

User Manual for CBM IV Biddable Data Preparation Software
Prepared by
IT Department, DGH



Preamble:

The primary idea of this software application is to capture the basic parameters required to calculate the bid evaluation points on the day of bid submission.

For on the spot evaluation and declaration of provisional results bidders are required to submit the computable parameters of their bids pertaining to each block in the abridged format as per the instructions given below. The following information will be read from the soft copy of the bid for carrying out on the spot evaluation and declaration of provisional results.

- Company / consortium information with (Participating Interest) PI
- Details of Technical capability of the proposed operator
- Details of Biddable work programme and
- Fiscal Package

The results declared on the day of bid opening are provisional and final results will be based on comprehensive evaluation of hard copy of the bids considering various other documents to be examined.

Important Guidelines:

The following assumptions & restrictions will be applied while preparing biddable data. The same will hold good for computation of points against the biddable parameters.

- 1) A single company can bid for a block only once either as a single company or in a consortium.
- 2) The participating interest (PI) of a single company cannot be less than 10%.
- 3) The evaluation results to be declared on the bid evaluation date are purely provisional and subject to verification of their hard copy information and fulfillment of the net worth of the company.

Work Flow to be followed while preparing data for CBM bids:

- 1) Create Company(s).
- 2) Create Consortium if a consortium of companies is bidding.
- 3) Assign block(s) to bidding company/consortium for which bid is going to be prepared.
- 4) Insert technical capability of operator(s).
- 5) Insert work programme pertaining to each block bid.
- 6) Insert financial parameters pertaining to fiscal package.
- 7) Prepare block wise biddable data on a new CD media to be handed over along with the bid document for spot evaluation of bids.

Launching the Application:

On launching the client application the following screen will appear where you can choose either NELP or CBM data preparation module.

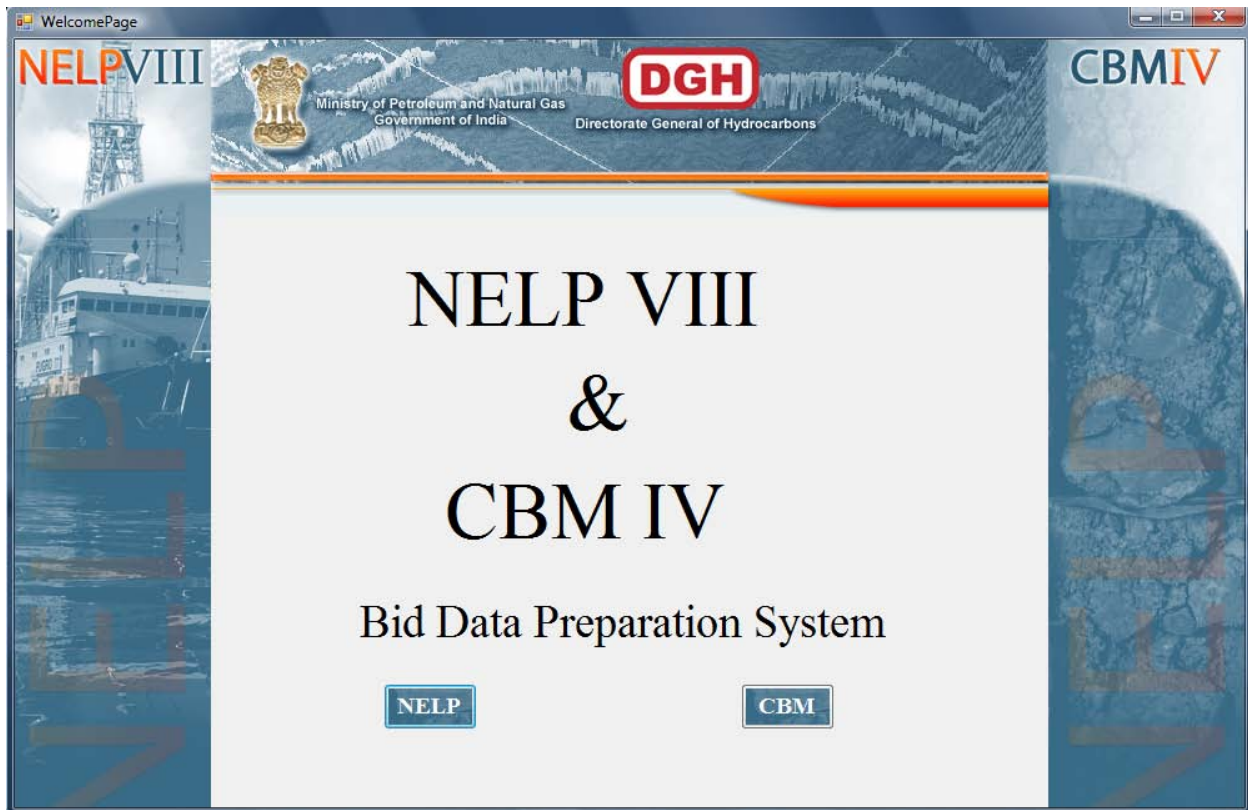


Fig-1

Click on the CBM button to prepare data for CBM blocks.

Assumption:

On clicking the CBM button the following assumption screen will appear. You are requested to read carefully each clause and proceed further.

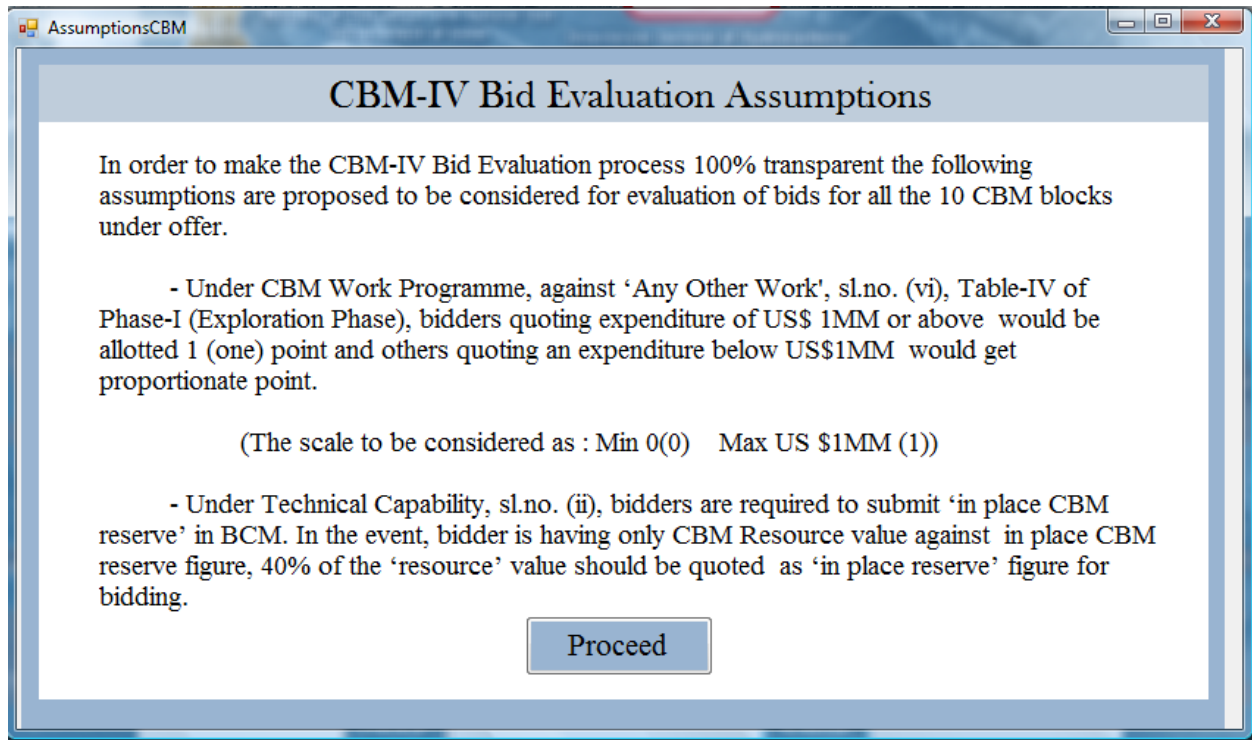


Fig-2

Prepare Company Information:

We have already populated most of the E&P company information inside the database. Please check if your company information is up to date through the **“Company Master-> Modify Existing Company”** option from the main menu. If any change is required please do that and save the company information.

If your company information is not listed in the company list then you are required to create your own company as shown below. On the main menu of the application, click on the **“Company Master-> Add Company”** Details option as given below.

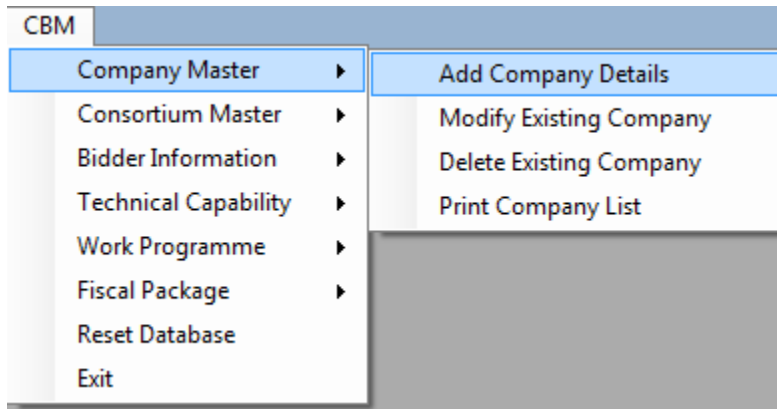


Fig-3

The following screen will appear.

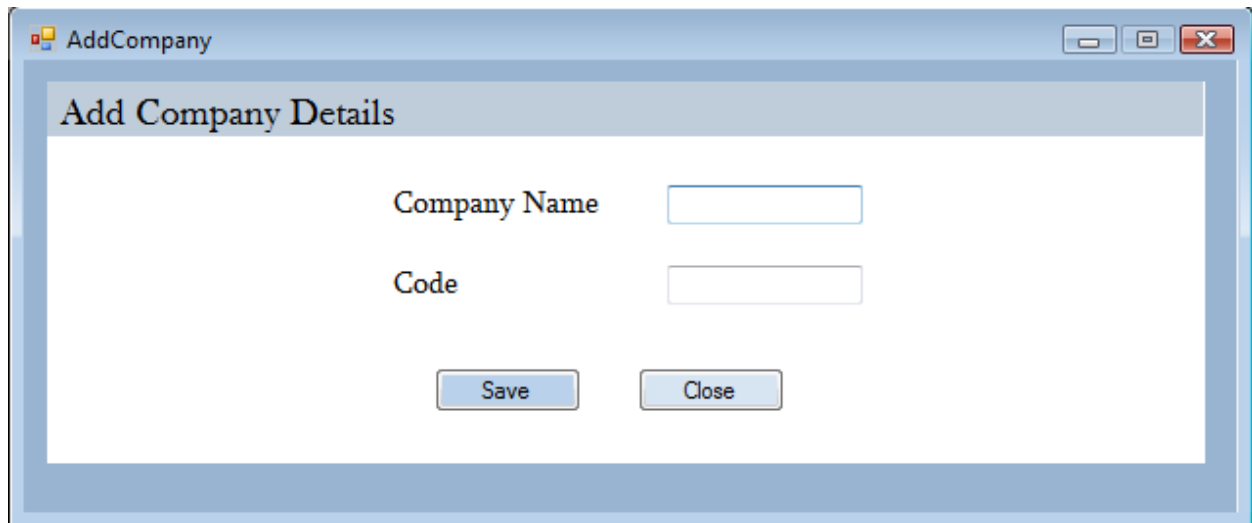


Fig-4

Please insert the relevant details. For company code please give a suitable code word pertaining to your company by which you will be identified throughout the exercise. E.g **OIL** could be relevant code for Oil India Limited.

The other menu options as shown in the fig-2 can be used to modify or delete company information from the system.

Preparing Consortium Information:

Before creating any consortium it is required to fill all constituent company information into the system. If not all company information are prepared then you would not be able to prepare consortium information properly.

To prepare consortium information please go to the “**Consortium Master-> Add Consortium**” option from the main menu as shown below.

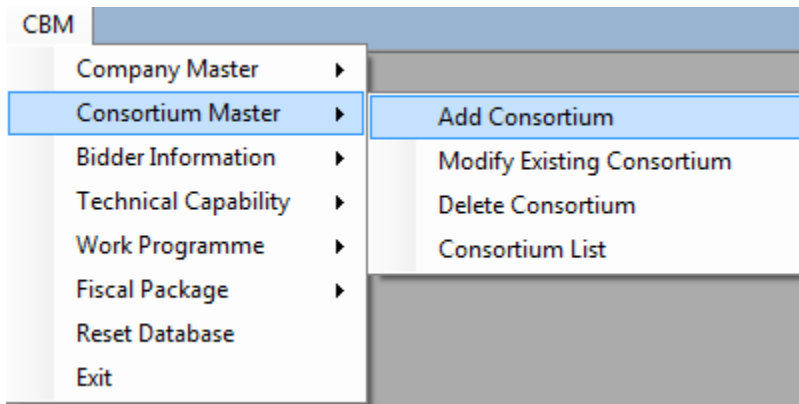
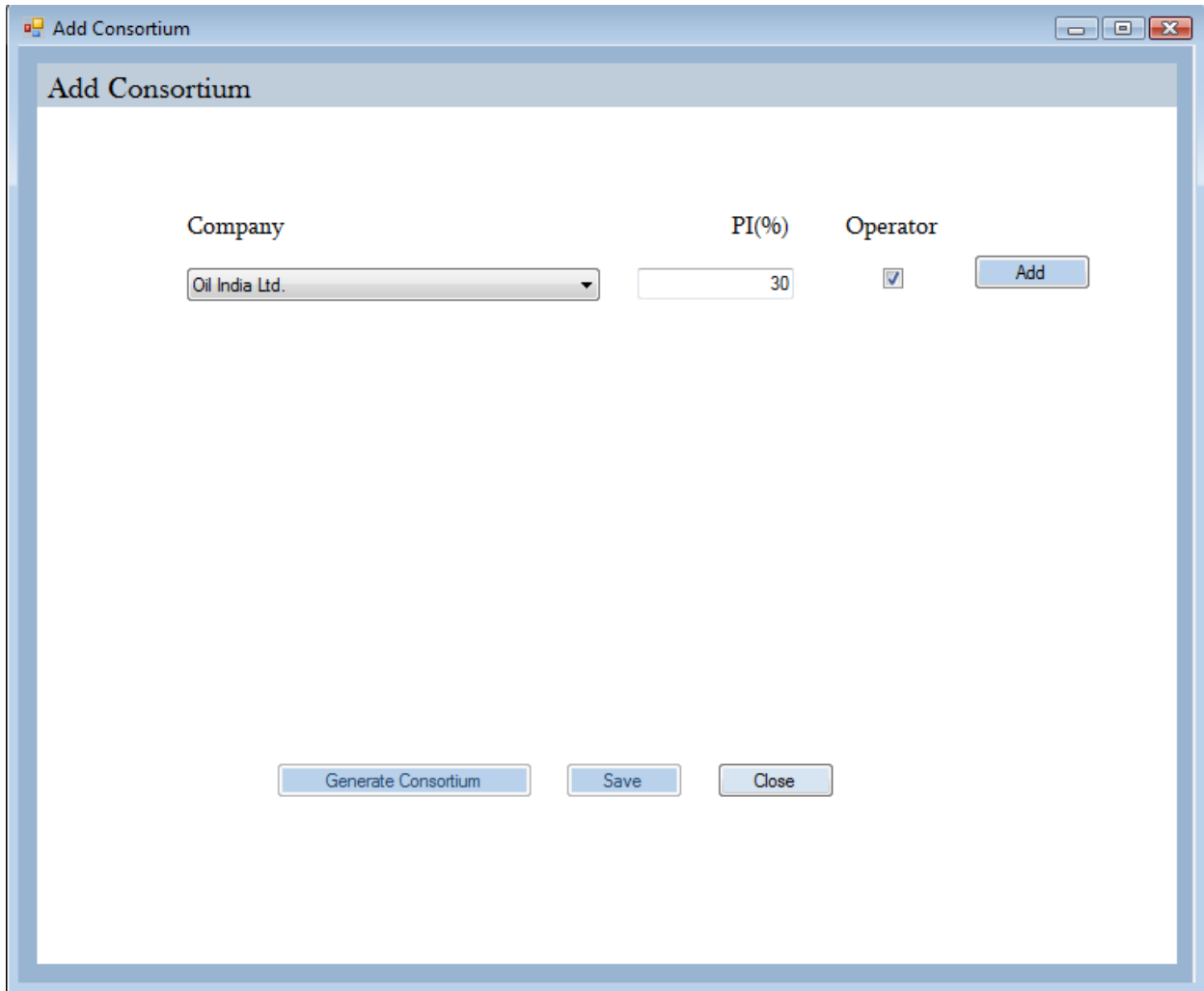


Fig-5

On selecting the ‘**Add Consortium**’ option the following input screen will appear.

Select the first company of the consortium, its PI and check operator box if the company is the operator and click on the add button to insert the company name.

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The screenshot shows a software window titled "Add Consortium". Inside the window, there is a header "Add Consortium". Below the header, there are three input fields: "Company" (a dropdown menu showing "Oil India Ltd."), "PI(%)" (a text box containing "30"), and "Operator" (a checked checkbox). To the right of the "Operator" checkbox is an "Add" button. At the bottom of the window, there are three buttons: "Generate Consortium", "Save", and "Close".

Fig-6

Similarly you can keep on inserting the other company names to form the required consortium. Please do not tick the **'operator'** check box if the given company is not an operator. Finally press the generate consortium button which will show the system generated consortium name as shown below in an example scenario.

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Add Consortium

Company: OIL & NATURAL GA PI(%): 80 Operator: Add

	Company Name	PI(%)	Operator
▶	OIL INDIA LTD.	20	True
	OIL & NATURAL ...	80	False
*			

Consortium Name: OIL20-ONGC80

Generate Consortium Name Save Close

Fig -7

Please do not proceed to enter biddable parameters like work programme, technical capability, fiscal package etc. until your company and consortium information are prepared correctly.

Deletion of a company is not allowed once a consortium is saved. Under such requirement please delete the consortium and regenerate the consortium again with correct data.

Deletion and modification of consortium information can be carried out from the respective option from the Consortium Master option in the main menu.

Preparing Biddable Block Information:

Select the "Assign Block to Bidder" option from the Bidder information menu as shown in the following screenshot.

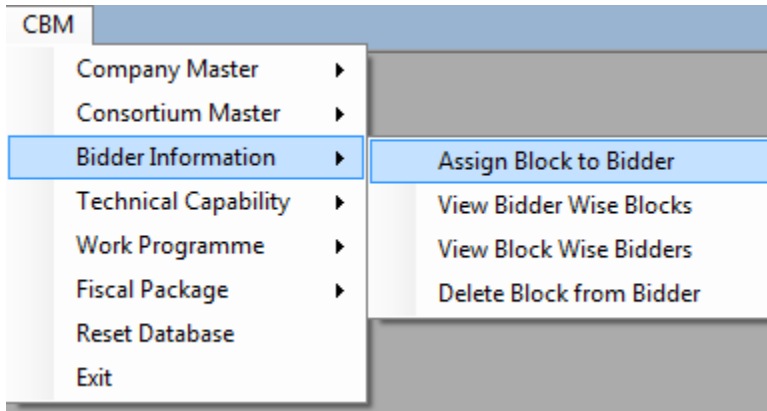


Fig-8

The following screen will appear.

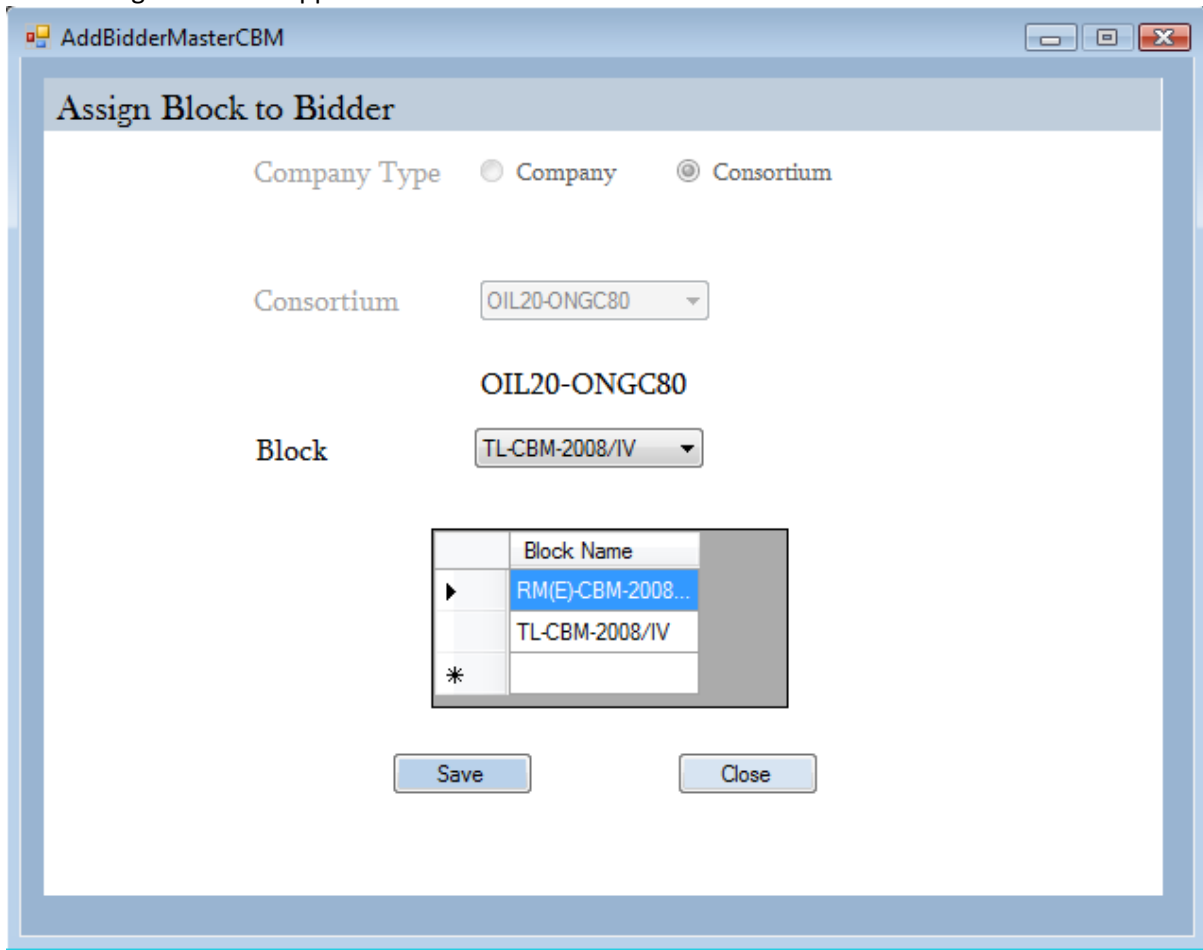


Fig-9

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Select desired Company or Consortium who is bidding. Then select respective blocks for which the Company/Consortium is bidding one by one. Once the list is prepared as shown above, press “**save**” to save the block list.

Please note that a single company can bid for a block only once either as a single company or in a consortium.

Prepare Technical Capability Details of Operator:

Select the “**Add Technical Capability**” option as shown below for preparing technical capability of the bidder.

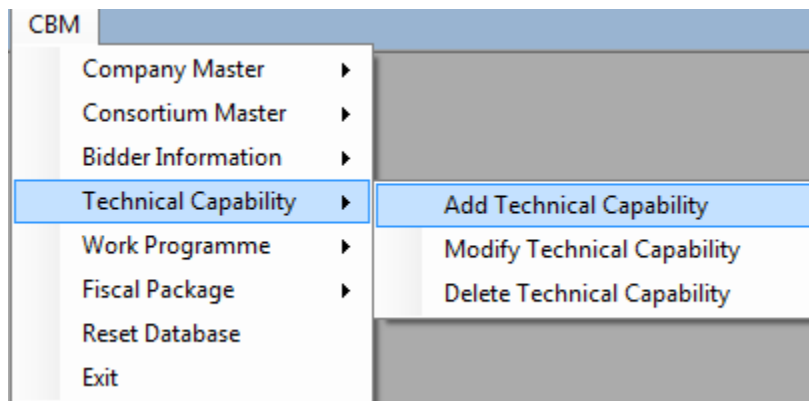


Fig-10

The following screen will appear. Put relevant data accordingly.

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Add Technical Capability

Select Bidder

Bidder Type Company
 Consortium

Consortium OIL20-ONGC80

OIL20-ONGC80 Operator OIL INDIA LTD.

S. No.	Sub-criteria	Physical Quantity
(i)	CBM Acreage holding (sq.km.)	2000
(ii)	Oil & gas Acreage holding (sq.km.)(PEL)*	3000
(iii)	In-place CBM reserves (BCM)	4
(iv)	In-place oil & gas reserves (MMBOE)	2
(v)	Average annual production of CBM for last 3 years (BCM)	3
(vi)	Average annual production of oil & gas for last 3 years (MMBOE)	34
(vii)	Bidder's experience as an operator in exploration and/or development and/or production of CBM (years)	4
(viii)	Bidder's experience as an operator in exploration and/or development and/or production of oil & gas (years)	4

Save Close

Fig-11

For a consortium having joint operators, technical capabilities of both the operators have to be prepared one by one after selection of the concern consortium.

Prepare Work Program Details of Operator:

Go to the “Add Work Program” option from the “Work Program” option of main menu. The following screen will appear.

Add Work Programme

Select Bidder

Bidder Type Company Consortium

Consortium

Select Block

PhaseI

S. No.	Type Of Work	Physical Quantity
(i)	Exploratory Core hole drilling including Geophysical logging (Core hole should penetrate the technical basement i.e. at least 5 meter thick sediments below the deepest coal seam)	<input type="text"/>
(ii)	Amount in US\$ MM for any other work considered necessary by the bidder subject to acceptance by the Evaluation Committee (bidders quoting expenditure of US\$ 1MM or above would be allotted 1 (one) point and others quoting an expenditure below US\$ 1MM would get proportionate point).	<input type="text"/>

PhaseII

S. No.	Type Of Work	Physical Quantity
(i)	Drilling of sufficient pilot wells.	<input type="text"/>

Fig-13

Select either Company or Consortium as bidder type and select the respective block. Put the other parameters pertaining to type of work as shown above. Finally you can press the save button to save the information.

In a similar fashion work program details can be edited and deleted from the work program menu option.

Prepare Financial Package Details of Operator:

Go to the 'Add Fiscal Package' option from the 'Fiscal Package' option of the main menu.

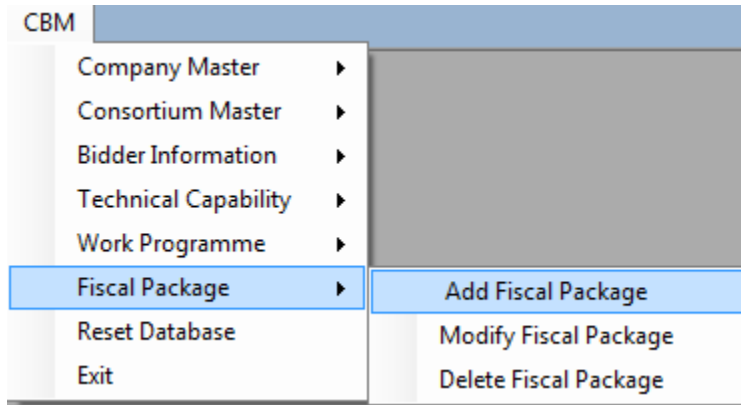


Fig-14

The following screen will appear

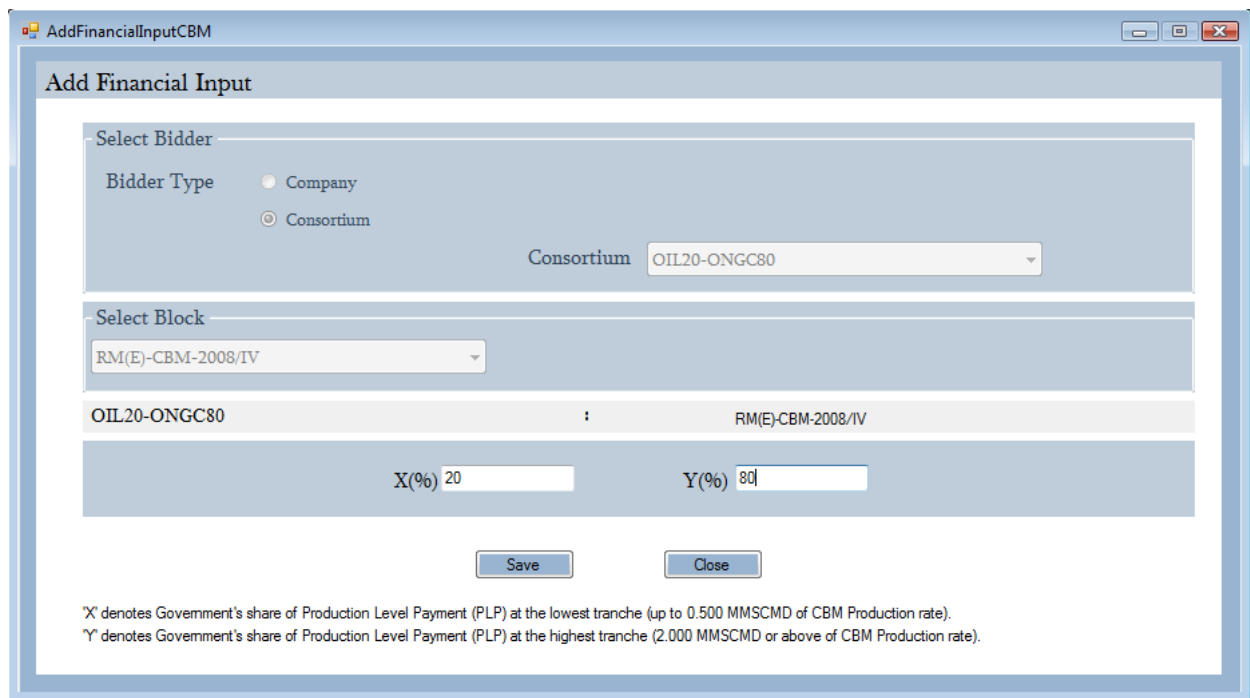


Fig-15

Select either Company or Consortium as bidder type and select the respective block. Put X,Y values as shown above.

Prepare Block Wise Biddable Data:

Once all the data parameters are inserted for a particular block, same are to be copied onto a new CD. For that select '**Prepare Data**' from the main menu. The following screen will appear.

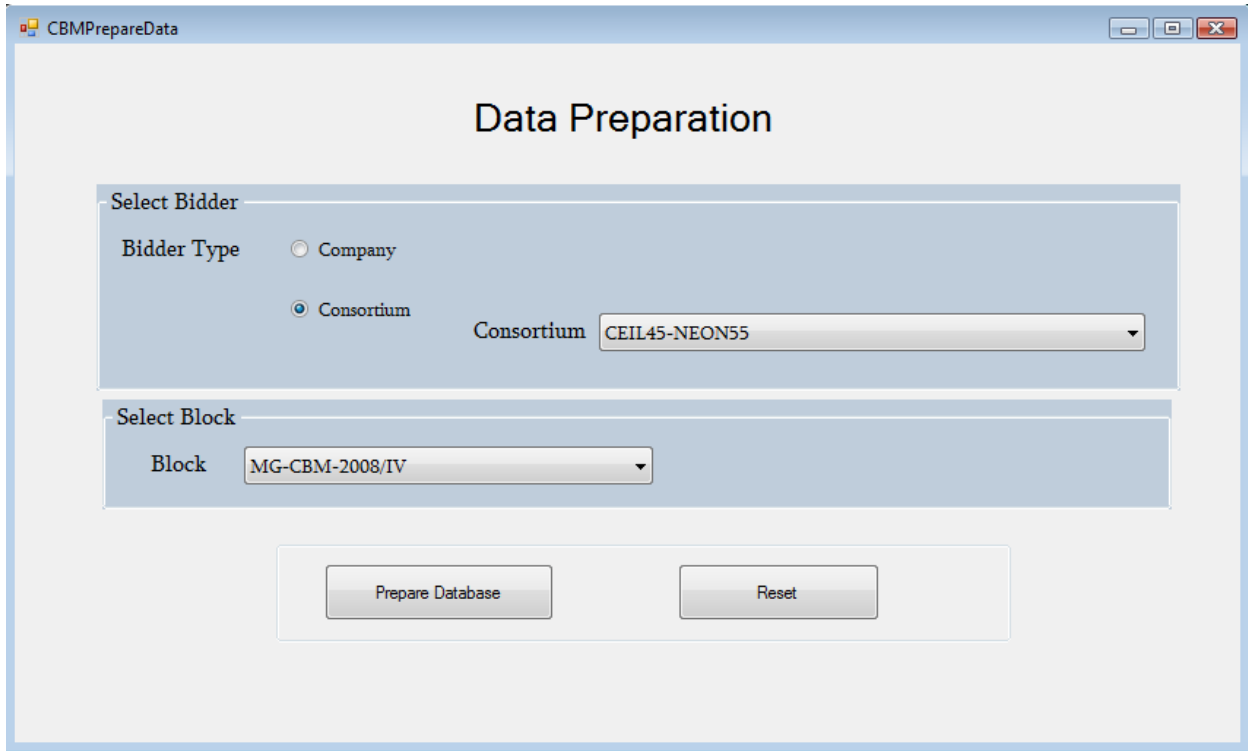


Fig-16

Select necessary bidder followed by the block bidded. Then press the '**Prepare Database**' button to generate a password protected database of biddable parameters for that block. The following window will appear.

If not all the parameters like (Technical Capability of each operator, Work Program & Fiscal Package) are not inserted then data generation is not possible and an error message would appear as incomplete data.

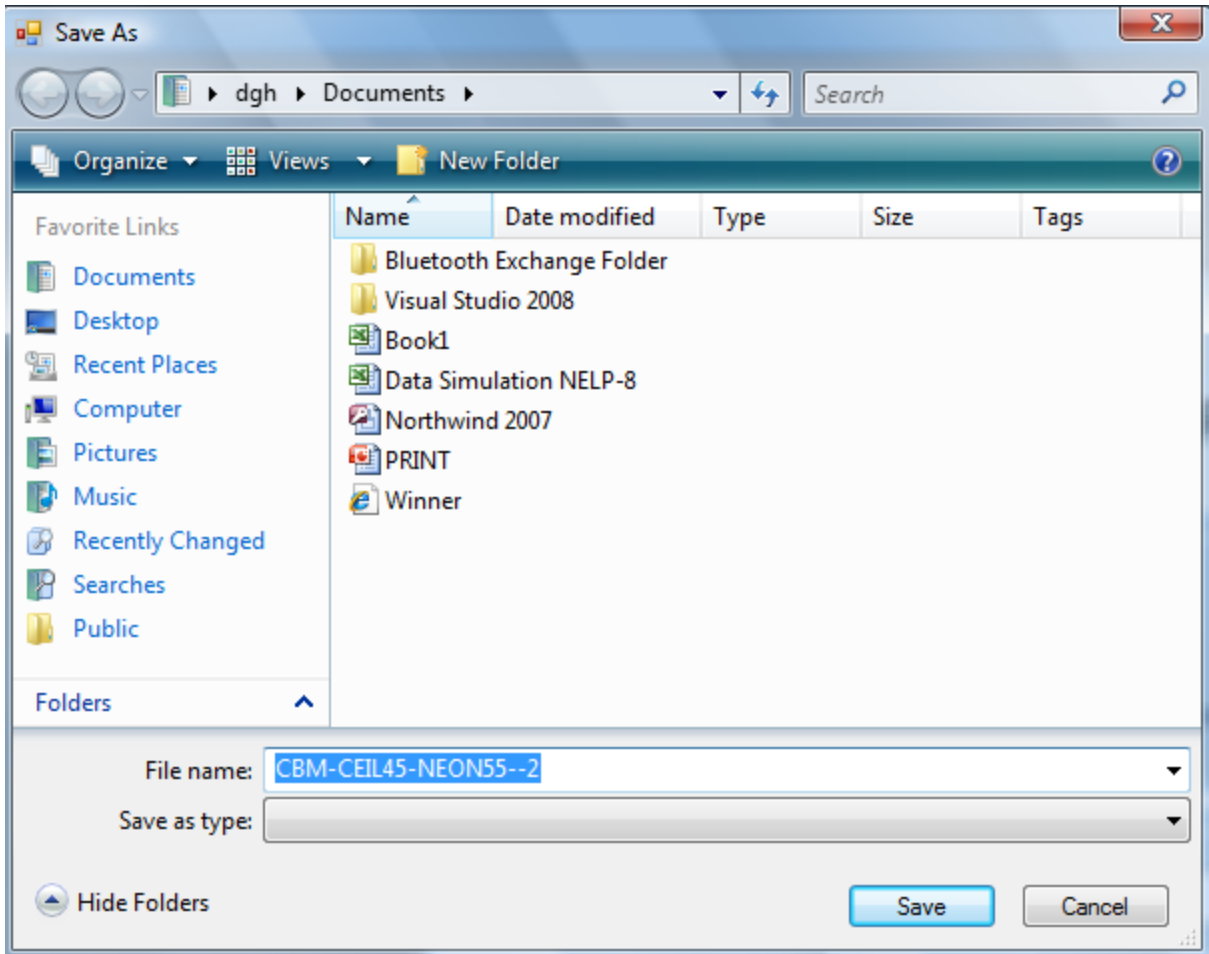


Fig-17

If any special character like '/', '.', '*' etc. appears on the file name as shown above, then Windows may not be able to save the file. Under such scenario replace such special character like '/' with some other character like '-' before saving. You need not give any file type as shown above. Select the desired location and press 'Save'. Do not change the other portion of the file name unnecessarily. This process will create a Microsoft Office compatible password protected .MDB file. Copy that file onto a new read only CD and submit with the bid documents for that block.

This exercise has to be repeated for each block bid by a bidder. The respective CD with biddable data parameters prepared by the software has to be submitted along with each bid envelope.

Further Support:

Every bidder is requested to fix any installation or configuration or any operational issue well in advance in co-ordination with the DGH's IT support team. Also you are requested to check DGH website regularly for any update.

Below are the contact Persons at DGH for further support.

Chandan Kr Barman. Advisor(IT)
Chandan@dghindia.org
09717008849

Sunny Arora. Junior Advisor(IT)
sunny.arora@dghindia.org
09971557976

Charu Thukral. Junior Advisor(IT)
Charu.thukral@dghindia.org
09818615118