

**OIL INDIA LIMITED**  
**(A Govt. of India Enterprise)**  
**P.O. Duliajan-786 602(Assam)**

**Sub:** - Expression of Interest for providing Consultancy services for architectural and structural design for construction of a new G&R Office Building at Duliajan, Assam.

**Tender no. DCC6604P08**

**1.0** Oil India Limited (OIL), a premier Indian National oil company under the administrative control of Ministry of Petroleum and Natural gas, Govt. of India having its fields headquarter at Duliajan, Assam invites Expression of Interest in sealed envelopes from reputed Consultancy firms having requisite expertise, capabilities and experience in the relevant field for carrying out the above-mentioned work.

**2.0 Scope of Work:** Consultancy services for planning, structural design and drawings, estimation, supply of detailed Structural and power cabling network diagram etc. for construction of a new G&R Office Building. The design will include layout plan for network and power cabling, complete Civil Engg. Design, HT substation, internal electrification. illumination, air-conditioning system for the entire building, multi-tier security system, fire control system, outside area illumination, landscaping and any other utility requirement not specified but required for the G&R Office Building.

Broadly, the following aspects will be strictly observed during the phase of Consultancy Services:

- (i) The proposed new building will be 4(four) storied with central air conditioning system.
- (ii) Each floor will be approximately 1800 Sqm with efficient lighting systems with controls to enable the daylight component to be reflected inside the building.
- (iii) The ground floor will be utilized for car parking and will also house the presently existing SCORAL Laboratory cum core repository. The building will have special purpose storage facilities for the collection of specific data, rock/mineral and core samples. It will consist of laboratories supporting heavy acid laboratories and rock crushing activities.
- (iv) One floor will house the state-of-the-art Virtual Realty Centre (VRC).
- (v) The interior will consist of:
  - a) Office room for senior executives with mini conference room.
  - b) Open space plan with cubicles to seat executives and staff.
- (vi) Lift facility from Ground Floor to top floor with capacity for 12(twelve) persons.
- (vii) High-end digital gadgets for the VRC and workstations will be accommodated in the building.
- (viii) Construction of AC ducts, false ceiling, security system, Fire escapes etc.
- (ix) Earthquake resistant design to protect not only personnel but also the sophisticated equipments from shocks. In addition, the building should be designed to withstand the incessant spells of monsoon without damage to the equipments.
- (x) Adjoining Electrical Sub station.
- (xi) Design the landscaping of remaining space may also be considered.

**3.0 Eligibility Criteria:** Interested parties/ firms shall have to submit the following documents with their EOI for pre qualification:

(a) Experience of having similar type of consultancy jobs specifically designing and interior works of office building, housing prestigious corporate offices or Geoscientific

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research facility or IT building (preferably facilities for 3D visualization) during the last 7(seven) years as on 31-03-2007 with minimum value of single Project cost should not be less than Rs.10.00 Crores.

The consultant must submit necessary experience certificate from the competent authority in support of satisfactory completion of the job.

(b) A comprehensive project report with a bar chart for completion of the said job within 2(two) months after issue of LOI is required to be submitted along with the application. The project report should also include the CV of technical personnel to be engaged.

(c) Average financial turnover during the last 3 (three) years ending financial year 2005-06 should be at least Rs. 12.00 lakh. The proof of annual turnover should be either in the form of audited balance sheet or certification from Chartered / Cost Accountant firm indicating the code no.

(d) PF Code No. & PAN issued by the appropriate Govt. authority.

(e) Sound financial standing supported with documentary evidences from any Nationalized Bank.

(f) **All the certificates and documentary evidences submitted in support of para 3.0(a), 3.0(b), 3.0(c) 3.0(d) & 3.0(e) above must be duly attested by competent authority.** OIL has the right to check the original certificates/ documents at any point of time if desired and the required documents shall have to be produced by the parties for authentication.

4.0 The interested parties may visit the site of work to gather 1<sup>st</sup> hand information prior to submitting expression of interest at their own cost. They are advised to contact GM (G & R) or his authorized representatives in this regard.

5.0 OIL may invite the eligible parties to make a presentation to the OIL officials at a date, time and location determined by the company. The purpose of such presentation would be to allow them to present their proposed solutions to the OIL and the key points in their proposals.

6.0 The Consultant firms should also submit a brief note on the best available technology or methodology that will be adopted by them during the time of presentation

7.0 Contractors/ parties may note that this is not a request for proposal. After scrutiny of the EOIs, a short-listing of parties will be prepared and those short-listed parties will be invited to submit their technical/ financial proposals as per specified terms of reference. A pre-bid conference may also be arranged at Duliajan or any other suitable place in India for having interaction with short-listed contractors or parties. The interested contractors or parties shall submit the EOI along with the following details in addition to the documents stipulated in para 3.0 above:

**Experience of the Firm:**

1. Name of the consultant/ party:
2. Contact details:
3. 1<sup>st</sup> such work carried out on (year):
4. Nos. of such works carried out so far:
5. Nos. of such jobs successfully completed:

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6. List of such successful jobs:

SI No.	Client Names	Year	Type of association (D/E/P/C )	Project cost (Rs.)	Whether presently in operation (Y /N)

**Legends:**

D---- Designing      E-----Engineering  
P-----Procurement      C-----Supervision & commissioning

8.0 Oil India Limited reserves the right to accept or reject any of the proposals submitted without assigning any reasons thereof.

9.0 OIL reserves the right to curtail / enhance the scope of the work stated above, if required. The details will be indicated in the final tender document.

**10.0 The parties found suitable by the Company will be furnished with complete set of tender papers covering all details of work. The bid closing and opening time and date will be indicated on the tender documents.**

11.0 The interested parties may submit their Expression of Interest (EOI) in sealed envelopes super-scribing the Tender No. & applicant's name/address along with the details of information as mentioned above so as to reach HEAD (CONTRACTS), OIL INDIA LTD, Duliajan on or before **05.11.2007**. EOI may be sent by post. However, for the delay in receipt or non-receipt of the same, HEAD (Contracts) will not be responsible.

**Date: 04/10/2007**  
**(CONTRACTS)**

**HEAD**