



Sun Petrochemicals Private limited

Sun Oil & Natural Gas (SunPetro)

COMMERCIAL & SUPPLY CHAIN MANAGEMENT
17/B, Mahal Industrial Estate, Mahakali Caves Road
Andheri (E), Mumbai – 400093, Maharashtra, INDIA
Tel: (91-22) 4227 4227/66455645, Fax: (91-22) 6645 5685
CIN: U24219GJ1995PTC028519

No SunPetro/SONG/RFQ/2017-18/BM-101/BULLETIN-01

Dated 17-02-2018

BULLETIN-01

SUB : Tender closing date extended to 05.03.2018 instead of 20.02.2018

Ref: RFQ No.: SunPetro/SONG/RFQ/2017-18/BM-101

Title: Appointment of Chartered Accountants Firms on Retainer ship basis.

Sun Petrochemicals Private Limited(SunPetro), hereby authorized following amendment in the above referred tender :

Sl No.	Clause No.	In lieu of	Read as
1	In RFQ Document Point No.12 (Page No.2)	Closing Date & Time	05-Mar-2018 15:00 Hrs IST

Other Terms & condition of the Tender will remain unchanged .

Regards,


Surendra Mishra
Head-Commercial & Supply Chain Management
SunPetro Mumbai Oil and Natural Gas Division
(Sun petrochemical Pvt. Limited)
17/B, Mahal Industrial Estate, Sun House
Mahakali Caves Road Andheri (E), Mumbai – 400093[INDIA]
www.sunpetro.com/song/
Mob : +91-7506733131

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Sun Petrochemicals Private Limited

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Ref. No. SunPetro/SONG/RFQ/2017-18/BM-101

Date:12-02-2018

REQUEST FOR QUOTATION [RFQ]

SUB: REQUEST FOR QUOTATION [RFQ] UNDER SINGLE ENVELOPE SYSTEM

TITLE: Appointment of Chartered Accountants Firms on Retainer ship basis

RFQ No.: SunPetro/SONG/RFQ /2017-18/BM-101.

Dear Quote Retainer Firm,

Sun Petrochemicals Private Limited (hereinafter referred to as **"SunPetro/Company"**), is pleased to issue this Request for Quotation (RFQ) to invite you to submit your Quote under Single Quote System for appointing a firm of Chartered Accountants ("Retainer firm") on retainer ship basis, for providing consultancy services for Exploration & Production (E&P) business of the company.

The Company is operator for following Oil and Gas Blocks situated at:

- (i) Baola near Ahmedabad;
- (ii) Modhera near Mehsana;
- (iii) Hazira near Surat;
- (iv) B-37 cluster of four fields in Western Offshore basin of India.

In order to have an assessment of work efforts/estimates for the above assignment, we have enclosed herewith the brief of above said oil and gas blocks, nature of activity, stage of oil/gas block, estimates of expenses and revenue etc. You may kindly note that the assessment is purely indicative based on the current status of the blocks and the proposed work plan and Budgets.

(Ref. Annexure-A.)

1. SCOPE OF SERVICES (SOS)

The consultancy services are required for verification of the compliances under the provisions of Production Sharing Contract (PSC) / Revenue Sharing Contract (RSC) entered with Government of India under various rounds of quoting and compliances, certifications representations related to direct and indirect taxation Laws in India.

Detailed scope of assignment is enclosed herewith as ANNEXURE-B

2. QUOTE RETAINER FIRM'S QUALIFICATION CRITERIA (QRFQC)

Quote Retainer Firm's to meet QRFQC as stipulated at ANNEXURE-C

3. QUOTE EVALUATION CRITERIA (QEC)

Quote Firms shall be evaluated as per QEC attached at ANNEXURE-D

4. RATE SCHEDULE FORMAT

You are requested to quote as per format enclosed at ANNEXURE-E

5. VALIDITY OF QUOTE

The Quotation shall be valid for 45 days from due date of submission

6. MOBILIZATION PERIOD

05 days or earlier

7. DUE DATE AND TIME OF SUBMISSION OF OFFER

The quotation should be delivered as per clause 11 i.e. on or before **20 FEBRUARY, 2018.**

8. TERM & CONDITIONS OF THE APPOINTMENT

As per ANNEXURE-F.

9. DURATION OF APPOINTMENT

3 YEARS with provision for extension for 12 months at the discretion of the Company.

10. PREPERATION OF QUOTE

a) Quote Retainer Firm to provide quotation block wise for all the blocks as per format given separately.

b) Technical and Commercial quote should be submitted in separate sealed envelopes.

11.0 SUBMISSION OF QUOTE

Quote Retainer Firms are requested to submit their most competitive Quote duly signed by authorized signatory along with technical literature, indicating RFQ No. & Title of RFQ in a Sealed Cover on following address:

Head-Commercial & Supply Chain Management
Sun Oil and Natural Gas Division
(Sun Petrochemicals Pvt. Limited)
17/B, Mahal Industrial Estate, Sun House
Mahakali Caves Road Andheri (E), Mumbai – 400093[INDIA]
Mob : +91-7506733131e-mail : Surendra.mishra@sunpetro.com

12.0 CLOSING DATE & TIME OF SUBMISSION OF QUOTE

20 February 2018 1500 HRS IST

Sun Petro look forward to receive your quote complete in all respect on due date and time i.e. on or before **20 February 2018**

Regards,



Surendra Mishra
Head- Commercial &SCM

Enclosures/attachments:
ANNEXURE-A,B,C,D,E ,F

ANNEXURE-A

BRIEF OF OIL AND GAS BLOCKS

Sun Petrochemicals Pvt Ltd is an Operator for the Baola, Modhera, Hazira and MB/OSDSF/B37/2016 (B-37 Cluster) Oil and gas Blocks having four independent discovery areas. Brief description of the blocks has been provided below.

Baola field is located in about 40 km S-W of Ahmedabad with an area of 4.0 Sq Km. The field has 3 wells and is producing heavy oil from one well in testing phase. RE Budget for 2017-18 is approximately US \$ 2.57 million

Modhera field is located in about 100 km N-W of Ahmedabad with an area of 12.7 Sq Km. The field has two wells and is producing heavy oil from one well in testing phase. RE Budget for 2017-18 is approximately US \$ 2.24 million

The Hazira field is located in the off the western coast of India at a distance of 40 Km from Surat. The field is producing about 90 bopd of light oil and 0.56 MMscmd gas. This field has 36 wells spread over the offshore platform and the onshore LBDP. RE Budget for 2017-18 is approximately US \$ 7.3 million

Contract area B-37 is a shallow-water cluster of four fields with water depth ranging between 40-50 m is in the West coast of India in Mumbai Offshore Basin. Eight exploratory wells have been drilled in the Contract area (viz. B-37-1, B-37-5, B174-1, B176-2, B174-4, B174-6, B51-1, & B183-1). Most of these wells have proved hydrocarbon bearing with one or more pay zones from Eocene or Miocene carbonate sequences. Estimated expenses for 2017-18 less than US \$ 0.5 million

Scope of Assignment

A. Compliance under Production Sharing Contract;

Sr. No	Type of report	Relevant Article /section of PSC	Due Date
1.	Monthly production reports include Production & Dispatch Statement, Aggregate Production Statement, Royalty & Cess Statement, Return of Crude Oil, Casing Head Condensate, Natural Gas Produced and Sales Statement and compliance on 'Remittance Management System' (RMS).	Section 5	10 Days from the end of the month
2.	Monthly Value of Production and Pricing Statement	Section 6	21 Days from the end of the month
3.	Quarterly Statement of Cost, Expenditure and receipts (Progress Report which includes Budget vs Actual Expenditure)	Section 7	21 Days from the end of the Quarter
4.	Quarterly Cost Recovery Statement	Section 8	21 Days from the end of the Quarter
5.	Quarterly Production Sharing Statement	Section 9	21 Days from the end of the Quarter
6.	End of Year Statement	Section 10	60 Days from the end of the Year
7.	Budget Statement	Section 11	90 Days before from the start of the Year
8.	Annual Report of accounting information in "Account Management System" (AMS)	Not applicable	Not applicable
9.	Monthly report of Non-Tax remittance information in "Non-Tax Remittance Management System (NTRMS)"	Not applicable	Not applicable
10.	Verification of Royalty Payment (remittance and intimation)	Section 5	6 Days from the end of the month
11.	Verification of Cess Payment (remittance and intimation)	Section 5	5 Days from the end of the month
12.	Local Procurement Statement		60 days from the end of the year
13.	Quarterly profit petroleum payment	Section 9	21 days from the end of the quarter
14.	Royalty return	Section 5	10 Days from the end of the month
15.	Cess Return	As per excise laws	5 Days from the end of the month
16.	Price obtained in sale of crude oil and condensate	Section 5	10 Days from the end of the month
17.	Confirmation of all statutory payment of all levies	Section 5	7 th next month
18.	Quarterly inception till date payment of all statutory dues	Section 5	By end of the month
19.	Quarterly progress report	Section 8	21 days from the end of the quarter

1. To verify the accuracy and propriety of the transactions. To ascertain the extent of compliance with the prescribed provisions of PSC and generally accepted accounting policies of the company.
2. To ensure that all the expenses incurred by the Operator relates to the legitimate operations of the organization, which are in its best interests and are in accordance with the budget estimates.
3. Verification of the correctness and completeness of above stated reports required to be submitted periodically with Government of India or Director General of Hydrocarbons as per the provisions of PSC or otherwise.
4. Verification of the correctness of the Trial Balance including the verification of opening Ledger balances. To have continuous and complete check on compliance under provisions of PSC /RSCin respect of periodic reporting.
5. To check internal controls and procedures adopted for recording of expenses and income under correct head of expenses and income being direct expenses, direct income, incidental income,. Verification of Fixed Assets and Fixed Asset Register. Verification of control mechanisms being in place like calculation of investment multiples, Return on Investments etc.

B. Consultancy under Direct and Indirect Taxes

1. To provide consultancy in the matter of periodic returns like Return of Income, Tax deducted at sources (TDS), Tax Collected at Source (TCS) and Goods and Service Tax with in time as prescribed in the relevant Act. The consultancy shall include review of computation of Tax liability and/or tax liability under Minimum Alternative Tax (MAT) as under section 115JB, estimation of Advance Tax liability of the company on periodic basis. Charges/fee for the same should be quoted separately on year to year basis, **refers annexure- E**.
2. To provide consultancy services in the matter of drafting/filing of appeals, if any, before the appropriate authorities. However, charges/fee for the same will be decided mutually on need basis.
3. To provide consultancy in obtaining Tax Clearance Certificate and other Certificate for the purpose of the business of the company. The certificate for lower deduction u/s 195/197 of Income Tax Act and Certificates under Goods and Service Tax Act needs to obtain as per business requirement. However the charges/fee for the same should be quoted separately on case to case basis, **Refer annexure -E**.
4. To issue certificate for foreign remittance in Form 15CB as per provisions of Income tax Act, charges/fee for the same should be quoted separately on case to case basis, **refer Annexure-E..**

5. To provide opinion, as and when required by the company under the Income tax & Goods and Service Tax, etc. However, charges/fee for the same will be decided mutually on need basis.

Note: The Income tax jurisdiction is at Vadodara. However, jurisdiction for GST is at following places:

1. **Mehsana**
2. **Ahmedabad**
3. **Mumbai**
4. **Surat**

Quote Retainer Firm's Qualification Criteria (QRFQC)

1. Qualified, independent firm of recognized chartered accountants, registered in India. The firm should have office situated at Gujarat and Mumbai. The Firm should have experience of 15 years of professional practice on the scheduled date of submission of quotations.
2. The Firm should have experience for not less than 7 Years in conducting assignments/audit under the framework of Production Sharing Contract and/or NELP.
3. Details of assignment/audit appointment wherein firm participated and conducted assignment(s) of Oil & Gas blocks recently, to be provided along with the quote.
4. Letter confirming there is no conflict of interest with the Company and our Group companies, to be provided along with the quote .
5. Deployment of Manpower for this assignment along with the resume of Partner In Charge and key Qualified Assistants specifying Oil & Gas Upstream Experience in PSC Regime

Quote Evaluation Criteria (QEC)

1. Single audit firm will be considered for appointment for all the Blocks
2. Subject to the qualifying criteria, technical and commercial evaluation/price comparison will be done based on the sum total of the quotes indicated for all the blocks on consolidated basis.

ANNEXURE-E

PRICE SCHEDULE

Item No.	Description	Unit	BAOLA	MODHERA	HAZIRA	B-37	Total Bill Amount
			FIELD	FIELD	FIELD		
			Rs	Rs	Rs	Rs	
A	Compliance under Production Sharing Contract (PSC) more particularly described in Annexure B	Monthly					
A.1	Verification of allocations of common costs and shared services cost.	Monthly					
A.2	Verification of Fixed Assets Register	Yearly					
A.3	Verification of calculation of Investment multiples and return of Investments	Monthly					
B	Consultancy under Direct and Indirect Taxes						
B.1	To provide consultancy in the matter of periodic returns						
(i)	Tax deducted at sources (TDS) (Per Return)	Each case					
(ii)	Tax Collected at Source (TCS) (Per Return)	Each case					
(iii)	Goods and Service Tax(GST) (Per Return)	Each case					
(iv)	Computation of Tax liability and/or tax liability under Minimum Alternative Tax (MAT) as under section 115JB (For the Company as a whole)	Quarterly					
(v)	Estimation of Advance Tax liability of the company on periodic basis. (For the Company as a whole)	Quarterly					
(vi)	Preparation of Return of Income under Income Tax Act (For the Company as a whole)	Yearly					
B.3	To provide consultancy in obtaining Tax Clearance Certificate and other Certificate for the purpose of the business of the company. Being certificate for lower deduction u/s 195/197 of Income Tax Act	Each case					
B.4	To provide consultancy in obtaining Certificate for the purpose of the business of the company under Goods and Service Tax Act	Each case					
B.4	Issue certificate for foreign remittance in Form 15CB as per provisions of Income tax Act,	Each case					

Note:

1. All fields needs to be filled. If not quoting for any field, please mention Nil.
Quote Retainer Firm Services required for additional fields that may be acquired by the company, fees/charges will be decided mutually.
2. **TAXES, DUTIES, LEVIES AND OUT OF POCKET EXPENSES**
Quotations should be inclusive of all taxes, duties and levies except GST which will be paid at actual at applicable rates.
Filling Fees and out of pocket expenses for conducting the assignment, if any, incurred by the firms, shall be reimbursed on actual basis.
Local conveyance in the city of operation of the firm for visit to companies' office shall be borne by the retainer firm however, in case of site visits or outstation visits necessary arrangements shall be done by the company.

TERMS & CONDITIONS OF WORK ORDER

1. The above work should be carried under the supervision and direction of the person designated by the company.
2. **Scope of Service:**
As per Annexure (B) – attached
3. **Term of Service**
This Retainership is valid for 3 yrs with the option of extension up to 12 months , completely at the discretion of the company, at the rates, terms and conditions or as mutually decided.
4. **Deployment of the Consultants**
It is at company's discretion to call, as and when required as per the requirement of the work at Sun petro's Site / concerned authorities premises. The payment shall be made for actual assignments/work/clearances obtained from the designated office of the company.
5. **Mobilisation Period**
5 days or earlier from the date of Work Order from the Company site for each of work.
6. **Schedule of Rate**
The Price Schedule is attached at Annexure-(E)
7. **Payment**
 - 7.1. Payment will be made for actual assignment/work/clearances.
 - 7.2. Within 30 days after submission of correctly rendered and company approved invoices.
8. **Statutory Requirement and labour law**
 - 8.1. Any of the statutory requirements shall purely be of Consultant/Retainer Firm account.
 - 8.2. Consultant/Retainer Firm also warrants & undertakes that they shall be responsible for the manpower deployed and for all statutory as well other legal compliance such as wages, salaries, provident fund, medical, ESIC, payment of bonus, workmen compensation, insurance etc. Company shall not be responsible for any default even during or either after the expiry of this assignment.
 - 8.3. Consultant/Retainer Firm has also to secure all the insurances of their personal, if required.
9. **Liability and Indemnity**
Consultants /Retainer firm / shall keep indemnified SunPetro from losses occurred to the Sun Petro due to services provided by the firm or actions by firms affiliates, partners or employees. The maximum amount of indemnity shall be limited to the fees drawn by the firm till the date of loss.
10. **Permits and Instructions**
 - 10.1. Consultant/Retainer Firm shall obtain all requisite permits and approvals under Applicable Law for the performance of the Scope of Service. However, Company shall take necessary clearance for visit to offshore facilities.
 - 10.2. In the event of Consultant/Retainer Firm receiving instructions from Company to stop Services, Consultant / Retainer Firm shall comply with the same with immediate effect.

11. Applicable Law

All questions, disputes or differences arising under, out of or in connection with this Consultant / Retainer Firm and the relationship of the parties hereunder shall be governed by and interpreted in accordance with the laws of India (both procedural and substantive) and parties hereby agree to submit to the jurisdiction of the Courts in / Mumbai, India.

12. Confidentiality

The Consultant / Retainer Firm shall hold the information confidential and shall not divulge or disclose the information, or make the information available to any person or entity, other than its representatives and ensure that only such authorized Representatives who are expressly authorized by it to and whose duties require them to possess the Confidential Information shall have access to the Confidential Information on a need-to-know basis. In case of any breach of these terms or any act or omission by any of its authorized Representatives, then damages alone may not be an adequate remedy and that the remedies of injunction and specific performance or any other equitable relief may be imposed.

13. Termination Of Work Order

- 13.1.** Unless otherwise agreed by company, the work order shall terminate upon expiry of the Term of the Service.
- 13.2.** However, either party at its discretion may exercise its option to cancel the whole or partial work order at any time, without assigning any reason whatsoever, but after giving 30 working days written notice.
- 13.3.** The Consultant / Retainer Firm shall be paid for the service successfully rendered and certified by Company Representative.

14. Non-Exclusive Work Order

This work order is non-exclusive and Company reserves the right to engage other Consultant / Retainer Firm to perform similar or identical work.

15. Authorised Representatives

A. Company's Representative

B. Retainer Firms Representative

16. Invoice for Payment

16.1 Invoices shall be endorsed by Company's representative with the Work Order number and title and shall be submitted in tri-plicate with one original and two Copies (clearly marked "Original" or "Copy") as per the periodicity of each work/assignment.

Head - Commercial & Supply Chain Management.
Sun Petrochemicals Private Limited
17/B, Mahal Industrial Estate, Mahakali Caves Road,
Andheri (E), Mumbai – 400093[India]

16.2 The payment of undisputed invoices in line with this Work Order, shall be made within 30 days after receipt of duly endorsed by Company representative in the above office at Mumbai.
