

## EXPRESSION OF INTEREST FOR EMPANELMENT

EOI Ref. No. OIL/CONT/EOI/O/2

Date: 17.08.2021

**Sub:** Notice Inviting "Expression of Interest" (EOI) for 'Empanelment of consultancy firms for comprehensive architectural & civil engineering services for a period of two (02) years for Field Head Quarter, Oil India Limited, Duliajan, Assam.'

Last Date of Submission: **15:30 hours of 16.09.2021.**

### INTRODUCTION:

Oil India limited (OIL) is a premier National Oil Company engaged in the business of Exploration, Production and Transportation of Crude Oil and Natural gas. A Navratna Company under the Ministry of Petroleum and Natural gas, Government of India (GOI), it is the second largest national oil and gas company in India in the upstream sector as measured by total proved plus probable oil and natural gas reserves and production.

OIL (referred to as Company in the EOI) hereby invites Expression of Interest from experienced and reputed prospective Architectural Consultancy Firms having a permanent office in Assam with full technical personnel in its set up meeting following pre-qualifying criteria for '**Empanelment of consultancy firms for comprehensive architectural & civil engineering services**' for Field Head Quarter, Oil India Limited, Duliajan, Assam for a period of two years. The scope of the consultant will include geotechnical investigation & topographical survey, preparation of Master/site plan, concept plan, architectural drawings, detail drawings, structural design, working drawings, services drawing, cost estimate, occasional site visit and other related services for different upcoming building projects of maximum project value of ₹ 20 (Twenty) crore under OIL FHQ, Duliajan.

### 1.0 SCOPE OF WORK:

On completion of Empanelment of the Consultancy firms, limited tender shall be floated amongst the 'empanelled group of firms' for requirement of comprehensive architectural & civil engineering services for various projects of OIL. Through the limited tender, only the Price Bid (comprising the Price Quotation and Financial Stability (Networth) of the firm) shall be received and accordingly the L1 bidder shall be awarded the contracts for consultancy jobs.

The Scope of Work for the selected firm shall be as under:

- a) To comprehend the basic requirement of the project after getting initial instructions from OIL and to carry out sub-soil investigation work, topography survey etc.
- b) To prepare Master plan, Concept plan, Document/ Drawing and prepare sketch designs/ presentation drawings making revisions till sketch designs are finally approved by OIL and to submit approved 3D model of the project
- c) To prepare Structural design of structure and get it approved from OIL. To submit approved design calculation of the project both in soft copy and also in hard copies
- d) To prepare architectural working drawings, structural drawings, services drawings-electrical, plumbing, sanitary, fire-fighting LAN cabling and all other drawings for various trades required for completion of the particular project.
- e) To prepare detailed specifications, estimates, rate analysis and work plan both in tabulated form and in bar chart to complete the project.
- f) To prepare and supply all drawings for execution.
- g) Occasional site visits as and when requested by OIL
- h) To submit as built Drawing after completion of project.
- i) Any other services in connection with the said works and normally rendered by the Architect and not referred to in above.
- j) Detail requirement of jobs for each project will be provided in respective limited tender.

## 2.0 PRE-QUALIFYING CRITERIA (PQC):

The following minimum criteria should be met by the Bidder/EOI-Applicant failing which their submission shall be liable for rejection:

### A. TECHNICAL:

**A.(1).** The Bidder should have executed/completed at least 1 (One) Architectural Consultancy service job having a consultancy fee of ₹ 30 lakh or above for Construction of a multi-storeyed Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services in Public limited companies / Government / Semi Govt. organizations / PSUs. in previous 7 (seven) years reckoned from the original date of submission of documents as per EOI.

OR

The Bidder should have executed/completed at least 2 (two) Architectural Consultancy service jobs having a consultancy fee of each ₹ 21 lakh or above for Construction multi-storeyed Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of documents as per EOI.

OR

The Bidder should have executed/completed 2 (two) or at most 3 (three) Architectural Consultancy service jobs having cumulative consultancy fee of ₹ 45 lakh or above for Construction of multi-storeyed Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of documents as per EOI.

In order to ascertain the same, the bidder shall have to submit necessary documents as under-

(a) Work Order/ LOI copy and/or Contract document showing Detail scope of work, consultancy fee and Time schedule, and

(b) Completion Certificate issued by Project proponent (owner) showing final value of consultancy fee.

**Note to Clause A.(1):** The running Architect consultant service jobs, being executed by the prospective bidders shall also be considered, only if the consultancy fee obtained prior to original date of submission of EOI is equal to or more than the amount mentioned in A(1)

The bidder has to submit the following documents to substantiate their claim:

(a) Recent Certificate of payment showing architect consultancy fee obtained prior to original date of submission of EOI.

(b) Work Order copy and/or Contract document showing Detail scope of work, and Time schedule.

**A.(2).** The Bidder shall have the experience of providing Architectural consultancy service for at least 1 (one) successfully completed project related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value not less than ₹ 10 (Ten) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs, in previous 7 (seven) years reckoned from the original date of submission of EOI.

OR

The Bidder shall have the experience of providing Architectural consultancy service for at least 2 (Two) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of project value of each project not less than ₹ 7 (Seven) Cr. in Public limited companies / Government /

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Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

OR

The Bidder shall have the experience of providing Architectural consultancy service for 2 (Two) or at most 3 (Three) successfully completed projects related to Construction of multistoried Residential/ Institutional/ Commercial/ Industrial buildings complete with all the ancillary services of cumulative project value not less than ₹ 15 (Fifteen) Cr. in Public limited companies / Government / Semi Govt. organizations / PSUs in previous 7 (seven) years reckoned from the original date of submission of EOI.

In order to ascertain the same, the bidder needs to submit necessary supporting document(s) as listed below-

- (a) Work Order copy and/or Contract document showing Detail scope of work, project value and Time schedule
- (b) Completion Certificate issued by Project proponent (owner)

**Note to Clause No. A.(1) & A.(2) :** Bidders will be considered technically qualified for meeting either of the above criteria A.(1) or A.(2).

**A.(3).** Bidder must have at least 01 (one) Principal Architect (With minimum 7 years' post qualification experience) and 01 (one) Civil/ Structural Engineer (With minimum 5 years' post qualification experience); otherwise the bid/EOI shall be rejected. Documents to ascertain the experience of Personnel must be submitted or else the experience would not be counted.

**Note (i):** Cumulative experience (post qualification) of the concerned personnel will be considered and counted.

**Note (ii):** In case the bidder/firm does not have any Civil/ Structural Engineer (With minimum 5 years' experience), they should form collaboration with a Civil / Structural Engineer (With minimum 5 years' post qualification experience) prior to last date of submission. In case of collaboration with any Civil / Structural Engineer as mentioned above, the bidder must furnish an MoU entered into with the collaborator towards providing the requisite service when required. However, marks {under clause no. 3.0 (ii)} will **not** be allotted to Key Personnel with whom collaboration has been done.

**A.(4).** The Principal Architect of the consultancy firm must be registered member of The Indian Institute of Architects (IIA) or Council of Architect (COA). In order to ascertain the same, the bidder needs to submit self-attested copy of the certificate.

**A.(5).** The consultancy firm should have a permanent office at Assam with technical manpower and set-up. Necessary documentary evidence (Incorporation Certificate/ Trade License etc.) must be submitted to ascertain the same.

**A.(6).** Job executed by a bidder for its own organization / subsidiary shall not be considered as experience for the purpose of meeting BEC.

### **Note to Technical Criteria:**

(a) Composite construction job, where Architect consultancy service is a part, shall not be considered.

(b) Documents submitted against Para A (1) to A (5) of the PQC shall be self- attested with legible stamp. It shall be the bidder's responsibility to ensure that the documents submitted in compliance of the experience criteria is clear and adequate.

(c) It is advisable to the bidders to submit photographs of the respective project.

**B. FINANCIAL:**

(1) Annual Financial Turnover of the bidder in any of preceding 03(three) financial / accounting years, reckoned from the original bid/EOI closing date should be at least ₹ 30 Lakh.

(2) Net worth of bidder must be positive for preceding financial/ accounting year.

Note: The Net worth to be considered against the clause above, should be read in conjunction with the definition of Net worth as mentioned in Section 2 (57) of The Companies Act, 2013.

**Notes to BEC Clause No. B**

For proof of Annual Turnover & Net worth any one of the following documents 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 in **Annexure-I**.

OR

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

\*In case the bidder is a Central Govt. organization / PSU /State Govt. organization / Semi-State Govt. Organization or any other Central / State Govt. Undertaking, where the auditor is appointed only after the approval of Comptroller and Auditor General of India and the Central Government, their certificates may be accepted even though FRN is not available. However, bidder to provide documentary evidences for the same.

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 original bid/EOI closing date and the Financial Statements of the preceding financial/accounting year are not available with the bidder, 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 bidder has to submit an affidavit/undertaking as per format prescribed in **Annexure-II** certifying that the balance sheet/Financial Statements for the financial year \_\_\_\_\_ have actually not been audited so far. In case of extension of due date for Tax Audit for the preceding financial/ accounting year, Undertaking as mentioned above shall be applicable only if the original bid/EOI closing date falls within the extended period.

Mention of **UDIN (Unique Document Identification Number)** is mandatory for all certificates, tax audit reports etc. issued by Chartered Accountant as per the notifications issued by the Institutes of Chartered Accountant of India (ICAI). Certificates, tax audit reports etc. without mentioning of UDIN may not be considered for evaluation and may make the bid/EOI liable for rejection.

In case the bidder is a Government Department, they are exempted from submission of documents mentioned under para B.1 and B.2 above.

**3.0 EVALUATION METHODOLOGY:**

The EOI of the qualified bidders shall be evaluated by an authorized team of OIL INDIA LIMITED as per the format given below:

Sl.No.	Quality Criteria	Marks
(A)	<b>BASED ON PAST EXPERIENCE</b>	<b>60 (Max)</b>
	On qualification as per POC Clause No. A (1) or A (2)	40
	In addition to the work experiences already considered as per Clause No. A (1) or A (2):	
	For every additional consultancy job of minimum fee ₹ 30 Lakh or for completed project value of worth at least ₹10 Crore during the same period	10 per work
	For every additional consultancy job of fee ₹ 21 Lakh to less than ₹ 30 Lakh or for completed project value of worth at least ₹7 Crore to less than ₹10 Crore during the same period	6.67 per work
	For every additional consultancy job of fee ₹ 15 Lakh to less than ₹ 21 Lakh or for completed project value of worth at least ₹5 Crore to less than ₹7 Crore during the same period	5 per work
(B)	<b>Based on Qualifications and Competence of the Key Personnel</b> (The marks indicated for each personnel below are the maximum marks). Bidder must have at least 01 (one) Principal Architect registered with IIA or COA; otherwise the bidder shall be rejected. The experience mentioned below should be post qualification experience.	<b>40 (Max)</b>
i)	Principal Architect cum Team Leader	Marks
	(With minimum 7 years' experience, Minimum B. Arch and registered with IIA or COA.)	10
	(With minimum 12 years' experience, Minimum B. Arch and registered with IIA or COA.)	15
ii)	Civil / Structural Engineer	
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5
	(With minimum 10 years' experience, Minimum B. Tech / B.E.)	10
iii)	Additional Architect	
	(With minimum 3 years' experience, Minimum B. Arch)	3
	(With minimum 5 years' experience, Minimum B. Arch)	5
iv)	Landscape consultant	
	(With minimum 3 years' experience, Minimum Bachelor's degree)	3
	(With minimum 5 years' experience, Minimum Bachelor's degree)	5
v)	Electrical Engineer	
	(With minimum 3 years' experience, Minimum B. Tech / B.E.)	3
	(With minimum 5 years' experience, Minimum B. Tech / B.E.)	5

**Note (i):** Minimum qualification mark for empanelment of an architectural firm as per the above table will be 50. However, mere qualification in the POC, shall not guarantee empanelment.

**Note (ii):** Documentary evidences against the qualification (Qualification Degree Certificate from recognised institution) and post qualification experience (self-attested experience certificate on firm's letter pad) of Key Personnel must be submitted to ascertain the same. In case any document is not submitted, marks will not be allotted.

**Note (iii):** Marks will not be allotted to Key Personnel with whom collaboration has been done.

#### 4.0 SELECTION CRITERIA:

On the basis of combined points obtained out of 100 (as per evaluation stated in 3.0), all the firms scoring at least **70 marks** will be eligible for empanelment. If the number of firms scoring 70 marks is less than five (05), score-wise respective bidders will be considered and a total number of **five (05) numbers** of consultancy firms will be empanelled based on the final ranking. If the marks scored by 5th ranking bidder is scored by more than one bidder, all the bidders scoring the 5th rank mark will be eligible for empanelment.

#### 5.0 IMPORTANT POINTS:

5.1 Depending upon the requirement, OIL will float limited tender within the empanelled consultant/ architect asking them to submit their price bid (in amount) for a particular project and the L1 bidder will be awarded the work. The details of work and all data necessary for the project will be provided in the subsequent limited tender document.

5.2 Time schedule of delivery and payment schedule of consultancy services will be detailed in the subsequent limited tenders.

5.3 The empanelment of the Consultancy firms/ Architects will be for a period of 2 (two) years from the date of empanelment. However OIL reserves the right to cancel the empanelment of any or all the consultant(s) and invite fresh proposals for empanelment at any time

5.4 In case, the period of empanelment is expired or cancelled, any work awarded during the currency of the empanelment will not be affected and such work shall continue till completion, as per the terms of the subsequent contract

5.5 OIL reserves the right to extend the period of empanelment of consultancy firms/ architects for further period depending on the requirement and the performance of the consultancy firms/ architects. The decision of the company in this regard would be final.

5.6 If in the view of the company, the performance of a consultant is not satisfactory, or if in its view, the consultant has failed to safeguard the interest of the company, the company may, at its sole discretion, terminate the engagement of the consultant/ architect, for a particular project/ work as well as terminate the consultant/ architect from the empanelment by giving a written notice by not less than 30 days and the bidder will be dealt as per Company's Banning Policy. The decision of the company in this matter shall be final and binding.

#### 6.0 UNDERTAKING:

An undertaking must be submitted by the bidder as per format prescribed in **Annexure-III** certifying that all the Key Personnel mentioned in the bid/EOI (or equivalent person with similar qualification and experience) shall be deployed by the firm when a Consultancy Job is subsequently allotted.

#### 7.0 MODE OF SUBMISSION:

The EOI must be submitted through email to [eoicontracts@oilindia.in](mailto:eoicontracts@oilindia.in) within 15.30 hours of the last date of submission (16.09.2021) or can be posted to the following address:

**GM-Contracts (HoD)**  
**Oil India Limited**  
**Duliajan, Dibrugarh, Assam, 786602**

It is the bidder's responsibility to ensure that the submission through post reaches the address before 15.30 hours of the last date of submission (16.09.2021). Any application received after the last date and time of submission will be summarily rejected.

For any kind of query, kindly contact the email IDs:  
[pallabi.sarma@oilindia.in](mailto:pallabi.sarma@oilindia.in) or [souvik\\_sarkar@oilindia.in](mailto:souvik_sarkar@oilindia.in)

## ANNEXURE-I

## CERTIFICATE OF ANNUAL TURNOVER &amp; NET WORTH

**(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANTS' FIRM  
ON THEIR LETTER HEAD)**

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statements of M/s..... (Name of the Bidder) bearing PAN ..... for the last three (3) completed accounting years upto ..... (as the case may be) are correct.

YEAR	TURN OVER In INR (Rs.)	NET WORTH In INR (Rs.)

Place:

Date:

Seal:

UDIN:

Membership No. :

Registration Code. :

Signature

ANNEXURE-II

CERTIFICATE OF COMPLIANCE OF FINANCIAL CRITERIA

**TO BE EXECUTED ON THE OFFICIAL LETTER PAD OF THE FIRM  
BY THE AUTHORIZED SIGNATORY OF THE FIRM**

TO WHOM IT MAY CONCERN

I, ..... the authorized signatory(s) of  
..... (bidder/firm's name) do hereby  
solemnly affirm and declare as under:-

**The Balance Sheet/ Financial Statements for the financial year ..... has actually not been  
audited as on the Original Bid/EOI closing Date.**

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of the authorized signatory

Place:

Date:

(Affix Seal of the Organization here)



ANNEXURE-III

UNDERTAKING FOR DEPLOYMENT OF KEY PERSONNEL

**TO BE EXECUTED ON THE OFFICIAL LETTER PAD OF THE FIRM  
BY THE AUTHORIZED SIGNATORY OF THE FIRM**

TO WHOM IT MAY CONCERN

I, ..... the authorized signatory(s) of  
..... (bidder/firm's name) do hereby  
solemnly affirm and declare as under:-

**All the Key Personnel mentioned in our bid/EOI (or equivalent person with similar qualification and experience) shall be deployed by the firm when a Consultancy Job is subsequently allotted to us.**

Yours faithfully,

For (Name of the firm \_\_\_\_\_)

Signature of the authorized signatory

Place:

Date:

(Affix Seal of the Organization here)