

**OIL INDIA LIMITED  
OIL HOUSE, PLOT NO. 19, SECTOR 16A  
NOIDA 201 301**

**EXPRESSION OF INTEREST (EOI)**  
(As published in the newspapers)

Oil India Limited (OIL), a Navratna national oil company invites Expression of Interest for providing **Interior design concept, estimation and execution of renovation/refurbishment works on turnkey basis of its Board room** at OIL HOUSE, at Plot no. 19, Sector 16A, NOIDA.

Detail requirement of the work/services may be downloaded from OIL's website [www.oil-india.com](http://www.oil-india.com) . Interested and eligible parties may submit their EOI at the office of Sr. Adviser (C&P) at Oil India Limited, Plot No. 19, Sector 16A, NOIDA on or before 09.12.2011.

**FOR ANY CLARIFICATION, PLEASE CONTACT:**

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**OIL INDIA LIMITED**  
**OIL HOUSE, PLOT NO. 19, SECTOR 16A**  
**NOIDA 201 301**

**EOI NO. OIL 62/7/EOI**

**DATE: 18.11.2011**

**Subject: Expression of Interest for providing interior designing and execution of renovation work of Board Room of Oil India Limited at its office at NOIDA.**

1.0. Oil India Limited (OIL), a Navratna National oil company having its office at Plot No. 19, Sector 16A NOIDA invites Expression of Interest in sealed envelopes from reputed Interior Designer Firms having experience and qualification as detailed in para 3.0 given below, for providing interior concept design, estimation, supervision and execution of work on turnkey basis to renovate the Board room of Oil India Limited.

2.0. Broad Scope of Work

2.1. Oil India Limited's Corporate office functions from OIL's own & the building is a 5 storey building. The 4<sup>th</sup> floor of the building houses the office cabins of CMD and Directors and also has a board room. The board room is used for holding Board Meetings and other important meetings/Video Conferencing, which are attended by our Board of Directors and various high level dignitaries. The Board room measures approximately 10.7m x 6.5m. The room is presently fitted with an oval shape table with seating capacity of 22. The Board room has multi-LCD displays for presentation purposes.

2.2. In order to improve the aesthetics and ambience of the Board room, OIL intends to engage reputed architect/interior designers to provide an acceptable concept and complete the renovation/refurbishment jobs on turnkey basis. The overall objective of OIL is to give an authentic ethnic look to the Board room rather than very modern looking and flashy look. The broad improvement works required as per OIL's view are as under:

- a) Flooring: To cover the present marble flooring with suitable flooring.
- b) false ceiling
- c) wall paneling
- d) projection area
- e) entry portion
- f) acoustics – to suppress echoes & to give a sound proof ambience
- g) lighting
- h) air-conditioning by fixing suitable Cartridge ACs in addition to existing central ACs
- i) Replacement of the Board Room table and chairs as well as provision for suitable seating arrangement along the walls of the room on two sides.
- j) Setting up of the motorized drop-down projector with motorized projection screen.
- k) Provision for mike arrangements / speakers / conference telecom facilities
- l) Suitable control system for controlling all lights, projector, screen, plasma TVs etc remotely with touch enabled device.

### 3.0. Pre-Qualifying Criteria:

The bidders should meet each of the following eligibility criteria:

3.1. Experience of having successfully completed similar works of interior concept design, execution of work in offices of Government/Public sector undertakings or Multi National firms during the last seven years should be either of the following:

- i. Three similar completed works of Rs. 23 lakhs each  
or
- ii. Two similar completed works costing not less than Rs. 29 lakhs each  
or
- iii. One similar completed work costing not less than Rs. 47 lakhs

The bidders must provide proper documentary evidence as proof in support of satisfactory completion of similar nature of works.

3.2. Average financial turnover during the last three financial years should be at least Rs. 17 lakhs. The proof of annual turnover should be either in the form of audited balance sheet or certification from Chartered/Cost Accountant.

3.3. All the documentary evidences (copies) in support of para 3.1 and 3.2 above must be submitted. OIL has the right to check the original documents at any point of time if desired and the required documents shall have to be produced by the parties for authentication.

4.0. Contractors/parties may note that this is not a request for proposal but only for expression of interest (EOI). After scrutiny of the received EOIs, the interested parties will be shortlisted with reference to meeting the above criteria. **The short-listed parties will be invited for site visit and discussions on a pre-determined date.** Based on the discussions/ suggestions, the final tender document be prepared/issued.

5.0. Interested parties may submit their EOI in sealed envelopes super-scribing EOI No. along with documents as given in para 3.0 above so as to reach Sr. Adviser (C&P), Oil India Limited, Plot No. 19, Sector 16A, NOIDA 201301 on or before 09.12.2011 [02:00 p.m].

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