG or serving a banning order by another Oil & Gas CPSE.		
2.	Agency objectives are not religious or political in any manner.		
3.	Agency is not under any liquidation/ court receivership or any such proceedings.		
4.	Agency doesn't have any common director/ partner with any of the vendor registered with BPCL SBU/ entity and the category of job for which registration is being sought.		

Format for List of projects with Central Govt. / State Govt. / PSU							
Sr. No.	Name of Funder	Thematic Area	Project Name	Project Description	Location	Beneficiary Count	Duration/ Period