

**INVITATION FOR EXPRESSION INTEREST (EOI)**  
**FOR**  
**ENGAGEMENT OF A CONSULTANT FOR PREPARATION OF NEW**  
**SCHEDULE OF RATES (SOR) FOR CIVIL ENGINEERING WORKS AT**  
**OIL IN ASSAM AND ARUNACHAL PRADESH.**

**EOI NOTICE NO: OIL/CIVIL/SOR/EOI/001/2017**

*Invited By*

**General Manager –Civil  
Civil Engineering Department  
Oil India Limited  
P.O. Duliajan  
Distt: Dibrugarh  
Assam-786602  
Contacts:  
Tel: 0374-28000537**

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**Corporate Office:**

Oil India Limited  
Plot No. 19, Near Film City,  
Sector 16A, Noida - 201301  
Phone: 0120 - 2488333 to 2488347  
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**Registered Office:**

Oil India Limited  
Duliajan - 786602, Assam  
Fax: +91 - 0374 - 2800433  
E-mail: [oilindia@oilindia.in](mailto:oilindia@oilindia.in)

**OIL INDIA LIMITED**  
Duliajan  
E-mail: [-bimalutta@oilindia.in](mailto:-bimalutta@oilindia.in)

**Expression of Interest (EOI) No: OIL/CIVIL/SOR/EOI/001/2017**

Oil India Limited (OIL), a Govt. of India public sector 'NAVARATNA' Company intends to invite Expression of Interests (EOIs) from reputed and established Consultancy Firms/Individual Consultants meeting the Evaluation criteria as detailed in OIL's website: [www.oil-india.com](http://www.oil-india.com) for empanelment/short listing to participate in tender for providing complete **PREPARATION OF NEW SCHEDULE OF RATES (SOR)** for Civil Engineering works in OIL, Assam & Arunachal Pradesh. Interested Parties may submit their EOI with full details as per format / details provided in the website. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on the OIL's website and no separate notification shall be issued in the press. Prospective participants against the EOI are requested to visit the OIL's website regularly to keep themselves updated.

**(Bimal Dutta)**  
**General Manager-Civil**  
**For Resident Chief Executive**

**Date: 09.08.2017**

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**EOI NOTICE NO: OIL/CIVIL/SOR/EOI/001/2017**

Interested Consultants/applicants shall submit their Expression of Interest (EOI) in **two copies** along with the requisite details **up to 1.30 P.M. on 04-10-2017** through courier / registered post/hand delivery in a sealed envelope super scribing the EOI reference No OIL/CIVIL/SOR/EOI/001/2017 & Applicant's Name / Address on the envelope to:

**General Manager –Civil  
Civil Engineering Department  
Oil India Limited  
P.O. Duliajan  
Distt: Dibrugarh  
Assam-786602**

**Contacts:**

**Tel: 0374-2800537  
E-mail : [bimaldutta@oilindia.in](mailto:bimaldutta@oilindia.in)  
: [jsmazumdar@oilindia.in](mailto:jsmazumdar@oilindia.in)  
: [sk\\_biswas@oilindia.in](mailto:sk_biswas@oilindia.in)**

**The document so received will be opened on the same day at 2:00 P.M.** at the Conference Hall of Civil Engineering Department in the presence of any attending bidders. EOI documents received later than date & time stipulated above shall not be accepted.

***For further details please visit OIL's web site [www.oil-india.com](http://www.oil-india.com) regularly.***



ऑयल इंडिया लिमिटेड

( भारत सरकार का उद्यम )

**Oil India Limited**

(A Government of India Enterprise)

## **INVITATION FOR EXPRESSION OF INTEREST (EOI)**

### **FOR**

### **ENGAGEMENT OF A CONSULTANT FOR PREPARATION OF NEW SCHEDULE OF RATES(SOR) FOR CIVIL ENGINEERING WORKS AT OIL IN ASSAM AND ARUNACHAL PRADESH**

### **EOI NOTICE NO.: OIL/CIVIL/SOR/EOI/001/2017**

**1.0** OIL INDIA LIMITED (OIL), a Government of India Enterprise under the Ministry of Petroleum and Natural Gas, is a premier up-stream Oil Company engaged in the business of Exploration, Production & Transportation of Crude Oil & Natural Gas as well as production of LPG, having its Headquarter at Duliajan, Assam in India. Its operations are largely based in the north-eastern parts of India particularly in Assam, Arunachal Pradesh but have also extended its activities in different parts of India and abroad. OIL is required to carry out a substantial volume of Civil Engineering works/Projects to meet its operational requirement and infrastructural development on regular basis. Presently, OIL is following its own Schedule of Rates (SOR) for preparation of estimates of Civil Engineering works. The existing SOR is mainly based on CPWD-DSR& DAR/MORTH, APWD-SOR and market survey for quarry materials and some OIL specific items. OIL desires to prepare its new updated SOR through a reputed consultant, having experience in preparation of SOR for Government/Semi Government/Government Undertaking/Government Autonomous Bodies etc.

OIL invites Expression of Interests (EOIs) from reputed and established Consultancy Firms/Individual Consultants meeting the Bid Evaluation criteria as mentioned below for empanelment/short listing and issue of tender document for providing complete **PREPARATION OF NEW SCHEDULE OF RATES (SOR)** for Civil Engineering works in OIL, Assam & Arunachal Pradesh.

**2.0 Evaluation Criteria:** Consultant / Firms who fulfil the following criteria shall be considered for participation:

## 2.1 Technical:

- 2.1.1 The Consultant should have experience of preparation of at least one SOR for Civil Engineering works in any Government/Semi Government/Government Undertaking/Government Autonomous Bodies in the last 7(seven) years to be reckoned from the last date of submission of EOI. Copies of the Letter of appointment and Completion certificate issued by the appointing authority shall have to be submitted.
- 2.1.2 The Consultant should have Associates/Members having direct experience in preparation of the Schedule of Rates (SoR) for Civil Engineering works in Government/Semi Government/Government Undertaking/Government Autonomous Bodies as the team leader of the SOR Committee within last 7 years to be reckoned from the last date of submission of EOI. Associates/Members should have minimum overall experience of 15 years in the field of Civil engineering works/ projects with minimum 5 years domain experience of preparation SOR. Minimum Educational qualification of the Associate/Member should be B.E./B.Tech. (Civil) from reputed Institution approved by AICTE. Documentary evidence of the same has to be submitted along with the EOI documents.
- 2.1.3 The name of the Team leader shall be confirmed from the Forwarding Note & Preface of the published SOR or certificate issued by the concerned appointing authority, copies of which must be submitted along with the EOI documents.

## 2.2 Financial:

- a) Annual Financial Turnover of the Consultant/applicant during **any of preceding three financial / accounting years** from the last date of submission of EOI should be at least ₹ 30, 40,000.00.
- b) **Net worth** of the Consultant/applicant must be positive for preceding financial/ accounting year.
- c) Considering the time required for preparation of Financial Statements, if the last date of preceding financial/accounting year falls within the preceding six months reckoned from the last date of submission of EOI and the Financial Statements of the preceding financial / accounting year are not available with the consultant/applicant, then the financial turnover of the previous three financial/ accounting years excluding the preceding financial / accounting year will be considered. In such cases, the Net worth of the previous financial / accounting year excluding the preceding financial / accounting year will be considered. However, the Consultant/applicant has to submit an affidavit / undertaking certifying that 'the balance sheet / Financial Statements for the financial year .....(as the case may be) has actually not been audited so far.

**Note:** For proof of Annual Turnover & Net worth any one of the following document must be submitted along with the bid:-

- i) A certificate issued by a practicing Chartered/ Cost Accountant (with Membership Number and Firm Registration Number), certifying the Annual turnover & Net worth as per format prescribed.

**OR**

- ii) Audited Balance Sheet along with Profit & Loss account.

- 2.2.1 The Consultant should have PAN, VAT / Service Tax / GST Registration number (whichever is applicable) and submit the copies of the relevant documents along with the EOI.

2.2.2 Wherever applicable, the consultant shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers to be engaged by such bidder. The consultant shall furnish the Provident Fund code number issued by the appropriate Govt. Authority, with supporting documents, or a declaration / undertaking in stamped paper.

Eligible and interested consultants may submit their written Expression Of Interest in the OIL E-Tender Portal with "INVITATION FOR EXPRESSION OF INTEREST FROM CONSULTANTS" E.O.I. Notice No.: OIL/CIVIL/SOR/EOI/001/2017.

2.3 Envisaged project Team and deployment of key persons: OIL envisages that the following minimum key persons shall be deployed in the OIL's Field Head Quarter(FHQ) at Duliajan, Assam for smooth and efficient preparation of the new OIL-SOR as per the brief Terms of References(ToR) given in para 3.0 below.

(a) Team leader- ( One person) :

Associates/Members should have minimum overall experience of 15 years in the field of Civil engineering works/ projects with minimum 5 years as team leader of preparation of SOR committee either as consultant or as employee of Government/Semi Government/Government Undertaking/Government Autonomous Bodies. Minimum Educational qualification of the Associate/Member should be B.E./B.Tech (Civil) from reputed Institution approved by AICTE. Documentary evidence of the same has to be submitted along with the EOI documents.

(b) Assistant Team leaders – ( Two persons) :

Assistant Team leaders should have minimum overall experience of 10 years in the field of Civil engineering works/ projects with minimum 3 years as team member of preparation of SOR committee either as consultant or as employee of Government/Semi Government/Government Undertaking/Government Autonomous Bodies. Minimum Educational qualification of the Associate/Member should be B.E./B.Tech (Civil) from reputed Institution approved by AICTE. Documentary evidence of the same has to be submitted along with the EOI documents.

(c) Senior Finance and Accounts professional –( One person):

A Finance and Accounts background having minimum qualification CA/ICAI of minimum 5 years of post-qualification experience.

Bio-data shall be submitted as per the Form-B duly signed by the individual along with contact details for all persons mentioned in ( a ) , (b) & (c) above.

### 3.0 Terms of References (ToR) / Brief scope of work:

3.1 To Study OIL's existing SoR & understand the methodology of preparation of the same vis-à-vis the existing zone concept.

3.2 To interact with the officials of the department and identify various points & provisions to be considered for inclusion in the New SoR.

3.3 To study the prevailing work process and site Conditions.

The following different categories of works shall be studied for which the new SOR will be implemented.

3.3.1 Civil Engineering Construction Projects in and around Duliajan under execution through works contracts.

3.3.2 Maintenance of Building infrastructure in OIL's Residential Township as well as offices, institutions, industrial set ups, Production installations like OCS/GCS/Pump stations etc. under miscellaneous maintenance contracts.

3.3.3 Construction of Drilling sites comprising of Rig foundations, well plinth and approach road through works contracts.

3.3.4 Maintenance of drilling sites including ancillary works and works for Work over Operation under Miscellaneous Maintenance Contracts (MMCs).

3.3.5 Construction of new roads and Improvement of existing roads through works contracts.

3.3.6 Maintenance of existing gravelled/black topped roads under miscellaneous/ maintenance contracts.

3.4 To study the existing system of award of various types of Civil Engineering contracts viz., works contracts, miscellaneous maintenance contracts etc. with reference to existing Schedule of Rates.

3.5 To prepare and submit detailed work program giving broad methodology and outline after discussion with OIL.

- 3.6 To prepare draft item descriptions of the proposed new SOR in spread sheet (MS Excel) as per the existing OIL-SoR items including new items preferably based on CPWD- DAR, MORTH or APWD analyses of items description with labour, material & plants/equipment components as given in the respective analyses mentioned above.
- 3.7 To carry out market survey for rates of various materials & hire charges of equipment including basic rate, transportation, taxes, royalties, duties and liabilities etc. as per the latest Govt. and statutory guidelines in OIL's operational areas in Assam and Arunachal Pradesh. The new SOR should represent the market rates of materials and labours. Due consideration towards petty nature of work (to be executed through MMCs) need to be given while preparation of new OIL SOR.
- 3.8 To work out basic rate of labour in the light of minimum wages as notified by the Chief Labour Commissioner(Central), Delhi for the state of Assam/Arunachal Pradesh in the central sphere.
- 3.9 To work out & finalise overall rates of all existing & new items according to the basic rates of labour, materials & hire charges of plant/equipment.
- 3.10 To compare the rates of each item with corresponding item of updated rates of CPWD SoR/ APWD SoR.
- 3.11 To finalise the draft SOR along with a detailed process note highlighting special consideration, if any and present the same to the OIL management and incorporate observation and comment of the OIL management.
- 3.12 To formulate suitable Cost Indices in the light with the variation of the All India Wholesale Price Indices of materials as published by Economic Advisor, Ministry of commerce following necessary customisation with OIL's working pattern and revision of the minimum labour wages as notified by the Chief Labour Commissioner (Central), Delhi for the state of Assam/Arunachal Pradesh in the central sphere or any other standard method recognised by Govt. of India.
- 3.13 The new SOR should have adequate scope for regular up gradation whenever any changes in the basic rate of material, labour, transportation and taxes & duties etc. takes place.
- 3.14 The new SOR should also have software based provision in ERP (SAP) system for calculation of labour wage escalation from time to time whenever necessary after revision of minimum labour wages by statutory authorities.
- 3.15 As the final output, the new OIL SOR shall be handed over to OIL in the soft form in addition to three (3) sets of hard copies. Soft form of the SoR should be compatible with OIL's ERP (SAP) system so that the same can be unloaded in SAP for end users in OIL in line with the existing OIL Schedule of Rates (SOR).



3.16 To prepare draft proposal highlighting methodology adopted for preparation of the SOR for obtaining approval of the new OIL SOR from the competent authority.

3.17 To attend monthly Progress Review Meetings (PRMs) with OIL.

4.0 Terms of References (ToR) / Brief scope of works are only outline and the same are not exhaustive. The Consultant may offer their observation and suggestions on the Terms of References (ToR) / Brief scope of work for its improvement and the completeness. The constructive suggestions may be incorporated in the Request for Proposal (RFQ)/ Tender document in the next stage of bidding.

5.0 Evaluation criteria for shortlisting of the Consultant:

For the purpose of short listing, applicants will be evaluated in the following manner:

- a. The initial criteria prescribed in Para (2.0) above, in respect of experience of similar nature of consultancy services completed will first be scrutinized and the applicant's eligibility will be determined.
- b. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has furnished fraudulent document/information.
- c. Short listing of the consultants shall be subject to thorough verification of their credential and inspection of similar works carried out / in progress by them (if required), by OIL.
- d. The applicants qualifying the above initial criteria will be shortlisted for issuing tender document/Request for Proposal (RFP) in the next stage. Application without relevant document sought in Para (2.0) shall not be considered for evaluation and the same will be summarily rejected.
- e. Based on the submission against RFP in the next stage of bidding and subject to fulfilment of criteria thereon, Quality and Cost Based Selection (QCBS) method of evaluation shall be followed; which means price bids of technically qualified bidders will only be opened and the lowest bidder will be considered for the award of the assignment.

6.0 Time being the essence of this assignment, the entire assignment of preparation of new OIL-SOR needs to be completed within the stipulated time of six months from the date of issue of LOA.

7.0 The above terms and conditions are outline and indicative in nature. Detailed terms and conditions including stage-wise payment terms will be incorporated in the RFP. Also the bidders will be asked to quote lump-sum amount inclusive of all input cost towards deployment of manpower, office expenses, accommodation, TA/DA, transportation and vehicles etc. excluding Service Tax/GST as applicable.

8.0 OIL reserves the right to cancel this EOI process without any reason thereof.

**Seal of applicant**

**Date of Submission**

**FORM – ‘A’**

**E.O.I. Notice No: OIL/CIVIL/SOR/EOI/001/2017**  
**DETAILED INFORMATION OF CONSULTANT**

1	Name & Address of the consultant with Telephone No./Fax No./ Email ID	
2	Address of the local office, if any.	
3	Legal status of the applicant (attach copies of original document defining the legal status)	
	a) A proprietary firm	
	b) A firm in partnership	
	c) A limited company or Corporation/ Joint venture / consortia	
4	Name of the owner(s)/CEO of the firm	
5	Name and designation of individual authorized to act for the organization.	
6	Total No. of professional staff (In house):- Civil Engineers:  Technical staff:  Financial & Accounts professional:  Other:	
7	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law?  If so, give details.	
8	In which field of Consultancy the applicant has specialization.	
9	Any other information considered necessary but not included above.	

**FORM – ‘B’**  
**E.O.I. Notice No: OIL/CIVIL/SOR/EOI/001/2017**  
**Format of Curriculum Vitae (CV) of Key Professionals**

**(This form to be furnished not only by the Consultant applying for the prequalification, but also to be furnished separately by the following key professionals who would be associated with this project work)**

Name of **Team Leader/ Assistant Team leader/Senior Finance and Accounts Professionals**

: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Experience details: \_\_\_\_\_

Education:

[Name of the college/university and year of passing]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, name(s) of employing organization(s), title of positions held and location of assignments. For experience in last ten years, also give type of activities performed and client references, where appropriate. Use up to three quarter of a page.]

Declaration:

I, the undersigned, certify that to the best of my knowledge and belief, these bio data correctly describe my qualifications, my experience and myself.(To be signed by the professionals)

Date:

Place:

FORM – 'C'

E.O.I. Notice No: OIL/CIVIL/SOR/EOI/001/2017

**DETAILS OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST SEVEN YEARS  
TO BE RECKONED FROM THE EOI PUBLISHING DATE**

Sl. No	Description	1	2	3
1	Name of assignment / project and location			
2.	Name & Address of Employer / Organization, Telephone no. of officer to Whom reference may be made.			
3.	Cost of consultancy charges in Rs. Lakhs  (Attach copy of Letter of appointment and Performance Report/Completion Certificate issued by the appointing department/authority)			
4.	Date of commencement as per contract			

<b>5.</b>	<b>Stipulated date of completion</b>			
<b>6.</b>	<b>Actual date of completion</b>			
<b>7.</b>	<b>Names of Project In charge &amp; Key staff &amp; nos. of staff involves.</b>			
<b>8.</b>	<b>Any other information</b>			