

**Expression of Interest (EOI)
for Empanelment of
Third Party Agencies (TPA)
for conducting
“Physical Sites Verification
(PSV) in PNGRB authorized
NGPL/ PPPL/ CGD Projects”**

Table of Contents

Items	Page No.
1. Introduction	3
2. Objective	4
3. Timelines of activities	5 - 6
4. Scope of Work/ Deliverables	6
5. Terms and Conditions	7
5.1 General	7
5.2 Time Frame and Responsibility	7
6. Job Description-	8
7. The Empanelment Process	8
7.1 Opening of Technical Proposals	8
7.2 Preliminary examination of Proposals	8
7.3 Clarification on EOI Document	9
8. Evaluation Process of Technical Proposals	9
9. Parameters for evaluation of Proposals	10 - 11
10. Tenure of Empanelment	12
Annexure-I: Eligibility Conditions for Participation in the process of Empanelment of TPA towards Physical Site Verification (PSV)	13 - 15
Annexure-II : Technical Proposal Format	16 - 18
Declaration	19

1. Introduction

1.1 Petroleum and Natural Gas Regulatory Board (PNGRB) is a statutory body constituted under 'The Petroleum and Natural Gas Regulatory Board Act, 2006'. The functions of the Regulatory Board include promoting of competitive markets and matters connected therewith or incidental thereto. The Board has the mandate to regulate refining, processing, storage, transportation, distribution, marketing and sale of petroleum, petroleum products and natural gas excluding production of crude oil & natural gas.

1.2 Providing Piped Natural Gas (PNG) connections, establishment of Compressed Natural Gas (CNG) Stations and laying of pipeline infrastructure are part of development of City Gas Distribution (CGD) Network and the same is carried out by the entities authorized by PNGRB as per their Minimum Work Programme (MWP). It is pertinent to mention here that, PNGRB under multiple bidding rounds has already authorized 307 Geographical Areas (GAs) across the country, covering 100% of the area (excluding islands) with a Minimum Work Programme (MWP).

1.3 After authorization of any project, for guaranteeing the timely commissioning of the proposed Natural Gas Pipeline (NGPL)/ Petroleum & Petroleum Product Pipeline (PPPL)/ CGD network as per the prescribed targets and also for meeting the service obligations by the authorized entity during the operating phase of the project, PNGRB regularly monitors compliance with regulatory requirements, wherein non-compliance with MWP targets, safety standards, or other regulatory obligations can result in penalties, license suspension, or revocation.

1.4 In a similar vein, the Monitoring Division of PNGRB seeks to empanel competent Third-Party Agencies (TPAs) to ensure independent regulatory oversight of infrastructure development. PNGRB, through this EOI, is inviting interested Agencies to participate in the Technical proposal so that experienced technical firms can be assessed and suitable Agencies can be empaneled with PNGRB to undertake Physical Site Verification (PSV) in PNGRB authorized NGPL/PPPL/CGD projects. These empaneled agencies will independently verify the Actual Progress claimed by the authorized Entities regarding DPNG, CNG & Pipeline Infrastructure in the CGD sector, as well as the progress achieved vis-à-vis Real Site Conditions in ongoing NGPL and PPPL Projects across the length and breadth of the country. Furthermore, the empaneled agency shall be mandated to undertake comprehensive site verifications to authenticate Force Majeure (FM) claims raised by the entities, in addition to executing any other assignments awarded by PNGRB that necessitate physical field validation.

The TPAs should be well equipped to use the NHIMS mobile app for all the PSVs related to under construction NGPL and shall endeavor to digitally record and upload through PNGRB's NHIMS mobile application (or any successor/equivalent platform notified by

PNGRB), with geo-tagged, time-stamped photographic/video evidence as and when required, PNGRB shall make the application available to empaneled TPAs, with such customization as may be required for CGD, NGPL and PPPL workflows and role-based multi-agency access, and all data so captured shall remain PNGRB's property.

2. Objective

2.1 The objective of this EOI is to solicit proposals from reputed and competent Third-Party Agencies interested in Empanelment with PNGRB for conducting Physical Site Verification (including relevant records scrutiny) of different on-going NGPL/ PPPL/ CGD Projects and further reports submission (with observation & recommendations) to Monitoring Division in PNGRB. The allocation of work from PNGRB for specific physical site verification (anywhere across the country) shall be on “as and when required basis” and the empaneled Agency thus engaged shall be suitably compensated through professional charges, remuneration etc. for their services.

2.2 The TPAs should have adequate experience of conducting Technical Inspection & Physical Site Verification in Natural Gas and Oil sector projects in India and/ or abroad. Interested agencies may respond to the EOI indicating their technical capability to provide subject services on PAN India / Regional basis. Agencies should preferably be ISO Certified. The eligibility conditions for participation in the empanelment process and technical proposal format are attached as **Annexure- I** and **Annexure-II** respectively.

2.3 The selected agencies will be placed in the PNGRB panel. Further selection & engagement through assignment of an empaneled Third-Party Agency shall be done by PNGRB, for specific Physical Site Verification, against an Authorized Entity claims.

3. Timelines of activities

3.1 Request for EOI is for Empanelment of TPAs to undertake Physical Site Verification of the progress claimed by the authorized Entities with respect to MWP achievement in CGD sector and/ or Progress achieved vis a vis Real Site Conditions in the ongoing NGPL/ PPPL Projects across the length & breadth of the country. The Empaneled agency is also required to undertake site verification in case of a FM claim of any CGD entity with respect to their authorized GA.

3.2 The tentative schedule and critical dates:

Sl. No.	Items	Details
i.	EOI Issuing Authority	Petroleum and Natural Gas Regulatory Board, a Statutory Body of the Government of India.
ii.	Details of the Project Work	The Project Sites of NGPL/PPPL or Geographical Areas of CGD entities will be assigned to PNGRB empaneled agencies on as and when required basis. TPAs undertaking Physical Site Verification must exhibit engineering auditing capabilities to validate the actual ground progress of CGD, NGPL, and PPPL infrastructure against technical documents, alongside the expertise required to independently substantiate claimed vs actual condition using tamper-proof, GPS-enabled digital evidence to document real site conditions. Authenticity of the data collected through Physical Site Verification (conducted on behalf of PNGRB) and Site Report prepared by the TPA shall be got countersigned from the concerned authorized entity representative immediately after the completion of the Physical Site Verification. The empaneled agency must strictly adhere to the timelines stipulated by the Monitoring Division for conducting Physical Site Verification and submitting the reports. The TPAs should be well equipped to use the NHIMS mobile app for all the PSVs related to under construction NGPL and shall endeavor to digitally record and upload through PNGRB's NHIMS mobile application (or any successor/equivalent platform notified by PNGRB), with geo-tagged, time-stamped photographic/video evidence as and when required, PNGRB shall make the application available to empaneled TPAs, with such customization as may be required for CGD, NGPL and PPPL workflows and role-based multi-agency access, and all data so captured shall remain PNGRB's property.
iii.	Date of publishing of EOI	28/08/2026
iv.	EOI Ref. No:	PNGRB/Monitoring Div/TPA (PSV)/2026

Sl. No.	Items	Details
v.	Place of availability of EOI Documents	PNGRB's website www.pngrb.gov.in
vi.	Address for Submission of Technical Proposal	Head of Department (HoD), Monitoring Division, Petroleum Natural Gas Regulatory Board (PNGRB) E-400, 4 th Floor, World Trade Centre, 'E' Tower, Nauroji Nagar New Delhi- 110029
vii.	Cost of EOI Documents	NIL
viii.	EOI processing fee	NIL
ix.	Last date for submission of written queries on EOI for clarification	04/09/2026
x.	Date of Pre-Empanelment conference	15/09/2026
xi.	Last date and time for submission of Technical proposal	21/09/2026 till 05:00 PM
xii.	Validity of Proposal	30 Days from the Last Date of Submission of the Technical proposal.
xiii.	Method of Selection	Technical Evaluation by the Committee constituted by PNGRB.
xiv.	Date and Time of Opening of Technical proposal	28/09/2026 at 10:00 AM
xv.	Address for communication	Head of Department (HoD), Monitoring Division, Petroleum Natural Gas Regulatory Board (PNGRB) E-400, 4 th Floor, World Trade Centre, 'E' Tower, Nauroji Nagar New Delhi- 110029

Note: PNGRB reserves the right to amend the document for EOI, tentative schedule and critical dates. It is the sole responsibility of the prospective Agencies to go through PNGRB's website (<https://www.pngrb.gov.in>) from time to time for any updated information.

4. Scope of Work / Deliverables

4.1 The Scope of Work (SoW) contains the expectations of PNGRB from the TPAs with respect to conducting **Physical Site Verification (PSV)** at any NGPL/ PPPL/ CGD Project Site. Through the award of assignment, PNGRB shall formally intimate the Authorized Entity about but not limited to the schedule for Physical Site Verification by the TPA. The TPA shall perform the job of physical scrutiny & site verification in line with the procedure provided by the Monitoring Division of PNGRB in a time bound manner. Prior to leaving the project site, the TPA shall prepare & submit a brief Physical Site Verification report in line with the sample provided by the Monitoring Division to the Authorized Entity for their endorsement at the site itself. The TPA shall complete all formalities and submit the detailed Physical Site Verification report including their observations & recommendations within 7 days from the date of award of the assignment.

5. Terms and Conditions

5.1 General

- I. The TPA shall ensure that the Professionals/ Subject Matter Experts (SME) deployed for the Physical Site Verification should have a minimum experience of 5 years of the Oil & Gas Sector, with good communication & writing skills (proficiency in local languages would be preferable) and adequate experience of conducting physical site verification-technical verification.
- II. Before the commencement of work of physical site verification, the TPA should furnish to PNGRB, the list of Professionals/SME along with their credentials, documentation in support of educational qualification and experience of Professionals/SME to be deployed, at site.

5.2 Time Frame and Responsibility

- I. The TPA shall be strictly responsible for the diligent execution of Physical Site Verifications and concurrent document validation at the respective NGPL, PPPL, or CGD project sites of the authorized entity. These assignments must be executed in absolute adherence to PNGRB norms and completed within the stipulated timelines (typically 30 days), or as explicitly defined in the individual assignments issued from time to time
- II. The TPA will be responsible for good conduct of their SME with all the Entities and other respondents at the project site. For any misbehavior/ misconduct with the respondents during the work, the TPA will be personally and solely responsible.
- III. The TPA shall adequately brief their SME in line with guidelines issued from Monitoring Division with respect to assignment allotted, before deployment for the Physical Site Verification for better understanding of the objectives of the site visit.
- IV. Physical Site Verification at each pre-defined location shall be conducted by the SME in the presence of Authorized entity designated representative.
- V. Empanelment of TPAs for conducting Physical Site Verification- (No fees for empanelment would be charged from the TPAs till further notified by the PNGRB).
- VI. The TPA on the basis of findings of Physical Site Verification & records scrutiny during the site visit, shall submit the report as per the provision and on the specific Assignment.
- VII. Shall arrange for documentary evidence on actual site conditions prevailing in the Project by taking photos/ video clips and/ or any other reliable means as proof.
- VIII. Any other suggestion/ recommendation which the Agency wish to make.

5.3 Remuneration

5.3.1 Each Inspection Team comprises a maximum of one Senior and one Junior SME, shall have a maximum of two (2) days stay at the Project site (for site inspection, data verification, compilation & report preparation), subject to any changes by the Board.

5.3.2 The proposed Remuneration Package to the **TPA** shall have following components :

- i. Professional Service charges to the TPA - Rs.12,000/- (lumpsum charges per Project, including all overhead charges for Report submission with Recommendations within one week).
- ii. Remuneration payable for the SME engaged in Physical Site Inspection job
 - (a) Lead / Senior Member (minimum DGM level or equivalent) - Rs.7,500/- per day.
 - (b) Associate / Junior Member (minimum Project Manager or equivalent) - Rs.5,000/- per day.
- iii. Travel expenses, reimbursable on actuals (2nd AC Train journey, against proof).
- iv. Expenses on food during site visit, reimbursable with limits of Rs.1,000/- per day per SME.
- v. Boarding/ lodging charges, reimbursable per day (within limits as mentioned below, or on actuals, whichever is low)

Category	X-class cities	Y-class cities	Z-class cities
Senior Member	Rs.7,500/-	Rs.6,500/-	Rs.5,000/-
Junior Member	Rs.5,500/-	Rs.4,500/-	Rs.3,500/-

5.3.3 Conveyance for the Inspecting SMEs shall be arranged by the concerned Entity at the Project site.

5.3.4 The above remuneration is tentative and is subject to revision as may be notified by PNGRB from time to time and shall not be construed as final.

6. Job Description

6.1 The List of Empaneled Third-Party Agencies will be circulated to the concerned Entities and shall also be webhosted on PNGRB Website for the knowledge of all CGD/ NGPL/ PPPL Entities.

7. Empanelment Process

Only Technical Proposals are invited in physical mode through registered post / courier as per the last date indicated in the timelines of activities. If there is any change in date, time and venue then the same will be updated on the PNGRB website for information of the agencies.

7.1 Opening of Technical Proposals

- I. The Technical Proposals shall be opened on the scheduled date and time at the office of PNGRB, New Delhi, in the presence of representative of the TPAs, if any, who wish to be present at the time of opening the Proposals.
- II. In the event of the specified date of opening of proposals being declared a holiday, the Proposals shall be opened at the same time and location on the next working day or as decided by PNGRB and appropriately communicated.

7.2 Preliminary examination of Proposals

During opening of proposals, preliminary scrutiny of the Technical Proposals and attached documents will be made to determine whether they are complete, whether the documents have been properly signed, and whether the proposals are generally in order.

7.3 Clarification on Proposals

During the evaluation of Proposals, PNGRB may, at its discretion, ask the Agencies for any clarification(s) of its proposal. The request for clarification and the response shall be in writing, and no substantial change in the proposal shall be sought, offered, or permitted.

8. Evaluation Process

8.1 PNGRB shall evaluate the Technical Proposals submitted by the TPAs through its internal mechanism for fair and just evaluation. The decision of PNGRB towards empanelment of suitable Agencies will be final. No correspondence will be entertained in this regard.

8.2 Technical Proposal Evaluation

8.2.1 PNGRB will evaluate technical proposals of the TPAs who clear the preliminary scrutiny.

8.2.2 The TPAs are bound to use the format as included in the EOI document. Technical proposals submitted in different formats shall lead to rejection of proposal.

8.2.3 The TPAs must furnish relevant & other necessary documents to establish their eligibility, for each of the items given in the Eligibility Criteria. Proposals fulfilling the eligibility criteria mentioned in the EOI document will qualify the Technical Evaluation.

8.2.4 The Technical Proposal will be evaluated strictly as per weightage/ scoring criteria

on the basis of Agency's past experience, specific domain experience, National/ Regional presence with number of offices and trained personnel /SME, domain specific turnover of the Company, capability to handle large scale field inspection/ site visit (**refer Annexure-II**).

- 8.2.5 Only those Applicants whose Technical Proposals get a score of seventy (70) marks or more out of one hundred (100) shall qualify for further consideration.

9 Parameters for evaluation of proposals

Sl. No.	Parameter	Supporting Document	Weightage
1.	<u>Past Technical Verification/Experience:</u> Third-Party Agency should have minimum five (5) years' experience Project Execution of Oil & Natural Gas Pipeline/ CGD Projects/ Refinery/ Petrochemicals in India and/ or abroad with exposure to Technical Audit/ Physical Site Verification.	Proof of Conducting Technical Audits/ Physical Site Verification in Oil & Natural Gas Industry.	40%
2.	<u>Specific Domain Experts in their rolls / Team:</u> Each SME (to be engaged in Physical Site Verification) shall have minimum 5 years' relevant experience in senior/ middle management level in the Project Execution/ Third Party Inspection/ T4S Audit etc. in Natural Gas/ Petroleum Product Pipeline/ Refinery/ Petrochemical Industry and/ or CGD Projects.	Proof of adequate number of SME in the Team to be provided along with their Qualification Certificates and Proof of Experience.	25%
3.	<u>Turn Over of Company for Domain Services:</u> Third-Party Agency shall have positive Financial Turnover / Net Worth in the last three (3) financial years. (Annual Report of the Company or Audited Balance Sheet duly attested by CA to be attached.)	Documentary evidence to be attached.	25%
4.	<u>National / Regional Presence with number of offices and trained professional manpower:</u> TPA should have National Presence or Zonal/ Regional Level Presence to be indicated with number of offices spread across the area of operation with number of well-trained skilled professional manpower (both primary level and supervisory levels) for conducting field inspection.	Documentary proof to be Provided.	10%

10 Tenure of Empanelment

The Empanelment of the Agencies found suitable will initially be for a period of Two (2) years from the date of Empanelment. PNGRB, however reserves the right to terminate/ scrap the Empanelment at any time after giving one month's notice to the Empaneled Agency owing to any observations suo- moto by PNGRB regarding deficiency of service, substandard quality of report, breach of contract etc. The validity of tenure, beyond 2 years' will be renewed by PNGRB as per Extant Provisions.

[Note - The existing empanelment process is intended to carry out empanelment of TPA's for first time. However, on completion of same the empanelment process shall continue as rolling Expression of Interest.]

Eligibility Conditions for Participation in the process of Empanelment

The TPAs should fulfil the following eligibility conditions for participating in the empanelment process / EOI. The TPA should enclose self-certified documentary evidence for fulfilling the eligibility conditions with undertaking that these documents are authentic. It is the sole responsibility of the TPA for the smooth and timely execution of the assigned work. The proposals are liable to be disqualified and contract if awarded is likely to be discontinued immediately if any, information submitted in technical proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Sr. No.	Broad Criteria	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
1.	Registered in India*	Legal Entity	a) Agency should be registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act as amended from time to time, or the Partnership Act as the case may be. (Consortium of Companies not Permitted); b) Registered with Service tax authorities, Employees Provident Fund, Employees State Insurance and Contract Labour Acts.; c) Should have been operating profitably for the last three (3) years in India. (For the purpose of this criterion, profitability of only the participating Agency in respect of Domain specific will be considered. Profitability of any parent,	a) Copy of Certificate of incorporation. b) Copy of Registration certificate for GSTIN, EPF, ESIC, Labour certificates etc. c) Copy of the Audited Balance Sheets for the last 3 years or Certificate of the Chartered Accountant specifying profits for these years. d) Number and positions of the Core team may be furnished on letter head of the Agency signed by Company's Authorized Signatory.

			subsidiary, associated or other related entity will not be considered. and d) Agency must have its core team of resource managers.	
2.	Black listing/ No conviction	Mandatory Certificates	Agency should not have been blacklisted by any of the State or Central Government Organization. Should not have been found guilty of any criminal offence by any Court of Law.	Self-certificate letter undertaking to this effect on Company's letter head signed by Company's Authorized Signatory. Agency must disclose any blacklisting and nature thereof and must provide black listing revocation letter (if applicable). PNGRB reserves the right to accept or reject the Agency supporting proof.
3.	Conflict of Interest	Mandatory certification from Agency	Agency should not have a conflict of interest in the assignment	Duly signed undertaking from the Authorized representative of the Agency on the Agency's letter head signed by Company's Authorized Signatory.
4.	Financial Worth*	Turnover	The Third-Party Agency should have positive annual turnover during last three years (2023-24, 2024-25 and 2025-26).	A certificate in this regard may be given by the Chartered Accountant clearly specifying the turnover.
5.	Past Experience in conducting Site Inspection/ Verification/	5 yrs' Experience of conducting Technical Inspection/ Physical Site verification in Sectors of Oil & Natural Gas. etc. through different modes as indicated in EOI docs.	The Agency must have at least 5 years' experience of Field Inspection/ Site verification	Work Completion Certificate as per the issued work order.

Sr. No.	Broad Criteria	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
6.	Presence # *	National/ Regional presence	The Agency should have presence either PAN India or at Regional / State levels with adequate number of Offices located in the Zone of Operation.	Proof of existence and presence at that particular zone List of Offices, Contact Person & contact details. Documentary proof of existence of office.

i) National Presence - Agency having physical presence in all regions of the country (North, South, East and West)

ii) Regional Presence- Agency having physical presence in One or Two regions of the country.

* Not Required for National Institutions.

-- * -- * --

Technical Proposal Format

Sr. No.	Particular	To Be filled
1	Name of the Agency	
2	Profile of the Agency	
3	Name of Proprietor/ Director of Agency	
4	Full Address of Registered Office	
	a. Telephone No. b. Fax No. c. E-Mail Address	
5	Full Address of Operating/ Branch Office/ Contact person	
	a. Telephone No. b. Fax No. c. E-Mail Address	
6	Banker of Agency with Full Address (certified copy of Account statements for the last three years issued by the Bank)	
	Telephone No. of the Bankers	
7	Whether registered as a Company or as a Partnership firm (including Limited Liability Partnership) under the Companies Act, 1956 or partnership Act as the case may be (attach attested copy of the Registration)	
8	Registration and License No. of Agency under Contract Labour (Regulation and Abolition) Act, 1970 (attach attested copy of the Registration)	
9	PAN No. of the Company (attach attested copy of the PAN Card of the Agency)	Attach copy of PAN Card of the agency attested by **
10	GST Registration No. (attach Attested copy of the Registration Certificate)	**
11	EPF registration No. (attach attested copy of the Registration Certificate)	**
12	ESI registration No. (attach attested copy of the Registration Certificate)	**

13	The list of Clients/ Organizations for which agency has conducted similar work (Attach documentary proof)	Award letters/ Successful completion letters to be attached.
----	---	--

14. Financial turnover of the Agency during last Three Financial Years (copies of the IT returns filed during three financial years and copies of the turnover statements of the three years duly certified by the Chartered Accountant shall be attached)

Financial Year	Amount (Rs. In Crore)	Remarks, if any
2022-23		
2023-24		
2024-25		

(attach separate sheet if space provided is insufficient)

15. List of States/cities/stations where the company has the Head office/branch offices with core manpower at each center during last 3 years (attach documentary proof).

Financial Year	Location of Offices	*Core Manpower
2022-23		
2023-24		
2024-25		

* Regular SME- on the Roll of the Agency.

16. List of States/ cities/ stations where the Agency conducted Domain specific work (attach documentary proof).

17. Details of major contracts handled by the Agency for conducting similar field visits during the last three years in the following format (attested copies of the last three years work award may be enclosed) ** Copy of supporting papers along with certificate about the performance of the agency, if any, should be enclosed:

Sl. No.	Details of client along-with address, telephone and FAX numbers	Amount of Contract (Rs. In Lacs)	Duration of Contract		Nature of Contract		Remarks, if any
			From	To	Type of manpower provided	No. of persons deployed	% of Successfully completed projects within Time Target
1.							
2.							
3.							

(If space provided is insufficient, a separate sheet may be attached)

18. Any other information which agency wish to highlight.

Declaration

I,Son/ Daughter/Wife of Shri.....
Partner/ Director/ Authorized signatory of the Agency / Institute
M/s....., is
competent to sign this declaration and execute this EOI document.

2. I have carefully read and understood all the terms and conditions of the EOI and undertake to abide by them.

3. I undertake to ensure that entire work would be carried out under the supervision of core manpower of the agency.

4. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my technical proposal at any stage besides liabilities towards prosecution under appropriate law.

5. It is also certified that the Agency / Institute is not Blacklisted by any entity at any time/ the details of blacklisting is as follows and blacklisting revocation certification is enclosed.

6. It is certified that the Agency / Institute is not convicted or facing any criminal case in the Court of Law.

7. The Site visit has been made to understand the nature and scope of work prior to submission of the offer for consideration.

Signature of authorized person

Date:

Full Name:

Place:

Seal: