EoI Submission Tutorial File

Before Starting EoI submission form, following Information must be ready with the Applicant

1) Unique Identification Numbers of the Sectors for which Applicant is interested in Submitting EoI from NDR site
2) Ready to make online payment of INR equivalent of 1000 USD application Fee.
3) Scan copy of Participation Bond of Requisite amount.
4) Scan Copy of Due-Diligence report of Prospectivity as per the Format provided.

Steps for Submitting EoI

1) Selecting Unique Identification Numbers of the sectors of your interest from NDR site
   a. Register at NDR site [https://www.ndrdgh.gov.in](https://www.ndrdgh.gov.in)
   b. Login with your NDR credentials and the Landing Page will be as given below :

   ![Landing Page](https://example.com/landing_page.png)

   c. Please select all the layers as shown below to get the information about existing PEL/ML areas, No Go areas, availability of data and zones classification.

   ![Layers Selection](https://example.com/layers_selection.png)
d. Using Zoom In and Zoom Out Tools placed at the right of the window, focus on the area of your interest.

After focusing into the area, two Informations viz Unique Identification number of the 10'X10' sector and classification of the area i.e zone 1, zone 2 and zone 3 will be clearly visible.

(Zone 2 and zone 3 are the areas where EoIs for Reconnaissance Contract can be submitted)

Further, division of 10'X10' sector into 1'X1' areas is not displayed on the layer at NDR, if the applicant wants to submit EoI comprising of area in 1'X1', then please send a request at facilitationoal@dghindia.gov.in by mentioning the unique identification number of 10'X10' sector for which the applicant needs further division into 1'X1'.

2) Registration on EoI Portal

a. Register at HELP EoI Submission Portal www.dghindia.gov.in/help
b. An automated email on your registered email will be provided with your login credentials.
c. After Login, applicant will land up on the page as shown below:
3) **Checking availability of area for EoI Submission**
   a. From the landing page, applicant can check the EoIs already submitted by other applicants. Before submitting the EoIs, applicant must check the status of the sectors for which they are going to submit the EoI. As per the policy EoIs will be entertained on First Come First serve Basis, so, if an application is made for an area already submitted by other user, will liable to be rejected and the application fee and Participation Bond will be forfeited.

4) **Submission of New EoI**
   a. On left hand Menu Bar, there are three Tabs viz Home, EoI Submission and Queries/Issues.
   b. For starting the EoI submission Process, click on the “EoI submission” Tab and you will be directed to the page having option for adding new EoI

   ![Click Here to add new EoI](image)

5) **Completion of Application Form**
   a. Application form is in the form of eight (08) Tabs. Each Tab is required to be filled by the applicant. Applicants can switch to next tab by completing the previous Tab.
   b. Application form can be edited any number of times before submission. After submission of the Application no change/Editing will be entertained.

6) **Corporate Details**
   a. Details of the proposed Operator, Details of the Consortium is required to be filled in the first two sections of the Form.
   b. In the last section of the Form, Corporate details of each consortium member including operator is to be uploaded in the format provided therein.

![Template for Corporate Details](image)
7) **Sector Selection**
   a. Information Regarding **Type of Block** can be selected from the Dropdown List.

   b. **10’X10’Sector Information**
      i. Sector Details are to be given in the form of Unique identification Numbers as per the NDR Published INDIA Map. (Explained in Section 1 of this document).
      ii. Number of Sectors are allowed as per the OAL document issued.
      iii. Format of Unique Identification Number must be same as per the NDR site.
      iv. In the event, whole sector of 10’X10’ is not available, applicant can submit the EoIs in the form of 1’X1’. Unique Identification Number for 1’X1’ areas can be obtained from DGH by sending an email request on facilitationoal@dghindia.gov.in. Applicant has to Sent request mentioning the Unique Identification number of the 10’X10’ sector for Which 1’X1’ divisions are required.
   c. Informations regarding Type of Contract, Type of Hydrocarbon and Target Depth of Well /Target Horizons for Survey has to be filled by the applicant.

8) **Pre Qualification Criteria**
   a. Informations regarding Pre-Qualification Criteria needs to be filled in this Tab.
   b. Applicants are requested to check their eligibility as per the OAL document.

9) **Upload Files**
   In this section, applicants are required to upload the Due-Diligence Report and Scan copy of Participation Bond of requisite amount as per the OAL document.
10) **Payment Details**
   Applicants are required to pay INR equivalent of USD 1000 through Online payment Gateway. Click on the link provided under the Payment Tab and follow the instructions. After Payment please save the receipt of Payment and fill Online payment reference Number and payment Date to proceed Further.

11) **Contact Information**
   Applicant is required to provide a one point contact person’s details. All the communication regarding EoI submission will be forwarded to him/her only

12) **Declaration**
   Applicants are required to give details of the Authorized Signatory (Name and Designation)

13) **Submission**
   Please check all your details before the final submission of the Application. Once submitted, no change will be entertained. After Submission Applicant is required to take out print of their application and submit the Hardcopy of the application with requisite documents as mentioned in the checklist.