

**REQUEEST FOR EXPRESSION OF INTEREST (REOI)  
FOR ARCHITECT OR ARCHITECTURAL FIRMS**

**EOI NO. PL/ CONT/ CIVIL- 48/EOI-479 /F-1528/1968 DT: 11-01-2017**

Oil India Limited, a Government of India Enterprises invites the Expression of Interest (EOI) from reputed Council of Architecture of India(COA) registered Architect/ consultant or Architectural/ Engineering firms, for providing **ARCHITECTURAL AND ENGINEERING CONSULTANCY FOR COMPREHENSIVE PLANNING AND DESIGNING THE PROPOSED OIL CENTER OF EXCELLENCE FOR ENERGY STUDIES (COEES) OFFICE BUILDING INCLUDING INTERIOR, LANDSCAPE, EXTERNAL SERVICES, CAMPUS PLANNING AND PERIODIC SUPERVISION DURING THE CONSTRUCTION ETC AT ITS PIPELINE HEADQUARTERS(PHQ) TOWNSHIP, GUWAHATI, ASSAM.** The agencies / organizations/ firms etc. rendering services individually on their own only should apply. No collaboration, joint application etc. will be accepted. All corrigendum, addendum, amendments, time extension to the EOI will be hosted in the website and no separate notification shall be issued in the press. Prospective participants against the EOIs are requested to visit the website regularly to keep themselves updated.

Details of scope of work, experience and qualification criteria and other requirements of the EOI are displayed on the Notice Board of the Contract Section, PHQ at Narangi, Guwahati, Assam and is also available at OIL web site [www.oil-india.com](http://www.oil-india.com) .

Interested party shall submit their Expression of Interest (EOI) in **two copies** along with the requested details **up to 1.30 P.M. on 22-02-2017** via courier / registered post in a sealed envelope super scribing the EOI Reference No..... & Applicant's Name / Address on the envelope to:

**Chief Manager– Contracts  
Contracts Department  
Oil India Limited Pipeline HQ  
P.O. Udayan Vihar, Guwahati 781 171, Assam  
Tel: 0361-2594174  
Fax: 0361- 2643686  
E-mail : [ellora@oilindia.in](mailto:ellora@oilindia.in)  
E-mail : [akshaythakuria@oilindia.in](mailto:akshaythakuria@oilindia.in)**

Sealed envelope containing Expression of Interest (EOI) may be physically dropped in the Tender Box, placed at the office of Chief Manager - (Contracts) up to **1.30 P.M. on 22-02-2017 will be opened on the same day at 2:00 P.M.** at the office of the Chief Manager (Contracts) in the presence of any attending bidders. **For details please see the through OIL's web site [www.oil-india.com](http://www.oil-india.com)**

## **EXPRESSION OF INTEREST**

**For**

### **Shortlisting of Architectural and Engineering Consultant for OIL, Center of Excellence for Energy Studies (CoEES) Building at Guwahati in Assam**

Oil India Ltd (OIL), a Govt. of India “NAVARATNA” category public sector Company is engaged in exploration, production and transportation of crude oil and natural gas and production of LPG with its field headquarters at Duliajan and pipeline headquarters at Guwahati invite applications from reputed COA registered Architect or Architectural firms, for providing Architectural and Engineering consultancy for the following work

#### **Project Details:**

Oil India Ltd(OIL) proposes to construct a office building for housing the **Center of Excellence for Energy Studies (CoEES)** and other project offices at Guwahati on a plot of land within the OIL Pipeline HQ Township at Narangi in Guwahati. The total area of the plot is around 11000 sqm.

#### **1.0 Basic Requirements :**

Plinth area 2000 sqm

No of Floors-2( GF+1) with provision for another three floors in future

Basement for parking and services – 1 No.

The design of the building shall be aesthetically appealing and complete with all services and functions including Energy efficient provided with energy efficient electrical fitting/fixtures, Building automation, modular architectural design with access control and Intelligent building management system, flexibility to accommodate change/modification if required in future, LAN, Communication and Audio Visual facilities, acoustics, Green Building Concepts leading to a favorable GRIHA/LEED rating, Facilities for Differently able persons, rain water harvesting and use of solar energy etc. shall be incorporated in the design conforming all regulations.

#### **2.0 Scope of Work**

The Scope of the work shall include Space planning based on space requirements and providing comprehensive campus planning, architectural and design services (including interior, landscape, external services, etc), for the proposed building and periodic supervision during the construction.

#### **In details:**

1. Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
2. Design and site development.
3. Landform and grading.
4. Surface drainage design and water management.
5. Open space design - hard and soft areas
6. Planting design
7. Garden Furniture design.
8. Roads, walkways, cycle paths and other minor access ways
9. Illumination design.
10. Graphic design and signage.
11. Co-ordination of external services.
12. Space planning based on space requirements for the proposed building

13. Planning and Structural design and interior of buildings,
14. Architectural and Structural design of boundary wall, overhead water tank, STP etc.
15. Sanitary, plumbing, drainage, water supply and sewerage design.
16. Electrical (Both internal and external), electronic, communication systems and design.
17. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
18. Elevators, escalators, etc.
19. Designing all facilities for Differently able persons
20. Fire detection, Fire protection and Security systems design
21. Preparing detailed architectural and working drawings.
22. Obtaining all necessary building approvals/ completion certificate etc. from local authorities ( GMDA, GMC etc)
23. Preparing Bill of quantities, item wise details of specification and cost estimate and preparation of tender papers for different works separately and assisting OIL in tendering and tender evaluation process.
24. Periodic inspection and evaluation of Construction works.
25. Incorporating acoustics, green building concept, energy efficient building, communication design, intelligent building rain water harvesting, solar power use etc. in the building design.

### 3.0 Minimum Eligibility for participating in EOI :

- a) The Architect or Architectural firm shall consist of following minimum employees.
  - i. Senior Architect having 10 year experience (B.Arch or above)
  - ii. Senior Structural Designer having minimum 10 years' experience (ME BE)
  - iii. Civil Engineer (BE /B Tech) Minimum 5 years of experience in supervision of work.
- b) Should be a Registered Consultant/ architect with Govt. Corporation / Central /State Government / Railway/ Semi. Govt. / Govt. PSUs / Municipal Corporation etc.
- c) Must be registered with the Council of Architecture of India. (As per Architect Act Govt. of India, Proprietor / All the Partners of The Firm should be registered under Council of Architect for Rendering Professional Services.)
- d) Having completed at least 1(One) nos. similar works of space for public use with a single project of value not less than Rupee 20(Twenty) Crore in last 7 years for Govt. / Semi Govt. /Corporate houses/ Education

**Note 1:** Similar work means - Providing Architectural / Engineering consultancy for individual building design including plan, section, elevation and detailed engineering design for Multi- storey building with external services like Public Health, Electrical, HVAC ,fire fighting, acoustics and other services like obtaining statutory approvals for establishing the facility for educational institutions and public office building campus or any building for public use preferably incorporating Green Building Concept and other functions like building automation , intelligent building , energy efficient building etc. as mentioned under the Para 1.0(basic requirement) .

**Note 2 :** Guwahati based Architect / Architectural firms and Engineering Design Consultancy firm is preferred. However, interested Architect / Architectural firms and Engineering Design Consultant firms from other states/cities shall have Associate Architects and Engineering Design Consultants based in Guwahati.

#### **4.0 Document required to be submitted :**

- a) Company profile and history, and other details ( As per Annexure-I)
- b) Qualifications and relevant experience of key personnel ( As per Annexure-IV)
- c) Registration certificate under council of Architect, PAN card with IT return for last 3 years; service tax registration, Registration with Govt Dept., Municipalities etc.
- d) Document showing execution of projects of comparable scale, ethos and complexity completed within the last Seven years( As per Annexure-II)- Including providing photographs of each project( size 200mmX100mm)
- e) List of Projects in hand( As per Annexure –III)
- f) Details of registration with Govt. Corporation / Central /State Government / Railway/ Semi. Govt. / Govt. PSUs / Municipal Corporation etc.
- g) List of Completed projects recognized by a design awards or other forms of recognition. Attach certified copy of citation received or copy of official announcement in press ( As per Annexure II)-
- h) Average turnover in last three years. Professional fees of the firm for the last three years, Attach certified copies of ITR /attach certificate of CA to this effect

#### **5.0 Write-Up & Estimate :**

**The applicant shall enclose the following along with their EOI**

- a) Outline the design philosophy and the approach to be taken in designing a project of this type (not more than 500 words)
- b) Estimated time which may be required for executing the project ( Except the construction time)
- c) Rough cost of the project based on the project requirements as mentioned.

**Note 1:** **Design philosophy** shall include a write-up on the design concept and approach to be adopted for designing the assignment. It shall also include about the organization and important work so far carried out. The other areas the writ-up shall include the innovations by the architect in designing a State- of –Art CoEES building and challenges of the project and a rough estimated cost based on the project requirements.

**Note 2:** Applicants must acquaint themselves fully about the assignment and the local conditions and usage before submitting the proposal. They may visit the allotted site with prior arrangement.

#### **6.0 EVALUATION CRITERIA**

The OIL/ Society will review Expressions of Interest submitted by Respondents in line with the following criteria provided the minimum eligibility criteria as mentioned in para 3.0 are fulfilled. Based on the above review/scrutiny approximately six applicants shall be shortlisted.

- A. Organization Strength: 10%**
- B. Relevant Experience: 25%**
- C. No of years of experience of the firm -10%**
- D. Design philosophy: 35%**

- E. Award:10%
- F. Annual Turnover- 10%

The marking on each criteria shall be as follows :

A. **Organization Strength**( key personnel)

- 1. Below 6 - 6 Points
- 2. 6 and above and up to 10 - 8 Points
- 3. Above 10- - 10 Points

B. **Relevant Experience:**

- 1. One similar project - 6 Points
- 2. Two Similar project - 8 Points
- 3. Three or more than three - 10 Points

C. **Experience of the firm**

- 1. Up to 5 years - 6 Points
- 2. 5-10 years - 8 Points
- 3. above 10 years - 10 Points

D. **Design philosophy-**

Marking will be done based on the writ up submitted. To be evaluated by senior level architect/ planner or others not participating in the EOI

E. **Award:**

- 1. National level - 8 Points
- 2. International level - 8 Points

F. **Annual Turnover-**

- 1. Upto 50 lakh - 6 Points
- 2. 50 lakh and above up to 1 Cr. - 8 Points
- 3. 1Cr. and above - 10 points.

**This is an expression of for shortlisting Architectural and Engineering consultant and not an invitation to bid.**

The EOI should be complete in all respects and signed on all pages. The documents submitted shall be self-attested. However, if required, OIL will have the right to request for the original document. The EOI should be delivered in a sealed envelope and with “EOI for Shortlisting Architectural and Engineering Consultant for OIL, CoEES building Project at Guwahati” clearly written on it.

Notwithstanding anything contained above, OIL reserves the right to reject any or all offers without showing any reason thereof.

Interested parties may also visit company’s website oil-india.com for further details.

## EMPANELLEMENT OF ARCHITECT

## Basic Information

1	a) Name of the applicant/Organization b) Address of the registered Office c) Address of office IN Guwahati (With Phone Nos (if any),FAX nos., e-mail ID & contact Person)	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Privet Ltd. or Ltd. Co. etc) (Enclose certified copies of documents as evidence)	
4	Name and Qualifications of the Prop. / Partners /Directors of the Organization / Firm (Enclosed certified copies of documents as evidence)	
5	Details of registration (Whether Partnership firm, Company etc. Name of registering Authority, Date and registration no. (Enclose certified copies of documents as evidence)	
6	Whether registered with Govt. / Semi govt., municipal authorities of any other Public, Organization and if so, in which class and since when? (Enclose certified copies of documents as evidence)	
7	a) No. of years of experience in the field and detail of work in any other field. b) Whether ISO certified, furnish the details	
8	Area of business activities other than Architecture, if any, and place of business.	
9	a) Yearly Turnover of the Organization during last 3 years (year wise) and furnish audited balance sheet and profit and loss a/c (audited) for the last 3 years.  b) Committed turnover in 2013-2014 2014-2015 2015-2016	
10	PAN No.	
11	Details of registration for sale tax and service tax	
12	Details of Registration under Govt. of Municipal bodies	

**DOCUMENTS SUBMITTED :**

<b>Sl. No.</b>	<b>Documents</b>
1	
2	
3	
4	
5	
6	
7.	

**Signature of the applicant  
Or authorized representative**

## Annexure II

Work executed as Prime Consultant/Architect on work of a similar nature (of value not less than Rs. 20 crore) over the last seven years:

Project Name	Name and address of the Client	Description of work	Contract no.	Value of work (lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reason for delay

### Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks "As indicated in Brochure"
2. Date shall be reckoned from the date of advertisement of the notice in news papers.
3. For certificate, the issuing authority shall not be less than an Executive In charge.
4. Provide photograph of each project ( 150mmX 200mm)



**Annexure III**

Work in hand as Prime Consultant/Architect on work of a similar nature (of value not less than Rs. 20 Cr) over the last seven years:

Project Name	Name and address of the Client	Description of work	Contract no.	Value of work (lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reason for delay

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”

**Annexure IV**

Detail Of Key Personal, Giving Details About Their Technical Qualification & Experience Including That In Your Establishments	Name and designation with COA registration No( if applicable)	Age	Quali- fication	Experience	Nature of work handled	Name of the projects handled including cost	Date from which employed in your organization	Indicate details of experience to similar Project
1	2	3	4		5	6	7	8

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favors.