



**Expression of Interest (EOI) for**

**Engagement of consultant for Comprehensive Policy  
Formulation and Facilitating Recruitment  
ONGC Videsh Limited**

**EOI Ref No: DLI/OVL/EOI /02/2023**

**To be submitted before Date: 30/11/2023 Up to:1500 Hrs**

## Introduction

1. OVL Videsh Ltd. (OVL), a Government of India “NAVARATNA” Category Enterprise, is an integrated energy company with interests that span not only across the entire hydrocarbon value chain but also in the emerging domains of renewable and alternative sources of energy.
2. ONGC Videsh invites EOI against **EOI No. DLI/OVL/EOI /02/2023 for Engagement of consultant for Comprehensive Policy Formulation and Facilitating Recruitment at ONGC Videsh Limited.**
3. Purpose of this EOI is to solicit responses which will enable ONGC Videsh Ltd to explore and identify from interested participants having relevant experience and expertise (details available at [www.ongcvidesh.com](http://www.ongcvidesh.com)) with proven capabilities and demonstrated performance of their services in Oil & Gas PSUs.
4. The prospective bidder(s) are invited to participate in the EOI conference scheduled to be held on **20 November 2023 at 1100 Hrs** at Delhi India. The EOI is open for physical as well as virtual participation. Interested parties/participants are required to confirm their participation **latest by 16 November 2023** through mail [saurav\\_buragohain@ongcvidesh.in](mailto:saurav_buragohain@ongcvidesh.in) . After EOI conference, the participants will be required to submit their firm proposal(s) **latest by 30 November 2023, 15:00 hrs.**
5. Corrigenda, addenda, amendments, time extensions to the EOI (if any) will be hosted on the ONGC tender portal only, and no separate notification shall be issued in the press. Prospective participants against the EOIs are requested to visit [www.ongcvidesh.com](http://www.ongcvidesh.com) regularly to keep themselves updated.
6. The Information provided by the Bidder in response to this Expression of Interest (EOI) will be the property of ONGC Videsh Ltd. and will not be returned. ONGC Videsh Ltd. reserves the right to amend, cancel, rescind, or reissue this EOI and all amendments will be advised to the Bidder and such amendments will be binding upon them.

## Scope of Work

### **HR Consultancy Services for ONGC Videsh Limited**

#### **Introduction**

ONGC Videsh Limited (OVL) intends to engage the services of an HR consultancy firm ("Consultant") to oversee **Comprehensive Policy Formulation and Facilitating Recruitment**. This comprehensive Scope of Work (SOW) outlines the detailed services expected from the Consultant to ensure a meticulously executed recruitment process that aligns with OVL's strategic objectives, adheres to all statutory labor laws, and fosters the acquisition of top-tier talent.

The service required will be divided into two phases as follows:

#### **PHASE-1**

Phase 1 of the HR Consultancy Services for ONGC Videsh Limited (OVL) project will encompass two primary areas of focus: policy development and requirement analysis. This phase is critical to laying the foundation for the entire recruitment process, ensuring that OVL's recruitment policies and specific needs are well-defined and aligned with the organization's strategic objectives.

#### **1. Policy Development**

- a. **Policy Formulation:** The Consultant shall be responsible for drafting a Comprehensive Manpower Policy that caters to OVL's short-term and long-term project requirements, ensuring precise alignment with the organization's distinctive requirements while adhering to existing HR policies.
- b. **Policy Components:** The policy should encompass a robust framework that elucidates a streamlined and transparent recruitment process, complete with well-defined guidelines and criteria for selection.

#### **2. Remuneration and Benefits**

- a. **Competitive Compensation:** The Consultant shall recommend competitive remuneration packages designed to both attract and retain top-tier talent.
- b. **Benefits:** In addition to salary structures, the Consultant will deliberate on comprehensive benefits packages, including medical insurance, and life insurance coverage.

**\*Note: Remuneration and Benefits will be part of policy development.**

#### **3. Requirement Analysis**

- a. **Comprehensive Needs Assessment:** The Consultant will conduct an exhaustive analysis of OVL's organizational structure and future human resource demands, encompassing an in-depth examination of long-term and short-term project requirements.
- b. **Position-Specific Requirements:** The Consultant will delineate the intricate details of each long-term and short-term human resource demands, translating them into structured and comprehensive Job Descriptions (JDs) that accurately represent the responsibilities and expectations associated with each role.
- c. **Skills and Qualifications:** The Consultant will categorically identify the qualifications, experiences, and skills prerequisites for each role, ensuring precise alignment with OVL's industry standards and corporate objectives.

Upon completion of Phase 1 the Consultant will submit the “Comprehensive Policy documents” and “Requirement Analysis report” for acceptance of OVL.

## **PHASE-2**

Phase 2 of the HR Consultancy Services for OVL project involves the execution of the recruitment process, encompassing various critical activities from advertisement development to onboarding the selected human resource. This phase focuses on the practical implementation of the policies and requirements established in Phase 1.

Phase 2 is subdivided into three key stages:

Stage 1: Project Timeline and Advertisement Development.

Stage 2: Shortlisting and Selection.

Stage 3: Induction and Handholding Process.

### **4. Project Timeline**

- a. **Milestone-Driven Approach:** A detailed project timeline shall be meticulously crafted, outlining key milestones, deadlines, and deliverables for each phase of the recruitment process.
- b. **Adherence to Timelines:** The Consultant's commitment to maintaining project timelines shall be unwavering, ensuring that OVL's human resource requirements are met efficiently and in accordance with pre-established schedules.

### **5. Advertisement Development**

- a. **Employer Value Proposition:** The Consultant shall work collaboratively with OVL to define and articulate a compelling Employer Value Proposition (EVP) that highlights the organization's unique attributes.

- b. **Strategic Messaging:** Leveraging the expertise in recruitment advertising, the Consultant shall craft persuasive and informative advertisements designed to resonate with potential candidates.
- c. **Compliance Assurance:** Every advertisement created shall undergo rigorous scrutiny to ensure strict adherence to labor laws and compliance with OVL's branding guidelines, resulting in a consistent and legally sound communication strategy.
- d. **Multi-Platform Dissemination:** The Consultant shall ensure that advertisements reach a variety of platforms, including but not limited to prominent online portals, OVL's official website, and strategically targeted industry networks.

## 6. Shortlisting and Selection

- a. **Selection of best possible sourcing method:** The Consultant shall assess and recommend sourcing methods best suited to the needs of OVL, taking into account the EVP to attract high-caliber candidates. Drawing from best practices commonly employed in both Public Sector Undertakings (PSUs) and private organizations, the Consultant will conduct a rigorous assessment of candidate applications. This will include comprehensive screening and initial evaluations to identify individuals who closely match OVL's specific needs and expectations.
- b. **Structured Evaluation:** The Consultant will undertake document verification, preliminary interviews, and assessments of shortlisted candidates to gauge their suitability for each respective role.
- c. **Qualified Shortlist:** Subsequently, the Consultant shall present OVL with a carefully curated shortlist of candidates who have demonstrated the requisite qualifications and capabilities for further evaluation.

## 7. Compliance Assurance

- a. **Stringent Adherence:** The Consultant shall ensure stringent adherence to all applicable labor laws, regulations, and compliance requirements during the recruitment process, as outlined in the SOW.
- b. **Legal Documentation:** The Consultant shall meticulously review and verify all documentation, including contracts and agreements, to ensure they meet or exceed the requisite legal standards.
- c. **Issue Resolution:** The Consultant shall advise to address any compliance-related concerns or issues that may arise during the recruitment process.

## 8. Reporting and Documentation

- a. **Comprehensive Records:** The Consultant shall maintain a meticulous record of all recruitment activities, encompassing received applications, interview notes, candidate evaluations, and relevant correspondence.
  - b. **Progress Reports:** Regular progress reports shall be furnished to OVL, detailing the status of each recruitment phase, enabling transparency and alignment throughout the project.
  - c. **Final Report:** Upon completion of the recruitment cycle, the Consultant shall furnish OVL with a comprehensive final report, summarizing the entirety of the recruitment process, outcomes, and recommendations for future improvements.
- 9. Induction plan for the selected Human Resource:** The Consultant shall develop a comprehensive induction plan to facilitate the seamless onboarding and integration of the selected **Human Resource**, ensuring a smooth transition into OVL.
- 10. Handholding for stabilization of the process:** The Consultant shall provide ongoing support and guidance to ensure the stability and effectiveness of the recruitment process even after the initial onboarding, assisting OVL in achieving success in talent acquisition.

In conclusion, this Scope of Work underscores the depth of the services expected from the HR consultancy firm engaged by OVL for the Comprehensive Manpower Policy and Recruitment Facilitation.

## **Special Terms and Conditions**

### **1. Service Premises:**

The location of services as defined in this Scope of Work is Office Premises of ONGC Videsh Limited.

### **2. Deputation of Dedicated Executives:**

To effectively deliver the services outlined in the Scope of Work, the Consultant shall assign a team of three dedicated executives on the payroll of the Consultant, consisting of a Team Leader/Project Manager and two team members, each possessing specific qualifications and experience as follows:

- a. **Team Leader/Project Manager:** The Team Leader/Project Manager should be a suitably qualified professional with a minimum of 15 years of relevant experience. The proposed Team Leader must have a track record of involvement in three or more projects related to Human Resource Policy formulation within organizations having an annual turnover exceeding 10,000 Crore INR.
- b. **Other team members:** The two additional team members should also be suitably qualified professionals, each with a minimum of 10 years of experience in their respective areas. The proposed team members must have prior involvement in two or more projects associated with Human Resource Policy formulation and/or recruitment within organizations having an annual turnover exceeding 10,000 Crore INR. One team member must have prior involvement in one or more projects associated with recruitment.
- c. **Submission of Resumes:** Prior to commencing work, the Consultant is required to submit the resumes of the dedicated executives to OVL for approval, ensuring alignment with the specified qualifications and experience criteria.

### **3. Timeline and reporting:**

The Team Leader shall commence by submitting an activity chart outlining the project's activities and their respective timelines. Throughout the execution of the project, the Consultant is responsible for providing regular progress reports. These reports serve to furnish OVL with an ongoing overview of the project's status, ensuring transparency and alignment with the established timelines and objectives

### **4. Terms of Payment:**

Payment for the services shall be made as follows:

#### **Phase 1:**

An initial payment equivalent to 30% of the total contract value upon successful completion and acceptance of "Comprehensive Policy documents" and "Requirement Analysis report" by OVL.

#### **Phase 2:**

Payment for Phase 2 shall be divided into three milestones:

10% payment of the total contract value on completion of stage 1 of phase 2.

50% payment of the total contract value on completion of stage 2 of phase 2.

10% payment of the total contract value on completion of stage 3 of phase 2.

Invoices for payment shall be submitted by the Consultant within 10 days of achieving the respective milestones.

**5. Legal Law Compliance:**

The Consultant shall ensure strict adherence to all applicable labor laws and regulations throughout the service engagement, as outlined in the SOW. The Consultant must maintain records of compliance and make them available for OVL's review.

**6. Mobilization Period:**

The Consultant shall be granted a mobilization period 10 days from the date of LOA. During this period, the Consultant shall set up the dedicated executive team. Work on the project shall commence immediately after the mobilization period.



## **Eligibility and Experience of Bidder**

2.1 a) The bidder should have a minimum of 15 (Fifteen) years of experience in providing consultation and assisting in Policy Formulation and/or Recruitment in any organizations. For this purpose, the period reckoned shall be the period 15 years prior to the date of techno-commercial unpriced bid opening.

2.1 b) The bidder should have successfully completed at least 03 (Three) number of contracts having provided consultation and assistance in Policy Formulation and/or Recruitment in any organizations having an annual turnover exceeding 10,000 Crore INR., in the last 5 years (reckoned from the date of opening of techno-commercial unpriced bid). Minimum 01 (one) of the contracts mentioned above must have been associated with Govt. / PSUs.

To establish that they meet the experience criteria at Para 2.1(a), and (b) above, Bidders should submit copies of contracts/work orders along with one or more of the following documents in support of satisfactory execution:

- (i) Satisfactory completion/performance report (OR)
- (ii) Proof of release of Performance Security after completion of the contract (OR)
- (iii) Proof of settlement / release of final payment against the contract (OR)
- (iv) Any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.

2.2 The bidder should have a team of minimum 3 experienced executives in its payroll for deployment in ONGC Videsh's office for providing services as detailed in the Scope of Work, each possessing specific qualifications and experience as follows:

2.2.1 Team Leader/Project Manager: The Team Leader/Project Manager should be a suitably qualified professional with a minimum of 15 years of relevant experience. The proposed Team Leader must have a track record of involvement in three or more projects related to Human Resource Policy formulation within organizations having an annual turnover exceeding 10,000 Crore INR.

2.2.2 Other Team Members: The two additional team members should also be suitably qualified professionals, each with a minimum of 5 years of experience in their respective areas. The proposed team members must have prior involvement in one or more projects associated with Human Resource Policy formulation and/or recruitment within organizations having an annual turnover exceeding 10,000 Crore INR. One team member must have prior involvement in one or more projects associated with recruitment.

2.3 The bidder should not have been blacklisted by any Govt. Oil and Natural Gas PSUs. The bidder must submit an undertaking to this effect.

2.4 The Bidder should have its registered office in Delhi NCR.

2.5 JV / Consortium bidders are not allowed.

