

**REQUEST FOR EXPRESSION OF INTEREST (REOI)
FOR ARCHITECTURAL AND ENGINEERING CONSULTANCY FOR
COMPREHENSIVE PLANNING AND DESIGNING THE PROPOSED OFFICE CUM
CONFERENCE HALL**

EOI NO. PL/ CONT/CIVIL-CONSULTANCY/EOI/F-1790/1974 DT: 07-02-2018

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 and established Civil Engineering firms/contractors meeting the prequalification criteria as mentioned below for empanelment /short listing of contractors for issue of tender document for executing civil, Electrical , mechanical and other related work in connection with **ARCHITECTURAL AND ENGINEERING CONSULTANCY FOR COMPREHENSIVE PLANNING AND DESIGNING THE PROPOSED Office cum Conference hall, INCLUDING INTERIOR, LANDSCAPE, EXTERNAL SERVICES, CAMPUS PLANNING AND PERIODIC SUPERVISION DURING THE CONSTRUCTION ETC. AT ITS PIPELINE HEADQUARTERS (PHQ), OIL 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** .

Interested party shall submit their Expression of Interest (EOI) in **two copies** along with the requested details **up to 1.30 P.M. on 21-03-2018** via courier / registered post in a sealed envelope superscribing the EOI Reference No..... & Applicant’s Name / Address on the envelope to:

**Dy. General 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, E-mail : akshaythakuria@oilindia.in**

Sealed envelope containing Expression of Interest (EOI) may be physically dropped in the Tender Box, placed at the office of Dy. General Manager - (Contracts) up **to 1.30 P.M. on 21-03-2018 will be opened on the same day at 2:00 P.M.** at the office of the Dy. General Manager (Contracts) in the presence of any attending bidders. **For details please see the through OIL’s web site www.oil-india.com**

If however the above date happens to be a Holiday/ Bandh, EOI will be received up to the next working day till **1.30 P.M.** However, for the delay in receipt or non-receipt of the same, Oil India Ltd will not be responsible.

EXPRESSION OF INTEREST

For

FOR ARCHITECTURAL AND ENGINEERING CONSULTANCY FOR COMPREHENSIVE PLANNING AND DESIGNING THE PROPOSED OFFICE CUM CONFERENCE HALL AT GUWAHATI IN ASSAM

Project Details:

Oil India Ltd(OIL) proposes to construct a **OFFICE CUM CONFERENCE HALL** and 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 2200 sqm.**

1.0 Basic Requirements :

- a) One office room of approximate area 30 sqm
- b) Three other office rooms each having an area of around 15 sqm
- c) One store room of 20 sqm area
- d) One common room for 15-20 guests and space for holding small meeting etc.
- e) Electrical Instrument panel room
- f) Ticketing counter
- g) Reception counter
- h) Common Toilet facilities (Gents & Ladies) for all guests and officials with latest fittings
- i) Another two small toilets –single use (Ladies and Gents) for VIP
- j) A hall with required sound, light and Acoustic system in place, appropriate sitting arrangement etc. complete for arranging meetings, seminar, plays, screening of films etc. having a sitting capacity of 250 people with a stage and two green rooms (ladies & gents). Sitting arrangement should be gradual increase towards back side (“multiple-aisle”).
- k) Parking facilities for guest as well as VIPs
- l) Pantry room with appropriate place for serving food to guests and audience.
- m) Provision for AC system in hall and rooms in future
- n) CCTV system
- o) Firefighting system with fire detection facility
- p) Boundary fencing with gate and decorative light
- q) Security hut
- r) Landscaping with provision for gardening.
- s) Emergency power backup system.
- t) Interior, signage and acoustic design wherever required
- u) Designing all facilities for Differently able persons
- v) All services including electricity, water, sanitation etc. as required

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, arranging statutory approval from concerned authorities, preparation of tender documents and assisting OIL in tendering and periodic supervision during the construction.

In particular, the scope of work shall also include following

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. Planting design
6. Roads, walkways, cycle paths and other minor access ways
7. Illumination design.
8. Graphic design and signage.
9. Co-ordination of external services.
10. Space planning based on space requirements for the proposed building
11. Planning and Structural design and interior of buildings,
12. Designing boundary wall/fencing
13. Sanitary, plumbing, drainage, water supply and sewerage design.
14. Electrical (Both internal and external), electronic, communication systems and design.
15. Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
16. Designing all facilities for Differently able persons
17. Fire detection, Fire protection and Security systems design
18. Preparing detailed architectural and working drawings.
19. Obtaining all necessary building approvals/ completion certificate etc. from local authorities (GMDA, GMC etc) and other statutory clearances/ approvals as required.
20. Preparing Bill of quantities, item wise details of specification and cost estimate and preparation of tender documents for different works separately and assisting OIL in tendering and tender evaluation process.
21. Periodic inspection and evaluation of Construction works.
22. Incorporating acoustics, green building concept, 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 minimum 5 year experience (B.Arch or above)
 - ii. Structural Designer having minimum 5 years' experience (ME BE)
 - iii. Civil Engineer (BE /B Tech) Minimum 2 -years of experience in supervision of work.

In addition the Consulting/ Architectural firms shall have adequate expertise and experience in planning, designing of architectural concept and designs, structural, civil, public health, Electrical, HVAC services, Elevators, Fire Fighting systems, , LAN, Communication, Interior works, Horticulture & landscaping etc., required for completing and making statutory submission plans, campus plans and individual buildings designs with internal and external services

- 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 100(One hundred) Lakh in last 7 years for Govt. / Semi Govt. /Corporate houses/ Education

Note 1: **Similar work means** - Providing Architectural / Engineering consultancy for one single/ Multi- storey building design including plan, section, elevation and detailed engineering design with external services like Public Health, Electrical, HVAC, firefighting, acoustics and other services for establishing the facility for educational institutions, public office building or any building for public use.

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) 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)
- c) List of Projects in hand(**As per Annexure –III**)
- d) Qualifications and relevant experience of key personnel (**As per Annexure-IV**)
- e) Registration certificate under council of Architect, PAN card with IT return for last 3 years; service tax registration,
- f) Details of registration with Govt. Corporation / Central /State Government / Railway/ Semi. Govt. / Govt. PSUs / Municipal Corporation etc.
- g) Average turnover in last three years. Attach certified copies of ITR /attach certificate of CA to this effect
- h) Details of Award related to architecture in National or international level.
- i) **Conceptual scheme of the project** which shall mean planning on broad basis and drawings to a suitable scale sufficient to indicate the intentions of the competitor.

5.0 Estimate :

a) The applicant shall also enclose the following along with their EOI

- a) Estimated time which may be required for executing the project (Except the construction time)
- b) Rough cost of the project based on the project requirements as mentioned. **The estimated cost should be within 200 lakh**

Note 1: 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 may review if required the Expressions of Interest(EOI) 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 and scrutiny of the conceptual scheme approximately 5 to 10 applicants shall be shortlisted. The top few of the shortlisted as per the discretion of the expert committee will be invited for the subsequent phase of selection.

- A. Organization Strength: 15%**
- B. Relevant Experience: 40%**
- C. No of years of experience of the firm -20%**

- D. Award:10%
- E. Annual Turnover- 15%

The marking on each criterion shall be as follows:

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

- 1. Below 6 - 10 Points
- 2. 6 and above and up to 10 - 12 Points
- 3. Above 10- - 15 Points

B. **Relevant Experience** (preferably with all required functions like green building concept etc.)

- 1. One similar project - 25 Points
- 2. Two Similar project - 30 Points
- 3. Three or more than three 40 Points

C. **Experience of the firm**

- 1. Up to 5 years - 10 Points
- 2. 5-10 years - 15 Points
- 3. above 10 years - 20 Points

D. **Awards**

- 1. National level - 8 Points
- 2. International level - 10 Points

E. **Annual Turnover-**

- 1. Upto 50 lakh - 10 Points
- 2. 50 lakh and above up to 1 Cr. - 12 Points
- 3. 1Cr. and above - 15 Points.

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 Architect/ Architectural firm for the proposed Office Cum Conference Hall 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.

DOCUMENTS SUBMITTED :

Sl. No.	Documents
1	
2	
3	
4	
5	
6	
7.	

EMPANELLMENT OF ARCHITECT/ ARCHITECTURAL FIRM

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 2014-2015 2015-2016 2016-2017	
10	PAN No.	
11	Details of registration for Goods and Services tax	
12	Details of Registration under Govt. of Municipal bodies	

**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. 100 Lakh) 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.100 Lakh)

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	Experi- ence	Nature of work handled	Name of the projects handled including cost	Date from which employ- ed in your organizat ion	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.