

Prebid Queries & DGH's Response - Engagement of Knowledge Partner (Retainership Model)

Sl No	Firm Name	Page No	Clause	Heading	Query	DGH Comments
1	BCG	Page 1,2 of QCBS file	Technical Evaluation Matrix of Bids; Clause 2.2, 3.1 and 3.2	Documentary evidence required to support projects submitted for evaluation criteria.	We have signed confidentiality agreements with our clients that limit our ability to disclose their names & the contracts / work orders/work completion certificate/LoA/Invoices. While we shall be happy to disclose the same where we are legally permitted to, we request you to accept the certificate with a brief description of our client (without disclosing their names), the nature of services we performed for them, the duration of the project and a tentative contract value duly attested by CA.	Wherever there is any issue of confidentiality, documents duly attested by CA with UDIN number will be accepted. Please refer corrigendum number 2 attached herein as Annexure-A.
2	BCG	Page 6 of scope of work file	Terms and Conditions; Clause b	Qualification and Experience requirement of Contractor's personnel	We understand that, according to the QCBS criteria, we are required to submit CVs for an Industry Leader and two oil and gas analysts. Additionally, Clause (b) of the terms and conditions specifies the need for a Project Manager and a Consultant. Could you please confirm whether we also need to submit CVs for these positions, and if so, will they be included in the evaluation.	May please refer revised SoW, attached as Appendix-A to Annexure-A.
3	BCG	Gem Bid Details	Clause 7: Purchase preference	Documentary evidence for verifying the local content %	We request that the authority accept a certificate, duly attested by a Chartered Accountant, as valid evidence for verifying the local content %	May please note as per the Make in India PP policy for the cases upto Rs. 10 Cr - "The 'Class-I local supplier'/'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made."
4	Deloitte	1	2.2 TECHNICAL EVALUATION MATRIX OF BIDS	Experience in Oil and Gas Sector	Original Clause: Experience of developing policies/ strategic roadmaps for Central /State Government/ Oil and Gas PSU/ Corporate in Upstream oil and gas sector in the last 5 years. Query: Request DGH to allow experience of developing digital strategies for transformation along with development of digital analytics for upstream oil and gas companies. Inclusion of digital experience is essential owing to ongoing focus on adoption of digital interventions in upstream sector to boost productivity and efficiency. Further, request ONGC to allow experience of past 7 years instead of 5 years. Revised clause: Experience of developing policies/ strategic roadmaps/digital transformation/digital analytics for Central /State Government/ Oil and Gas PSU/ Corporate in Upstream oil and gas sector in the last 7 years	Accepted. May please refer corrigendum no. 2 attached herein as Annexure-A.
5	Deloitte	1	2.2 TECHNICAL EVALUATION MATRIX OF BIDS	Experience in Oil and Gas Sector: Documentary proof	Original Clause: Documentary proof: Contract copy/ Purchase Order/Work Completion certificate/ LOA/ Invoices or any other document that substantiates the claim Query: Request DGH to allow self-certification by the head of bidding entity Bidder's CEO/ CFO, Country Head/ Managing Director/Chairman/- as evidence for work carried out similar to the provision given in clause 2.1. Revised clause: Documentary proof: Contract copy/ Purchase Order/Work Order and Completion certificate/ LOA/ Invoices or any other document that substantiates the claim and Work Completion certificate. Whereas bidders have bindings under confidentiality provisions/ agreement with their clients, they may submit the required documents redacting/ masking the confidential information or self-certification by the head of bidding entity Bidder's CEO/ CFO, Country Head/ Managing Director/Chairman/- as evidence for work carried out	Wherever there is any issue of confidentiality, documents duly attested by CA with UDIN number will be accepted. Please refer corrigendum number 2 attached herein as Annexure-A.
6	Deloitte	2	3.2 TECHNICAL EVALUATION MATRIX OF BIDS	Experience in Investment Promotion events	Original Clause: Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate with minimum contract value of INR 1 Crore in the last 5 years. Query: Request DGH to allow experience of last 7 years instead of 5 years. Revised Clause: Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate with minimum contract value of INR 1 Crore in the last 7 years	Accepted, refer corrigendum number 2 attached herein as Annexure-A.
7	Deloitte	2	3.1 and 3.2 TECHNICAL EVALUATION MATRIX OF BIDS	Bidder's Experience of Undertaking following assignments: Documentary proof	Original Clause: Documentary proof: Contract copy/ Purchase Order/Work Completion certificate/ LOA/ Invoices or any other document that substantiates the claim* Query: Request DGH to allow self-certification by the head of bidding entity Bidder's CEO/ CFO, Country Head/ Managing Director/Chairman/- as evidence for work carried out similar to the provision given in clause 2.1. Revised clause: Documentary proof: Contract copy/ Purchase Order/Work Order and Completion certificate/ LOA/ Invoices or any other document that substantiates the claim. Whereas bidders have bindings under confidentiality provisions/ agreement with their clients, they may submit the required documents redacting/ masking the confidential information or self-certification by the head of bidding entity Bidder's CEO/ CFO, Country Head/ Managing Director/Chairman/- as evidence for work carried out	Wherever there is any issue of confidentiality, documents duly attested by CA with UDIN number will be accepted. Please refer corrigendum number 2 attached herein as Annexure-A.
8	Deloitte	5	G Note	Replacement of resources	Original Clause: The bidder will provide the replacement of similar of better resource profile if any resource is pulled out from this project. The new CV has to be approved by DGH. Every resource replacement (if requested by the bidder) will attract a penalty of 0.5% of the annual contract value Query: We request DGH to reconsider the 0.5% penalty on annual contract value for resource replacement. Given the contract's long-term nature (2 years), initial resources may need leave for personal reasons (e.g., medical, wedding, or caregiving) or may leave the organization, necessitating replacements. Further, in long term retainership contracts with other PSUs and government agencies (MoPNG, PNGRB, ONGC, OIL, etc.), provision for replacement of resource basis mutual agreement is a common practice. Therefore, we request DGH to eliminate this clause of penalty on replacement of resources	Not agreed. Maximum penalty 10% of annual contract value. Refer corrigendum no. 2 attached herein as Annexure-A.
9	Deloitte	5	H Note	Delay in replacement of resources	Original Clause: Delay in deployment of new resource (after approval by DGH) beyond one week will attract a penalty of 0.5% of the annual contract value per week. Query: We request DGH to eliminate this clause since it imposes double penalty on the consultant as the period of absence of resource will not be billed to DGH. Further, in case DGH intends to penalize for the delay in resource deployment, we request to put a cap on the penalty.	Not agreed. Maximum penalty 10% of annual contract value. Refer corrigendum no. 2 attached herein as Annexure-A.
10	KPMG		Technical evaluation matrix	Criteria 3.2: Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate with minimum contract value of INR 1 Crore in the last 5 years.	Considering the investment promotion is required to be carried out for oil & gas sector, we assume that the experience sought for investment promotion should be in Oil & Gas sector. Accordingly, we would request the criteria to be revised as below: Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate in oil and gas sector with minimum contract value of INR 1 Crore in the last 10 years.	Not agreed
11	KPMG		Technical evaluation matrix	Criteria 3.3: Experience as knowledge partner consultant for at least 6 months for any Indian Oil & Gas organization	We assume that experience as knowledge partner would mean that the consultant has carried out various strategic assignments based out of client's office on a continuous basis for a minimum duration of 6 months. Client to kindly confirm.	Strategic assignment in Oil and Gas sector on continuous basis to be considered irrespective of online or offline deployment
12	KPMG		Resource profile, Notes, point no. g	The bidder will provide the replacement of similar of better resource profile if any resource is pulled out from this project. The new CV has to be approved by DGH. Every resource replacement (if requested by the bidder) will attract a penalty of 0.5% of the annual contract value.	There might be some unforeseen reasons due to which resource replacement has to be carried out, therefore request you to remove the following clause: Every resource replacement (if requested by the bidder) will attract a penalty of 0.5% of the annual contract value. Considering the above, request you to consider the following clause: The bidder will provide the replacement of similar or better resource profile if any resource is pulled out from this project. The new resource shall be deployed in DGH for two weeks in which the assessment will be carried out by DGH and at the end of 2 weeks an interview shall be carried out to approve the deployment. DGH shall not pay for the 2 weeks in which assessment will be carried out.	Not agreed

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13	KPMG		Scope of work	DGH intends to empanel two consultants in Tier I and two consultants in Tier II categories to carry out need based assignments During the course of empanelment, DGH may warrant a detailed discussion and analysis / recommendation to reach a probable conclusion in focus area/s.	Please confirm if the tender is for knowledge partnership basis which the resources will be based out of DGH office Noida or if it is an empanelment tender for need based assignments in which Tier I and Tier II consultants will be empaneled.	May please refer revised SoW, attached as Appendix-A to Annexure-A.
14	KPMG		Scope of work	The Contractor empaneled shall help DGH to meet the following objectives: 1. Policy review, strategic inputs, administrative, analytical, and technical support: Point no. k: Support with advisory services on legal and taxation issues as required by DGH and MoPNG from time to time on chargeable basis.	KPMG shall not be able to provide legal assistance as it is restricted by the firm. Therefore, request you to remove the term "legal" from the clause. Accordingly following will be the updated clause: Point no. k: Support with advisory services on taxation issues as required by DGH and MoPNG from time to time on chargeable basis.	May please refer revised SoW, attached as Appendix-A to Annexure-A.
15	KPMG		Scope of work	The Contractor empaneled shall help DGH to meet the following objectives: 1. IT and Digitization initiatives	Considering the work to be carried out, request you to include an additional IT consultant for the same with the following criteria: Education: MCA/ BE or B. Tech in Computer Science Professional Experience: Minimum 12 years Project Experience: a) Experience of at least 05 projects in IT project management in last 5 years b) Experience of at least 02 projects in process reengineering in government sector in last 5 years c) Experience in implementation of at least 01 State/Central department dashboard d) Experience in creating IT roadmap for at least 01 State/Central department. e) Experience of service provider onboarding and project monitoring will be preferred. Accordingly technical marks can be distributed amongst the resource profile	Not agreed
16	KPMG		Scope of work	The Contractor empaneled shall help DGH to meet the following objectives: 1. Stakeholder facilitation in clearances/statutory approvals: point no. g)- To maintain a dedicated IT enabled database of coordination points with requisite departments of Central and State Govt. and to prepare a dashboard/portal for monitorin	Under this scope it would be challenging to develop a portal. KPMG can assist in preparing business requirement specification document for dashboard/portal basis which portal can be developed by DGH either through their internal IT team or third party hired by DGH. Therefore, request you to change the scope of work as per the following: To maintain a database of coordination points with requisite departments of Central and State Govt. and assist in preparation of business requirement specification document for dashboard/portal for monitoring and tracking all the clearances related activities.	Only assistance will be required from the Knowledge partner, please refer revised scope of work attached as Appendix-A to Annexure-A.
17	KPMG		Scope of work	The Contractor empaneled shall help DGH to meet the following objectives: 1. Policy review, strategic inputs, administrative, analytical, and technical support: Point no. f)- Assist in creating strategy and developing expertise in Energy transition for Carbon neutrality, Carbon Capture Utilization (CCUS) and storage, implementation of Enhance recovery schemes and unconventional hydrocarbons like oil shales, oil sands, extra heavy oil, gas-to-liquids and coal-to-liquids. 2. Energy transition: a. Strategy Development and Planning b. Renewable Energy Adoption c. Policy and Regulatory Compliance d. Project Management e. Market Analysis and Business Development f. Technology Evaluation and Integration g. Energy Efficiency h. Monitoring and Evaluation	Basis the scope of work under energy transition it would be challenging for two analysts (as per the resource profile) to carry out the work as expertise is required to carry out the mentioned scope of work. Therefore, request you to include an additional Energy Transition consultant for the same with the following criteria: Education: Post-Graduation/ MBA: Overall 5 years' experience in Energy sector, Professional Experience of working 3 years in energy consulting or advisory roles in Clean Energy/ Energy transition for renewable energy projects such as solar, wind, hydro. Ability to perform cost-benefit analysis and financial modelling for clean energy projects. Accordingly technical marks can be distributed amongst the resource profile	Only assistance will be required from the Knowledge partner, please refer revised scope of work attached as Appendix-A to Annexure-A.
18	KPMG		Tender Notice: Bid end date	Bid Closing Date: 17.01.2025 (17:00 Hrs. IST)	Considering the internal approvals required post pre-bid meeting, request you to extend the deadline for bid submission by at least 2 weeks.	Agreed.Refer Corrigendum no 2 attached as Annexure-A.
19	Kearney	2 of Technical evaluation matrix of bids	Criteria 2.2, 3.1, 3.2 Documentary proof: Contract copy/ Purchase Order/Work Completion certificate/ LOA/ Invoices or any other document that substantiates the claim	Request clarification if following clause applicable for these criteria as well: "Whereas bidders have bindings under confidentiality provisions/ agreement with their clients, they may submit the required documents redacting/ masking the confidential information or self-certification by the head of bidding entity Bidder's CEO/ CFO/ Country Head/ Managing Director/Chairman/- as evidence or work carried out."	Due to the NDA with the clients which prohibits us to reveal specific project name, client names. We will provide all relevant details about the assignment, scope and nature of client relevant for this engagement.	Wherever there is any issue of confidentiality, documents duly attested by CA with UDIN number will be accepted. Please refer corrigendum no 2.
20	Kearney	2,3 of Technical evaluation matrix of bids	Criteria 2.1, 2.2, 3.1, 3.2, 3.3	Request clarity if projects overlapping projects can be submitted for multiple criteria (same project can be submitted for more than 1 criteria).	We have conducted multiple long term engagements which are relevant for more than 1 criteria as mentioned in the RFP. (e.g. 18 months long engagement with a leading O&G company in areas of investment facilitation, strategic roadmap etc.) Thus, request you to allow same project to be submitted for more than 1 criteria. We shall include all relevant details, applicable scope etc. in our submission	Agreed
21	Kearney		Evaluation Criteria for Tier-1 and Tier-2 consultants	Request clarity if there are separate evaluation criteria for Tier-1 and Tier-2 consultants.	Will help in better clarity	May please refer revised SoW, attached as Appendix-A to Annexure-A
22	Kearney	4 of Technical evaluation matrix of bids	Resource Profile of Industry Leader "Project Experience: a) Led at least 20 oil and gas projects in last 10 yrs."	Request to accept the following change in the criteria: "Project Experience: a) Led at least 10 oil and gas projects in last 10 yrs."	We are engaged with clients for long-term engagements spanning multiple strategic topics within a single project. (e.g. 18 months long engagement with a leading O&G company in areas of investment facilitation, strategic roadmap, business case, etc.) Thus, request you to accept the change suggested as this should sufficiently cover the required expertise for the industry leader as well as show the depth of expertise.	Not agreed
23	Kearney	1 of pre-qualification requirement	Criteria A.1 "The consultant must have offices not only in India but also in at least one of the following countries: Canada, UK, USA, Australia, UAE, Russia (or any CIS country), Singapore"	We kindly seek clarification regarding the requirement, as corporate structuring for many organizations typically entails that global offices are held under global or regional entities rather than the Indian entity. Given this common corporate practice, we request your consideration to accept that the global offices can be held under global or regional entities of the same parent organization of the consultant.	For context, A.T. Kearney Consulting (India) Private Limited is part of global entity – A.T. Kearney Limited, UK and has multiple offices across the globe. Our firm maintains a strong collaborative network across multiple global offices, ensuring unrestricted access to resources such as offices, collaterals, and documentation. Request your confirmation on the acceptance	Agreed
24	Kearney	NA	NA	We would also like to add the following clause to the document: Further, we also certify that on account of internal restructuring within the A.T. Kearney group, with effect from 1st April 2021, A.T. Kearney Limited, UK – India Branch Office ('ATKIBO') has transferred its entire business to a new entity A.T. Kearney Consulting (India) Private Limited, a company incorporated under the laws of India. A.T. Kearney Consulting (India) Private Limited is a wholly owned subsidiary of A. T. Kearney Limited, UK. We would also like to confirm that this an internal restructuring process and bears no change in the current list of employees, leadership, client work, past-experience and expertise (local and global) that the firm brings to clients.	Since the entire business of ATKIBO has been transferred to A.T. Kearney Consulting (India) Private Limited w.e.f 1st April, 2021, we certify that the turnover of ATKIBO is deemed to be the turnover of A.T. Kearney Consulting (India) Private Limited To avoid any volatility in the process we prefer to mention that A.T Kearney Consulting (India) Private Ltd has earned revenue against the respective years on account of Consultancy Services as well as have all the project experience.	Agreed

**DIRECTORATE GENERAL OF HYDROCARBONS**

(Ministry of Petroleum & Natural Gas)

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Annexure-A**CORRIGENDUM NO. 1**

With reference to the open eTender/bid No. GEM/2024/B/5753694 for “Engagement of Knowledge Partner (Retainership Model)”, a corrigendum is issued as under:

Sr. No.	Tender Clause & Document Location	In Lieu of	Shall be read as
1	Clause no 2.1,2.2,3.1,3.2 of remarks section of Technical Evaluation Matrix of Bid	Documentary proof: Contract copy/ Purchase Order/Work Order and Completion certificate/ LOA/ Invoices or any other document that substantiates the claim and Work Completion certificate. Whereas bidders have bindings under confidentiality provisions/ agreement with their clients, they may submit the required documents redacting/ masking the confidential information or self-certification by the head of bidding entity Bidder’s CEO/ CFO, Country Head/ Managing Director/Chairman/– as evidence or work carried out.)	Documentary proof: Contract copy/ Purchase Order/Work Order and Completion certificate/ LOA/ Invoices or any other document that substantiates the claim and Work Completion certificate. where bidders are bound by confidentiality provisions/agreements with their clients, the bidder may submit documents duly attested by a Chartered Accountant (CA) with UDIN (Unique Document Identification Number).
2	Parameter section of clause 2.2 of Technical Evaluation Matrix of Bid	Experience of developing polices/ strategic roadmaps for Central /State Government/ Oil and Gas PSU/ Corporate in Upstream oil and gas sector in the last 5 years.	Experience of developing polices/ strategic roadmaps/ digital transformation/digital analytics for Central /State Government/ Oil and Gas PSU/ Corporate in Upstream oil and gas sector in the last 7 years.
3	Parameter section of clause 3.2 of Technical Evaluation Matrix of Bid	Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate with minimum contract value of INR 1 Crore in the last 5 years.	Experience in Investment Promotion events for Central/State Government/ PSUs/ Corporate with minimum contract value of INR 1 Crore in the last 7 years.
4	Note (g) of Technical Evaluation Matrix of Bid	The bidder will provide the replacement of similar of better resource profile if any resource is pulled out from this project. The new CV has to be approved by DGH.	The bidder will provide the replacement of similar of better resource profile if any resource is pulled out from this project. The new

		Every resource replacement (if requested by the bidder) will attract a penalty of 0.5% of the annual contract value.	CV has to be approved by DGH. Every resource replacement (if requested by the bidder) will attract a penalty of 0.5% of the annual contract value. Maximum penalty shall be capped to 10% of annual contract value.
5	Note (h) of Technical Evaluation Matrix of Bid	Delay in deployment of new resource (after approval by DGH) beyond one week will attract a penalty of 0.5% of the annual contract value per week.	Delay in deployment of new resource (after approval by DGH) beyond one week will attract a penalty of 0.5% of the annual contract value per week. Maximum penalty shall be capped to 10% of annual contract value.
6	Bid End date and bid opening date	17-01-2025 17:00:00 and 17-01-2025 17:30:00	31-01-2025 17:00:00 and 31-01-2025 17:30:00
7	Scope of Work	Scope of Work	Revised Scope of Work Attached herein as Appendix-A to Annexure-A.
8	Addition of New Clause	May please read this new clause at note section of technical evaluation matrix of bid	The maximum penalty towards replacement of resources and delay in deployment of resources is capped to maximum 10% of contract value.

Addendum/ Corrigendum / Bid Due Date Extensions, if any, to the Bid Document shall be uploaded only on DGH's website www.dghindia.gov.in and Government of India's Public Procurement Portal <http://eprocure.gov.in/cppp/>. Hence, bidders are requested to visit the said websites regularly.

HOD (MM)
For Directorate General of Hydrocarbons

Revised Scope of Work

1.0 Requirement: To ensure business continuity and inputs on existing work on policy, digitalization, and investment promotion, knowledge partner of international repute with base in India is being hired for continued value creation, enhancement and advise on various policy matters to DGH. Further, E&P sector being at the cusp of energy transition, there are several initiatives and projects to be implemented expeditiously to create maximum value of existing resources in India's E&P ecosystem. This would need the support of adept and reputed industry Knowledge Partner with proven technical prowess. The following support is sought from the knowledge partner but not limited to:

- a) Provide policy inputs, analytical and technical support in implementation of reforms, prepare vision for DGH and aid in meeting Government's targets for E&P sector.
- b) Assist with digitization initiatives at DGH, aimed towards promoting Ease of Doing Business and implementation of these initiatives.
- c) Assist with development and implementation of Integrated Management System to streamline contract management and supervision of various E&P contracts.
- d) Assist with implementation of Upstream India and URJA PRAGATI Portals and facilitating stakeholder by expediting clearances/statutory approvals.
- e) Assist with investment promotion activities through Investor Engagement programs and foster investments in E&P sector.
- f) Assist with secondary research on energy, market intelligence, energy transition, policy reforms and sector publications including DGH annual report.
- g) Assist in execution of oil and gas block bidding rounds; promotion and marketing of the hydrocarbon fields being offered through digital mediums and otherwise.
- h) Provide project assessment and monitoring expertise to DGH and assist with capacity building activities for DGH.

2.0 Scope of Work: The services of knowledge partner is sought to assist the Directorate General of Hydrocarbons in several fronts. The present engagement would massively entail aiding the DGH in planning a strategic roadmap in future initiatives in Indian E&P sector, promote investment in E&P sector, aid in implementation of IT and digitalization initiatives, and facilitating stakeholders in the E&P sector. The knowledge partner shall act as a policy think tank, help in making a future ready DGH for the upcoming business, regulatory and technology challenges and opportunities, scout for investors, augment the intellectual property, provide market intelligence, suggest innovative methods to troubleshoot sectoral issues and maintain communication channels with global E&P sector. Taking cognizance of the need of continued engagement of a knowledge partner, the scope of work of knowledge partner has been divided into the following Activities/Modules:

2.1 Policy review, strategic inputs, administrative, analytical, and technical support:

- a) Advise on policy matters, identify bottlenecks in policy implementation, create concept note on best regulatory practices on all aspects of oil and gas sector, create strategy papers on implementation of E&P policies and its achievements.

b) Identify key areas of bottlenecks/concern/issues faced by industry/ investors through virtual meetings routinely and suggest possible policy reforms/interventions in implementation of existing E&P policies.

c) Advise/suggest any revision required on the policy document, NIO and MRSC for upcoming bidding rounds in accordance with the recent policy changes. Support in Bid management for exploration and production (E&P) acreages under Open Acreage Licensing Policy (OALP), Discovered Small Fields (DSF), and Coal Bed Methane (CBM) bidding rounds.

d) Generate leading insights from secondary research on various aspects viz. policy, regulatory, macroeconomic trends, etc. related to E&P sector. Provide inputs on matters related to policy, regulation, strategy, finance, economics of E&P sector.

e) Assist/support/provide inputs in preparation of vision document for DGH, updating of GIPIP, and suggest strategy for production enhancement and maximize the economic value from fields.

f) Assist in creating strategy and developing expertise in Energy transition for Carbon neutrality, Carbon Capture Utilization (CCUS) and storage, implementation of Enhance recovery schemes and unconventional hydrocarbons like oil shales, oil sands, extra-heavy oil, gas-to-liquids and coal-to-liquids.

g) Assist/support in arranging knowledge sharing sessions with experts covering best practices and in undertaking study tours/ programs for improving the upstream policy environment in India.

h) Review and analyze production and field related data of oil and gas fields on a regular basis and provide insights. Maintain DOC-FDP database, track monetization of oil and gas discoveries and create a ready reckoner database.

i) Undertake research and analysis to formulate sectoral report and outlook document for Indian energy sector both quantitatively and qualitatively. Analyze and forecast India's current energy mix vis-à-vis global trend over short, medium, and long term and by tracking E&P sector developments nationally and globally.

j) Create Indian economy insights, prepare analytical content and notes on recent developments in energy sector.

k) Support with advisory services on ~~legal~~ taxation issues as required by DGH and MoPNG from time to time on chargeable basis.

l) Assist in formulation of Standard Operating Procedures & Guidelines for Govt. policies, create workflows for tracking and facilitating clearances, approvals, procedures, projects, and online portals.

2.2 IT and Digitization initiatives:

a) Prepare an IT/ Digitalization roadmap for DGH and identify critical initiatives to enhance productivity of DGH operations and the ease of doing business for Industry including the transparency.

b) Assist with various large-scale digitization initiatives at DGH like Integrated Management System, E&P Performance Monitoring and KPI tracking through interactive Analytics Dashboard.

c) Assist in creation and further upgradation of DGH online portals such as Upstream India portal, Urja Pragati and suggest improvements in functioning & optimization of processes.

- d) Formulation of management dashboard for E&P sector, project monitoring dashboard for analyzing performance of top producing fields.
- e) 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.
- f) Study and suggest systemic improvements in contractual workflows and assist in their digitization by standardizing approval processes, developing online formats/modules for contractual submissions and their workflows in coordination with DGH and alignment across multiple departments/agencies/regulatory bodies.
- g) Assist in the creation of a centralized online helpdesk for fast redressal of queries and creation of a centralized application and online database for global E&P companies.
- h) Prepare Standard Operating Procedures, guidance document and guidelines for processes involved in contract management and related processes. Prepare user manual & training modules for DGH and stakeholders for online systems.
- i) Assist in capacity building, planning & executing training programs for DGH officials & preparing training material for the same.
- j) Design various workflows for different scenarios and modelling various use cases. Manual Unit Testing of the in-house developed software applications. Imparting User Training Sessions for the new software applications.
- k) Assist DGH IT team in designing, developing, testing and deployment of applications, business continuity planning by guiding them on backup policies, DR setup, scheduled audits etc. and create flexible and scalable design framework related to various applications and module development.
- l) Assist in monitoring and continuous improvement in Self-certification framework for PSC, HELP, DSF and CBM.
- m) Assist in mapping of blocks under various regime on the GIS based platform to disseminate the block related information to the stakeholders.
- n) Assist DGH IT team for coordination with third party vendors for project monitoring and delivery.

2.3 Stakeholder facilitation in clearances/statutory approvals:

- a) Review existing approval/clearance structure/mechanism based on feedback from Central/State Govt./stakeholders and suggest changes/improvements therein.
- b) Do analysis and provide analytical inputs to the DGH management team and HCC committee with insights to assist with decision making and identifying areas of concerns in granting clearances and licenses to E&P operators.
- c) Assist with streamlining of some of the existing procedures in environmental and forest clearances to facilitate early clearances.
- d) To coordinate with DGH departments on a regular basis to collate the status of clearances and create a report with timeline and action plan to expedite the approval.
- e) To track, coordinate and facilitate grant of PEL and PML from State and Central Governments to contractors for all awarded oil and gas acreages under various regimes.

f) Assist in process to facilitate grant of Environment, Forest, Wildlife, MoD and MHA Clearances to Contractors from MoEF & CC, other Ministries, and respective State Governments.

g) To maintain a dedicated IT enabled database of coordination points with requisite departments of Central and State Govt. and to prepare a dashboard/portal for monitoring and tracking all the clearances related activities.

h) Setting up facilitation desk at DGH including Dedicated helpline/ mail redressal system. Assist with design and development of management dashboard for top officials at DGH and MoPNG to monitor the health and progress of a block.

2.4 Investor engagement and promotion activities:

a) List potential locations / conferences for promotional activities and interaction with industry stakeholders (including alignment with global O&G events). Maintain database of global oil and gas CXOs, E&P companies and service companies, start-up firms, Private equity and Funding institutions, etc. in all the key locations and global O&G hubs and align one on one meetings with key investors.

b) Assist DGH team in design and implementation investor engagement plan for the Indian E&P sector. Assist with event activities including setting up key stakeholders meeting, moderation of meetings, preparation of briefing notes, media briefing, sectoral fact sheets and related reference material.

c) Assist DGH in managing communication between the operator/potential bidders/investors & DGH in providing clarifications for concerned queries through facilitation desk.

d) Coordinate with media agencies & PR agencies & supporting documents also to be provided e.g., press release, promotional material etc. Coordinate with vendors for development & maintenance of DGH mobile app.

e) 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.

f) Support, facilitate, design, fabricate audio-video clips and print marketing collaterals such as annual publications, reports, brochures, flyers, and related documents as required from time to time from its through its empanelled vendors on OPE basis.

g) Design and print Marketing collaterals such as brochures/flyers/reports, and related promotional material through its empanelled vendors on OPE basis.

h) Facilitate creation of audio-video films, development of mobile applications, and any digital media/API interface through its empanelled vendors on OPE basis.

i) Generate 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.

j) Follow-up activities include support in conducting follow-up activities with the E&P players & DGH after engagement sessions. Assist in conducting facilitation roadshows/workshops/ meetings/discussions with stakeholders and prepare reports, follow up action plan after every event.

k) Travel with DGH team as per requirement on domestic/international events for technical support for which out of pocket expenses payment shall be made extra on actuals.

1) Documentation: Prepare detailed reports and records of all, meetings, discussions etc. Collect and collate feedback after the engagement sessions and the actual bidding round and demarcate areas of improvement for DGH.

2.5 Energy Transition:

a) Strategy Development and Planning:

- Develop strategies for transitioning from conventional to renewable energy sources.
- Assess the current energy infrastructure and develop a roadmap for integration with renewable sources.
- Provide a roadmap for decarbonization and achieving carbon neutrality.

b) Renewable Energy Adoption:

- Develop strategies for the adoption and integration of renewable energy sources (solar, wind, hydro, etc.).
- Evaluate different renewable energy technologies and recommend the most suitable for the region or organization.
- Conduct feasibility studies for renewable energy projects.

c) Policy and Regulatory Compliance:

- Assist in navigating regulatory frameworks and compliance requirements.
- Provide guidance on policy and regulation to ensure smooth transition to renewable energy.
- Stay updated with the latest regulations and policies related to energy transition.
- Engage with governmental bodies to understand policy directions and anticipate changes.
- Provide guidance on regulatory changes and compliance requirements.

d) Project Management:

- Identify potential renewable energy projects.
- Develop financial models for renewable energy projects, including cost estimation, revenue projection, and financial feasibility analysis.
- Evaluate financing options, including incentives, grants, and subsidies.
- Develop project plans, including scheduling, budgeting, and resource allocation.
- Develop risk management strategies to address potential challenges.

e) Market Analysis and Business Development:

- Conduct market analysis to identify opportunities and challenges in the renewable energy sector.
- Analyse market trends and competitor activities.
- Business Development:
 - Identify potential clients and develop business relationships.
 - Prepare proposals and pitches for renewable energy projects.
 - Engage with stakeholders including communities, investors, and regulatory bodies.
 - Build partnerships and alliances to promote renewable energy adoption.

f) Technology Evaluation and Integration:

- Evaluate renewable energy technologies and recommend the most suitable for specific projects.
- Stay abreast of technological advancements in the renewable energy sector.

g) Energy Efficiency:

- Conduct energy audits to identify opportunities for energy efficiency and conservation.
- Develop energy management plans to optimize energy use.
- Identify and recommend energy-efficient technologies for implementation.
- Provide guidance on best practices for energy conservation.

h) Monitoring and Evaluation:

- Establish performance metrics and Key Performance Indicators (KPIs) for renewable energy projects.
- Monitor project performance and identify areas for improvement.
- Assess the environmental, social, and economic impact of renewable energy projects.
- Prepare reports on the effectiveness of energy transition initiatives.

3.0 Terms & conditions:

3.1 Resource deployment: Based on the envisaged scope of work, the competence level of resources to be deployed by the knowledge partner has been worked out and annexed in bid document. The resource profile envisages full-time deployment of 2 resources and 1 resource on part-time basis. Out of these three resources, the full time resources shall be deployed at DGH on five days week basis, however they may have to come to office or provide assistance online as per requirement. Resources, as required, to be physically present during physical events organized by DGH in India and abroad.

3.2 DGH reserves the right to increase or decrease the number of resources deployed or alter the term of engagement of existing resources as per its requirement for which payment shall be made on pro-rata basis.

3.3 The working hours and days of the consultants will be as per DGH's working hours. However, consultants must work, if necessary, on holidays or beyond office working hour duration or as required based on the demand of work. The attendance of the resource will be entered in the register provided by the Service Provider or logbook prepared by the DGH.

3.4 Monthly Progress report on activities conducted by knowledge partner and log of attendance citing resources deployed shall be provided in the first week of every month.

3.5 In case of consultants hired deployed on annual basis and 5 working days, the employees will be entitled to 08 days of casual leaves per year on pro-rata basis. Beyond specified leaves as applicable, leave will be treated as leave without pay (LWP) for which necessary deduction will be made by the buyer in the billed amount if no replacement is provided. In an event of deployed personnel availing leave, and if required by DGH suitable substitute(s) shall be provided by service providers per mutual understanding with DGH.

3.6 DGH will reimburse the expenses of approved tour plan of the consultant towards out-of-pocket expenditure.

3.7 In case of leave/long-leave or absence of a resource, suitable replacement shall be provided by the knowledge partner in consultation with DGH.

3.8 Any additional resource requirement shall be engaged on the recommendation of DG Technical Cell and shall be payable at the quoted man day rate for the respective line item and as per actuals.

3.9 Reporting and management of resources: All resources of knowledge partner shall report to the Technical Cell of DG and all its activities will be centrally monitored and coordinated through DG Technical cell; however, the services of knowledge partner shall be available to all departments within DGH. Any additional manpower requirement from the knowledge partner shall be managed through DG Technical Cell.

3.10 Duration of Work Association and reporting in DGH: The duration of the contract shall be for a period of two (02) year. Based on requirement and performance review of the agency during the one year-period and as per mutual agreement between DGH and Knowledge Partner, contract may be renewed for further one (01) year on same terms and conditions.

3.11 Commencement of contract: The contract shall commence within 07 days from the placement of award of contract.

3.12 Contractor shall submit monthly progress report, resource deployment schedule & work allocation on the end of each month during contract period.

3.13 Payment:

- i) Payment will be made quarterly upon submission of invoice along with requisite documents and as per actual deployment of resources on satisfactorily completion of assigned work.
- ii) Payment towards approved out-of-pocket expenses towards outstation travel and marketing collaterals will be payable extra as per actuals as and when incurred.
- iii) Payment for approved out-of-pocket expenses related to Road Shows/ events will be considered at the end of successful completion of each road show/ event.
