



**Oil and Natural Gas Corporation Ltd
Room No. 10, Shed No.13,
Western Onshore Basin,
Makarpura Road, Vadodara – 390009**

Expression of Interest (EOI)

For Hiring Professional Agency for Obtaining Land Records and Mutation of Owned Land Properties of ONGC situated at Makarpura Road, Opposite Baroda Dairy, Vadodara – 390009 (Gujarat)

1. Background & Objective

1. ONGC Work center at Vadodara was established in 1960s. The land for establishment of ONGC Work center at Vadodara was acquired from Gujarat State Govt. Authorities.
2. ONGC, Vadodara acquired a total of 270.34 acres of land and have clear title on the said land parcel. The said land record need to be consolidated and mutated under the name "Oil and Natural Gas Corporation Limited".

Objective:

To engage a qualified and experienced Professional Agency to undertake the task of obtaining and updating mutation of ONGC's owned land properties efficiently and compliantly.

2. Indicative Scope of Work

The selected Professional agency shall be responsible for carrying out, inter alia, the following activities:

- Conducting a comprehensive verification of existing land and property records pertaining to ONGC in the relevant Government offices located at Vadodara, Gujarat.
- Obtaining and compiling all requisite title deeds, revenue records, and other property-related documents based on the verification undertaken.
- Preparing, scrutinizing, and submitting all legal, technical, and statutory documents necessary for effecting mutation of the concerned properties.

- Liaising with and facilitating all activities, documentation, and procedural requirements of the concerned Government departments and authorities for the above purpose.
- Monitoring and tracking the progress of mutation cases and furnishing periodic status reports and updates to ONGC.
- Ensuring completion of mutation in favour of “**Oil and Natural Gas Corporation Limited**” in the official land and revenue records and obtaining certified copies of the mutation orders and related documents.
- Advising ONGC on all legal, procedural, and regulatory aspects associated with mutation, land records management, and compliance requirements.
- Maintaining strict confidentiality in respect of information and related documents provided/obtained throughout the assignment and ensuring adherence to all applicable laws, rules, regulations, and governmental procedures.

The above scope of work is indicative and may be further refined during the subsequent phase.

3. Submission Requirements & Format

Interested Professional agency are requested to submit their EOIs including:

- Covering Letter: Brief introduction and interest in the assignment.
- Company Profile: Legal status, registration certificates, year of establishment, office locations etc..
- Experience and Past Performance: List of similar assignments in last 5 years with completion certificates, details of mutation assignments in Vadodara or regions of Gujrat etc..

All documents submitted must be clear, legible, and in the English language only. If any documentary evidence, including certificates of successful completion, is in a regional language other than English, it must be accompanied by a transcription affidavit (a sworn statement certifying an accurate translation). EOIs must be signed only by authorized representatives of the consulting entity.

3. Timeline

Activity	Date/Duration
EOI Release Date	22.07.2026
Last Date for Queries	28.07.2026
EOI Submission Deadline	08.08.2026

5. Terms & Conditions

- ONGC will sign a Non-Disclosure Agreement (NDA) with shortlisted respondents prior to sharing site-specific data and deeper technical discussions.
- This EOI is for information gathering and shortlisting only. It does not constitute a commitment by ONGC to proceed with any Professional agency or to issue an RFP. ONGC reserves the right to accept/reject any or all submissions without assigning reasons.
- Costs incurred in preparation and submission of EOIs will be borne by the Professional Agency.
- The Professional Agency shall maintain strict confidentiality of ONGC's data and information.
- ONGC reserves its right to call for original of the supporting documents for verification if so deemed fit and also cross-check for any details as furnished by the Party from their previous clients etc. The Party shall have no objection in this regard.
- The parties may note that mere submission of EOI shall not entitle automatic qualification/selection of the Party for the contract.
- The Professional Agency should comply with all applicable laws and regulations during the assignment.
- ONGC reserves the right to accept or reject any EOI and to annul the invitation of EOI process and reject all EOIs at any time without thereby incurring any liability to the affected Party/Parties(s) or any obligation to inform the affected Party/Parties(s) of the grounds for ONGC's action.

Note: Dates are tentative and subject to change at ONGC's discretion.

6. Contact Details

For any clarifications or queries, please contact:

Contact Person:

Shri V P Singh,

Estate Officer,

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Makarpura Road, Vadodara – 390009

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