

NIL FOR TENDER NO. CGI 5463 L18

OIL INDIA LIMITED
(A Government of India Enterprise)
Pipeline Headquarters
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E-Tender

OIL INDIA LIMITED invites **LIMITED / Competitive Domestic Bid** through its e-procurement portal “<https://etender.srm.oilindia.in/irj/portal>” for the following Services:

Tender No	Bid Closing Date & Time	Service Description
CGI 5463 L18	13-10-2017 At 11.00 AM	Architectural and Engineering consultancy services for planning, designing OIL Center of Excellence for Energy Studies (CoEES) Building at Pipeline Headquarters (PHQ) Township, Guwahati including obtaining permission from local authorities, soil testing, preparation of Bill Of Quantity and periodic supervision during construction etc. under Civil Section, Guwahati, Assam

The details of IFB and procedures for applying & participation can be viewed using “Guest Login” provided in the e-procurement portal and also in OIL’s web site www.oil-india.com. The link to OIL’s E-Procurement portal has also been provided through OIL’s website

All corrigenda, addenda, amendments, time extension, etc. to the tender will be hosted on above Website and e-portal only and no separate notification shall be issued in the press. Bidders should regularly visit above website and e-portal to keep themselves updated.

FOLLOWNG ARE THE BIDDERS ARE ELIGIBLE FOR PARTICIPATING THE ABOVE LIMITED TENDER

SL. NO.	NAME OF BIDDERS
1	M/S KOTHARI & ASSOCIATES
2	DELHI INTEGRATED MULTI-MODEL TRANSIT SYSTEM LIMITED(DIMTS)
3	SPACE ACE
4	ADHARSHILA DESIGNS PVT. LTD
5	DEEPENDRA PRASAD ARCHITECTS & PLANNERS
6	VASTUKRITI
7	UPALGHOSH ASSOCIATES
8	DESIGN ACTION GROUP
9	ARCHITECTS COLLABORATIVE
10	STHAPATI ASSOCIATES PVT LTD.
11	CREATIVE ARCHITECTS COMBINE PVT LTD

BID REJECTION CRITERIA & BID EVALUATION CRITERIA FOR THE TENDER

BID EVALUATION CRITERIA (BEC):

Sub: BEC/ BRC for Consultancy Services for proposed CoEES Building to be constructed at PHQ, Narangi.

1.0 Project Background:

Oil India Ltd (OIL) proposes to setup an office for housing the OIL **Center of Excellence for Energy Studies (CoEES)** 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.

1.1 Basic Requirements

- a) Plinth area 2000 sqm
- b) No of Floors-4(GF+3) with total floor area of 8000 sqm with provision for another three floors in future
- c) Main requirements against each floor:
 1. **Ground Floor:** For common minimum facilities like Auditorium(150 capacity) , Conference room(100 people capacity) , Cafeteria(100 capacity), reception, Security facilities, first aid room and office space for officers as well as staff , visitor's waiting room etc.
 2. **1st Floor:** Geochemical lab(minimum 360 sqm), EOR Lab(minimum 360 sqm), Petrography Lab(minimum 100 sqm), Office rooms , office cubical, library , mini conference room, Battery Room , Store/ record keeping room , visitor's/ rest room , Mini conference room etc.
 3. **2nd Floor:** Director's room with all facilities- 2 Nos, Officer's room- 15, Work stations-15, office cubical- 30, Gymnasium, visitor's room, Video conference room, Mini Conference room, Change room with attached wash room, , UPS- Battery room, Server room, Tea Room, Store/ record keeping room, Housekeeping and other service room Etc.
 4. **3rd Floor:** The 3rd floor shall be built to provide office spaces for various project teams as per their requirement
 5. **4th and 5th Floor:** Only provision shall be kept for future vertical expansion while designing the foundations as well as other structures and services

Note: OIL at its discretion may require construction of 4th and 5 th floor along with the other floors below considering the cost and other requirements.

- d) Space for housing services, Car parking, Cylinder room, stairs, lift etc. as per requirement and design.
- e) The design of the building shall be aesthetically appealing and complete with all services and functions. The building shall be designed as Green Building leading to minimum 3(Three) star GRIHA rating with other facilities like Building automation, over all energy efficient, 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, , 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 In line with the above, OIL plans to line up Consultant through this tender who shall assist us in Planning, Design & Drawings, estimation, tendering, bid evaluation & selection of party, inspection, job quality, Project management, Commissioning etc. The consultant is being lined up to provide with the latest trends and technologies, sources, options, benchmarks in the most precise, comprehensive, energy efficient and analytical manner so as to select the best-suited technologies for the proposed CoEES office building. The scope of work also includes the following:

2.1 Scope of work:

Space Planning and Comprehensive Architectural and Engineering consultancy for preparation of the architectural design, including interior design architecture, landscape architecture, site development, designing of all required infrastructure and services including internal services (water supply, sanitary, drainage, electrical installation) and external services like street light, landscaping, road furniture, security system, rain water harvesting, etc., preparation of working drawings, Bill of quantities and necessary tender paper, obtaining the permission of local and statutory authorities wherever needed, periodical supervision during construction of the project, including obtaining completion certificate from appropriate authorities and incorporating in design other building facilities as per requirement etc. complete including all necessary work for obtaining minimum 3 star rating.

Note: 1

The topographical survey/contouring shall be carried out by OIL and necessary details (site map and contour map) will be provided to the consultant.

Note-2

The consultant on its own shall carry out soil investigation of the site to establish the soil characteristics and other parameters required for the foundation design and submit test report to OIL. The cost incurred for the same shall be included in their quoted/negotiated rate. The consultant shall also provide detailed plan and Bill of Quantity (BOQ) for Soil investigations to OIL. The soil investigation if necessary may additionally be also carried out by OIL at its own cost and subsequently share the report with the consultant for their use in carrying out structural design.

The scope of Architectural & engineering consultancy services envisaged for the project shall be as under:

2.1.1 Scrutiny of the site plan and contour and other drawings and visit to the site and taking note of client's requirement.

2.1.2 Site evaluation, analysis and impact of existing and/or proposed development on its immediate environs.

2.1.3 Space planning and Prepare conceptual designs with reference to OIL requirements and rough cost estimate on the plinth area basis as per of CPWD norms.

2.1.4 Preparation of preliminary drawings as per the requirements and to the satisfaction of OIL.

2.1.5 Obtaining all necessary building approvals/ completion certificate etc. from local authorities (GMDA, GMC etc) and other statutory bodies as required.

2.1.6 Detailed design/drawing for development of the project.

2.1.7 Design and drawings for:

- a. Buildings including interior, acoustics wherever required.
- b. Graphic Design and Signage, Landscaping.
- c. Structural Designs,
- d. Sanitary, Plumbing, Drainage, Water Supply, Sewage disposal and STP (Sewage Treatment plan), Rainwater harvesting etc.
- e. Electrical, Electronic, Communication Systems, public address systems, power supply system etc.
- f. Heating, Ventilation and Air Conditioning design.
- g. Fire detection, Fire protection and Security Systems etc.
- h. Lift, escalator and other mechanical requirements

- i. Any other works related to the buildings as well as other services as required for safe occupation of the buildings and operation of the institute.
- j. Prepare and issue working drawings and details for proper execution of work during construction.
- k. Modify the designs incorporating changes as required during the course of execution.
- l. Preparing as built drawings of building and services after completion of work

2.1.8 Carrying out necessary soil testing by the architect/ consultant of their own to establish the soil characteristics and other parameters required for the foundation design and Providing BOQ for soil testing to OIL,

2.1.9 Prepare detailed estimate for all the civil, electrical, mechanical and other related work, finalize specifications, assist OIL in preparation of tender paper and entire tendering process if required.

2.1.10 Prepare and submit working drawings

2.1.11 Periodic inspection and evaluation of Constructions works with reference to design and drawings.

2.1.12 Visit the site of work at regular intervals and where necessary clarify, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance to design and render advice on actions, if required.

2.1.13 Prepare and submit completion reports and drawings for the project as required and obtain "NOC/Completion/Occupancy Certificate" from statutory authorities, wherever required.

2.1.14 Issue of as built drawings including services and structures.

2.1.15 A 3 – dimensional Models of the Architectural plan in the scale of 1:200 with necessary glass cover and stand etc. complete

2.1.16 Incorporating acoustics, green building concept, energy efficient building, communication design, intelligent building concept, rain water harvesting, solar power use etc. in the building design.

2.1.17 Any other requirement for the building and area around but not particularly mentioned above.

2.1.18 Design of utilization of solar energy to the extent possible in the entire campus.

2.1.19 Green Building Design

The consultant has to design and develop a Green building Design as per GRIHA- the National Rating System, developed by TERI (The Energy and Resources Institute) and endorsed by the MNRE (Ministry of New and Renewable Energy) and assist OIL/ Project team in applying for necessary registration and obtaining appropriate Green Building certification for the building including providing necessary drawings, calculations, Cut sheets, specification sheets, commercial brochures, bill of quantities ,photographs, certificates and other required information, carrying out required data analysis etc. **Nothing extra shall be paid on this account to the consultant. However, the registration and other fee, cost of sample testing, cost of external auditors etc. payable in connection with obtaining the certification, shall be paid by OIL to the concerning organizations/ persons**

The above includes;

- a) Expression of Interest by registration of the Project through the GRIHA website and subsequently assisting the project team in applying for formal registration and filling up compliance documents. The consultant shall also provide the required document including additional document or changes after vetting by GRIHA experts in the entire process of obtaining required GRIHA rating.
- b) Adopting an integrated design approach for Planning and designing all building systems, site, and building envelop, integration of renewable energy source to generate energy on site, water and waste management, rain water harvesting, selection of material, indoor environment, any other technology etc. taking into account the the provisions of the National Building Code 2005;the Energy Conservation Building Code 2007 announced by BEE (Bureau of Energy Efficiency)and other IS codes for fulfilment of compliance under respective GRIHA criteria.
- c) Providing all necessary drawings, test reports, certificates, photographs and other documents, data, Analysis report, sound audit report etc. as required by Association for Development and Research of Sustainable Habitats (ADaRSH)/ GRIHA secretariat for necessary registration and

certification and also assisting the project team for sending expression of interest and applying for and obtaining GRIHA Pre- certification as well as appropriate GRIHA rating (Minimum 3 star rating)

- d) Carry out Computer Based GRIHA Green Certification related Energy Analysis and documentation of the whole Building and its components for GRIHA Rating which shall also include Whole Building Analysis for Energy Performance, Climatic Comfort & ECBC compliance, Analysis for Day lighting and Artificial Lighting etc. The work shall also include Site Planning & Water Management, Working with project team to achieve minimum 3 star GRIHA rating, Measurement and Verification (through a BEE accredited auditor), Preparation of 3 D virtual model of the entire structure, Coordination among the architectural, services and structural design, mitigation of all discrepancies and all other factors to be considered while designing, coordinating and obtaining appropriate rating for proposed green building .
- e) Taking responsibility for fulfilment of all compliance under respective GRIHA criteria during all the stages of project execution and finally obtaining minimum 3 Star GRIHA rating.
- f) Ensure that the data provided during the registration phase corresponds with the actual audit on the energy, water and waste, noise etc. to be done by competent authorities within next 2 years after occupation.

2.1.20 Intelligent building management system:

For controlling various building management systems and services, considerably improving their functionality and overall performance and integrating them into an enhanced IT infrastructure which shall be easy and cost effective to operate and maintain. Use of the intelligent building management system should results in lowering the operational costs and increased energy savings through automated energy conservation features. This included Motion sensors which can register when an area is unoccupied and turn off the lights and lower the temperature; monitoring cleaning /security crews using passive RFID as they check in, and lights automatically turned on and off as they work through various areas of the building, allowing users to adjust the HVAC settings of the building over their smartphone or tablet so the desired temperature is achieved by the time they arrive, monitoring performance and device failures in all systems, and provides malfunction alarms to building maintenance staff, access control etc.

2.1.21 Designing other systems like Rain water harvesting, communication design, sanitation system, water management system, harnessing and utilizing solar energy etc. as per guidelines and regulations

2.1.22 Designing all facilities to ensure accessibility and usability of the building and its facilities by employees, visitors, and clients with disabilities as recommended in NBC.

3.0 Schedule of Services.

Preliminary Stage

A. Preliminary Concept Report:

The Consultant shall

- a) Ascertain OIL's requirement and determine the detailed space requirement and carryout out necessary space planning for the proposed building.
- b) Express interest of registering the project for GRIHA rating, by filling in the project registration form with project details and submit to ADaRSH (GRIHA secretariat).
- c) After examining all the aspects including site constrains/ potentials the consultant shall prepare a site evaluation and analysis report with basic approach to circulation, activity, distribution and interaction and external linkage. pedestrian / vehicular movement and parking, services and their interconnectivity, Architectural controls/ guidelines, Landscape Architecture, Architectural Conservation Graphic Design and Signage and Site Development including external Engineering Services and related buildings / structures; Roads, pathways, boundary walls, gates, STP, water reservoir, etc.
- d) In addition the Ultimate disposal point, intermediate rain water harvesting system and Source/availability of electricity, water and other services to be identified.

e) Prepare site plan (layout plan) showing contours, features and services and facilities available, general layout of buildings and services, giving details of useful areas, services areas, circulation area and total plinth area and preliminary estimate to provide information in respect of magnitude of work and its component and service and cost of all such items involved. The Architect firms/Consultant should submit the design and modify it if considered necessary by the OIL.

f) Prepare plinth area rate estimate as per CPWD norms. The estimate shall also include the non-schedule items on prevailing market rate along with justification, specification.

g) Obtain the approval of the OIL of above and supply 6 copies of approved site plan (Layout Plan).

h) The consultant shall prepare and give presentations on the schemes as and when required by OIL and shall incorporate the changes desired by OIL without any extra cost.

B. Preliminary Planning:

a) Preliminary planning of all buildings including interiors and internal and external utility services like water supply, sewerage, storm water drainage, electrical, street/compound lighting, site development, landscaping, Rain water harvesting, development plans showing roads, paths, parks, paved areas, drains, culverts, compound walls, external lighting, Electrical sub-station, DG sets, Lifts, interior design and graphic signage, security system, telecommunication system and Fire Detection and Fire Protection system etc. indicating scope, specifications and costs separately of such sub-head.

b) Prepare the DPR covering the following:

i) Detailed Architectural, structural, & flowchart drawings.

ii) **The Structural design details shall be got proof checked by Consultant, if so ordered by Local Municipal Corporation Authorities or by OIL, from any State/Central Govt. IITs/NITs/Institution, approved by OIL.** The consultant has the obligation to make as many required modification in the design incorporating the observation of above authority and re-submit the design and drawing. **Fees of proof checking by institution/agency shall be reimbursed on actual basis by OIL**

iii) Detailed specifications of each work.

iv) Preliminary estimate: All estimates shall be prepared on the basis of Central/state schedule of rates, norms wherever applicable and on the basis of market rate analysis where Central/state schedule of rates etc. are not applicable. These estimates should be comprehensive and should include for all items. Detailed analysis for the item not included in state schedule of rates/DSR etc. shall have to be submitted. The consultant shall supply six copies of the same with the preliminary drawings to OIL.

c) Submit market rate analysis for Non Schedule Items supported with Quotations.

d) Submit the proposal to local body complete as per requirement of local bodies including preparation of Model/Presentation of Model etc. if any.

e) Obtain the approval of layout plan & drawing from the competent authority statutory body, if necessary, according to the local Acts, laws, Regulations etc. and make any changes desired by such authorities. The approved/modified layout plan and drawings are to be submitted to the OIL. **Any statutory fee payable to local bodies for approval of the plans shall be borne by OIL and payment will be made against documentary evidence.**

f) The consultant will incorporate eco-friendly building materials, energy efficient equipment & fixtures etc. as per prevailing government rules.

h) The consultant shall discuss all the points/shortcomings/new requirements, if any with the Local bodies/ Govt. / Authorities/OIL/ State/Central Govt. and shall take their concurrence on all the observations.

i) Undertake site visits or to attend meetings to collect details/data/information required for planning purposes, holding necessary discussions with OIL /local bodies and obtaining requirements of the Project

and attending meetings with officials of Local bodies/Govt. authorities/State/OIL/Central Govt. or any other agency, as and when required.

j) Provide a bar chart of various activities pertaining to the planning, execution and completion of the entire project including a network diagram of activities showing the critical path. The consultant shall periodically update the data and provide necessary updated report to OIL regarding the trend of the project.

II Working Drawing Stage:

Preparation of detailed working drawings with details incorporating services and schedule of quantities. This will include:

a) Preparation of working and detailed architectural and structural drawings and detailed estimate as per the latest CPWD(DSR) or any other Standard Schedule of Rates (SOR) for civil work, electrical works and CPWD specifications for civil works, General specifications for electrical work(Internal, External, Lifts, Substation, HVAC works, DG sets etc.), including internal and external utility services, telecommunications, site development, landscaping, Rain water harvesting, development plans with roads, paths, parks, paved areas, drains, culverts, compound walls along with details of quantities (Bill of quantities), supporting calculations and details of structural design for whole of the work or in part of to facilitate call of tender in stages by OIL/ Society. For items not covered by the schedule of rates the Architect/Consultant would provide details specifications, description of the item and market rates.

b) Analysis of rates for Schedule and non-schedule items on current market rates of materials, labour and POL.

c) Obtaining approval of local authorities, if any, and make changes required by them

d) Preparation of the Tender Documents/ Tender Drawings comprising BOQ/Estimates, particular specifications etc. as required by OIL for necessary tendering work.

e) Preparation & submission of adequate no. of Detailed Designs calculations/ BOQ for all the components of the project as per requirement of OIL including getting approvals from the concerned authorities.

f) Detailed Electrical/Mechanical Drawings/Design Calculations for all the components of the schemes including getting approvals from the concerned authorities

h) Detailed Technical specifications for all the non-scheduled items proposed in the schemes.

i) Any other drawings/information's/details required for completion and execution of work but not mentioned above.

III. Construction Stage:

a) Supply to the OIL eight copies of the detailed working drawings/ good for construction drawings, specifications, Visit the sites of work regularly as per requirement for to resolve the problems of site & issue necessary clarifications/details of the Project.

b) Supply to the OIL such further drawings, specifications or details which may be required for proper execution of work.

c) Obtaining approval from any statutory body/local Govt. Body like Pollution Control Board, Environmental clearance etc. as applicable to this project for execution of work or for designs/drawings of the scheme.

d) Obtain OIL approval for any material deviation in design, cost, working Drawings, schedule and specifications from the approved scheme.

e) Carrying out all modifications /deletions /additions / alterations /in design/ drawing/documents as required by OIL for proper execution of works at site till completion and handing over of the project to the client.

f) Provide BOQ, Specifications, detailed analysis for any extra / substituted items and its justification.

g) Undertaking site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary

clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site. The cost incurred shall have to be borne by the consultant and shall be covered within his quoted/negotiated fees and nothing extra shall be payable on this account. After each site visit the Architect should confirm that the work is being executed as per drawings & specifications and deviations if any shall be brought to the notice of OIL.

h) The consultant will be responsible any fault in design

j) It is the responsibility of the consultant to arrange visit of the structural engineer before major concreting work to check if steel and fabrication works are as per drawing.

l) Periodic reports such as weekly, monthly etc. shall be prepared and invariably submitted to the OIL regarding progress.

IV. Completion Stage:

a) Obtaining completion certificates, wherever necessary from the local bodies after completion of work and inspection by Municipal/Fire/Electrical Inspectors and supply the same to the OIL. For this purpose any assistance required from the OIL will be extended to the consultant. **Any statutory fee payable to local bodies for issue of completion certificate shall be borne by the OIL and payment will be made against documentary evidence.**

b) Prepare completion drawings; including plans elevations and cross sections etc. indicating the details of the building and all internal and external services as completed and supply 4 sets of completion drawings to the OIL and also hand over the original of the completion drawings to the OIL. The changes, if any during the execution of work will be intimated by the OIL/Society to the consultants for preparation of above drawings.

c) Preparation & submission of completion reports, Operation & maintenance manual, completion of as built drawings and documents for the project as required and acceptable to OIL and Clients/local bodies/or any other authorities applicable including getting „completion certificate“ from concerned authorities, if required.

d) Assist the OIL in Arbitration/Litigation case(s) that may arise out of the contract entered into, in respect of above work, regarding clarifications/interpretations, supply of drawings, designs, specifications as and when required. The consultants' role will be limited to these clarifications only and unless specifically required by Arbitrator/Court, he shall not be required to participate in actual Arbitration/Litigation proceedings.

V. Defect Liability Stage:

The Defects Liability Period for this Project shall be 6(six) months and shall be reckoned from the date of issue of taking Over Certificate or completion certificate by the Statutory Bodies whichever is later. The consultant shall visit the site and provide all the drawings/details for rectification of defects, if any.

4.0 Additions, Alterations and Variation:

4.1 The OIL shall have the right to request in writing for additions alterations, modifications or deletions in the design and drawing of any part of the work and to request in writing for additional work in connection therewith and the consultants shall comply with such requests without any extra cost.

4.2 If the work in full or part is withdrawn for any reason, the same shall be withdrawn from the scope of consultant and proportionate consultancy fee shall be paid only up to the stage for which the consultancy work has been completed. Consultant shall have no further claim whatsoever on this account on OIL.

5.0 Taxes

a) All taxes, income tax and any other leviable tax including PF for its employees (except GST) in connection with the execution of the contract levied by the statutory Authorities/State/Central Govt. of India/State Govt. or any local authorities on the consultant in accordance with the applicable law shall be

borne by the consultant and are deemed to be included in their bid price. The tenderers shall note that the Tax Deduction at Source (TDS) as per applicable law shall be made from the payments due/made to the consultants and which shall not be reimbursed.

b) The GST as applicable shall be reimbursed by OIL on actual production of receipt of deposit. However, consultant has to mention GST Number in the invoice and amount of GST should be shown separately in the bill.

c) Any enhancement of taxes/duties by the authorities/Government of India/State Government, during currency of this contract shall be borne by the Consultant only and which shall not be reimbursed by OIL.

6.0 Number of Drawing Sets etc. and Copyright:

The Consultant shall supply free of charge to the OIL, the adequate no. as specified elsewhere of following documents **in soft as well as hard copy**.

- i) Detail Project Reports with coloured drawings.
- ii) All the Drawings and estimates to be submitted to local authorities.
- iii) Complete detailed design calculations (structural and other services) including supply of drawings incorporating subsequent modifications.
- iv) All working drawings for all the components (Good for Construction Drawings).
- v) Detailed estimates and rate analysis of all works.
- vi) Completion drawings and detailed documents.
- vii) Tender documents/tender drawings as per OIL requirements.
- viii) Fabrication Drawings of all equipment if any.
- ix) As built drawings after completion of project.

Note:

1. The scrutiny of the drawing, and designs by the OIL own supervisory staff, if any, does not absolve the Architects of their responsibility under the agreement. The Architects shall remain solely responsible for structural soundness of the design and other services .

2. The Architect firms/Consultant shall supply to the OIL copies of all documents, instructions issued to Architect firms/Consultant , if any, relating to the work, drawings, specifications, bill of quantities and also other documents as may be required.

3. The Architects hereby agree that the fees to be paid as provided herein will be in full discharge of function to be performed by him and no claim whatsoever shall be against the OIL in respect of any proprietary rights or copy rights on the part of any party relating to the plans, models and drawings.

4. While providing consultancy services, the consultant shall ensure that there is no infringement of any patent or design rights and he shall be fully responsible for consequences/any actions due to any such infringement. Consultant shall keep OIL indemnified all the times and shall bear the losses suffered by OIL in this regard.

5. Consultant shall appoint and notify a team of two senior officials of his organization as nodal officers to represent the consultant in all the meetings/presentations with Local Municipal Corporation Authorities/State/Client / OIL /Central Govt. or any other agency.

6. All designs and drawings shall be the property of OIL. The name and logo of OIL shall be predominantly displayed on all the drawings and documents. The consultant shall not put his name or firms name on any of the documents/drawings on the DPR. The name of consultant shall be written as Consultant on all drawings/documents only after DPR is approved from all the concerned authorities.

7. The originals of approved completion drawings shall be on good quality reproducible tracing paper and soft copy of all the drawings & design shall have to be given on compact disc (CD). The proprietary rights of all the design shall remain with OIL .

7.0

This work will be named “**Architectural and Engineering consultancy services for planning, designing OIL Center of Excellence for Energy Studies (CoEES) building in Pipeline Headquarters (PHQ) Township in Guwahati including obtaining permission for local authorities, soil testing, preparation of Bill Of Quantity and periodic supervision during construction etc.**”

8.0 Recommendation:

A committee with members from CoEES, Contracts, Civil, Electrical, IT and Finance will be constituted to finalize the criteria for eligibility of the consultant for the project, Evaluation criteria (BEC/BRC) for selecting the consultant after pre-bid conference and the payment terms and schedule. The following provisional execution philosophy of the project, payment terms, BEC/ BRC, Time Schedule and other terms & conditions for the smooth implementation of the project are recommends for approval please:

8.1 Execution Philosophy of the Project:

The execution philosophy for Construction & development of CoEES is proposed as under:

1. Inviting Expression of interest from parties having the requisite experience in providing consultancy for CoEES projects which has already been processed and in total 24 nos. of EOI have been received.
2. Short listing of parties based on OIL's Pre-qualification criteria is in process.
3. A bidders conference and site visit amongst eligible short listed bidders shall be organized at PHQ before bidding where the requirements of the CoEES will be explained to the eligible bidders and feed-back on the tender will be recorded.
4. Selection of **Architectural & engineering consultant** by the OIL, through competitive bidding based on the offers against NIT and as per the selection process described in Para-11.0.

8.2 Payment:

8.2.1 The Consultancy Fee:

The OIL agrees to pay the Architect firms/Consultant fees for the professional services to be rendered by the consultant as herein above described under “Scope of Work” and elsewhere. The payment of fee to the Architect firm/consultant shall be restricted to the agreed percentage on the project cost. For the purpose of payment of fees, the project cost shall be **lowest** of the following:

1. **The actual cost of the project on completion; or**
2. **Estimated cost of the project put to tender.**

The above actual completion cost of the project on completion or estimated cost of the project put to tender shall **not** include the following:

1. Cost of land
2. Payment to statutory bodies/local authorities/State/Central Government.
3. Any fee, deposit and payment towards services rendered by local Authorities/State/Central Govt.
4. Any agency charges.
5. Contingencies charges
6. Escalation in tendered cost of work due to variations in the cost of labour, material, specifications etc.
7. Extra/substituted items, deviations (plus/minus)
8. Training equipment, furniture, computer, office equipment etc.

The fee shall include cost of planning, designing and periodical supervision during construction of the project, travel expenses towards periodical supervision, for attending meetings with OIL/ visits to local authorities, etc. by the Consultant and or by their technical persons. The fees should also include cost of

providing local representative (Architect / engineer) for day to day liaising, cost of all drawings and cost of hiring any consultant etc. complete. No payment in any other form shall be admissible.

The above fee at is inclusive of fee payable by the consultant to any other consultant/ Associate(s) and nothing extra shall be payable by the for this purpose. **The consultant shall be reimbursed the GST subject to submission of proof of payment of GST.**

8.2.2 Payment Milestones

Milestone achieved	Extent of payment
Stage:1 Visit to site, study of all OIL requirement and existing data, office space planning and on submitting conceptual designs and rough estimate of cost and its approval by OIL	10% of the total fees payable as based on preliminary cost approved by OIL
Stage:2 On submitting the Detailed project report (DPR) and the required preliminary scheme along with the preliminary estimate of cost and its approval by OIL as per the scope of work.	20% of the total fees payable as based on preliminary cost approved by OIL or approved DPR cost whichever is lower, less the payment already made
Stage:3 On incorporating Client's suggestions and submitting drawings for approval from the Client/ statutory/ local authorities, if required, including obtaining necessary approval from the Local /statutory authorities.	30% of the total fees payable as based on preliminary cost approved by OIL or approved DPR cost whichever is lower, less the payment already made
Stage:4 Upon preparation of detailed working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents including necessary assistance during tendering process	40% of the total fees payable as based on preliminary/DPR cost approved by OIL or Cost of the project put to tender whichever is lower, less the payment already made
Stage:5(During Execution of Work) On submitting working drawings and other details required for commencement of work at site. a) a)On completion of 20% of the work b) On completion of 40% of the work c) On completion of 60% of the work d) On completion of 80% of the work e) On 100% Completion of the work	50% of the total fees payable based on actual work done less payment already made . a) 60% of the total fees payable less payment already made b) 70% of the total fees payable less payment already made c) 80% of the total fees payable less payment already made d) 85% of the total fees payable less payment already made e) 90% of the total fees payable less payment already made
Stage:6 After successful commissioning of the project and obtaining appropriate GRIHA Rating and on submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on	100% of the fees payable(based on the actual cost or estimated cost of the project put to tender whichever is lower) less payment already made at various stages and retainer

issue of as built drawings.	
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Percentage Completion Milestones:

- a) **20% Completion:** Completion of piling , pile cap and casting Tie beam
- b) **40% Completion:** Completion of structural work up to first floor level including basement if required.
- c) **60% Completion:** Completion of all Structural work up to roof slab level.
- d) **80% Completion:** Completion of all brick and plaster work, flooring , door frames, services, drainage system, Road system, water and sanitation system, HVAC services etc.
- e) **100%- Completion:** Completion of all interiors, painting, fitting doors and windows, all fitting and fixtures including sanitary fitting, electrical/ electronic fittings , AC, lift, etc. complete as per design scope and fit for occupation.

9.0 Financial Bid

NAME OF WORK: _____

NAME OF ARCHITECT FIRM/CONSULTANT: _____

Sl. No.	Description	Consultancy fee to be quoted in percentage (In fig.) (in words) of the project cost
1.	THE FEES FOR RENDERING ARCHITECTURAL AND ENGINEERING CONSULTANCY SERVICES FOR SETTING UP OF THE PROPOSED OIL CoEES OFFICE BUILDING IN OIL PIPELINE HQ TOWNSHIP IN GUWAHATI IN ASSAM AS PER SCOPE OF WORK AND TERMS AND CONDITIONS OF THE TENDER /CONTRACT DOCUMENT INCLUDING SOIL TESTING AND PERIODIC SUPERVISION ETC. BUT EXCLUDING GOODS AND SERVICES TAX.	_____ %

The fee shall be inclusive for entire scope of work including, but not limited to, architectural services, detailed interior design, external development, landscape architecture, approvals, cost of models and periodical supervision during construction of the project, travel expenses towards periodical supervision, for attending meetings with OIL, visits to local authorities, etc by the Consultant and or by their technical persons, providing necessary documents and assistance to Project team for obtaining required GRIHA rating etc. The fees should also include cost of providing local representative (Architect / engineer) for day to day liaising

For the purpose of payment of fees, the project cost shall be **lowest** of the following:

1. The actual cost of the project on completion; or
2. Estimated cost of the project put to tender.

9.1 DETAILS OF GOODS AND SERVICES TAX

S.No.	Tax	Ceiling Amount	Rate of GST	Amount of GST
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		on which the GST applicable is	(%)	
(a)	(b)	(c)	(d)	(e)
1)	GST		_____ %	

NOTE:

1. Amount of GST shall not be included by the Contractor in their quoted price. OIL will reimburse the GST to the CONTRACTOR against submission of invoices issued in accordance with GST Rules,

2. Bidder shall furnish this Form duly filled in all respects along with his price part. However, Bidder is required to furnish this **Form indicating only the Rate of Duty/ Tax (%)** as per Column (d) alongwith his unpriced part.

3. The rate of GST indicated in this format shall be considered for statutory variation as per the provisions of bidding document.

4. GST quoted above shall be considered for evaluation as per provisions of Bidding Document.

5. Contractor shall indicate total GST amount payable under the contract in this format. However, if Services, to be provided by the Contractor, falls under the category defined under reverse charge rule of GST then the liability of deposition of GST to the tax authority by the Contractor, and by the Owner shall be dealt in accordance with Notifications issued on reverse charge rule of GST by Government of India from time to time.

10.0 Time Schedule:

Commencement of Work

The commencement of work shall be considered from the date of issue of the work order against the work.

The following time schedule for providing the architectural and engineering services while planning of the project shall be agreed upon by the bidders

Sl No	Item of work	Time
	Visit to Site, site evaluation, Space planning for the office including collection of all other required data and soil testing	4(Four) weeks
	Architectural design, finalization & submission of Architectural drawings with preliminary estimate.	4(Four) weeks
	Submission of drawings for approval from statutory Bodies and obtaining necessary permissions from authorities concerned	6(Six) weeks
	Structural Design including necessary checking and approval	6(Six) weeks
	Submission of complete set of Civil, Electrical, Plumbing, internal and external services drawings and structural designs, working Drawings	4(four) week

Preparation of bill of quantities along with details of calculation for all items of works and draft tender document for call of tenders	4(four) week
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11.0 The selection of the Consultants: The following procedure will be followed while selecting the consultant/ Architect

1. **Prequalification of Consultant/Architects / Architectural firms** – Based on the Evaluation of the document submitted in response to EOI which was already been floated and 24 nos EOI was received as on scheduled date of submission – Applicants would be shortlisted and issued with the necessary Bid Document.
2. **Pre Bid meeting:** Prior to submission of bids by the shortlisted architect/architectural firms, a pre bid meeting with intending bidders shall be arranged at a suitable time and place which will be announced well in advance.
3. **Technical and Financial proposal and Presentation.-** The bidders shall submit both the concept design of the proposed office building as well as the financial bid separately (both the bids shall be sealed in separate envelopes with details clearly written on the same and together put under one envelop). Shortlisted applicants will be required to submit a Technical Proposal and will have to make a presentation to an expert cum user committee. Based on the evaluation by the Committee, selection will be done

The part I and Part II of the bid shall contain the following.

PART-I of the offer shall contain the following

- The Consultant shall submit the following –
 - 3 D view of the proposed building using suitable software
 - Five (05) set of Report on the design concept and its salient features including the engineering design with utilities, proposed to be adopted
 - Five (05) set of Drawings
 - Five (05) set of Realistic budgetary estimate of the proposed building, based on the CPWD norms plus budgetary quote for non-schedule items of work
 - Work programme chart
 - Office address of the party or Associate Architects & Engineering Design Consultants **at Guwahati** or plan for the proposed office setup **at Guwahati**, if work is allotted.
 - The bidder shall submit the design concept of both the present requirement of G+3 as well as G+5 once the building is completed in totality in future. The bidder shall also provide the approximate cost of the building in both the above situations.

Note :

All the above documents/CD to be put in a separate envelop and physically submitted before closing of the bid submission date and time along with submitting under the technical RFX in the e- tender if supported by the system.

PART-II of the offer shall contain the following

- Professional Fee as per format enclosed in the Bid document.
 - Consultant shall indicate his professional fee for services rendered, as a **Percentage of the total awarded value of work**.
 - In Part - II of the offer, the Consultant shall stipulate no conditions. There shall not be any over writing. All corrections must be legibly marked and signed. Any conditions mentioned in Part-II shall render the offer liable for rejection.

12.0 Evaluation of Bid

- The bid shall be evaluated in two stages as under:

A) Stage- I: Design Concept Presentation

- Under this stage, the tenderers short listed after evaluation of EOI and participating in the bid, shall be invited for participating in the design concept Competition by the way of presentation before the expert cum user committee constituted for the purpose by OIL. The Architect firm/Consultant shall bring hard & Soft copy of their Design concept and related details at the time of presentation.
- The committee shall evaluate the presentation on design concept and would assign the marks independently and then the assigned marks would be averaged out. The consultant shall have no right to challenge the marks assigned by the individual member of the committee and, individual member of the committee shall have no liability to applicant in this regard. No correspondence would be entertained challenging or contesting the marking by the individual member of the committee.
- OIL will select the Architectural firms / consultant on the basis of marks obtained against the design concept as well as financial bid as explained in succeeding para. The financial bid of those bidders obtaining minimum 70% mark in the design concept competition and are occupying at the top three positions shall be opened for further evaluation.
- The committee shall evaluate the design concept of consultants by applying the evaluation criteria, sub-criteria, and point system as stipulated here in under.
- The marks obtained by individual bidder in evaluation of eligibility (during shortlisting through EOI) shall not be carried forward for technical evaluation. The bidders found eligible as described above shall be considered equal for evaluation of their technical bid by the above expert cum user committee.

Each of the shortlisted firms participating in the entire bidding process including presentation etc. will be paid **Rs. 1,00,000/-** (Rupees one lakh only) as part of compensation for the effort put in preparing the concept design and travel and other expenditure The above sum is inclusive of all taxes including GST and income tax deduction/ any other tax deductions at source applicable at the time of payment will be done. No other payment to meet travel or any other incidental expenses. This amount will be deducted from the final selected firm from their first bill. Which means the party to whom the contract is finally awarded shall not be eligible for the above compensation. No deduction shall however be made from the non-selected Architects.

Evaluation Criteria of the Design Concept Presentation.

A Organization		15
	Overall experience and experience of similar nature of job	5
	Organizational setup including staff strength and infrastructure facilities.	5
	Local setup at Guwahati	5
A. Planning & Zoning		20
	1. Landscape blending with existing profile	5
	2. Space planning and Design efficiency	
	3. Site orientation , Circulation and Massing	5
	4. Amenability of building/ other facilities for future horizontal and vertical expansion without disturbing the operation in the built portion.	5

B. Design Concept Planning		45
	1. Compliance with main theme and functional requirement of the project including intelligent building concept and other required functionalities.	15
	2. Compliance to Green building concept (GRIHA criteria)	10
	3. Originality of the concept and innovation in Design	10
	4. Optimum cost of the project	5
	5. Ease of construction and future maintenance of the facilities	5
C. Presentation		20
	1. Overall Presentation	5
	2 Adherence to Time allotted for overall planning and designing the project.	5
	3. Interpretation of Design Concept & Interaction on concept and response to queries of the committee Members.	10

Total 100

B. Stage- II: Evaluation of Financial Bid

- a) After the technical bid evaluation is completed, the OIL shall notify in writing to those Architect firm/consultant who have qualified the technical bid. Architect firm/consultant attendance at the opening of financial bid is optional.
- b) Financial bid shall be opened in the presence of the Consultants'' representatives who choose to attend. The Financial bid of the qualified Architect firm/consultant(s) shall be then opened.
- c) The financial bid of those bidders obtaining minimum 70% mark in the design concept competition and are placed at the top three (3) position in the above technical bid evaluation process (Design Concept competition) shall be opened for further evaluation.
- d) The marks obtained by the bidder in technical bid evaluation shall be given 70% weightage and the financial bid shall be assigned 30% weightage. The bidder who quotes the lowest percentage shall be awarded full marks. The other bidders shall be awarded marks on pro rata basis using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost
- e) **Highest points basis:** On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

13.0 Time schedule for bidding

1. Issue of tender paper to the shortlisted parties- 15 days
2. Pre bid conference –within the 30 days from the date of Tender No generation. The date would be informed to the prospective bidders.
3. Finalization of tender – 10 days from date of holding Pre bid conference
4. Bid submission – 1(one month)
5. Presentation- 10 days from date of submission of tender.

Note: All the drawings / documents/CD as mentioned under para 11.0 – 3.0 part I to be put in a separate envelop and submitted before closing of the bid submission date and time.

A) COMMERCIAL – BID REJECTION CRITERIA

- 1.0 Bids shall be submitted under SINGLE STAGE TWO BID system i.e. ~~Technical Bid and Priced Bid~~ separately in the OIL's e-Tender portal. ~~The Technical Bid is to be uploaded as per Scope of Work & Technical Specification of the tender in "Technical RFX Response" Tab and Priced Bid as per Schedule of Rates uploaded in the "Notes & Attachments" Tab.~~ Bids shall be rejected outright if the prices are indicated in the technical bids. Bids not conforming to this TWO BID system shall be rejected outright.
- 2.0 Bidder shall offer firm prices. Price quoted by the successful bidder must remain firm during the execution of the contract and not subject to variation on any account.
- 3.0 Bids with shorter validity will be rejected as being non-responsive.
- 4.0 Bid Security in Original shall be furnished as a part of the Technical Bid and shall reach the Company (i.e. OIL) before due date of closing. A scanned copy of the bid security shall however be uploaded in OIL's E-Procurement portal along with the Technical Bid. The amount and validity of Bid Security shall be as specified in the Forwarding Letter of the Bid Document. Bid without proper & valid Bid Security will be rejected.
- 5.0 The Integrity Pact must be uploaded in OIL's E-Procurement portal along with the Technical Bid digitally signed by the same signatory who digitally signed the Bid i.e. who is duly authorized to sign the Bid. If any bidder refuses to sign Integrity Pact or declines to submit the Integrity Pact, their bid will be rejected.
- 6.0 Physical Bids, if any received from the bidders, shall not be considered and will be rejected.
- 7.0 Bids submitted after the Bid Closing Date and Time will be rejected.
- 8.0 Bids received through the e-procurement portal shall only be accepted. Bids received in any other form shall not be accepted.
- 9.0 The bid documents are non-transferable. Bid can only be submitted in the name of the bidder in whose name the User ID and Password have been issued. Unsolicited bids will not be considered and will be straightway rejected.
- 10.0 Bids shall be typed or written in indelible ink and shall be digitally signed by the bidder or his authorized representative.

- 11.0 Any physical documents wherever called for, submitted by bidders shall contain no interlineations, white fluid erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such correction shall be initialed by the person or persons who has/have digitally signed the Bid.
- 12.0 Any Bid containing false statement will be rejected.
- 13.0 Bidders must quote clearly and strictly in accordance with the price schedule outlined in Schedule of Rate under PART – II of Bid Document, otherwise the Bid will be summarily rejected.
- 14.0 Non-submission of the documents as specified in BEC will result in rejection of bids.
- 15.0 Bidder shall fulfill all the relevant clauses applicable for this e-Tender.
- 16.0 Bidder must accept and comply with the following standard commercial terms as given in the Bid Document in toto failing which bid will be rejected –
- i) Performance Security
 - ii) Force Majeure
 - iii) Tax Liabilities
 - iv) Arbitration
 - v) Acceptance of Jurisdiction and Applicable Law
 - vi) Liquidated Damage
 - vii) Safety & Labour Law
 - viii) Termination
 - ix) Integrity Pact
 - x) Warranty and remedial of defects
 - xi) Liability
 - xii) Insurance
 - xiii) Any other condition specifically mentioned elsewhere in the tender documents that non-compliance of the clause shall lead to rejection of the bid.
- 17.0 The originals, of the documents submitted by the bidder, shall have to be produced by the bidder(s) to OIL as and when asked for.

B) GENERAL:

- 1.0 Bidders should provide copies of the following:
- (i) GST Registration Certificate,
 - (ii) PAN Card,
 - (iii) Bank A/C NO, Bank Address, with IFSC Code,
 - (iv) Vendor Code (for existing vendors),
 - (v) P.F. Registration Number OR Declaration (Declaration by applicant that provisions of Provident Fund Act are not applicable to them. In case P.F. is required to be deposited later on, the same will be deposited by the bidder (Applicant). In case successful bidder doesn't have P.F. Code at the time of bidding and PF Act is applicable on him/her, the

same has to be provided by him/her before signing of contract agreement and issue of Work Order by OIL.)

- 2.0 In case bidder takes exception to any clause of bidding document not covered under BEC/BRC, then the Company has the discretion to load or reject the offer on account of such exception if the bidder does not withdraw / modify the deviation when / as advised by company. The loading so done by the company will be final and binding on the bidders. No deviation will however be accepted in the clauses covered under BRC.
- 3.0 To ascertain the substantial responsiveness of the bid the Company reserves the right to ask the bidder for clarification in respect of clauses covered under BEC/BRC also and such clarifications fulfilling the BEC/BRC clauses in toto must be received or before the deadline given by the company, failing which the offer will be evaluated based on the submission. However, mere submission of such clarification shall not make the offer responsive, unless company is satisfied with the substantial responsiveness of the offer.
- 4.0 If any of the clauses in the BEC-BRC contradict with other clauses of bidding document elsewhere, then the clauses in the BEC-BRC shall prevail.
- 5.0 Bidder(s) must note that requisite information(s)/financial values etc. as required in the BEC/BRC& Tender are clearly understandable from the supporting documents submitted by the Bidder(s); otherwise Bids shall be rejected.
- 6.0 OIL will not be responsible for delay, loss or non-receipt of applications for participating in the bid sent by mail and will not entertain any correspondence in this regard.
- 7.0 The originals of such documents [furnished by bidder(s)] shall have to be produced by bidder(s) to OIL as and when asked for.

C) INTEGRITY PACT:

Bidder shall submit Integrity Pact Proforma / Annexure along with the Technical Bid, duly signed on all pages by same signatory who signed the bid, failing which the offer will summarily be rejected

ANNEXURE-AA:

CERTIFICATE OF ANNUAL TURNOVER & NETWORTH

(To be issued by practicing Chartered/Cost Accountant Firm
on their Letter Head)

TO WHOM IT MAY CONCERN

This is to certify that the following financial positions extracted from the audited financial statement of M/s_____ (Name of the bidder) for the last three(3) completed accounting years up to_____ (as the case may be) are correct.

YEAR	TURNOVER(₹)	NETWORTH(₹)

Place:

Date:

Seal:

Membership Code and Registration No.

Signature
